

New Zealand Commerce & Economics Teachers Association Inc

ceta

Te Aka Pouhoko, Pouaha Tōpū o Aotearoa

Accounting
Business Studies
Digital Technologies
Economics

Digital Technologies Resource Catalogue

Educating young people who
will be significantly different!

www.nzceta.co.nz

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Charities Commission Registration Number CC44286

Digital Technologies Catalogue Term 3 2018

Information Technology; Technology ICT; Computer Skills;
Information Management; Text & Information Management

Year 12 : NZC Level 7 : NCEA Level 2

NZCETA SALES POLICY

Please note that all CETA resources are produced using Microsoft Windows XP

Ordering Resources from NZCETA

All prices are GST inclusive.

The order form lists all the new resources which are described in the newsletter.

Only use the correct order form. Orders will be accepted via email, fax or post – no telephone orders are acceptable. If payment is not attached, a school order number must be given.

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All prices include GST.

Moderation/Evaluation

All CETA Achievement Standard and Unit Standard resources have been checked by experienced subject experts. Please note that this is not an official NZQA moderation.

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Should you have any queries, please do not hesitate to contact us.

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GUIDES All Levels

Title and Keywords	Code	Price	Description/Contents
Year 9 & 10 Curriculum Level 4 & 5 NZCETA Digital Technologies Handbook for programme design and implementation appropriate for The NZ Technology Curriculum Levels 4&5	DTB 11	\$90.00	Published 2010 The booklet provides suggestions for programme planning at junior level to ensure students are being provided with a robust and comprehensive skill and knowledge base to enable them to follow appropriate pathways into digital technologies at senior level. Contents include: What is Technology; Technology in The NZ Curriculum; What is Digital Technologies; What is a Digital Technology Programme; How to Develop and Implement a Digital Technologies Programme; Programme Planning; Schemes of Work; Key Competencies and Values; Teaching Strategies; Evaluation of the Programme; How to Assess Digital Technologies; Types of Assessment; Assessment Activities
Year 11 Curriculum Level 6 NZCETA Digital Technologies Handbook for programme design and implementation appropriate for The New Zealand Technology Curriculum Levels 6 & NCEA Level One	DTB12	\$90.00	Revised 2012 The booklet has been developed to accompany the New Zealand Curriculum and is intended to support the development of a Digital Technologies programme of learning while allowing for freedom to address the diverse learning requirements of students and the culture of the school. It provides suggestions for programme planning to ensure students are being provided with a robust and comprehensive skill and knowledge base to enable them to follow an appropriate Digital Technology pathway at senior level. Also included are suggested strategies for embedding the key competencies and values within a programme of teaching and learning; a range of teaching strategies; possible teaching activities; software and suggested resources. Contents include: What is Technology; What is Digital Technologies; What is a Digital Technology Programme – it's structure & Aims; Learning Objectives; An Approach to Planning; Schemes of Work – scheme development, programme planner, Planning a Technology Unit, Developing a Successful Programme; Planning Checklist; Key Competencies; Content Development; Resources; Assessment Mutually Exclusive Standards
Year 12 Curriculum Level 7 NZCETA Digital Technologies Handbook Version 2 for programme design and implementation appropriate for The New Zealand Technology Curriculum Levels 7 & NCEA Level Two	DTB13	\$90.00	Revised Term 4 2012 The booklet has been developed to accompany the New Zealand Curriculum and is intended to support the development of a Digital Technologies programme of learning while allowing for freedom to address the diverse learning requirements of students and the culture of the school. It provides suggestions for programme planning to ensure students are being provided with a robust and comprehensive skill and knowledge base to enable them to follow an appropriate Digital Technology pathway at senior level. Also included are suggested strategies for embedding the key competencies and values within a programme of teaching and learning; a range of teaching strategies; possible teaching activities; software and suggested resources. Contents include: What is Technology; What is Digital Technologies; What is a Digital Technology Programme – it's structure & Aims; Learning Objectives; An Approach to Planning; Schemes of Work – scheme development, programme planner, Planning a Technology Unit, Developing a Successful Programme; Planning Checklist; Key Competencies; Content Development; Resources; Assessment Mutually Exclusive Standards. The Version 2 edition of this resource includes a comprehensive and detailed section indicating the step-ups from NZC Level 6/NCEA Level 1 to NZC Level 7/NCEA Level 2

Year 13 Curriculum Level 8 NZCETA Digital Technologies Handbook	DTB14	\$90.00	Published Term 4 2012
for programme design and implementation appropriate for The New Zealand Technology Curriculum Levels 8 & NCEA Level Three			<p>The booklet has been developed to accompany the New Zealand Curriculum and is intended to support the development of a Digital Technologies programme of learning while allowing for freedom to address the diverse learning requirements of students and the culture of the school. It provides suggestions for programme planning to ensure students are being provided with a robust and comprehensive skill and knowledge base to enable them to follow an appropriate Digital Technology pathway at senior level. Also included are suggested strategies for embedding the key competencies and values within a programme of teaching and learning; a range of teaching strategies; possible teaching activities; software and suggested resources. Contents include: What is Technology; What is Digital Technologies; What is a Digital Technology Programme – it's structure & Aims; Learning Objectives; An Approach to Planning; Schemes of Work – scheme development, programme planner, Planning a Technology Unit, Developing a Successful Programme; Planning Checklist; Key Competencies; Content Development; Resources; Assessment Mutually Exclusive Standards, as well as including a comprehensive and detailed section indicating the step-ups from NZC Level 7/NCEA Level 2 to NZC Level 8/NCEA Level 3</p>

All Levels

Mixed Resources and Software Related Activities

Title and Keywords	Code	Price	Description/Contents
A beginners guide to Visual Basic in PowerPoint <i>Basic VB Coding A good starting point</i>	DT 11/3/1	\$60.00	<p>This easy to follow, 25-page user friendly teaching resource will guide you through a step by step tutorial teaching you how to create simple, fun and funky interactive quiz slides within Microsoft PowerPoint. You will quickly learn how to link PowerPoint with Visual Basic Editor tools to design pop-up message boxes, feedback statements and easy navigation structures within your slideshows. The resource includes a quick revision test and examples of cross curricular, student designed learning activities. Students can work through these tasks individually and also choose to extend themselves and try different challenges along the way.</p>
Seeing the Brief Visually <i>A poster pack to assist with writing a brief</i>	DT 11/1/4	\$45.00	<p>This resource contains four posters for the classroom wall to give students a visual reminder and understanding of components required to develop a brief.</p> <p>The posters included are:</p> <ul style="list-style-type: none"> • Components of a Brief • Developing a Brief • Factors that influence design • Research and Investigation <p>Poster available as hardcopy only with Packing & Postage of \$15</p>
Tech Tactics version 2 <i>A wall display which encourages students to work through the technology process with confidence.</i>	DT 11/2/2	\$50.00	<p>A creative and visual resource which gives students prompts to enable them to help themselves. The resource contains a series of cards and posters that can be used as reminders of what is expected at each stage of the technology process. It will mean the teacher is not always the first point of contact and can meet with students individually without be interrupted as often by small questions from others. Students will develop the key competencies of managing self and thinking by using this resource.</p> <p>Contents: Display example, how to use resource, wall displayed steps, student help cards for different stages.</p>
Junior Rescue Package <i>Student Worksheets on a range of topics</i>	DTB 8	\$35.00	<p>Revised 2012</p> <p>This package of a comprehensive range of pick-up-and-go junior activities are invaluable for emergency lessons, extension tasks or individualised learning programmes. The worksheets are for students to use to develop skills/knowledge in the following areas: Alpha-Numeric keyboard, Computer Keyboard, Parts of the Computer, Ergonomics, Systems, Editing, Paragraphs, Display, Spacing & White Space, Tables, Fonts, Desktop Publishing, Spreadsheets and Internet. Included are solutions and two assignments.</p> <p>Contents: Suggestions on how to use this workbook; Worksheet Quizzes; Alpha-Numeric Keyboard; Computer Keyboard; Parts of the Computer; Ergonomics; Systems; General; Editing; Paragraphs; Display; Spacing and White Space; Tables; Fonts; Desktop Publishing; Spreadsheets; Internet; Suggested Solutions; Assignments – Magazine Draft; Assignment – Tuckshop Survey; Summary Assignment</p>
SCRATCHING the surface Creatively <i>Introduction to Programming</i>	DT 09/3/1	\$40.00	<p>SCRATCH is a new programming language that makes it easy for students to create their own interactive stories, animations, games, music, and art, and share their creations on the web. Incorporating SCRATCH into your teaching and learning program will help your students to develop 21st century learning skills. Your students will learn how to become critical thinkers, problem solvers and decision makers and will</p>

			work in a creative, innovative and collaborative environment. As they create SCRATCH projects, students learn important mathematical and computational ideas, while also gaining a deeper understanding of the process of design. This unit of work includes a series of tutorials plus a Scratch project and assessment template. Please note: The tutorials have been downloaded from a range of websites and are free. The links are supplied.
Spreadsheet Pack	DT 10/2/1	\$60.00	Revised 2012 This pack contains Spreadsheet tasks to use as part of your teaching. It develops skills and gives students the chance to think for themselves and make decisions about the work they complete. Formatting and Graph Posters with reminders for students Thinking and making decisions about tools to use Formulaes – IF, PMT, and a variety of functions Conditional Formatting, Macros, Templates
<i>Teacher and student notes covering a range of skills and tasks. Skills Development Decision Making Posters Teaching Cards</i>			
Bag it	DT 09/4/1	\$50.00	This is project is an introduction to graphic design with a focus on the fundamentals of logo design. Students will become familiar with the objectives and needs of a client and given the task to develop a logo design based on these goals. They will be set the task of designing and creating an innovative, aesthetically pleasing, and exciting logo which is appropriate for the purpose and target audience. Students will be given the challenge of personalising their logo so that it makes a personal statement about who they are. This activity pack contains: An “how to guide” for using Adobe Fireworks CS4 (the skills covered in this guide can also be applied to earlier versions of Fireworks For those who do not have the Adobe software there are links to tutorials for using the draw tools within MSWord to create images Student notes on Logo Design Tips An activity on critical analysis of existing solutions Student templates Plus an assessment schedule This is an authentic yet challenging project which will enable your students to express who they are in an imaginative and creative way. This 10-12 hour activity pack is overflowing with support material, tips, and tricks. No prior knowledge of design is necessary and can be implemented using a range of software. This resource could easily be modified to suit a context more appropriate to your students, for example, design a logo for a T Shirt.
<i>Be the latest logotype designer - Translate verbal ideas into visual images Creativity and Imagination Fireworks or MS Word Meeting the needs of a client</i>			
Respecting Others Innovations and Creations	DT 10/1/4	\$45.00	Intellectual Property covering copyright, plagiarism, piracy and the dangers of Peer to Peer networking. Class discussion is used to raise the awareness of the issues involved. Students research the Internet using supplied websites to gather information. Students then create a presentation in a format of choice for use as an explanation of the issues involved for the teaching staff of your school. The teaching notes cover terminology and definitions, suggested starter questions, some suggested responses to the issues and attitudes. The Prior Knowledge and Reflections student worksheet allows the teacher to assess any changes in attitudes over the unit. This unit will take approximately 3-4 hours.
<i>Intellectual Property Copyright</i>			

New Zealand Curriculum Values *Innovations, inquiring &*

curiosity - Explore and discuss values of others
Thinking critically creatively & reflectively - Thinking about their own practices and attitudes in relation to the Copyright Law and effects on the creators of works; Reflecting on what has been learnt and how this has changed their attitudes
Equity- Fairness and social justice; Reflection on the effects on creators and the possible effects on Research and Development
Integrity- Being accountable for own actions and acting ethically
Respecting others- Allowing all students to voice opinions and values without challenge
Key Competencies *Thinking* - Developing understanding of concept of copyright and challenging their own values; Reflecting where they started, and where they have finished in terms of attitudes
Using of language, symbols, and texts - Use of symbols: copyright, trade mark and patent
Relating to others - Listen, recognize different points of view, negotiate values and share ideas
Learning Area *Technology*: Level 5 *Strand*: Nature of Technology; Characteristics of Technology – understand how people's perceptions and acceptance of technology impact on technological development;
Understand how the illegal copying of others work impacts on those people
Digital Technologies Context, Knowledge and Skills Strand
Digital Information

<p>MovieMaker</p> <p><i>Designing a Movie</i> <i>Storyboards</i> <i>Using Digital Cameras</i></p>	<p>DT 10/1/8</p>	<p>\$45.00</p>	<p>Revised 2012</p> <p>Within this resource students will use a digital camera and MovieMaker (or Photostory). Designing a movie incorporating storyboards, digital camera use, movie creation, movie formats and respecting the rights of others when taking photos. The students have the opportunity to discover how to use these resources independently. This can be completed with a limited amount of cameras and computers if necessary. Approximately 8 hours in length.</p> <p>New Zealand Curriculum Values <i>Innovation, inquiry and curiosity</i> - Encourage students to think independently; Encourage students to gather resources to assist their learning; Encourage students to be creative <i>Equity</i> - Encourage students to work with others and resources fairly <i>Integrity</i> - Act responsibly when taking and using images of others and their property Respect- Encourage students to accept others and their opinions; Encourage students to take responsibility for equipment Key Competences Managing self; Relating to others; Thinking; Participating and contributing; Using language, symbols, and texts Learning Area Technology: Level 4 - Technological Products</p>
<p>A Beginners Guide to Visual Basic in PowerPoint</p> <p><i>Create an interactive Quiz</i> <i>Visual Basic</i></p>	<p>DT 11/3/1</p>	<p>\$60.00</p>	<p>Revised 2012</p> <p>This easy to follow, comprehensive user friendly teaching resource will guide you through a step by step tutorial teaching you how to create simple, fun and funky interactive quiz slides within Microsoft PowerPoint.</p> <p>You will quickly learn how to link PowerPoint with Visual Basic Editor tools to design pop-up message boxes, feedback statements and easy navigation structures within your</p>

slideshows.

The resource includes a quick revision test and examples of cross curricular, student designed learning activities.

Students can work through these tasks individually and also choose to extend themselves and try different challenges along the way.

Contents: Using VBA; Creative Techniques; Glossary of Terms; Creating a Quiz; Task 1 – 5 steps on How To with screen shot assistance; Task 2 extra project with new tricks – 8 steps on How To with screen shot assistance; Review Activity; PowerPoint Review Quiz with Answers.

Getting Animated with Adobe Flash CS5

DT 12/3/2

\$60.00

Achievement Objectives to teach students (and teachers) the essentials of using Adobe Flash CS5 which could be used in conjunction with

Level 3 Computing Unit Standard 25661 v6 3 credits design and assemble an interactive media product without scripting

Level 3 Computing Unit Standard 5947 v6 3 credits use computer technology to solve a specified problem

Level 1 Computing Unit Standard 5946 v6 3 credits use computer technology to create and deliver a presentation from given content

Or any NCEA Level 1-3 Digital Technology Achievement Standards Internal assessments)

The purpose of this resource is to provide a 38 page student resource with a step by step guide on how to use the basic elements of Adobe Flash CS5 including a student checklist. Also included is a 38 slide powerpoint on How to Use Adobe Flash CS5. Any resources needed for the tutorial are provided. Students will learn how to produce an animated, interactive Flash application that can be either inserted into a web page or published as a standalone application on a CD or DVD

This resource could be also be used across the curriculum to assist in creating interactive, exciting teaching resources. *This resource replaces DT 08/2/1 which is now out-of-date*

Contents: Teacher Notes; Beginners Task Folder; Bouncing Balls v1 Folder; Movie Clip Folder Text Folder; Sound Folder containing 3 x sound file resources to go with the tutorial; how to beginning guide; a powerpoint presentation on the skills used in Adobe Flash CS5

Meet the Director - Getting to grips with the Movie Logo

DT 14/2/1

\$60.00

Knowing the terminology used on a movie or video production set helps everyone involved understand the production and Director's needs. This resource introduces students to the skills and knowledge required to write a movie proposal, create a storyboard and plan a video production. This teaching and learning guide will help students and teachers gain a better understanding of what is required to produce a fit for purpose, captivating, high quality video outcome. Topics covered are:

Understanding Film Genre and the conventions within Genre
Different cinematography techniques such as camera angles and movement, their use and purpose

Pre-production procedures and techniques such understanding narrative and storyboarding

Production procedures such as production schedules, permission and the practicalities of shooting

Post-production procedures

The resource includes: Introductory terminology, activity sheets, word finds and planning templates are included with this resource.

			<p>This resource is suitable for students at Levels 6, 7 & 8 of the curriculum and can be used to support the teaching and learning within Digital Technologies/Media, Generic Technology and Media Studies.</p> <p>Please note: The procedures, skills and techniques to edit and create a video using video editing software IS NOT covered</p>
<p>What is Your Aura - Creating augmented reality using Aurasma</p>	DT 14/2/2	\$60.00	<p>Achievement Objective: Implement procedures to produce a digital media outcome</p> <p>In the form of an augmented reality image integrating video and static image.</p> <p>A resource designed to be used to teach Digital Media and could be used in year 11 to 13 – NZC Level 6, 7, 8/ NCEA Level 1, 2, 3 depending on the complexity of skills used to develop the outcome. It does link with internal Achievement Standard 91073 (1.43) <i>Implement basic procedures to produce a specified digital media outcome</i></p> <p>This resource package covers the skills needed to create an augmented reality or ‘aura’ using the free app, Aurasma.</p> <p>With Aurasma, every image, object and even place can have its own Aura. Auras can be as simple as a video and a link to a web page or as complex as a lifelike 3D animation. Use the Aurasma app to unlock Auras and share the experience with friends. This resource uses Aurasma to integrate two different types of media products, static image and video, to create an augmented reality “aura”.</p> <p>The resource covers the skills required to create Auras using online tools provided by Aurasma. It does not however cover the skills required to create a static or moving image.</p> <p>Curriculum Links - This resource links to the Technology Curriculum, Achievement Objective: Level 5 – Students will:</p> <p>Analyse their own and others’ outcomes to inform the development of ideas for feasible outcomes.</p> <p>Undertake ongoing functional modelling and evaluation that takes account of key stakeholder feedback and trialling in the physical and social environments.</p> <p>Use the information gained to select and develop the outcome that best addresses the specifications.</p> <p>Evaluate the final outcome’s fitness for purpose against the brief.</p>
<p>What’s your Rapper Name? - An introduction to javascript</p>	DT 15/1/3	\$60.00	<p>Designed to be suitable for Year 9 & 10 students but could be used as an introductory exercise at NCEA Level 1 or Level 2 for students who have never written code before. Students will be introduced to javascript variables, collecting basic input from an html form, performing simple string methods (such as extracting the first letter of a name), conditional statements (if and if/else). The resource contains an activity to introduce javascript to students with no prior coding experience.</p> <p>Students will be introduced to javascript variables, collecting basic input from an html form, performing simple string methods (such as extracting the first letter of a name), conditional statements (if and if/else). Assessment ideas are included.</p> <p>It links with the NZC and in particular embodies the values of <i>innovation, inquiry, and curiosity, by thinking critically, creatively, and reflectively</i>, and the principles of High Expectations and Learning to Learn. It supports working towards TCKS objectives for Programming and Computer Science given in the DTG (Digital Technologies Guidelines). Students may study this topic further at Level 6 or Level 7. For NCEA Level 1 assessments, students would need</p>

to progress to an activity which includes iterative loops and different types of variables. For NCEA Level 2, students would need to progress further to activities which include parameters and scope.

Notepad++ is available for download FREE from <http://notepad-plus-plus.org/download/v6.6.9.html>. Make sure this software is downloaded onto your computers before you start. If you are using Chromebooks or Android devices you will need to choose a suitable coding app that runs javascript and HTML.

The tutorial teaches the following aspects of HTML
HTML tags, head and body tags, basic text paragraphs
Text box, Radio Button and Button inputs

The tutorial teaches the following aspects of javascript
Functions (without parameters)

Variables and introduction to arrays

getElementByld to extract information from HTML

Conditionals: if and else if statements

This tutorial does **not** include the following aspects that are needed at Level 1 and 2 - Scopes of variables (local and global)Parameters of functions - Iterative loops

Specific content in the resource

At conclusion of this topic students should be able to:

Follow instructions to create a simple javascript program.

Be familiar with javascript functions, variables and conditionals

Be familiar with introductory html.

<p>Who we are - A culturally diverse project to support Maori or Pasifika Junior Students (year 7 to 10)</p>	<p>DT 15/1/2</p>	<p>\$60.00</p>	<p>Who we are” is a culturally diverse project to support Maori or Pasifika Junior Students (year 7 to 10). This resource contains five activities and summative assessment notes to assist in teaching the topic of Digital Technology within the context of cultural awareness and diversity as part of the New Zealand Curriculum for Technology levels 2 – 5 and is adaptable to meet the requirements of year 7 – 10 Maori or Pasifika students. The resource pack supports cultural values and the importance of the ways of thinking and relating to each other both as a teacher of Maori or Pasifika students as well as a student. Some of these values are: Manaakitanga – the care for students as culturally located human beings. Mana motuhake – the care by teacher for the academic success and performance of the students Whakawhanaungatanga, the nurturing of mutually respectful and collaborative relationships between all parties around the student learning. Ako, the promotion of effective and effective and reciprocal teaching and learning relationships, where everyone is a learner and a teacher. One of the aims of this resource pack is to build trust and create mutual respect by having positives relationships within the classroom, between student to student and teacher. It is strongly recommended that teachers involve students so that they feel a part of the learning process, for example:- Communicating the objective of each lesson Determining prior knowledge</p>
<p><i>Technology using Digital Technology</i></p>			
<p>NZC Levels 3-5</p>			

Negotiating content and time

Setting expectations

Giving feed forward

Ka Hikitia, the Ministry's Māori education strategy, emphasises the importance of Māori students' presence, engagement and achievement. Examples of this could include some or all of the following and each activity has been designed around the following:

co-operative learning strategies

co-constructing the learning contexts and inquiry questions

problem-solving together

integrating local knowledge and context

Each activity has been designed without being too prescriptive so that the locus of power is given to the students by allowing them to choose the context for learning with an inquiry process. These activities create opportunities for Maori or Pasifika students to build on their knowledge and previous experiences showing them their culture counts.

Specific Content

At conclusion of this topic students should be able to:

Confidently use range of ICT tools

Understand how their culture and others interact in society

Be confident and realise their importance and values and those of others in society

21 Century learner embracing independence, research, self-motivation and organisation within a context

Be proud of their work and accomplishment

Have succeed at a high level

Self-directed

Getting to Grips with the Technology Terminology -

DT 16/3/1

\$30.00

This resource contains a range of Do Now activities to assist in teaching the technology terminology for NZC Levels 4-6, Years 9 and 11

Students will be introduced to the technology terms via a range of letter patterns The activity will be followed by a discussion about the meaning of the technology term with some Big Questions which encourage critical and deep thinking.

Lesson Starters/Do now's

NZC Levels 4-6
Years 9-11

Students will be exposed to common assessment terms such as:

- Identify
- Discuss
- Explain
- Justify

Technology education in New Zealand explores how, beginning with a need or opportunity, new products and systems are developed, and how technological developments impact on our world.

Students should be provided with opportunities to develop the technological literacy within a range of technology contexts. This resource is designed to support students to develop their understanding and application of the technological terms used within the three technology strands.

The activities are designed to be very quick starter activities and should take approximately 10 minutes to complete.

Cracking the Code – a quick glimpse at C#	DT 16/3/3	\$60.00	<p>Contents: Do Now Student Activities; Deep thinking Questions; Suggested answers; Cryptograms with suggested guidelines as to how to make your own.</p> <p>Achievement Objective: Computational thinking</p> <p>Work in groups to plan and construct a basic computer program using C# and Windows Form Applicator This comprehensive 50 page resource is a 'Pick-Up and Go' how to guide is designed to guide the teacher and students through the process of constructing a basic computer program for a specified task. The approach used will be through the use of Visual Studio Express 2015 and the Windows Form Application option. It contains full student instructions with extension activities.</p> <p>It is expected that students could complete this step by step guide in approximately 8 lessons.</p> <p>The key focus of the assessment at the end of the How to guide is to encourage students to work in groups to apply computational thinking to solve a specified problem. Students will work in small teams or pairs to develop a plan and implement the plan to construct a simple computer program.</p> <p>Students will be posed with a problem to solve. They will work in groups to plan and construct a basic computer program to solve the problem.</p> <p>This resource also links with the New Zealand Curriculum and in particular embodies two Technology Strands – Technological Practice and Technological Knowledge. For example, students will:</p> <ul style="list-style-type: none"> • outline a general plan to support the development of an outcome, identifying appropriate steps and resources. • describe the outcome they are developing and identify the attributes it should have, taking account of the need or opportunity and the resources available. • understand that functional models are used to represent reality and test design concepts and that prototypes are used to test technological outcomes. <p>Contents: Teacher' introductory notes; Student How to guide; Student group project; Suggested Assessment Schedule</p>
<i>Computer Science and Programming C# coding using Visual Studio Express 2015 for Windows Desktop</i>			
<i>NZC Level: 3-5 Assessment Links: Year 9 or 10 Project based learning – working in teams to create a simple computer program to solve a problem Level 1 Digital Technologies 91076 [1.46] Construct a basic computer program for a specified task (3 Credits) 91075 [1.45] Construct a plan for a basic computer program for a specified task</i>			
Design Poster	DT 18/2/1	\$40.00	<p>This poster shows a visual interpretation of the components of good design</p> <ul style="list-style-type: none"> • Repetition • Balance • Contrast • Hierarchy <p>Poster available as hardcopy only with Packing & Postage of \$15</p>
<i>A wall poster illustrating components of good design</i>			

Year 12 - Curriculum Level 7 – NCEA Level 2

Title and Keywords	Code	Price	Description/Contents
Spreadsheet and Database Exercises <i>Planning, Creating, Evaluating</i> Levels 1 and 2	DT 05/3/31	\$30.00	Revised 2012 A resource designed to teach students to develop briefs and working plans for spreadsheets and databases, and provides a basis for evaluation. The package ties in with Unit Standards in particular, but is also a useful tool for Achievement Standards Assessment. The package includes teacher notes, student tasks, suggested answers, and supplementary activities. Contents: Teacher Notes; Spreadsheet Questions; Database Questions; Model Answers; Supplementary Exercises
Club Secretary - An assessment for AS 91368 (2.41)	DT 11/4/2	\$50.00	Revised 2012 This resource covers the documents a club secretary would need to be familiar with and is an assessment for AS91368. The scenario is a new club secretary preparing a presentation to their club's committee to persuade the committee to update their systems for communicating with members. It involves the creation of a data base and the design of queries, reports and forms for that database. The database is linked to two different covering letters depending on the role of the member in the club. Attached to the letters is a newsletter which is designed as a template and has a spreadsheet and graph embedded in it. The minutes are also attached for the committee members.
A New Adventure - Practice Assessment <i>NZC Level 7/NCEA Level 2</i> Assessment Link AS 91370 (2.43) internal	DT 12/2/8	\$45.00	Implement advanced procedures to produce a specified digital information outcome with dynamically linked data This is a practice assessment task using the Digital Technology Achievement Standard 2.43 (91370) with a focus on Print Media. The resource includes suggested freeware that could be used, inspiring websites that can be used for students to think outside the square and trial different techniques during skill development for this standard. The practice assessment is based around the idea of having to sell their own personal belongings to allow them to embark on a new adventure. Contents: Resource Descriptor; Teacher Guidelines; Possible Software; Prior Learning Achievement Standard; Student Instruction Sheet; Possible templates to use for student and teacher; Assessment Schedule Guide; Advanced Techniques Check Sheet

Decaffeinated Databases with Kano Kawhe - Learning Guide	DT 12/1/1	\$60.00	<p>Implement advanced procedures to produce a specified dynamically linked data (6 credits)</p> <p>How To Guide: Microsoft Access 2010 Discover the fundamental principles underpinning database design including entity relationships, normalisation, and basic database terminology. Learn how to design and create a relational database, linking tables using keys. Learn how to apply a range of advanced procedures with MS Access such as sorting on one field with a secondary sort on another field creating multiple criteria queries using: logical, mathematical [expressions], and/or wildcard operators customising reports and forms setting validation rules to restrict what users can enter in a given field</p> <p>This comprehensive resource package covers the introductory skills needed to design and create a database management system using MS Access 2010. However, MS Access 2007 could also be used with this resource.</p> <p>It is a <i>Pick-Up and Go</i> learning activity consisting of a step by step “how to guide” covering how to create and link tables within MS Access database software, and how to manipulate, extract and present data using the database.</p> <ul style="list-style-type: none"> • Skills covered include: • how to set up tables • how to link tables • how to carry out normalisation to remove data redundancy • creating fields • setting validation rules • using the look-up wizard • performing queries (operators/wildcards and expressions) • creating reports • creating forms • saving
NZC Level 7/NCEA Level 2			
Assessment Link AS 91368 (2.41) internal			
Sussing out Spreadsheets - a touch on advance <i>Teaching & Learning Pack</i>	DT 12/1/2	\$50.00	<p>Learning objective: to build students confidence in using some of the advanced tools of Microsoft Excel, giving background knowledge and then an opportunity to use some of these tools</p> <p>This resource gives students the opportunity to read through PowerPoint Notes to become familiar with some of the more advanced features of Excel and then gets them to work through a real life situation of becoming a student at university and the expenses</p> <p>Involved to put these of the tools to the test. The resource can be used as preparation for Digital Information AS 91368 implement advanced procedures to produce a specified digital information outcome with dynamically linked data.</p> <p>Skills covered include:</p> <ul style="list-style-type: none"> • What you should already know • Workbooks – naming work sheets, moving
NZC Level 7/NCEA Level 2			
Assessment Link AS 91368 (2.41) internal			

- Page Layout
- Printing
- Sorting
- Filtering
- Linking Work Sheets
- Graphs
- Conditional Formatting
- Formula – IF, COUNTIF, HLOOKUP, VLOOKUP, PMT

All support resources are included with the resource package.

Contents: Resource Descriptor; Teacher Guidelines; Curriculum Links; Key Competencies; Qualifications Framework; PowerPoint Explanations (25 slides); Student Task Sheet; Suggested Solution

<p>Taking Database Further with Aroha Kano & Kano Kawhe - Teaching & Learning Pack</p>	<p>DT 12/2/1</p>	<p>\$60.00</p>	<p>Implement advanced procedures to produce a specified digital information outcome with dynamically linked data</p> <p>Learning Objectives: Learn how to apply a range of advanced procedures with MS Access such as</p> <p>Filters for example in a form, report, query or datasheet</p> <p>Parameters in queries</p> <p>Using the calculation Data Type in a field</p> <p>Creating charts</p> <p>Exporting data (MS Word Mail Merge Excel)</p> <p>The Maori terms used in this resource are defined as: Aroha - “love”, kano - “bean” and kawhe - “coffee” . This is pronounced as kano kawhe (coffee bean). This resource package covers the more advanced skills within Microsoft Access 2010. However, MS Access 2007 could also be used with this resource. It is a <i>Pick-Up And Go</i> learning activity consisting of a step by step “how to guide” covering how to perform some more advanced techniques within MS Access database software, and how to manipulate, extract and analyse data using the database. Skills covered include:</p> <p>Applying filters to display specific records (for example in a form, report, query or datasheet) or to print certain records from a report, table, or query; Applying Parameters to queries; Exporting an Access 2010 database table/query to MS Excel 2010 sheet for applying functions/formulas; Exporting to MS Word 2010 and setting up a Mail Merge</p> <p>Specify Report Size Before Printing - By default, Access 2010 report size is set to Letter, however, before printing the report you can verify the size and adjust it to required size; Creating charts</p> <p>All support resources are included with the resource package including the 42 page ‘how to’ booklet are.</p> <ul style="list-style-type: none"> • KanoKawhe_2 • KanoKawhe beginning • Promotional Letter • Promotional Letter merged • Promotional Letter v1 • Retail Price query • Skills checklist
<p><i>NZC Level 7/NCEA Level 2</i></p>			
<p>Context: Digital Information</p>			
<p>Assessment Link AS 91368 (2.41) internal</p>			

<p>Madge does her bit for Charity - Teaching & Learning Pack including Practice Assessment</p>	<p>DT 12/2/7</p>	<p>\$60.00</p>	<p>Implement advanced procedures to produce a specified digital information outcome with dynamically linked data</p> <p>Learning Objective: Plan, design and create a relational Database using Microsoft Access 2010.</p> <p>Consolidate skill development using a range of advanced procedures within MS Access:</p> <ul style="list-style-type: none"> Plan and design a relational database Set Field names and Datatypes Create Validation Rules Use Input Masks Create Forms Enter data Test the database Perform queries using parameters Perform multiple criteria queries Perform calculations Create a Report <p>Dynamically link data between MS Access and MS Word.</p> <p>Consolidate skill development using a range of advanced procedures within MS Word:</p> <ul style="list-style-type: none"> Showing design elements and formatting features as appropriate to the outcome Multi-level Bullets Setting Styles Creating a Bibliography using the Referencing tool Section breaks Perform a Mail Merge Create an information sheet Object linking <p>This 32 page resource, with accompanying documents and solutions is to be used as a skill consolidation activity to help students strengthen their skills and knowledge within database design and word processing. Students will demonstrate their ability to perform advanced skills within Microsoft Access 2010 and MS Word. MS Access 2007 could also be used with this resource instead of 2010.</p> <p>This activity requires students to create a database and link this to a word-processed document to create a specified digital information outcome – relational database, a mail merge letter and information sheet to insert with the letter. It is a <i>Pick-Up And Go</i> activity including planning templates and performance tasks. The resource is to be used as a skill consolidation activity to help students strengthen their skills and knowledge within database design and word processing. Students will demonstrate their ability to perform advanced skills within Microsoft Access 2010 and MS Word. In its current form, this practice task is too structured for an assessment activity. The teacher would need to change the way the queries are written to be less guided. Students need to demonstrate independence in decision making; the queries in this activity give too much information and guidance. However, also included in the pack is an unguided assessment activity and suggested solution.</p>
<p>NZC Level 7/NCEA Level 2</p>			
<p>Context: Digital Information</p>			
<p>Assessment Link AS 91368 (2.41) internal</p>			
<p>It's All Downhill – Mokau Mountain Bike Club - Practice Assessment</p>	<p>DT 12/4/2</p>	<p>\$50.00</p>	<p>This assessment resource package covers the introductory skills needed for students to be able to plan, create, and query a flatfile database. The resource includes: The assessment project, a suggested</p>

<p>NZC Level 7/NCEA Level 2</p>	<p>Assessment Links Generic Computing Level 2 US 2786 AS 91368 (2.41)</p>	<p>assessment schedule, suggested answers, planning templates, and a student checklist. It is appropriate for the teaching and learning required for assessment using Generic Computing Level Two Unit Standard 2786 <i>Create and use a computer database to solve a problem.</i> The resource could also be used as a scaffolding task for Achievement Standard 91368 (2.41) <i>Implement advanced procedures to produce a specified digital information outcome with dynamically linked data, 6 Credits</i></p>
<p>E-Ako E-Portfolio - Practice Assessment</p>	<p>DT \$60.00 13/2/2</p>	<p>Implement advanced procedures to produce a specified digital media outcome Digital Media – Web Design Apply advanced procedures to design and create a functional, multi-paged website.</p>
<p>NZC Level 7/NCEA Level 2</p>	<p>Assessment Links Digital Technologies AS 91370 (2.43) internal</p>	<p>This 37 page comprehensive resource includes understanding the principles underpinning HTML5 and CSS3, writing semantically correct code, creating Cascading Style Sheets (CSS). In addition, there is an expectation that students will create and manipulate at least one other digital media file which is not a web page, and integrate this into their website. The resource is to be used as a practice assessment task for the Level 2 Digital Technologies, Digital Media Achievement Standard 2.43 (AS91370). The resource includes: teacher’s notes, a student practice assessment activity and a suggested assessment schedule. Also included are appropriate and helpful hyperlinks to useful websites. These websites should help guide the teacher and student in the development and testing of the digital media outcome. Likewise, a glossary of terms used within the resource is also included. This glossary should help breakdown some of the terminology and jargon used in the digital media environment. This resource is designed to be used as a practice assessment resource in preparation for the Digital Technologies Achievement Standard 2.43 (91370) and as part of a NCEA Level Two Digital Technologies programme. This practice assessment resource is worth 4 credits which equates to approximately 10 weeks or 40 teaching, learning and assessment hours. Contents: An assessment project; suggested assessment schedule; resources for planning purposes; Gossary of terms</p>
<p>You’ve got it – HTML5 & CSS3 in a nutshell - Learning Guide</p>	<p>DT \$80.00 13/4/2</p>	<p>This resource is designed to be used as a Learning Guide in preparation for the Level 1 or 2 Digital Media Achievement standards 1.43 and 2.43 and as part of a NCEA Level One or Two Digital Technologies programme. The resource is to be used as “How to Guide” in preparation for the Level 1-2 Digital Technologies, Digital Media IMPLEMENT Achievement standards. The resource includes: teacher and student notes, a PowerPoint presentation, image resources, videocasts and a design brief activity. Also included are appropriate and helpful hyperlinks to useful websites. These websites should help guide the teacher and students in the development and testing of the websites including how to apply appropriate testing procedures in an online environment. Likewise, the glossary of terms used within the PowerPoint resources will further help clarify the terminology around the various image formats and their purpose. Learning Objectives By the end of this teaching and learning guide <i>Student at Level 6 of the curriculum will demonstrate the ability to:</i> ✓ Use appropriate features of digital media software to edit and integrate digital media types to create a digital media</p>
<p>NZC Level 6 & 7/NCEA Level 1 & 2</p>	<p>Assessment Link NCEA Level 2 Digital Technologies AS 91370 (2.43) internal</p>	

outcome

apply formatting techniques, design elements, and data integrity and testing procedures, to ensure the outcome meets the specifications

✓ Follow legal, ethical, and moral responsibilities as appropriate to the outcome

✓ Show accuracy and independence in the application of techniques and testing procedures

✓ Undertake techniques and testing procedures in a manner that economises the use of resources in a digital media outcome's production and use.

Students at Level 7 of the curriculum will demonstrate the ability to:

✓ Select software based on the features of the program(s) that enable media types to be created, edited and integrated use advanced tools and techniques to edit and integrate digital media types to create a digital media outcome

✓ Apply advanced formatting techniques, design elements, and data integrity and testing procedures, to ensure a digital media outcome meets the specifications

✓ Follow legal, ethical, and moral responsibilities as appropriate to a digital media outcome

✓ Show accuracy and independence in the application of advanced tools, techniques and testing procedures

✓ Apply tools and techniques and testing procedures in a manner that economises the use of resources in a digital media outcome's production and usability

Specific Content

At conclusion of this teaching and learning guide, students should be able to demonstrate the ability to carry out the following techniques in Web Design and image manipulation:

Apply appropriate procedures to design and create a multi-page website

Follow appropriate designing procedures to ensure the website pages are fit for purpose. This could include wireframes, mockups, and sitemaps

Set up appropriate folder structures and apply appropriate file management procedures as applicable to web design

Understand and apply HTML5 and CSS3 for laying out pages

Apply appropriate procedures to integrate images types into a webpage

Hyperlink pages internally and externally

Validate code using either:

[wc3 validator](#) accessibility testing tool

[Dirtymarkup](#) for cleaning up your messy code

[Clean CSS](#) for formatting and optimizing your CSS

[WAVE](#) accessibility testing tool

Cross browser checking (for example: Chrome, Safari, IE and Firefox)

[Adobe BrowserLab](#) is a free cross-browser compatibility tool

[Browsershots](#) is probably the most comprehensive free testing tool available

Other cross browser tools may be found here:

<http://www.smashingmagazine.com/2011/08/07/a-dozen-cross-browser-testing-tools/>

**Project Management -
Learning Guide**

DT
15/4/4

\$80.00

Achievement Objective: Project Manage and support a Digital Technology outcome using planning tools

*NZC Level 7 & 8 NCEA
Level 2 & 3*

**Assessment Link
NCEA Level 2 & Level 3
Generic Technology
Achievement Standard
AS 91355 (2.2) &
AS 91609 (3.2)**

This is an easy to use resource package which covers introductory skills needed when managing a project. Ideally the student will be working on these skills alongside a project such as creating a website, or a management information system for a client so that the student is able to make the links between the management process as well as the development process.

Currently there is a shortage of people in New Zealand with project management skills and consequently there are plenty of jobs on the market for people with these skills, all attracting a high salary.

The step through is being done using Microsoft Project.

Microsoft Project is usually available for all Microsoft Schools as part of their bundled software. In the event of Microsoft Project not being available this resource can easily be adapted to run on spreadsheet or word processing software.

Teacher Guidelines

This 55 page resource is designed to be used to teach the theory and practical application of project management in preparation for AS 2.2 and 3.2 (level 2 and 3).

It should be noted that this resource does not have to be used for digital technology in isolation. It could easily be transferred to a project undertaken in any Technology subject area as well as in Business Studies (for example project manage a marketing event to launch a new product).

The theory of Agile methodology will be discussed in this resource as the best fit for a digital technology (IT) outcome. However, theory of other models of project management are covered here as well. It is recommended that project management is integrated in an outcome that a student is working towards so that the student is able to make the links between managing as well as developing an outcome. This supports the framework for future focused learning and individualised learning programmes.

The resource could be used cross curricular for example a business studies student project managing an outcome for a group of technology students.

Specific Content: At conclusion of this topic students should be able to:

Understand different models of project management

Use software such as Microsoft Project, a spreadsheet or wordprocessor to:-

- project tasks
- identify tasks
- enter tasks
- create and understand milestones
- create and understand task dependencies
- create and understand lag time and lead time
- learn how to work within constraints
- understand resources and resource availability
- costs
- assigning resources to tasks
- view costs
- balance work load
- report

- critical path
- planning
- tracking methods
- status dates
- revising the project plan
- getting the project back on track
- monitoring the project to completion

<p>Understanding Digital Media – Oh What to include!</p>	<p>DT 14/4/1</p>	<p>\$60.00</p>	<p>This resource covers all the elements that students need to consider when creating media outcomes. There are 31 pages covering the common Media types, advanced tools, standards and conventions, asset and file management, legal, ethical and moral responsibilities and data integrity and testing with activities for the students to complete and links to other resources. It could be used in an online learning environment, printed out booklet for students, or teacher directed lessons. There is also a teachers' guide with suggested solutions where relevant. It links to the requirements for Achievement Standard 91369 (2.42) Demonstrate understanding of advanced concepts of digital media. It is anticipated that this standard will be addressed in conjunction with Achievement Standard 91370 (2.43) Implement advanced procedures to produce a specified digital media outcome.</p>
<p><i>Teaching & Learning Guide</i></p>			<p>Specific Content</p>
<p><i>NZC Level 7/NCEA Level 2</i></p>			<p>At the conclusion of this topic students should be able to:</p> <ul style="list-style-type: none"> • discuss why advanced tools and techniques have been used to create, edit and integrate digital media outcomes and how their use has enhanced the outcome. • explain the digital media standards and conventions used to produce digital media outcomes, and discuss the positive and negative implications of adhering to these standards and conventions when developing digital media outcomes • explain how asset management and file management are applied in the development of digital media outcomes, and discuss the importance of effective and appropriate asset management and file management in the development of digital media outcomes • explain legal, ethical and moral considerations in relation to the requirements of digital media outcomes in the wider community • explain the data integrity and testing procedures used to ensure a digital media outcome meets the specifications, and how they were applied • discuss the importance of appropriate data integrity and testing procedures in the development of digital media outcomes • evaluate how the application of advanced tools, techniques, standards and conventions affect the quality of digital media outcomes • discuss the relationship between standards and conventions, and legal, ethical and moral considerations in relation to the requirements of digital media outcomes.
<p>Assessment Link NCEA Level 2 Digital Technologies AS 91369 (2.42) internal</p>			<p>Contents: Teacher Guidelines, Student Resources with Images for one activity</p>

Human Factors in Design - Learning Guide DT \$60.00
16/1/1

Assessment Link
NCEA Level 1
Technology Generic
AS 91054 (1.11) internal
Digital Technologies
AS 91074 (1.44) part
external

Also part Level 2
AS 91371 (2.44)
external

A 34 page resource with two PowerPoints it is a resource which includes an introduction, theory, tasks and assessment ideas. This is an easy to use resource package which covers introductory theory needed when considering basic human factors in the design of a digital interface alongside the inextricable link between advancement in technology and the demands from users as part of this development. It will be a useful resource for teachers who are planning on preparing students for the NCEA Level 1 and Level 2 Digital Technology external standards as this content covers approximately one third of each of the externals. The resource can be used for teachers planning to assess the NCEA Level 1, Generic Technology internal assessment where students are expected to demonstrate understanding of basic human factors in design.

The resource includes theory alongside some tasks for students to work through as they develop their understanding in this topic. It also resource includes two MS PowerPoint presentations – Design (32 slides) and Layout (16 slides).

The resource support the delivery of the **Technology Curriculum:**

Technological Practice, outcome, development and evaluation as well as the Nature of Technology characteristics and technological outcomes. The aim of technology education is for students to develop “a broad technological literacy” – to gain skills, knowledge, and understanding that will enable them to thoughtfully live with, critique, and contribute to the technological developments that shape our lives.

Technologically literate young people:

have a broad understanding of how and why things work
understand how technological products and technological systems are developed

can critically evaluate technological developments and trends

can design and evaluate their own solutions in response to needs and opportunities.

Like any other literacy, technological literacy is developed by exposure to a wide range of relevant experiences over time. The three strands of the technology curriculum – technological practice, technological knowledge, and the nature of technology – are designed to facilitate this.

Prior Learning

It is not necessary for students to have any prior learning in Digital Technology to be able to undertake this/these achievement standards however an understanding of the basic principles of design would be useful.

Specific Content

At conclusion of this topic students should be able to:

- Understand the basic design principles
- Evaluate and comment upon several different user interfaces
- Understand the different needs for human factors in design for hardware versus software (interface design)
- List, describe, analyse the 7 Neilson HCI points in relation to a commonly used digital product.

Database Design using FileMaker Pro Advanced - How to Guide DT \$55.00 17/1/1

NZC L6 & 7 - Years 11 & 12

Achievement Objectives: Setting up a FileMaker database system for a business; Creating tables; Creating forms, buttons and control tabs; Setting fields with correct field types (e.g. number, text, Auto-number(serial number), calculations & drop-down lists, calendar drop-downs); Creating layouts that function appropriately on a range of devices (e.g. iPad or iPhone); Create relationships between tables

This resource would be suitable for Year 11 or 12 students who are undertaking a Level 1 or Level 2 Digital Technologies programme of study. Students will be guided through the steps to set up a Filemaker database system for a business. They will learn how to:

- Create tables
- Create a form
- Add buttons
- Use tooltips
- Create tabs in a form
- Set fields with correct field types (e.g. Number, text, autonumber(serial number), calculations, drop-down lists, calendar drop-downs); and
- Create layouts that function appropriately on a range of devices (e.g. Ipad or iphone).
- Create relationships between tables
- Find data, export data
- Create a mail merge

Students will be exposed to common database terms such as:

- Database
- Table
- Field
- Data type
- Record
- Calculation
- Find
- Edit
- Form
- Merge

On the completion of the How To Guides student will be given a *Practice Assessment* as an approach to consolidate and test their learning.

Apply digital information management tools to create a digital information outcome requires students to create a digital information outcome that involves manipulating and combining data from more than one application. The specifications for the digital information outcome, software and techniques to be used need to be determined prior to the outcome being made. When creating digital information outcomes students will use appropriate techniques and data integrity and testing procedures. Students will apply appropriate file management procedures, design elements, and formatting techniques. Students will consider their legal, ethical, and moral responsibilities when developing digital information outcomes.

This resource is designed to guide students and teachers to through the process of applying digital information management tools to create a digital information outcome in the form of a database system for a business. **Content:** How To Guide – Database Design; How To Guide – Mail Merge; Completed Database & Mail merge Letter; Template Files; Image Files; Practice Assessment; Suggested Answer; Assessment Schedule