

# Collaborating for Student Success



## Chesterfield County Public Schools Library Media Specialists' Database of Shared Lesson Plans, K - 5



Compiled by Kathy Lehman and Joan Dudley

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Need a fresh approach to introduce reference skills? Looking for book talk material on new themes? Taking off unexpectedly and need plans for a week? We've got lessons for you!

Our database houses over **500 lessons** created by elementary library media specialists in our school district. You can find it online at the following WEB address:

<http://www.virginialearning.org/ccpslibrarymedia/index.html>

Or from Chesterfield County's library media homepage:

[http://chesterfield.k12.va.us/Admin/library\\_media\\_services.htm](http://chesterfield.k12.va.us/Admin/library_media_services.htm)

The database project is composed of two sections.

1. **Literature Appreciation** can be searched by fields such as
    - Title, author, theme, grade, season, key word
    - Virginia State Standards of Learning
    - ALA Information Power Standards.
  2. **Information Skills** and can be searched by
    - Topic, grade, key word
    - Virginia State Standards of Learning
    - ALA Information Power Standards
- All lessons have been successfully implemented in library media centers across Chesterfield County and are designed to be used as presented or to act as catalysts for creating similar lessons with materials in other collections.

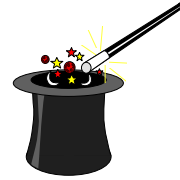
For example, if you are interested in new ideas for teaching map skills, log into the database and choose **Information Skills**. Select "map skills" in the key word drop down menu, scroll to the bottom of the page and click on **start search**. Several lessons will appear.

- All of the worksheets linked in the database are available as PDF files using Adobe Acrobat Reader.
- Software used: ClarisWorks or Appleworks, FileMaker Pro 5.0, Claris HomePage 3.0, Adobe Acrobat 4.0
- Step by step instructions to use this software are available under Conference Handouts at [http://chesterfield.k12.va.us/Admin/library\\_media\\_services.htm](http://chesterfield.k12.va.us/Admin/library_media_services.htm) and on the AASL handout site.

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Send comments to me at my library's web address: [tdhs@chesterfield.k12.va.us](mailto:tdhs@chesterfield.k12.va.us)

Special thanks to the **Virginia Educational Media Association** for awarding me a \$500 grant to come present this session at AASL's November, 2001 conference in Indianapolis.

Let's pull some lessons out of our hat!



**1. Information Skills - Topic search**

- Arrangement of Books (Fiction) + grade 2
- Select the topic underlined in blue
- Full record details lesson: Use call letters on Valentines to locate books

**2. Information Skills - Keyword search**

- Using drop down menu, choose atlases + grade 3
- Choose Atlas2 lesson
- Open worksheet, note contents - use compass directions to draw spaceship

**3. Information Skills - Information Power 2 search**

- Choose all three Information Literacy Standards
- Choose 4<sup>th</sup> grade unit on Famous Americans

**4. Information Skills - Reference jeopardy**

- Click back button back to results list, choose 4<sup>th</sup> grade Jeopardy
- Note worksheet is 10 pages for unit lasting 4 sessions

**5. Information Skills - Teacher Collaboration**

- Return to the results list and choose 5<sup>th</sup> grade; Decades  
Note Hotlist of Internet sites created with Netscape Composer
- Return to new search and try Weather + 2<sup>nd</sup> grade

**6. Literature Appreciation - Information Power 2 search**

- Choose # 4 Independent Learning, pursuing information related to personal interests
- Scroll down to biographies, grade 1, read about Amelia Earhart and make paper airplanes to fly in the media center.

**7. Literature Appreciation - Keyword search**

- Choose Women's Suffrage + grade 4
- Worksheet patterned after a Nancy Polette talk at VEMA conference

**8. Literature Appreciation - Teacher Collaboration**

- Choose grade 5 and scroll down to Historical Fiction Book Report

Note: Use only one or two search fields at a time for best results.

# Creating A Database for Library Skill Lessons

Kathy Lehman, Library Media Specialist  
Robious Elementary,  
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1. Open ClarisWorks and choose **Database**.
2. **Define Database Fields:**
  - Enter "Topic" as the first field, Press **Enter**.
  - Enter "Grade", as you begin typing, "topic" is deleted.
    - Change **Field type** to "**Pop up Menu**".
  - Click on **Modify**, item 1 is K, press **Enter**, repeat for gr 1-5.
    - Click OK when done.
  - Enter "Objective" as 3rd field. change Field type back to **Text**.
    - If you forget to change the **field type**, highlight the **Field Name**, make changes and click on modify.
  - Enter "Materials" as the 4th field name, leave as text , press **Enter**.
  - Enter "Activities" as the 5th field. Press **Enter**.
  - Enter "Activities2" as the 6th field. (Field sizes are preset and small)
  - Enter "SOL" as 7th field.
  - Enter "Source" as the 8th field. Press **Enter**.
    - Choose **Options, Default Text**: automatically fill in your name and school. **OK**
3. Click on **Done**. Save.

For **Library Enrichment**, Repeat the above using 12 fields:

A	B	C
Theme (text)	Grade (Pop up: k-1)	Season (pop up; 4 seasons, holidays, Bk Week Orientation, )
Title (text)	Author (text)	Call Number (text)
Additional titles (text)	Materials (text)	Activities (text)
Activities 2 (text)	SOL (text)	Source (text, automatic entry)

# Entering Data

The first layout you see is labeled Layout 1 under the **Menu** option "**Layout**".

- Enter some data to record 1 to use as a guide for your new layout.
- Use the Tab key to move between fields.

To create an easier entry choose **New Layout** under **Layout** .

1. Name it "Lesson template", click **OK**.
2. Go to layout mode: Under **Layout** choose **Layout**.
3. Title the page: Under **Layout** choose **Insert Part**
  - Choose **Header, OK**
  - Choose text tool "A" from toolbox, Draw a text box in the header and title the page: "Library Lesson Template".  
Resize and center your title.
  - Choose the line tool to make a line under the title. Hold the shift key as you draw the line to make it straight.
  - Move the Header line up just under the line. Center title.
3. Reorganize fields and sizes of boxes:
  - Under **Window** choose **Show Rulers**.
  - Click on the body line (cursor changes to a line), drag it down to 8 inches to create working room.
  - Move the field names and boxes down to create space at the top.
  - Reduce page size to 75%
  - Click and drag items to position them where you want them.
    - Change the size of the boxes as needed.
  - Test your new layout by choosing **Browse** in the **Layout** menu.
  - Go back and resize areas as needed.
    - Under **Layout**, choose **Layout**.
    - Note no boxes appear. They are visible only in Layout mode.
  - Create boxes in the layout mode. Under **Options** turn **Auto grid off**.
    - Using the Rectangle tool from the toolbox. draw boxes just outside the database boxes.
    - Under **Arrange** in Menu bar, choose **Move to Back**.
    - Repeat for each box: Get rectangle tool, draw box, under Arrangement, move to back.
  - Go to **Browse** to check your boxes; back to layout to fix changes.

# Using the Database

## Menu bar options:

- **File:** **Save** often as you add records, **Save as** to disk daily.  
**Print setup:** change to landscape if you made that style layout
- **Edit:** **New Record:** to enter new data; can also use **Ctrl R.**
  - **Duplicate Record:** Great when multiple fields the same.
  - **Delete Record .**
  - **Writing Tools:** spell check.
- **Format:** word processing tools to change font, size, style, etc.
- **Layout:** **Browse** to enter data and see records.
  - **Find:** to locate topic in a field ex. Dewey Decimal
  - **Layout:** to make changes in organization of the page.
  - **List:** to see whole database at a glance. Great for selecting specific lessons. Click in far left box and drag down or use shift key and click each box if records are not adjacent.
  - **Define Fields:** can add or delete or modify fields here.
  - **New Layout:** Create a new display page.
  - **Edit Layouts:** can modify; rename, delete,etc.
  - Bottom section lists layouts to choose.
- **Organize:** **Show all records:** retrieve hidden records.
  - **Hide selected:** in list, use shift key to mark selected.
  - **Hide unselected** in list, use shift key to mark selected or use find to sort out by field. Everything unselected will “disappear“. Great to isolate by grade or topic.
  - **Go to record:** by number.
  - **Sort Records:** Click on 1st sort topic, click on **move**, then move the next fields as desired. You do not need to move every field. Click OK to sort. You can resort and isolate records easily from **list** (Under layout).  
\*To make a new sort, empty the right list by moving each field left; then move the fields in the new order to the right column. Click OK to resort. Go to LIST. Select the lessons you want and hide the unselected. This feature is the reason for entering them all in a database !!!!!
- **Window:** Use to show rulers and tools.
- **Help:** indexes topics in the ClarisWorks guide.



# Library Lesson/Enrichment Activities

Theme  Season

Title  Grade

Author   Call Number

Additional titles

Materials

Activities

SOL or ESL

# Library Skills Lesson Plan

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Topic

Online Catalog

Gr...

Objective

Students will be able to search subjects in the online catalog and locate books on the subject on the shelves.

Materials

Copies of worksheets with different subjects (cut in squares)  
pencils  
Online catalog stations  
Computer hooked to large screen projection system

Activities

Demonstrate using the online catalog using the large screen projection system. Model looking up a book by subject and writing down the title and call number.

In pairs, students will choose a subject slip, look it up and locate the book on the shelf.

SOL or ESL

SOL 2.11 (E) Search OLC and other available technology with assistance.  
SOL 2.2 (M) Locate materials using the call number with assistance.

source K. Vaughn, Watkins Elem.

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# Library Skills Lesson Plan

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Topic

Dewey Decimal System and Arrangement

Gr...

Objective

Students will understand the ten classes of Dewey and be able to locate books on the shelves by call number. [ Emphasize that all nonfiction books are in the Dewey Decimal System]

Materials

Shamrocks with dewey numbers

Activities

After reading Tim O'Toole and the Wee Folk

Review the difference between Fiction and Nonfiction.  
Review the Dewey classification system with examples.  
Model locating a book by call number.  
With partners, have students locate one book.

SOL or ESL

Locate a book by the call number.  
Differentiate between fiction and nonfiction.

source K.Lehman; Robious El.

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# Library Lesson/Enrichment Activities

Theme	Heroes and Heroines: Molly Brown	Season	Any...
Title	The Heroine of the Titanic	Grade	3

Author	Blos, Joan W.	B Brown	Call Number
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**Additional titles**  
Books about the Titanic (363.1 Bal; 910.4 Dud; E 387.2 Don) and Robert Ballard ( B Ballard)  
see box of paperback copies of Robert Ballard's book:  
Exploring the Titanic

**Materials**  
Shelf markers for biography, each marked with a famous name.

**Activities**  
Discuss what makes a hero. What qualities have other heroes (heroines) had we admire?  
Review shelving order for biographies. Divide into relay teams. Have students locate biographies on the shelves using the shelf markers. Give check out passes to the winners.

**SOL or ESL**  
Providing literature which supports the Language Arts program. Identify characteristics of folktales and **biographies** SOL 3.6(E). 3.1(S)

## **Directions to use FileMaker Pro with ClarisHomePage to create an online database.**

Only the creator of the combined database needs a copy of FileMaker Pro. Individuals can create the “same” database in ClarisWorks or Appleworks.

- Create a database in FileMaker with the same fields as your ClarisWorks or Appleworks database.
- Import the records into FileMaker Pro from your ClarisWorks or Appleworks database using FileMaker’s Import function in the top menu bar.
- Worksheets must be in PDF format using Adobe Acrobat.
- PDF files can be put in a container field but will only work in FileMaker. They lose the link online when using the web companion “wizard” as explained below.
- If you want to add worksheets, with the instructions below, they must be put in new pages created in Claris HomePage. In our first online version, we branched pages from the opening screen and listed the worksheets under the name of the library media specialist who created them.
- We have since hired a contractor to reconfigure our site using File Maker Web Companion - without the wizard - so the worksheets can be linked directly from the lesson pages.

### **Software needed:**

File Maker Pro 4.0  
Claris Homepage 3.0  
Adobe Acrobat 4.0  
ClarisWorks or Appleworks

### **Server set-up (1999):**

Dell PoserEdgeServer [350MHz processor with  
with 512 cache and 256MB RAM]  
Windows NT 4.0 server software  
PDF files are in InetPub folder /wwwroot

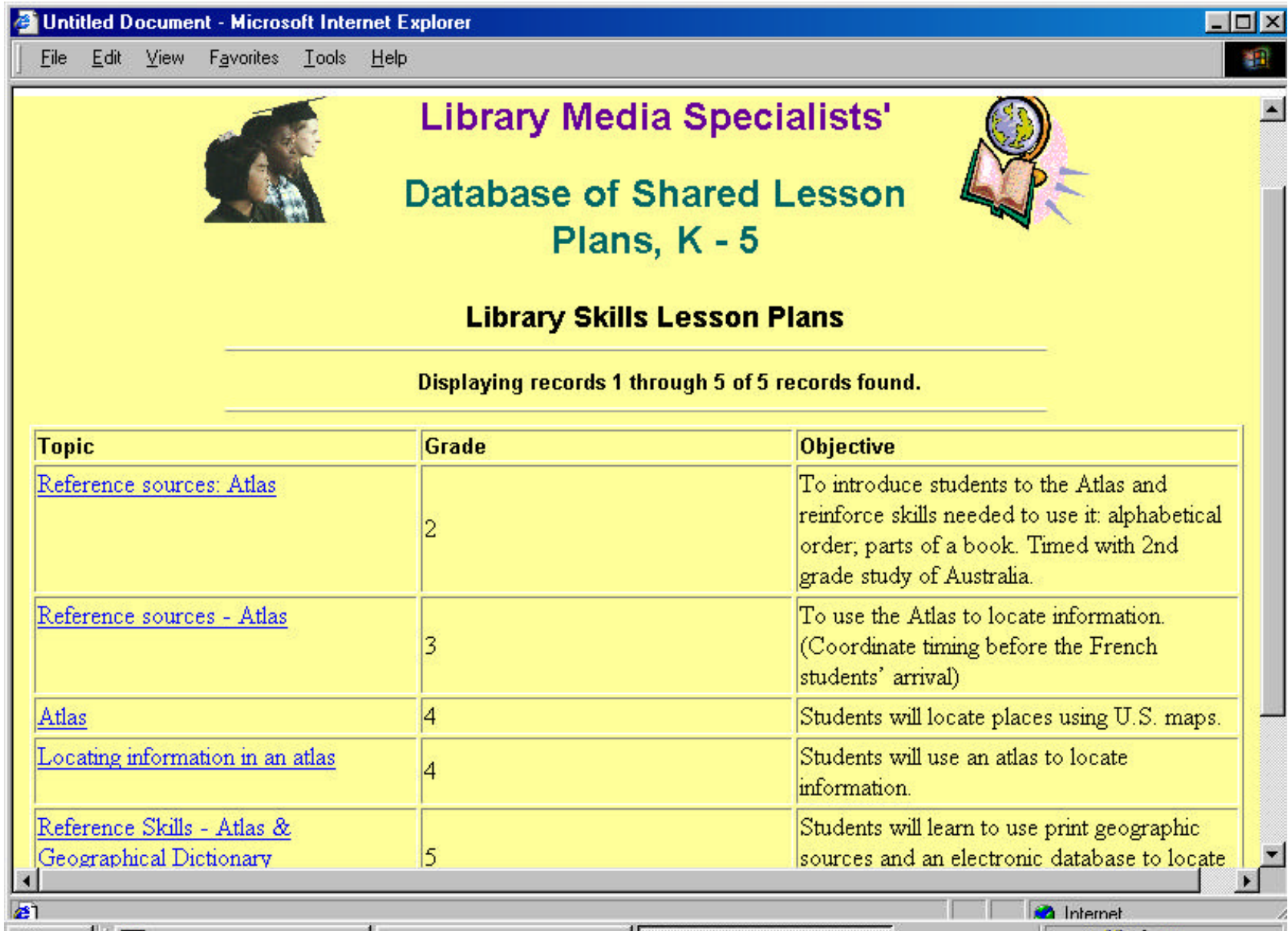
## **Setting Up FileMaker Pro 4.0**

1. Create a Database with the following fields: Topic, Grade, Objective, Materials, Activities, SOL, and Source. Name the database Library Skills.
2. Create a folder in FileMaker’s Web folder. Name it Sklsdata. Put the Library Skills database in the Sklsdata folder.
3. Open FileMaker Pro.
4. Open Library Skills.
5. Under File, Sharing, set to Multiuser.
6. Check the Web Companion box under Shared Companion Name, OK.
7. Under Edit, Preferences, Application, General Tab, make sure network protocol is set to TCP/IP.
8. Under the PlugIns tab, make sure Web Companion is enabled.
9. Press Configure. Make sure the TCP/IP port is set to 80. May need to change to 591 depending on your Network configuration (when using other web server software.)
10. OK, Done.
11. Minimize FileMaker Pro with the Library Skills database running.

## Configuring with Claris Home Page 3.

1. Open Claris Home Page.
2. Close the untitled.htm.
3. Under File, New, click Use Assistant.
4. Select FileMaker Connection Assistant, OK.
5. Read the Overview that pops up, click Next.
6. Read Before You Begin, click Next.
7. In Database Selection, choose This Computer (if you are not on a network, or your network computer if you are on a network.)
8. Click Connect to Server.
9. Select the database (Library Skills.FP3) on the right side of the screen, Next.
10. Under Layout Selection, choose a layout (Ours is Data Entry), Next.
11. Under Feature Selection, choose the first two boxes (Search a Database... View Details... Next.
12. Under Search Page, choose the fields you want to use (Grade, Topic, Objective, SOL, Source)
13. Under Field Search Criteria, leave at As Specified by Web User. Next.
14. Under Search Page Logical Operator, choose User Specified. Next.
15. Search Results: choose Topic, Grade, Objective, SOL, and Source. Limit matches to 10 per page. Next.
16. Sort Results: Yes, allow Web User to Select . . . Next.
17. Details Page: Choose everything. Next.
18. Read Additional Pages. Next.
19. Under Style, choose Customize and make choices. Next.
20. Read Final Hints page carefully. Next.
21. Under Location click New Folder. Name it Skills.
22. Navigate to the Web folder in FileMaker Pro. (C:/Program Files/Claris Corp/FileMaker Pro/Web/Sklsdata.) Save it so that it is saved in the Sklsdata folder. This is the folder you created in Step 2 under Setting Up FileMaker Pro 4. In selecting you are putting your new Skills folder in the Sklsdata folder. Click Create.
23. Read the read\_me.htm information carefully and close it.
24. In Site Editor Window press the Consolidate icon and choose Consolidate Entire Site. OK.
25. In pop up window press Consolidate to create an images folder and consolidate the images. After consolidation is complete click OK.
26. To view your page offline you must fool your browser into thinking your computer is a server. Make sure your database is open and running. Open Netscape or other browser and type in this address: <http://IP Address of your computer/Sklsdata/Skills/default.htm>. If you used 591 add :591 to the IP Address.

Sample results list for “map skills” search as described on page 1 of handout.



The screenshot shows a Microsoft Internet Explorer window titled "Untitled Document - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area has a yellow background and features a header with the text "Library Media Specialists' Database of Shared Lesson Plans, K - 5" in purple and green. To the left of the header is a small image of three children, and to the right is an icon of a globe on an open book. Below the header, the text "Library Skills Lesson Plans" is centered. A status line indicates "Displaying records 1 through 5 of 5 records found." Below this is a table with three columns: "Topic", "Grade", and "Objective".

Topic	Grade	Objective
<a href="#">Reference sources: Atlas</a>	2	To introduce students to the Atlas and reinforce skills needed to use it: alphabetical order; parts of a book. Timed with 2nd grade study of Australia.
<a href="#">Reference sources - Atlas</a>	3	To use the Atlas to locate information. (Coordinate timing before the French students' arrival)
<a href="#">Atlas</a>	4	Students will locate places using U.S. maps.
<a href="#">Locating information in an atlas</a>	4	Students will use an atlas to locate information.
<a href="#">Reference Skills - Atlas &amp; Geographical Dictionary</a>	5	Students will learn to use print geographic sources and an electronic database to locate

# Sample Lesson Plan

http://www.virginialearning.org/ccp

File Edit View Favorites Tools Help



## Database of Shared Lesson Plans, K - 5



### Library Skills Lesson Plan Details

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**Topic:** Locating information in an atlas

**Grade:** 4

**Objective:** Students will use an atlas to locate information.

**Materials:** My Sister's Rusty Bike by Jim Aylesworth Quick Reference Student World Atlas for each student Blank map of the United States for each student

**Worksheets:**

(You will need Adobe Reader  
4.0 to access these worksheets)

**Activities:** Inform students this is a story of a trip across the United States in which the traveler visits several states and sees some very unusual sights. Read the story to the students. After sharing the story ask the students to name the different states that were mentioned. Distribute a blank U.S. map to each student. Reread parts of the story that give the names of the different states and have students record the names on the back of the blank map. Distribute an atlas to each student and instruct them to locate and label the states on the map.

**SOL:** 4.2 Locate information in print and electronic atlases.

**ALA Standards:** **Information Literacy**

Standard 1: The student who is information literate accesses information efficiently and effectively.

Done

Internet