

Technology *Integration* Academy

Internet Hotlist / Scavenger Hunt

How to minimize time wasted by students on the internet

1. Preselect websites for student use
2. Clearly define the learning task with a student planning sheet
3. Use a method below to streamline internet access (worst options: give students URL to enter, just have them “search” from their computer, etc.)

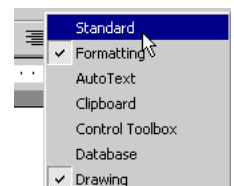
How to streamline student internet access (classroom or lab)

1. Classroom computer: make favorites/bookmarks on your computer
2. Create a “hotlist” in Word / AppleWorks for students to use for website access (save to the desktop or a network shared folder)
3. Save an Internet Explorer “favorite” or Netscape “bookmark” as a file on the network for all students to double click
4. Add a link to your campus intranet homepage (or request a link be added)

Option 2 Explained: Create an internet “hotlist” in Word for Windows

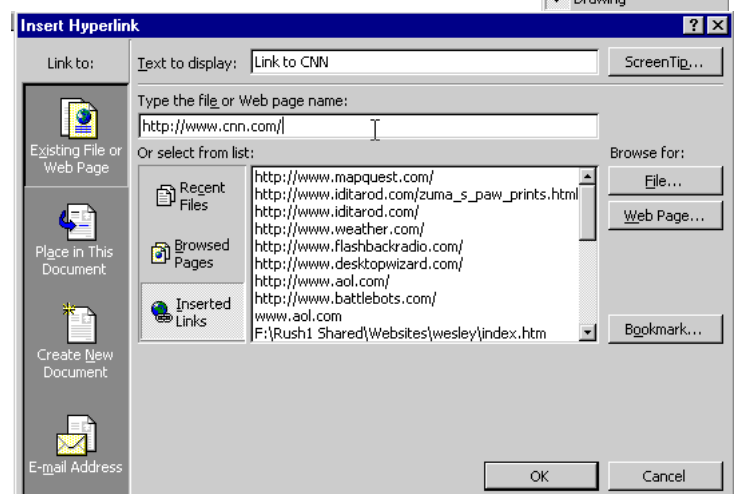
1. Open your web browser (Internet Explorer) and navigate to a website you want students to access / use
2. Click once on the address at the top of the window. Copy it (EDIT - COPY or RIGHT CLICK - COPY or CONTROL - C).
3. Switch into Microsoft Word (START - PROGRAMS - WORD or if it is already running, click on its icon on the taskbar:)
4. Click in your document where you want to insert the link.
5. If you want the actual URL (internet address) to show, paste the address (EDIT - PASTE or RIGHT CLICK - PASTE or CONTROL - V). **Then press ENTER to create the link.** If you do NOT want the URL to show:

1. Make sure your STANDARD toolbar is displayed (right click the toolbar to display it if needed, see graphic at right)



2. Type the words you want to make into a link.

3. Highlight the words and click on the HYPERLINK button (shown on the left). Paste the address under “Type the File or webpage name” and click OK to close the window. (see the graphic to the right)



4. Repeat as desired.
Remember to save your file!