

PREPLAN TRACK WORKSHEET

Instructions are modified from [ALTEC](#), the University of Kansas.

Planning Track Content

Before you begin to make your Track, decide on the main idea of your Track and what questions you want to answer by visiting links on your topic.

Checking Tracks that are Already Online

Once you have a topic in mind, you might want to see if there are any other Tracks already on the topic. There may be Tracks that already meet your needs, or a Track that you could modify to meet your needs.

Searching for Useful Links

To explore online resources available on your topic, enter keywords into a search engine like [Google](#) or [Yahoo!](#). To search for words that appear together on Web sites, like Census 2000, enter the terms in quotes, like this: "census 2000".

Organizing Your Links

As you search for links, collect them by cutting and pasting the addresses into this document or writing them down on a printed version of this document. To do this, open one of these word processors (word) alongside your browser. In the browser, highlight the URL (address) of the site you want, select **Edit** --> **Copy**. Then click on the window of your word processor, and select **Edit** --> **Paste**. Be sure to type a title for each link as well, so you will remember the names of the sites. Collecting links this way prevents you from mistyping a long Internet address.

Once you have collected your links, organize them in your word processor in the order you wish them to appear in your Track. Then write annotations, or directions that tell students or visitors what to look for or accomplish when visiting each link in your Track. After you've organized links and written annotations in your word processor, spell check your work. Doing all of this before you start to create an online Track will really speed up the process and leave less room for error.

Creating Annotations for Your Links

Annotations are directions that tell students or visitors what to look for or accomplish when visiting each link in your Track. Well-written annotations provide direction in clear, easy-to-follow steps.

Building Your Own Web Page (if you're a teacher)

If you want to make an original Web page to include in your Track, you can do it at 4Teachers' [Web Worksheet Wizard](#), a tool for teachers.

Building Your Own Web Page (if you're a student)

If you want students to make an original Web page at the end of a track. Include in your Track, the link to Project Poster. You can do it at 4Teachers' [Project Poster](#), a tool for students.

Making a Quiz for Your Track

If you want to create a custom online quiz to include in your Track, you can do it at 4Teachers' [QuizStar](#).

Let's Get Started!

Title: *Choosing a Descriptive Title* _____

TrackStar uses keywords in Track titles for its search engine. To make your Track easy to find, use a descriptive phrase in your title. For example, use "Minority Reporting in the US Census" rather than "The Census". Focusing on a specific topic will improve the quality of your Track and make it easier to title.

Description: *Writing a brief, but thorough description will help others use your Track. Include a concise description of your lesson, the age or grade for which it's intended, the subject (such as science or art), any state standards that it meets, and details that might differentiate it from similar Tracks.* _____

Key Words: *Select keywords for this Track to aid others in finding relevant Tracks*

Type:

- Resource list**
These provide resources for research, projects, thematic units, presentations, or independent reading. They sometimes are not annotated
- Worksheet**
These provide sites to answer factual questions that are listed in the annotations.
- Extended learning**
These encourage higher order thinking such as projects, webquests, comparison/contrast, analysis or synthesis. These are usually annotated.
- Demo**
Made in workshops, inservices or to test TrackStar. Tracks with this designation are deleted after one week.

Subject Area	<input type="checkbox"/> Arts	<input type="checkbox"/> Non-English Languages	<input type="checkbox"/> Language Arts
	<input type="checkbox"/> English as a Second Language	<input type="checkbox"/> Math	<input type="checkbox"/> Science
	<input type="checkbox"/> Social Sciences	<input type="checkbox"/> Business/Vocational	<input type="checkbox"/> Health/PE
	<input type="checkbox"/> Technology	<input type="checkbox"/> Family and Consumer Science	<input type="checkbox"/> Agricultural Science
	<input type="checkbox"/> Careers	<input type="checkbox"/> Special Education	<input type="checkbox"/> Other
Grade Level	<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Primary (K-2)	<input type="checkbox"/> Intermediate (3-4)
	<input type="checkbox"/> Middle (5-9)	<input type="checkbox"/> High School (9-12)	<input type="checkbox"/> College/Adult

Site # _____ After, collecting all web sites you can fill in the order in which you want to use each one.
Title: *Name of that website or a catchy short title for your students* _____
URL: *web address http://* _____
Annotation: *Directions for the students (Read and write)*

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If you want more than five sites on your track then just copy and paste this chart again 😊