

Using the Student Book

To succeed in the 21st century, you need to know different processes or ways of doing things. All the activities and projects that you will complete in the *Student Book* involve a four-step process: Plan It, Do It, Review It, and Share It.

To learn more about Plan It, Do It, Review It, and Share It, read and discuss the information in this section.



Plan It

Step 1 is Plan It. The icon, or picture symbol, for Plan It shows a pencil. A pencil is shown because planning typically is done with a pencil and paper. A pencil is better than a pen because pencils often have erasers, so you can change your plans if needed.

You begin Plan It by learning what you are being asked to do or solve. Then, you discuss and answer questions that help you decide what you are interested in doing and how you are going to do it. Often, a helpful approach is to write your answers and draw a quick picture on a sheet of paper detailing your plan. Plan It ends when you have shared your plan with your teacher and your teacher approves your plan.

- **Have you ever made a plan before?**
- **What did you plan?**
- **Did your plan change?**
- **How did having a plan help?**



Do It

Step 2 is Do It. The icon for Do It shows a computer mouse. A computer mouse is shown because doing typically is done with a mouse, along with a keyboard and a computer.

During Do It, you follow your plan and complete what you have been asked to do or solve. Your ideas should be different from the ideas shown in the examples in the book. As part of doing, you carefully read and follow the numbered directions. In the directions, you will find helpful suggestions and new challenges. You may find that you want to change your original plans as you do your work. Do It ends when you have completed all of the numbered directions. You might also have tried one or more of the challenges.

Unit 1: Technology and Community

- **What have you done or made that has required you to read and follow directions?**
- **Why is reading and following directions important?**
- **Have you ever done something and needed to go back and change your original plan? Why?**

Review It

Step 3 is Review It. The icon for Review It shows a magnifying glass. A magnifying glass is shown because a magnifying glass often is used when we want to see something more clearly and in greater detail.

During Review It, you go back and closely look over the product that you created. You check to see if you have followed your plan and the directions. You also make sure that your product has all the required elements. If an element is missing or if you would like to change an element, you can add or change your product. Review It ends when you have saved your work, checked it, and decided that no more changes are needed.

- **Have you ever thought that you had finished something only to find out that it was missing an element or needed to be changed? What happened?**
- **How can going back and reviewing your work help improve it or make it better?**

Share It

Step 4 is Share It. The icon for Share It shows an open hand. An open hand is shown because we often use our hands when we share our work with others.

During Share It, you begin by showing others the work you have done on the computer. As part of sharing, you might tell others about your work and answer any questions they might have. You should also read the questions in the book and discuss your answers. Share It ends after you share your answers with the class.

- **When have you had an opportunity to share your work with others? What did you share?**
- **What can be learned by sharing work with others?**