

## Training Tips for Britannica Online School Edition

### Prepare for training

- Make copies of the appropriate Britannica training documents. The 4-page “Guided Tour” document is located at the “Guided Tour” header button in *Britannica Online School Edition* and can be printed and distributed. All Britannica training materials can be printed or downloaded from the training materials page within Teacher Resources.
- Ensure that audio speakers and the required plug-ins are available on your computer before training. The link to the required plug-ins is on the Teacher Resources page, under Technical Support. Test the various multimedia features and install new plug-ins if needed.

### Key points to cover

- Explain that *Britannica Online School Edition* covers all grade levels PreK-12. It includes four separate levels to meet the needs of primary, elementary, middle, and high school students. Each level has its own home page so students can start at the appropriate level. There are buttons at the bottom of every page for switching from one level to another.
- For elementary groups, demonstrate the Learning Zone features for students PreK-2<sup>nd</sup> grade, such as the “Numbers” and “Shapes” activities under Play, as well as the videos in Explore, the vocabulary words in Read, and the Drawing tool. Show the sample lesson plans and teacher tools under “Teacher Tools”, where teachers can specify which lessons and activities they want students to use. Please note Flash Player version 9.0 is required.
- Explain that the three main levels have age-appropriate encyclopedia and magazines articles, student-friendly Internet links, videos and media, timelines, etc..
- Within encyclopedia articles, show buttons for Printing, Emailing, Citations, etc., and links to related images and media, magazines, and Web’s Best Sites (quality sites selected by Britannica). There are thousands of images and videos that can be downloaded and used in projects and multimedia presentations.
- Demonstrate how the Merriam-Webster “quick-click” dictionary works by double-clicking a word to see an instant definition. Click the red audio speaker to hear the pronunciation.
- Show that students and teachers can save articles, media, web sites, and learning materials in the Workspace tool by creating their own accounts to access their materials later.
- Show that new searches can be run from the top of any page. Click the “unsure of the spelling” checkbox to correct for spelling problems when searching.
- Demonstrate geography research using the Compare Countries feature to compare two countries side-by-side, and by using the World Atlas and Discover America features.
- Show the highlights of the Learning Materials in Language Arts, Mathematics, Science, and Social Studies. Also show the Spotlights, such as *300 Women Who Changed The World*.
- Demonstrate the Curriculum Standards feature within Teacher Resources. Teachers can select their subject area and grade level to view the standards for their state, and then see the encyclopedia articles and student activities that support those standards.

## Suggested follow-up activities

- Select the appropriate Britannica level for your students and share it with the entire school. Let students, parents, and teachers know how to access Britannica from home by publicizing the password in the school newsletter, flyers, or emails. Sample flyers and training materials from the training materials page within Teacher Resources can be downloaded, copied, and distributed.
- Encourage educators to conduct presentations for other teachers, letting them know about the Britannica resources. Sample Britannica PowerPoint™ presentations on the training materials page within Teacher Resources can be copied and modified for presentations.
- Request that school technology staff create website links to Britannica using the banner images at [www.eb.com/banners](http://www.eb.com/banners). Desktop shortcuts can also be created on classroom and library computers using the tool in Teacher Resources.

## Sample keyword searches

Abraham Lincoln	Cleopatra	Harriet Tubman	poetry
airplane	Cold War	Hinduism	pollution
Albert Einstein	democracy	J. K. Rowling	reptile
Amazon River	desert	Jackie Chan	snake
Ancient Egypt	Diego Rivera	Johnny Depp	solar system
Ancient Greece	dinosaur	Jupiter	spider
ballet	DNA	Mariah Carey	Thomas Alva Edison
baseball	earthquake	Martin Luther King, Jr.	volcano
cells	ecosystem	mountain	weather
children's literature	energy	mythology	whale
China	football	Native Americans	William Shakespeare
civil rights	Galileo	ocean	Wolfgang Amadeus Mozart
Claude Monet	gorilla	orchestra	Wright Brothers

## Sample Learning Material modules

- Language Arts, K-5 Reading Interactive Lessons section – Coyote and the Money Tree
- Language Arts, 6-12 Literary Genres Website Activities – Evaluating Content on the Internet
- Mathematics, K-5 Kindergarten Exercises section – Counting by Tens
- Mathematics, 6-12 Geometry Manipulatives section – Congruent Triangles
- Science, K-5 Web Site Activities section – Environmental Problems
- Science, 6-12 Earth and Space Activities section – El Niño
- Social Studies, K-5 U. S. History Encyclopedia Activities section – Biography
- Social Studies, 6-12 Government Encyclopedia Activities section – Bill of Rights
- Britannica Spotlights – *The American Presidency, Guide to Black History, Hispanic Heritage*

## Questions? Need printed materials mailed to you?

Please contact Encyclopædia Britannica at [training@eb.com](mailto:training@eb.com) or (800) 621-3900.