

NAME _____
POSITION _____
SCHOOL _____

MANASSAS CITY PUBLIC SCHOOLS TECHNOLOGY PORTFOLIO REQUIREMENTS

Don't forget to label each item, including floppy disks, with your name, school, the number of the Standard it supports, and the letter of the activity.

If you have attended the 1997 or 1998 Technology Academies the deadline for completion of your remaining requirements is June of 2001.

If you have not attended the Technology Academies, are a new teacher, or are new to our school system then the deadline is **June of 2002**.

The windows for submitting work on portfolios has been decided. The windows to submit completed work for a Standard or Standards are as follows:

Spring 2000 April 24 - 28, 2000

Fall 2000 October 2 - 6, 2000

Winter 2001 February 6 - 10, 2001

Only submit work that completes a standard. Do not send items that do not complete an entire Standard
Please don't send work early.

Resources are located:
<http://www.manassas.k12.va.us/tsip.htm>

**See note at end about submitting one document to satisfy multiple lettered activities.

STANDARD 1:

Operate a computer system and utilize software.

[You must complete all **three** of the following:]

a. __ The print-out of two original documents created with different software such as MS Word, Print Shop, PowerPoint, MS Publisher, ClarisWorks, etc. You must save them to a disk.

b. __ A print-out of information from a CD-ROM
(ex: article from an electronic encyclopedia)

c. __ Demonstrate to a Technology Trainer or designee at least three trouble-shooting operations and/or your ability to set up a computer system or install software (i.e., hook-up cables, attached mouse, changed print cartridge, scandisk, defrag, etc.).

Signature of the specialist that you have performed these tasks satisfactorily:

_____ Date: _____

STANDARD 2:

Apply knowledge of terms associated with educational computing and technology.

[You must complete **one** of the following:]

- a. __ Successfully completed (score of 80% or better) "Technology Vocabulary Quiz"
<http://www.manassas.k12.va.us/tsip.htm>
- b. __ Activity or lesson you have developed to teach appropriate technology vocabulary to your students.
- c. __ Print-out of a multi-media presentation (PowerPoint, etc.) you have developed to teach appropriate technology vocabulary to your students.

STANDARD 3:

Apply productivity tools for professional use.

[You must complete **three** of the following:]

- a. __ Two professional word processing documents, at least one of which contains a graphic relating to the subject or text. Detail should be given to proper use of grammar, punctuation, and style (use of an easily read font, format, etc.). Suggestions: class schedule, calendar, newsletter, class newspaper, syllabi, progress report, letters to parents, unit outline, class worksheet.
- b. __ A computer-generated grade or class report on a student or class group (i.e. Accelerated Reader, Grading Software such as SAXI, Class Master, etc.)
- c. __ A computer-generated test or activity (not word processed) for a class you teach (ex: a test generated from a disk accompanying your textbook).
- d. __ A print-out of a database of student or other professional information you have created. This document should include at least four fields.
- e. __ A print-out of a spreadsheet used to record class or other professional information you have created. This document should include at least 20 cells and one mathematical function.
- f. __ A computer-generated crossword, word search, or other puzzle or game (not word processed).
- g. __ The URL and a print-out of a Web page created by you as a resource for your students and/or their parents.
Examples may include links to sources of information about curriculum topics, schedule of assignments, news of class accomplishments.
- h. __ Evidence that you have used technology to produce a bulletin board, learning center, or learning games. Evidence may vary but could include a photograph, sketch, or copy of the item.
- i. __ A print-out of a digital camera or scanned image that you produced for a professional activity.

STANDARD 4:

Use electronic technologies to access and exchange information.

[You must complete **three** of the following:]

- a. __ A lesson plan that incorporates students' active use of the World Wide Web. Include the date(s) the lesson was taught.
- b. __ Evidence of your class's participation in a Web project (the specific evidence will vary—submit something that shows what the project was and that your class participated).
- c. __ A print-out of e-mail correspondence between you or a member of your class and an adult "expert" at a remote site about a topic of curricular concern or interest.
- d. __ A bibliography of resources on a specific curriculum topic that you created using your school's electronic information databases and/or electronic catalog.
- e. __ A write-up of the search strategy you used to access specific information to or from the Web or an information database (i.e., SIRS, Groliers, etc.). Include key words, path, and final URL or information gained.
- f. __ A print-out of a thread or an e-mail conversation from a professional listserv you have joined and indicate name of listserv and subscription address.
- g. __ A print-out of a web-based lesson plan or pages that you used to research a field trip.

STANDARD 5:

Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives.

[You must complete **two** of the following:]

- a. __ Lesson plan that incorporates student use of instructional software. Include the date(s) the lesson was taught.
- b. __ Lesson plan that incorporates use of video by teacher or student in an instructional setting. Include the date(s) the lesson was taught.
- c. __ Lesson plan that incorporates use of a presentation device such as a webTV, LCD projector or LCD panel (not an overhead projector) by teacher or student in an instructional setting. Include the date(s) the lesson was taught.
- d. __ Three reviews of instructional software programs or websites that relate to your grade level or discipline. Use the forms available at <http://www.manassas.k12.va.us/technology/forms/>
- e. __ Assist teachers with the selection and use of all of the above. Include teacher and date of occurrence. Include detail such as topic, type of media selected, and how used. (Media Specialists/librarians only)

STANDARD 6:

Use educational technologies for data collection, information management, problem solving, decision making, communications, and presentations within the curriculum.

[You must complete **three** of the following:]

- a. A copy of a student or class-generated desktop publication (i.e. newspaper, flyer, advertisement, illustrated story, brochure, etc.) from a class or extracurricular activity. Include information about the purpose of the activity.
- b. A copy of a student or class-generated database from a class assignment. Include course, date, and lesson objective.
- c. A copy of a student or class-generated spreadsheet from a class assignment. Include course, date, and lesson objective.
- d. A print-out of a multi-media presentation (i.e. PowerPoint, HyperStudio, etc.) generated by you for a professional or instructional purpose or one generated by your students.
- e. The URL and a print-out of your class's Web page.
- f. A copy of a management plan developed by you to assure frequent and equitable use of classroom computers or other technologies by your students.

STANDARD 7:

Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

[You must complete **item a.** and select **one additional** from the remaining choices:]

- a. The signature of your Instructional Technology Training Specialist or designee indicating that they observed a lesson that successfully included student use of technology.
Signature _____ Date _____
- b. A lesson plan that utilizes the computer in your classroom. Include the date(s) the lesson was taught.
- c. A lesson plan that utilizes the computer lab. Include the date(s) the lesson was taught.
- d. A lesson plan that utilizes augmentative communication devices and other software appropriate for special needs students. Include the date(s) the lesson was taught.

STANDARD 8:

Demonstrate knowledge of ethical and legal issues relating to the use of technology.

[Required]

- a. Attend an in-service on this topic

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The SAME sample may be submitted for more than one Standard if it combines elements of more than one lettered activity.

For example, one document may incorporate word processing and a spreadsheet and thereby satisfy two items. Likewise, if your web page contains several distinct sections (i.e. student work, as well as resource information for parents and/or students) it could satisfy requirements for both 3g and 6e. Final judgment will be made by the administrator reviewing the submissions.