

RADFORD CITY SCHOOLS

TECHNOLOGY PORTFOLIO

TEACHER COPY

Teacher Name: _____ School: _____

I certify that I will complete all Standards and activities independently.

_____	_____
Signature	Date of Submission

Standards may be completed in any order. As each standard is completed, have your principal sign off on it. After the completion of all Standards (1 through 8), the administrator will submit a letter to the Director of Technology indicating your completion of the State Technology Standards for Instructional Personnel requirements.

Standard 1: Operate a computer system and utilize software.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

Standard 2: Apply knowledge of terms associated with educational computing and technology.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

Standard 3: Apply productivity tools for professional use.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

Standard 4: Use electronic technologies to access and exchange information.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

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Standard 5: Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

Standard 6: Use educational technologies for data collection, information management, problem solving, decision making, communications, and presentations within the curriculum.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

Standard 7: Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

Standard 8: Demonstrate knowledge of ethical and legal issues relating to the use of technology.

Accepted Administrator's signature: _____ Date: _____

Further work needed: _____

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TECHNOLOGY PORTFOLIO REQUIREMENTS

The following criteria have been chosen to determine your proficiency for each given Standard. Label each piece of work with your name, the number of the Standard it supports and the letter of the activity. **Keep the original work for your files.** As you complete or demonstrate each activity for the technology specialist, have him or her initial beside the letter of that activity. After all requirements for a particular Standard are met, have the technology specialist sign and date the appropriate blank. Submit this form to your administrator for final signature and approval upon completion of each Standard.

The same activity 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 3h and 6h. However, ONE printout of an image from a digital camera will not suffice for both 3j and 5b. Final judgment will be made by the technology specialist or administrator reviewing the submissions.

STANDARD 1: Operate a computer system and utilize software. (Three of the following)

- a. Demonstrate your ability to save multiple files to a disk and to a folder you have created on the hard drive of your computer.
- b. Demonstrate your ability to move saved files from drive to drive, folder to folder, etc.
- c. Submit the printouts of two original documents created with different software (i.e., MS Word, Works, PowerPoint, Paint, etc.).
- d. Submit a list of at least three trouble-shooting operations you have accomplished and their dates (ex: unjammed classroom printer 2/12/99, connected cable to classroom computer 3/14/99, used system tools to defragment the hard drive 4/1/99).
- e. Printout information from a CD-ROM encyclopedia and directly from the Internet.
- f. Demonstrate your ability to set up a computer system (i.e., hook-up cables, attach mouse, change print cartridge, etc.).
- g. Copy and paste text and a graphic from the Internet to another program.

Have your technology specialist sign below upon completion of Standard 1.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 2: Apply knowledge of terms associated with educational computing and technology. (Item a. is required, then select one more from the remaining choices.)

- a. Successfully complete (score of 80% or better) "Technology Vocabulary Quiz" (available from a technology specialist).
- b. Printout an activity or lesson you have developed to teach technology vocabulary to your students.
- c. Printout a multimedia presentation you have developed to teach technology vocabulary to your students.

Have your technology specialist sign below upon completion of Standard 2.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 3: Apply productivity tools for professional use. (Four of the following)

- a. Submit two professional word-processed documents, at least one of which contains a graphic relating to the subject or text. Detail should be given to proper use of formatting techniques, grammar, punctuation, and style (use an easy to read font, format, etc.). Suggestions: newsletter, list of directions, note to parents, unit outline, course syllabus or class worksheet.
- b. Submit a computer-generated grade report on a student or class group.
- c. Create and print a database of student or other professional information. This document should include

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at least four fields.

- d. Create and print a spreadsheet used to record class or other professional information. This document should include at least 20 cells and one mathematical function.
- e. Submit a printout of e-mail correspondence (your message and a reply) with a colleague about a professional or curricular issue.
- f. Create and print a computer-generated crossword, word-search, or other puzzle or game.
- g. Submit a printout of web-based information you retrieved for professional use (ex: lesson plan or professional article that relates to your subject matter).
- h. Submit a printout of a Web page and the URL created by you as a resource for your students and/or their parents. (ex: links to sources of information about curriculum topics, schedule of assignments or news of class accomplishments).
- i. Provide 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.
- j. Submit a printout of a digital camera image that you produced for an instructional or professional activity.

Have your technology specialist sign below upon completion of Standard 3.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 4: Use electronic technologies to access and exchange information. (Three of the following)

- a. Submit a lesson plan and the dates used that incorporates students' active use of the World Wide Web.
- b. Submit printout of web-based information you retrieved for instructional use.
- c. Provide 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).
- d. Submit a printout 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.
- e. Submit a printout of an electronically generated list of sources available in your school or an area library (i.e., RHS library, Radford City Library, RU's Teacher Resource Center, etc.) on a topic of interest to you or your class.
- f. Submit a write-up of the search strategy you used to access specific information from the Web or an information database (i.e., Encyclopedia Americana, Encarta, etc.) Include key words, path, and final URL or information gained.
- g. Submit a printout of a thread or an e-mail conversation from a professional listserv you have joined (indicate name of listserv and subscription address).

Have your technology specialist sign below upon completion of Standard 4.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 5: Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives. (Item a. is required, then select three more from the remaining choices.)

- a. Turn in at least three reviews of web sites that relate to your grade level or discipline. Include URL, title of site, a brief summary of site, a critique of its effectiveness, grade level appropriateness and applicability to curriculum or professional use.
- b. Submit a printout of a digital camera image that you produced for a curriculum related activity.
- c. Submit a document that contains a scanned image that you produced for a curriculum related activity.
- d. Submit a lesson plan that incorporates laser disk usage by teacher or student in an instructional setting. Include date lesson was taught or student made presentation.
- e. Submit a lesson plan that incorporates video usage by teacher or student in an instructional setting. Include date lesson was taught or student made presentation.
- f. Submit a lesson plan that incorporates use of a presentation device (not an overhead projector) by teacher or student. Include date lesson was taught or student made presentation.
- g. Turn in three instructional software program reviews. Include title, publisher, cost, a brief summary of each program, a critique of its effectiveness and your determination of grade level appropriateness and applicability to curriculum.
- h. Provide evidence that you have used a camcorder in an instructional setting. Include class, date, lesson plan, and objectives.

Have your technology specialist sign below upon completion of Standard 5.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 6: Use educational technologies for data collection, information management, problem solving, decision making, communications, and presentations within the curriculum. (Four of the following)

- a. Submit a student-generated word-processed document from a class assignment. Include course, date and objective.
- b. Submit a student-generated database from a class assignment. Include course, date and objective.
- c. Submit a student-generated spreadsheet from a class assignment. Include course, date and objective.
- d. Submit a copy of a student-generated desktop publication (ex: newspaper, flyer, advertisement, etc.) from a class or extracurricular activity. Include information about the purpose of the activity.
- e. Submit a printout of e-mail correspondence between a member of your class (with teacher assistance if necessary) and an adult "expert" at a remote site.
- f. Submit a printout of a multimedia presentation (i.e., PowerPoint, etc.) generated by you for a professional or instructional purpose.
- g. Submit a printout of a multimedia presentation (i.e., PowerPoint, etc.) generated by one of your students. Include lesson plan and objective(s).
- h. Provide the URL and a printout of your class's Web page.
- i. Submit the class, date, lesson plan and objectives that used a presentation device (i.e., large screen monitor, data projection system, etc.). This may not include an overhead projector.

Have your technology specialist sign below upon completion of Standard 6.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 7: Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings. Item a. is required, then select one more from the remaining choices

- a. Have your principal sign below indicating that they have observed you teaching a lesson that successfully included student use of technology.

Signature: _____ Date: _____

- b. Submit a printout of a bibliography of resources on a specific curriculum topic that you created using your school's electronic information databases and/or electronic catalog.
c. Submit a lesson plan and date taught that utilized the one computer in your classroom and large screen monitor.
d. Submit lesson plan and date taught that utilizes the computer lab.

Have your technology specialist sign below upon completion of Standard 7.

Submit this form to your administrator for final signature and approval.

Specialist's signature: _____ Date completed: _____

STANDARD 8: Demonstrate knowledge of ethical and legal issues relating to the use of technology. (One of the following)

- a. Read the documents entitled:

"10 Big Myths About Copyright Explained" at <http://www.templetons.com/brad//copymyths.html>

" The Ten Commandments for Computer Ethics" at <http://www.fau.edu/netiquette/net/ten.html>

"Plagiarism and the Web" at <http://www.wiu.edu/users/mfbhl/wiu/plagiarism.htm>

- b. Submit a printout of a Web site which deals with these ethical and legal issues (please include URL) and discuss the issues with your students.

Have your technology specialist sign below upon completion of Standard 8.

Submit this form to your administrator for final signature and approval.

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Specialist's signature: _____ Date completed: _____