

21 Things Portfolio Work Sheet for 1-7 - Sample -

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For the following seven elements of the 21things, please use this document to complete the activities and include a screen shot of each. Reflections should be 150-300 words minimum. At the end of this document will be your capstone reflection related to all seven, which should be 2-5 pages minimum. Submit this segment of your portfolio as per the deadline given by your Agency Coordinator. Include additional pages where appropriate to attach additional information. Make sure to include your name, district and time logged at the top of each element.

Participant Name: _____ District: _____

Email address: _____

Thing Name: About Basics Thing Number: 1 Time Logged: _____

Complete the following activities for *About Basics* of the hands-on activity for Thing 1:

MS Office keyboard shortcuts

1. Open any Word document or PowerPoint file, try out the shortcuts we have shown you, and create something that shows you have used some of the formatting shortcuts.
2. Capture a screen shot (using the Print Screen shortcut), paste it into your portfolio, and write some reflections on at least three other shortcuts you used. Reflect on how this helps increase your productivity.

Insert a Screen Shot from #2 above:

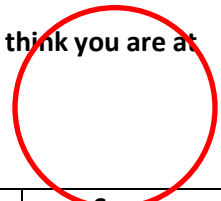
3. Create your own Delicious page; add at least 5 bookmarks with at least three tags per bookmark. Copy and paste the URL to your delicious page in the portfolio. Take a screen shot of your page and reflect on how Delicious will help you be more productive.

Insert a Screen Shot from #3 above:

4. As you learn about new tools from this point forward make sure to bookmark them in Delicious

Reflections:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please place the circle around where you think you are at upon completion).



Proficiency Score:	Score	Score	Score	Score	Score
Lickert Scale	1	2	3	4	5
NETS-T Performance Proficiency	-----	Beginning	Developing	Proficient	Transformative

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Thing Name: _____ Collaboration Tools _____ Thing Number: 2 Time Logged: _____

Complete the following activities for *Collaboration Tools* of the hands-on activity for Thing 2:

1. Open a Google Account.
2. Create a new document using one of the Google Templates. Capture a screen shot (using Print-screen) and paste into your portfolio. Include some reflections on how you see Google Documents templates making you more productive in the classroom.

Insert a Screen Shot for #2 above:

3. Create a new document using a Google Docs application of your choice – i.e. text, spreadsheet, presentation or form. Make use of 3-4 formatting items of your choice, and invite a colleague, or classmate to collaborate by making some edits to the chosen Google Doc. Capture a screen shot (using Print-screen) and paste into your portfolio. Include some reflections on how you see Google Documents applications making your more productive.

Insert a Screen Shot for #3 above:

4. **Optional:** Complete Activities 1-3 using Buzzword.

Reflections:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please tell us where you think you are at upon completion).

Proficiency Score:	Score	Score	Score	Score	Score
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NETS-T Performance Proficiency	-----	Beginning	Developing	Proficient	Transformative

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Thing Name: Communication Tools Thing Number: 3 Time Logged: _____

Complete the following activities for *Communication Tools* of the hands-on activity for Thing 3:

Choose ONE (EITHER ASSIGNMENT 1 OR 2)

1. Skype Assignment:

- Watch the Skype tutorial, then download Skype and create a userid. Check with your school tech department to find out if access is blocked in your district. You may need to do this assignment on your home computer.
- Once you have installed it and created your username, (you do not need to sign up for a paid account), send a message via Skype to your instructor.
- Use Skype to call and talk with a friend or family member.
- Optional Fun – you can set up a group chat in Skype.
- Write a reflection in your portfolio about how (if you have classroom access) this could be used in your content area to bring in 'experts' to talk with your class.
- *Take a screenshot of one of your Skype connections, and also include your Skype username for the portfolio.

Insert a screen shot for #1 above:

Reflections:

OR

2. BackChannel Chat:

- Participate in a live backchannel chat session. Suggestions: you can attend the virtual "21things" session for this activity, the instructors will post a link to use; participate in a note-taking session with other educators at a conference; hold one with your classroom participating; hold one during a staff meeting, or your own creative use.
- Be sure to take a screenshot of your participation and paste into your portfolio.
- After participating, write a reflection about how this could be used in an educational setting, such as staff meetings, the classroom, or conferences. Are there some directions or ground rules you think would be needed to make this beneficial? How might this be used with your students as an 'effective' teaching strategy?

Insert a Screen Shot for #2 above:

Reflections:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please tell us where you think you are at upon completion).

Proficiency Score:	Score	Score	Score	Score	Score
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Thing Name: _____ Content Area Tools _____ Thing Number: 4 Time Logged: _____

Complete the following activities for the *Content Area Tools* portion of the hands-on activity for Thing 4:

1. Visit Thinkfinity
2. Choose at least two activities from Thinkfinity
3. For the portfolio assignment, write a short synopsis of the activity and how you are going to use it within your lesson and be sure to include the hyperlink to the two activities from that web that you are using.

Insert a Screen Shot for Activity 1:

Hyperlink to Activity 1:

Synopsis Activity 1/ Reflections:

Insert a Screen Shot for Activity 2:

Hyperlink to Activity 2:

Synopsis Activity 2/ Reflections:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please tell us where you think you are at upon completion).

Proficiency Score:	Score	Score	Score	Score	Score
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Thing Name: Differentiated Instruction and Diverse Learning Thing Number: 5 Time Logged: _____

Complete the following activities for the *Differentiated Instruction & Diverse Learning* hands-on activity for Thing 5:

1. **Differentiated Learning Assignment** As you read through the key elements which guide differentiation, jot down some notes of things you already do in your teaching which meet these elements of differentiated instruction. List or write a few paragraphs about these in your portfolio.

Reflection:

2. **Diverse Learning Assignment** - visit the [Using Technology to Support Diverse Learners](#) and click on and explore one of the spotlights or the Tech Tips Areas ([Digital Text](#), [Audio](#), [Digital Enhancement](#), [Software](#), [Visual](#), [Curricular Supports](#)). Your task is to discover something which will be very helpful to support a struggling learner in your classroom and describe it and how you feel it will help.

Insert a screen shot from #2 above:

Reflection:

3. **Universal Design for Learning Assignment** - There are **two options** for this part.

A. Create an account in Learnport (specific to Michigan educators) to access NetTrekker and set up your profile. Use the readability tool to determine the appropriateness of the selection, or to locate materials at three different reading levels. Capture a screen shot and write a reflection in your portfolio. B. Visit the [Universal Design for Learning: Strategies, Tools, and Resources](#) (wiki) and on the left navigation pane locate a content area resource for your classroom and write a reflection on it in your portfolio.

Insert a screen shot (3A or 3B):

Reflection (3A or 3B):

4. **Text-to-Audio Conversion Assignment** - Using vozMe or another FREE text to speech converter, make a text to audio recording. Capture a screenshot while you are creating the audio recording. Write a reflection on how this could help the students in your classroom.

Insert a Screen Shot from #4 above:

Reflection:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please tell us where you think you are at upon completion).

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Thing Name: Digital Citizenship Thing Number: 6 Time Logged:

Complete the following activities for *Digital Citizenship* portion of the hands-on activity for Thing 6:

1. *Select two websites from the bogus/hoax list. Critically review the two websites using the Joyce Valenza criteria at the BASIC (elementary) or ADVANCED (Secondary-CARRDSS) level. Submit a one paragraph critical evaluation of each web site. Include the web addresses, screen shots, and a reflection of this activity in your portfolio.*

Insert a Screen Shot Bogus/Hoax site 1:

Web address site 1:

Reflections -- Critical Evaluation of site 1:

Insert a Screen Shot Bogus/Hoax site 2:

Web address site 2:

Reflections -- Critical Evaluation of site 2:

2. *Write up a plan in your portfolio identifying 2 activities that you will use in your setting to help others learn about: cyber-bullying, personal information on the web, acceptable use of the Internet, and/or Netiquette.*

Reflections – Activity 1:

Reflections – Activity 2:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please tell us where you think you are at upon completion).

Proficiency Score:	Score	Score	Score	Score	Score
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Thing Name: Face of the Classroom Thing Number: 7 Time Logged: _____

Complete the following activities for the *Face of the Classroom* portion of the hands-on activity for Thing 7:

1. Create your own web presence using one of the tools or one of your own choosing.
2. Include at least three web pages, text, images, documents and web-links. You may want to use your site as a means to demonstrate some of the things you have learned from this 21 Things course.
3. Include the URL to your site and a reflection about the ways you could use a web page creator to create a web presence.
4. Capture a screen shot of your page(s) to include in the portfolio.

Insert a Screen Shot Page 1:

Insert a Screen Shot Page 2:

Insert a Screen Shot Page 3:

Web address:

Reflection:

Self – Evaluation of your NETS-T Proficiency on this Thing (Please tell us where you think you are at upon completion).

Proficiency Score:	Score	Score	Score	Score	Score
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For things 1-7, please type in your reflection. Submit this portion of the portfolio to your instructor by the deadline. Your final reflections should be 2-5 pages.

Things 1-7 – Capstone Reflection

- A. How will you use these technology applications to improve learning experiences for your students and/or improve your own practice?
- B. What effective teaching and learning strategy(ies), based on the work by Marzano (<http://gets.gc.k12.va.us/VSTE/2008/>) will these technology applications address, to make a difference in the learning experience for your students?
- C. Choose one of the seven things and describe an activity or lesson you could use in your classroom. Include in the description how the lesson meets either a Michigan curriculum standard or another Educational Technology standard.