

Deadline Dates for Projects and Assignments

Fall 2007

Educational Technology 1220

Brenda Linn-Miller, Instructor

Mon/Wed

11:00 a.m.

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Mon (Aug 27)	<p>Orientation</p> <p>Check Attendance</p> <p>Introduce Instructor</p> <p>Introduce the Course --What is Ed Tech? Why do we need this information? How will I use this?</p> <p>Intro Textbooks and other Required Materials --Portfolios—What, Why, How?</p> <p>Technology Learning Center (TLC) --Located in Room 102 --Hours of operation: Mon—Thur. 8:00 a.m.—7:00 p.m. Friday—8:00 a. m.—4:30 p.m.</p> <p>--What services do they offer? TLC price list and available services can be found on our course website on the Handouts and Exhibits page.</p> <p>Login to the Novel network— --Ex: abc01001.aug --Password should be your PIN number --<u>Always</u> login when you arrive and <u>always</u> logout when you leave.</p> <p>Go to the course website— faculty.uca.edu/~blinn or access through UCA’s homepage/College of Education</p> <p>--Review the attendance policy, course goals and objectives, the syllabus, and portfolio information --Note the eight lesson outlines for the course --Locate the files that must be printed and placed in students’ portfolios or refer to the handout provided by the instructor</p>		<ul style="list-style-type: none"> • Complete any forms or registration requirements • If you were unable to access your UCA cub account or login to the Novell server, ask for assistance in BBA (Burdick Business Bldg)—Information Technology. • Purchase your textbooks, storage devices, and a 3” 3-ring binder with section tabs. • Label the binder and the section tabs as directed in the handout named <i>Print these Files.</i> • Print the files that are listed on the handout named <i>Print these Files.</i> --Hole punch and organize the documents and place them behind the appropriate tabs in your three-ring binder. See the handout named <i>Print these Files.</i> --Add a tab labeled <i>Shelly Cashman.</i> You will place all of your graded Shelly Cashman projects behind this tab. • Arrange your portfolio tabs in alphabetic order. • <u>Using the course outline</u> for Lesson 1, read Chapter 1 (and other pages as indicated) in your Lever-Duffy textbook. • Review textbook Chapter 1 objectives • Develop a question or be prepared to make a comment related to Lesson 1/Chapter 1.

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Cont . . .	<p>Go to the textbook website --practice tests, chapter outlines, and study guides (www.ablongman.com/lever-duffy)</p> <p>Go to UCA's homepage --College of Education homepage --Candidate Account Manager link **Create a Candidate Account (make your password your PIN number) --Diversity Survey is REQUIRED</p> <p>Use your UCA cub mail to correspond with your instructor --abc01001@cup.uca.edu (your cub address) --User Name: abc01001 --Password: Your PIN number --Go to UCA's homepage and click on <i>A to Z Index</i>; choose <u>E</u>; then <i>Email, check your UCA</i></p> <p>Go to Microsoft Office tutorial site --www.officetutorials.com if you need help with WORD, EXCEL, and/or PowerPoint</p> <p>You must burn all of your portfolio projects to a CD/RW (a digital/electronic portfolio) and submit the CD/RW for grading as directed. <u>REQUIRED</u>: Bring your portfolio (binder), textbook, and storage device to class <u>EVERY DAY</u>.</p>		<ul style="list-style-type: none"> • Add EDUC 1220—11:00 (Linn) to your WebCT courses. Use the bulletin board to post questions for your classmates or the chat room to discuss projects or assignments. If you are not familiar with WebCT, ask a classmate or the instructor for individual assistance.

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Wed (Aug 29)	<p>Orientation questions????</p> <p>What is due next time we meet? LOOK AT THE DEADLINE DATES HANDOUT!!!</p> <p>Connect Lesson 1 (Chapter 1) to the Classroom (Lesson 1)</p> <p>Check your learning style at http://www.ncsu.edu/felder-public/IL_Spage.html (textbook pg. 20)</p> <p>www.howtolearn.com/personal.html</p> <p>Plan Ahead: Borrow a grade/discipline specific textbook for future assignments and/or projects or copy a lesson or chapter from the textbook. You will create a slideshow from a section or concept in the textbook later in the semester.</p>	<p>Be ready to discuss Lesson 1 (Chapter 1)</p>	<ul style="list-style-type: none"> • Using the course outline for Lesson 2 read Chapters 2 and 3 (as applicable). • Review Chapters 2 and 3 objectives • Develop questions or be prepared to make comments related to Chapters 2 and 3. • Make plans to borrow a textbook specific to your grade/discipline. • Complete WORD Project 1 (pages WD4-62) in the Shelly Cashman book, <i>Teachers Discovering and Integrating Office</i>. NO RUBRIC IS PROVIDED. Save, print, and submit for a grade on Wed., Sept. 5.
Mon (Sept 3)	No Classes—Labor Day		
Wed (Sept 5)	<p>Lab</p> <p>Students format their CD-RWs</p> <p>Demonstrate burning a CD or saving to a CD</p> <p>Introduce WORD Portfolio Project: Class Calendar</p> <p>**You have a 100 Mb folder on UCA's server that allows you to save a limited amount of data.</p>	<p>Submit Shelly Cashman, WORD Project 1 (pages WD 4-62), one printout, at the beginning of class. No rubrics are provided for Shelly Cashman projects.</p> <p>**Correctly label it and place it in the submit basket.</p>	<ul style="list-style-type: none"> • Complete your Class Calendar portfolio project (Due Wed., Sept. 12). • Reminder: Save your portfolio projects to a CD/RW (digital/electronic portfolio).

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Mon (Sept 10)	<p>What is due next time we meet?</p> <p>Connect Lesson 2 (Chapters 2 and 3) to the Classroom</p> <p>**See textbook pages 130-131 (Questions Teachers Should Ask and Storage Devices**</p> <p>Demonstrate storage devices: floppy, hard disk, CD/DVD, zip drive, USB Flash Drive</p> <p>Complete an online activity for Lesson 2: http://www.QUIA.COM/JG/923624.html</p> <p>Lab</p>	<p>Be ready to discuss Lesson 2 (Chapters 2 and 3)</p>	<ul style="list-style-type: none"> • Using the course outline for Lesson 3, read Chapter 4 for next Monday. • Review Chapter 4 objectives. • Develop a question or be prepared to make a comment related to Chapter 4.
Wed (Sept 12)	<p>Introduce WORD Portfolio Project: <i>Class Newsletter</i></p> <p>Introduce/Discuss <i>Online Resources for Teachers in Your Discipline</i> project—Due Nov. 12</p> <p>**Locate the form in your portfolio—behind the Misc. tab</p> <p>Note: Instructor will return graded projects. Put the graded projects and corresponding rubrics in your portfolio—behind the tab where you found the project directions and rubric.</p>	<p>Submit Class Calendar portfolio project (with rubric) at the beginning of the class.</p> <p>**Correctly label it and place in the submit basket. You MUST include the grading rubric.</p>	<ul style="list-style-type: none"> • Complete your <i>Class Newsletter</i> portfolio project (Due Sept. 19) • Save your portfolio project to a CD/RW (digital/electronic portfolio). • Begin collecting for <i>Online Resources for Teachers in your Discipline</i>. A form can be found in the Misc. Assignments folder (on the course website) or behind the tab in your portfolio. (Due Nov. 12)

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
<p>Mon (Sept 17)</p>	<p>Look ahead to Wednesday! <u>Don't</u> miss the introduction to Mail Merge!!!</p> <p>Connect Lesson 3 (Chapter 4) to the Classroom **See textbook pages 130-131 (input/output devices)** Demonstrate: Scanner, Still and Video Cameras, Webcam, SmartBoard, Advance Slide device, LCD projector, Elmo Visual Presenter, and overhead projector/transparency</p> <p><u>Check-up:</u> Have you located a textbook for your discipline/grade?</p> <p><u>Discuss</u> the email assignment—due Sept. 24 **Locate the project directions in your portfolio (behind the Misc. Assignments tab)</p> <p><u>Discuss</u> the Teacher Interview assignment—due Oct. 29. **Locate directions and forms in your portfolio</p>	<p>Be ready to discuss Lesson 3 (Chapter 4)</p>	<ul style="list-style-type: none"> • <u>Using the course outline</u> for Lesson 4, read Chapters 5 and 6 for next Monday. • Review Chapters 5 and 6 objectives • Develop a question or be prepared to make a comment related to Chapters 5 and 6 • Complete the <i>Email Assignment</i> (find the directions behind the Misc. Assignments tab in your portfolio)—due Sept. 24. • Make plans for completing the <i>Teacher Interview</i> assignment (due on Oct. 29).
<p>Wed (Sept 19)</p>	<p>Lab</p> <p><u>Check-up:</u> Any questions about the <i>Teacher Interview</i> assignment (Due Oct. 29)?</p> <p>Introduce WORD Portfolio Project: <i>Mail Merge</i></p>	<p>Submit the <i>Class Newsletter</i> (with rubric) portfolio project <u>at the beginning of the class.</u></p> <p>**Correctly label it and <u>place in the submit basket.</u></p>	<ul style="list-style-type: none"> • Continue working on the <i>Mail Merge</i> portfolio project (If applicable). • REMINDER: Email assignment is due on Sept. 24.

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
<p>Mon (Sept 24)</p>	<p>Connect Lesson 4 (Chapters 5 and 6) to the Classroom</p> <p>Introduce Electronic Gradebooks: www.GradeQuick.com; www.trackmygrades.com; and www.Hotchalk.com (Expect to see questions related to electronic gradebooks on your exam.)</p> <p>Others can be found at websites4teachers.com</p> <p>Introduce some online reference sites— www.encyclopedia.com www.atlas.com www.gomicrosoft.com www.britannica.com/ www.answers.com</p> <p>Check-up: Any questions related to the list of <i>Online Resources for Teachers</i> or the <i>Teacher Interview</i> project?</p>	<p>Be ready to discuss Lesson 4 (Chapters 5 and 6)</p> <p>Email Assignment (Instructor will view the return email attachment in your portfolio and record your grade—do not put it in the submit basket.)</p>	<ul style="list-style-type: none"> • Using the course outline provided by your instructor and the slideshows, begin studying for your first exam—Lessons 1-4 (Chapters 1-6). The test will be given on Oct. 1. • REMINDER: Teacher Interview assignment is due on Oct. 29. • Continue collecting Online Resources for your Grade/Discipline (Due Nov. 12). • REMINDER: Is your portfolio organized and correctly labeled? Are your tabs in alphabetical order? Are your graded projects behind the appropriate tabs? (See the directions and rubric--to be graded by instructor beginning Nov. 5). • REMINDER: Save all of your portfolio projects to a CD/RW (digital/electronic portfolio).

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Wed (Sept 26)	<p>Lab</p> <p>Complete WORD Portfolio Project: <i>Mail Merge</i>**</p> <p>**Make an appointment for extra help if necessary.</p> <p>**You will have a WORD skills test (<i>Mail Merge</i> project) on Oct. 3. <u>BE PREPARED—You will only have 30 minutes to complete it!!!</u></p> <p><u>Check-up:</u> Any questions about Exam 1?</p>	<p>Submit the Mail Merge portfolio project and rubric <u>at the end of class today.</u></p> <p>**Correctly label it and <u>place in the submit basket.</u></p> <p>If you have any questions about Mail Merge, see your instructor TODAY!</p>	<ul style="list-style-type: none"> Continue studying for your first exams—Lessons 1-4 (Chapters 1-6) on Oct. 1 and Microsoft WORD (<i>Mail Merge</i>) on Oct. 3. <u>REMINDER:</u> Expect to see questions about online gradebooks on your exam. <u>REMINDER:</u> Teacher Interview assignment is due on Oct. 29. <u>REMINDER:</u> You can use the EDUC 1220 chat room or bulletin board to discuss possible exam questions or other projects.
Mon (Oct 1)	<p>Exam 1 (Lessons 1-4/Chapters 1-6) (Multiple Choice, Short Answer, and Essay)</p>		<ul style="list-style-type: none"> Prepare for Skills Exam # 1 (Microsoft WORD—<i>Mail Merge</i>) on Oct. 3. You will only have 30 minutes.
Wed (Oct 3)	<p>Skills Exam #1--Microsoft WORD--<i>Mail Merge</i>**</p> <p>**30 minutes allowed for the project completion</p> <p>.....</p> <p><u>Discuss</u> (approximately 20 minutes): Email, BLOGS, Mailing Lists, and Chat Rooms**</p> <p><u>Helpful Website:</u> Teacherchatforums.com; AtoZteacherstuff.com</p> <p>**Print evidence of participation in an educationally related BLOG and place <u>behind the Misc. Assignments tab</u> in your portfolio.</p> <p>**Join a Mailing List and print evidence. Place the evidence <u>behind the Misc. Assignments tab</u> in your portfolio.</p>		<ul style="list-style-type: none"> <u>Using the course outline</u> for Lesson 5, read Chapter 7 for next Monday. Review Chapter 7 objectives. Develop a question or be prepared to make a comment related to Chapter 7. <u>Continue</u> working on your list of <i>Online Resources for Teachers</i> project (due Nov. 12) <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on Oct. 29. Complete the BLOG and Mailing List assignment and place the evidence in your portfolio (if applicable).

<p><u>Date</u> Mon (Oct 8)</p>	<p><u>In Class</u> Questions about BLOGS, Mailing Lists, and Listservs???? Connect Lesson 5 (Chapter 7) to the Classroom Visit http://www.funbrain.com (Gradebook program, Quiz Lab, and the games section) Create an online exam—See handout with directions/rubric behind the Misc. Assignments tab in your portfolio. In this case, <u>YOU</u> are the teacher and <u>YOUR INSTRUCTOR</u> is your student. You may be required to register for a FREE, trail membership. Submit Oct. 17 <u>at the beginning of class.</u> <u>Helpful Websites:</u> Cyberquizzes.com; quizstar.com; quizlab.com; discoveryschool.com; QUIA.com</p>	<p><u>Due TODAY</u> Be ready to discuss Lesson 5 (Chapter 7) Be able to discuss what you learned about BLOGS and Mailing Lists. <u>NOTE:</u> Did you place the BLOG and Mailing List evidence behind the Misc. Assignments tab in your portfolio?</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Using the course outline</u> for Lesson 6, read Chapter 8 for next Monday. • Review Chapter 8 objectives. • Develop a question or be prepared to make a comment related to Chapter 8. • Continue working on your list of <u>Online Resources for Teachers</u> assignment. • Complete EXCEL Project 1 (pages EX 4-55) in the Shelly Cashman book, <i>Teachers Discovering and Integrating Office</i>. Save, print, and submit on Oct. 10. <u>There are no rubrics for the Shelly Cashman projects.</u> • Complete the online exam assignment, if applicable—due on Oct. 17.
<p>Wed (Oct 10)</p>	<p>Lab Introduce EXCEL Portfolio Project: <i>Fundraising</i> (Due Oct. 24) **Ask for help if you need it!</p>	<p>Submit Shelly Cashman, EXCEL Project 1 (pages EX 4-55) <u>at the beginning of the class.</u> No rubrics are provided for Shelly Cashman projects. **Correctly label it and <u>place it in the submit basket.</u></p>	<ul style="list-style-type: none"> • Work on your EXCEL portfolio project--<i>Fundraising</i> (due Oct 24), if applicable. • <u>REMINDER:</u> Borrow a textbook related to your discipline/grade or copy a chapter from the textbook. MUST have it by Oct 29. • <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on Oct. 29.

<p><u>Date</u> Mon (Oct 15)</p>	<p><u>In Class</u> Connect Lesson 6 (Chapter 8) to the Classroom Visit some educational websites and review some guidelines for school or class websites. Evaluate some class websites-- <ul style="list-style-type: none"> • www.eduhound.com/weeklyspotlight.cfm **Make a list of ten things you would put on your class webpage. On the same page, make a list of five things you would <u>NOT</u> put on your class webpage. Print and place <u>behind the Misc. Assignments tab</u> in your portfolio. **Using the directions and rubric as a guide (found behind the Misc. Assignments tab in your portfolio), locate and print lesson plans and rubrics from the Internet. <u>NOTE:</u> A lesson plan <u>MUST</u> have learning objectives. <u>NOTE:</u> Do not print more than one lesson plan or rubric from a site. <u>NOTE:</u> The web addresses <u>MUST</u> be displayed and underlined or highlighted--Due on Oct. 22.</p>	<p><u>Due TODAY</u> Be ready to discuss Lesson 6 (Chapter 8)</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Using the course outline</u> for Lesson 7, read Chapters 9 and 10 for next Monday. • Review Chapters 9 and 10 objectives. • Develop a question or be prepared to make a comment related to Chapters 9 and 10. • Continue working on your <i>Fundraising</i> portfolio project—due Oct. 24, if applicable. • Complete the online exam assignment, if applicable—due on Oct. 17. • Download and print five lesson plans and two rubrics for your grade/discipline. Due on Oct. 22. • Complete the list of things you would and would not include on your class website, if applicable, and place behind the Misc. Assignments tab in your portfolio.
<p>Wed (Oct 17)</p>	<p>Lab Continue working on the EXCEL Portfolio Project: <i>Fundraising</i> (Due Oct 24) **Ask for help if you need it!!</p>	<p>At the beginning of class, submit the directions/rubric handout for the online exam you created.</p>	<ul style="list-style-type: none"> • Continue working on your <i>Fundraising</i> portfolio project, due Oct. 24, if applicable. • <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on Oct 29. • <u>REMINDER:</u> Bring your borrowed textbook or copied lesson/chapter to class on Oct 29. • <u>REMINDER:</u> Is your portfolio organized and correctly labeled? (See the directions and rubric) Final grading will be on Nov. 26.

<p>Date Mon (Oct 22)</p>	<p>In Class Connect Lesson 7 (Chapters 9 and 10) to the Classroom</p> <p>Provide directions/instructions for including transparencies in students' final PowerPoint slideshows. Share some transparencies created by previous students.</p> <p>Introduce United Streaming and demonstrate downloading a video clip to students' personal folders.</p> <p>Demonstrate adding sound/music to a slideshow. (Examples in my M: PowerPoint folder)</p> <p>Helpful Websites: www.awesomeclipartforkids.com www.clipartguide.com www.wisegorilla.com www.theteachersguide.com/Freebies.html www.oswego.org/staff/cchamber/techno/games.htm www.hotchalk.com</p> <p>Create an Interactive Activity—See handout behind Misc. Assignments tab in students' portfolio (Due Oct 31)</p>	<p>Due TODAY Be ready to discuss Chapters 9 and 10</p> <p>At the beginning of class, submit the grade/discipline specific lesson plans (5) and rubrics (2).</p> <p>NOTE: Did you place the list of things you would and would not include on your class website behind the Misc. Assignments tab in your portfolio?</p>	<p>Assignments and Reminders</p> <ul style="list-style-type: none"> • Using the course outline for Lesson 8, read Chapters 11 and 12 for next Monday. • Review Chapter 11 and 12 objectives. • Develop a question or be prepared to make a comment related to Chapters 11 and 12. • Complete the Interactive Activity assignment. (Due Oct. 31). • A SUGGESTION: You could take your digital pictures, make your transparency, and/or scan your objects for your final slideshow early, even today.
<p>Wed (Oct 24)</p>	<p>Lab</p> <p>Introduce EXCEL Portfolio Team Project: Students + Teachers Collecting and Graphing Data (Due Nov 5)</p> <p>**Exchange email address and phone numbers with your project partner. **Remember: You can discuss the project in WebCT or post questions to the bulletin board. **Ask for help if you need it!!</p>	<p>Submit EXCEL Fundraising portfolio project and rubric at the beginning of the class period.</p> <p>**Correctly label it and place in the submit basket.</p>	<ul style="list-style-type: none"> • Continue working on your <i>Students + Teachers Collecting and Graphing Data</i> portfolio project—due Nov 5. • REMINDER: <i>Teacher Interview</i> assignment is due on Oct. 29. • REMINDER: Bring your borrowed textbook or copied chapter/lesson to class on Oct. 29. • REMINDER: Is your portfolio ready for grading?

<p><u>Date</u> Mon (Oct 29)</p>	<p><u>In Class</u> Connect Lesson 8 (Chapters 11 and 12) to the Classroom</p> <p><u>Ask to see students’ ‘borrowed textbooks/copied lessons or chapters’</u> and explain the importance of finding a concept or lesson that can be enhanced using PowerPoint.</p> <p>Discuss WebCT and view my various WebCT shells.</p> <p>Discuss Virtual High School, Distance Learning, and free courses through AETN.</p> <p>Online Educational Game/Activity: Issues in Implementing Technology in the Classroom**</p> <p>**Download a JAVA Applet if necessary</p>	<p><u>Due TODAY</u> Be ready to discuss Lesson 8 (Chapters 11 and 12)</p> <p>Submit <i>Teacher Interview</i> Assignment and rubric at beginning of class.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Continue</u> collecting and categorizing <i>Online Resources for Teachers in Your Discipline</i> (list due Nov. 12). • <u>Using the course outline and the slideshows</u>, begin studying for Exam 2 (Lessons 5-8/Chapters 7-12) on Nov. 5 • Skills Test # 2 (EXCEL—a gradebook) will be given on Nov. 7 • <u>REMINDER:</u> You need a scanned item, a digital picture, and a transparency for your <i>Teach a Lesson or Concept</i> slideshow. Why not get them ready now? • <u>REMINDER:</u> Save all of your portfolio projects to a CD/RW (digital/electronic portfolio).
<p>Wed (Oct 31)</p>	<p>Lab</p> <p>Any questions about Exam 2 (Lessons 5-8) or Skills Test # 2 (EXCEL—a gradebook)?</p> <p>Continue working on the EXCEL Portfolio Project: <i>Students + Teachers Collecting and Graphing Data</i></p> <p>**Ask for help if you need it!!</p>	<p>Submit the <i>Interactive Activity</i> handout at the <u>beginning of the class period.</u> The instructor <u>MUST</u> be able to locate and “play” the game or activity.</p>	<ul style="list-style-type: none"> • Are you thinking about your final slideshow—<i>Teach a Lesson or a Concept?</i> Do you need any help? • <u>Complete</u> the EXCEL <i>Students + Teachers Collecting and Graphing Data</i> portfolio project (Due Nov. 5) • <u>Using the course outline and the slideshows</u>, continue studying for Exam 2 on Nov. 5 (Lessons 5-9/Chapters 7-12) and Skills Test # 2 (EXCEL—a gradebook) on Nov. 7.

<p><u>Date</u> Mon (Nov 5)</p>	<p><u>In Class</u> Exam 2 Lessons 5-8 (Chapters 7-12)** IF YOU NEED HELP WITH EXCEL, ASK TODAY!!! **If time permits, students should quietly work on organizing their portfolios. The list of files that <u>MUST</u> be burned to a student's CD RW (electronic/digital portfolio) is located behind the <i>Portfolio</i> tab in his/her portfolio (binder).</p>	<p><u>Due TODAY</u> Submit EXCEL <i>Students + Teachers Collecting and Graphing Data</i> portfolio project and rubric at the <u>end of the class period.</u> Portfolios may be graded by the instructor during class today.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Complete</u> PowerPoint Project 1—(pages PPT 4--65) in the Shelly Cashman book, <i>Teachers Discovering and Integrating Office</i>. Save, print, and submit on Nov. 12. There are no rubrics for Shelly Cashman projects. • <u>REMINDER:</u> Your list of <i>Online Resources for Teachers</i> is due Nov. 12 (see the rubric behind the Misc. Assignments tab in your portfolio). • Find something in the textbook you borrowed or chapter you copied to enhance or clarify with a PowerPoint slideshow—a principle, concept, skill, etc. • <u>REMINDER:</u> Skills Test # 2 (EXCEL—a gradebook) on Nov. 7. BE PREPARED—30 minutes only!!!!
<p>Wed (Nov 7)</p>	<p>Skills Test # 2—EXCEL (a gradebook) **30 minutes allowed for the project completion Lab Using Excel, create an interactive crossword puzzle (instructor will provide handout**). Due Nov. 14 MUST BE SAVED IN YOUR NETWORK FOLDER—INSTRUCTOR MUST WORK YOUR PUZZLE FROM YOUR DESKTOP. (It <u>cannot</u> be submitted in paper format.) **A web link to the puzzle directions can also be found on our EDUC 1220 website. Click on Portfolio Projects and Rubrics; EXCEL; and <i>Interactive Puzzle Using EXCEL.</i></p>	<p>Portfolios <u>may</u> be graded by the instructor during class today.</p>	<ul style="list-style-type: none"> • <u>Complete</u> the <i>Interactive Crossword Puzzle</i> using EXCEL—due Nov. 14. • <u>REMINDER:</u> You need a scanned item, a digital picture, a video, and a transparency for your <i>Teach a Lesson or Concept</i> slideshow. Why not get them ready now? • <u>REMINDER:</u> The list of files that <u>MUST</u> be burned to a student's CD RW (electronic/digital portfolio) is located behind the <i>Portfolio</i> tab in his/her portfolio (binder). The CD RW will be submitted for grading after the final slideshow is presented.

<p><u>Date</u> Mon (Nov 12)</p>	<p><u>In Class</u> Lab</p> <p>Introduce PowerPoint Portfolio Project: <i>Copyright and Fair Use</i> Due Nov 14</p> <p>(Refer to your textbook, handouts provided by the instructor, and/or the Internet for Copyright and Fair Use information.)</p>	<p><u>Due TODAY</u> Submit Shelly Cashman PowerPoint Project 1 (pages PPT 4—65). There are no rubrics for Shelly Cashman projects.</p> <p>Submit your list of <i>Online Resources for Teachers</i> <u>at the beginning of the class.</u></p> <p>**Correctly label your work and place in the submit basket.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Complete</u> the PowerPoint portfolio project—<i>Copyright and Fair Use</i> (Due Nov 14). • <u>NOTE:</u> Is your portfolio organized and correctly labeled? (See the directions and rubric--final grading will be Nov. 26) • <u>PLAN AHEAD:</u> Prepare materials and resources for the PowerPoint portfolio project—<i>Teach a Lesson or Concept</i> (Presentations--Dec. 5, 10-14.) • <u>REMINDER:</u> The list of files that <u>MUST</u> be burned to a student's CD RW (electronic/digital portfolio) is located behind the <i>Portfolio</i> tab in his/her portfolio (binder). The CD RW will be submitted for grading after the final slideshow is presented.
<p>Wed (Nov 14)</p>	<p>Lab</p> <p>Introduce the PowerPoint portfolio projects: <i>Teach a Lesson or Concept</i> Presentations: Dec. 5, 10-14</p> <p><i>Online Resources for (Your Grade/Discipline) Teachers</i> Due on Nov 19</p>	<p>Submit the PowerPoint portfolio project-- <i>Copyright and Fair Use</i> <u>at the beginning of class.</u></p> <p>Instructor will begin grading the <i>Interactive Crossword Puzzle</i> using EXCEL from students' personal network folders.</p>	<ul style="list-style-type: none"> • <u>Complete</u> the <i>Online Resources for (Your Grade/Discipline) Teachers</i> PowerPoint slideshow –Due Nov 19 • <u>Check-up:</u> Is your portfolio ready to be graded? • <u>Check-up:</u> Do you need help with your final slideshow? Digital or video cameras? Scanned objects? Downloading a video? Burning a CD? Transparency? Overhead Projector?

<p><u>Date</u> Mon (Nov 19)</p>	<p><u>In Class</u> Lab</p> <p><u>Demonstrate Package for CD.</u> <i>(Package for CD is an easy way to be sure your final slideshow will run properly on all computers.)</i></p> <p><u>Introduce</u> PowerPoint Interactive Activity: <i>Creating a Quiz with PowerPoint</i> —Due Nov. 28 (Instructor will provide the handout)**</p> <p>MUST BE SAVED IN <u>YOUR NETWORK FOLDER</u>—INSTRUCTOR MUST PLAY YOUR INTERACTIVE ACTIVITY FROM <u>YOUR DESKTOP</u>. (It <u>cannot</u> be submitted in paper format.)</p> <p>**A web link to the interactive activity directions can also be found on our EDUC 1220 website. Click on Portfolio Projects and Rubrics; PowerPoint; and <i>Creating a Quiz with PowerPoint.</i></p> <p>**Ask for help if you need it!!**</p>	<p><u>Due TODAY</u> Submit the PowerPoint portfolio project-- <i>Online Resources for (Your Grade/Discipline) Teachers at the beginning of class.</i></p> <p>Portfolios may be graded by the instructor during class today. Be prepared!!</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Complete</u> the PowerPoint Interactive Activity—<i>Creating a Quiz with PowerPoint</i> (Due Nov. 28). • <u>Check-up:</u> Do you need individual training on the digital or video cameras, scanned objects, and/or transparency? If so, see me as soon as possible to schedule a time. • <u>Check-up:</u> Have you downloaded your video? Do you need help with <i>Package for CD?</i> • <u>IMPORTANT NOTE:</u> Do not wait until Dec. 3 to ask for help with the final slideshow.
<p>Wed (Nov 21)</p>	<p>No Classes—Thanksgiving Break</p>		

<p><u>Date</u> Mon (Nov 26)</p>	<p><u>In Class</u> Lab</p> <p>Work on the PowerPoint portfolio project: <i>Teach a Lesson or Concept</i> To be presented Dec. 5, 10-14** Don't forget to <i>Package for CD!</i></p> <p>Remember: Digital/electronic portfolios (CD RWs) will be submitted after final presentations are made.</p> <p>**Look at the finals week test schedule. What day/time does your class meet?</p>	<p><u>Due TODAY</u></p> <p>Last day for instructor to grade portfolios/binders.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • Continue working on your final slideshow—<i>Teach a Lesson or Concept</i> (Due Dec. 5, 10-14) • NOTE: The <i>Teach a Lesson or Concept</i> slideshow must include a digital picture, scanned item, clipart, sound, music, transitions, animation, and a video and must be burned to a CD/RW. Refer to your instructions and grading rubric. • IMPORTANT NOTE: Do not wait until Dec. 3 to ask for help with the final slideshow
<p>Wed (Nov 28)</p>	<p>Lab</p> <p>The final slideshow presentation schedule will be posted today. Attendance is taken during finals week.</p> <p>Work on the PowerPoint portfolio project: <i>Teach a Lesson or Concept</i> To be presented Dec. 5, 10-14 Don't forget to <i>Package for CD!</i></p> <p>REMEMBER: This slideshow MUST be burned to the CD/RW you will be submitting when you do your final presentation. You must be sure all of your music, sounds, and videos play properly. I suggest you play (open, run, evaluate) your slideshow from the instructor's workstation prior to presentation day or from a computer that was not used during preparation of the slideshow.</p>	<p>Instructor will begin grading the <i>Creating a Quiz with PowerPoint</i> interactive activity from students' personal network folders.</p>	<ul style="list-style-type: none"> • Complete your final slideshow—<i>Teach a Lesson or Concept</i> (Due Dec. 5, 10-14). You must present your slideshow from your CD/RW. • NOTE: The <i>Teach a Lesson or Concept</i> slideshow must include a digital picture, scanned item, clipart, sound, music, animation, transitions, and video. Refer to your instructions and grading rubric. • NOTE: ALL of the designated portfolio projects must be burned to your CD/RW and submitted when you present your final slideshow. This CD will be reviewed and portfolio points will be deducted if the files on the CD are incomplete. • IMPORTANT NOTE: Last day to ask for help with the final slideshow is Dec. 3!!!!

<p><u>Date</u> Mon (Dec 3)</p>	<p><u>In Class</u> Work on the PowerPoint portfolio project: <i>Teach a Lesson or Concept</i> To be presented Dec. 5, 10-14 (See the <i>Order of Presentations</i> list) Don't forget to <i>Package for CD!</i></p>	<p><u>Due TODAY</u> Last day for instructor to grade the <i>Creating a Quiz with PowerPoint</i> interactive activity from students' personal network folders.</p>	<p><u>Assignments and Reminders</u> REMINDER: Today is the last day to ask for help with your final slideshow. Presentations begin Wednesday!!!! REMINDER: Don't forget to <i>Package for CD</i>, and run your slideshow from a different computer to be sure everything (video, sound, animations, etc.) plays properly.</p>
<p>Wed (Dec 5)</p>	<p>Begin final presentations—<i>Teach a Lesson or Concept</i> (See the <i>Order of Presentations</i> list) You <u>MUST</u> play your slideshow from your burned CD/RW.</p>	<p>Submit CD/RW (digital/electronic portfolio) if you presented today.</p>	
<p>Finals Week Dec. 10-14</p>	<p>Finals Week—Date/Times to be Announced Final presentations continue—<i>Teach a Lesson or Concept</i> (See the <i>Order of Presentations</i> list) You <u>MUST</u> play your slideshow from your burned CD/RW.</p>	<p>Submit CD/RW (digital/electronic portfolio) if you presented today</p>	