

Deadline Dates for Projects and Assignments

Spring 2007

Educational Technology 1220

Wendy Rickman, Instructor

T/TH

10:50 a.m.

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Thur (Jan 11)	<p>Orientation</p> <p>Check Attendance—Sign registration form</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. --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 --Always login when you arrive and shut down the computer and <u>turn off the monitor</u> when you leave. The monitor <u>does not</u> automatically shut down with the computer.</p> <p>Go to the course website— faculty.uca.edu/~blinn or access through UCA's homepage/College of Education --Review the attendance policy, course goals and objectives, the syllabus, and portfolio information --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. • Using the course outline 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 <u>UCA cub mail</u> to correspond with your instructor --abc01001@cub.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 can download a FREE 90-day trial version of Microsoft Office—www.office.microsoft.com</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.</p> <p><u>REQUIRED</u>: Bring your portfolio (binder), textbook, and storage device to class EVERY DAY.</p>		

<p><u>Date</u> Tue (Jan 16)</p>	<p><u>In Class</u> 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/ILSpage.html (textbook pg. 20) www.howtolearn.com/personal.html</p> <p><u>Plan Ahead:</u> Borrow a grade/discipline specific textbook for future assignments and/or projects. You will create a slideshow from a section or concept in the textbook later in the semester.</p>	<p><u>Due TODAY</u> Be ready to discuss Lesson 1 (Chapter 1)</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Using the course outline</u> 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>. <u>NO RUBRIC IS PROVIDED</u>. Save, print, and submit for a grade on Thur., Jan. 18.
<p>Thur (Jan 18)</p>	<p>Lab Demonstrate burning a CD</p> <p>Introduce WORD Portfolio Project: Class Calendar</p> <p>**You have a 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 <u>in the submit basket</u></p>	<ul style="list-style-type: none"> • Complete your Class Calendar portfolio project (Due Tue., Jan. 23). • <u>Reminder:</u> 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>
Tue (Jan 23)	<p>What is due next time we meet?</p> <p>Connect Lesson 2 (Chapters 2 and 3) to the Classroom **See textbook pages 130-131 (questions teachers should ask and storage devices**</p> <p><u>Demonstrate</u> storage devices: floppy, hard disk, CD/DVD, zip drive, USB Flash Drive</p>	<p>Be ready to discuss Lesson 2 (Chapters 2 and 3)</p> <p>Submit Class Calendar portfolio project (with rubric) <u>at the beginning of the class.</u></p> <p>**Correctly label it and <u>place in the submit basket. You MUST include the grading rubric.</u></p>	<ul style="list-style-type: none"> • Using the course outline for Lesson 3, read Chapter 4 for next Tuesday. • Review Chapter 4 objectives. • Develop a question or be prepared to make a comment related to Chapter 4.
Thur (Jan 25)	<p>Lab</p> <p>Introduce WORD Portfolio Project: <i>Class Newsletter</i></p> <p><u>Introduce/Discuss</u> <i>Online Resources for Teachers in Your Discipline</i> project—Due April 3 **Locate the form in your portfolio</p> <p><u>Note:</u> Instructor will return graded projects. Put the graded projects and corresponding rubric in your portfolio—behind the tab where you found the project directions and rubric.</p>		<ul style="list-style-type: none"> • Complete your <i>Class Newsletter</i> portfolio project (Due Feb. 1) • 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 April 3) • Are you collecting <i>Online Resources for Teachers</i> in your discipline? You can use the form on the Misc. Assignments page or behind the tab in your portfolio. • Have you borrowed a textbook related to your discipline/grade?

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Tue (Jan 30)	<p>Look ahead to Thursday! Don't miss the introduction to Mail Merge!!!!</p> <p>Connect Lesson 3 (Chapter 4) to the Classroom **See textbook pages 130-131 (input/output devices)**</p> <p><u>Demonstrate:</u> Scanner, Still and Video Cameras, Webcam, SmartBoard, 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 Feb. 6 **Locate the project directions in your portfolio</p> <p><u>Discuss</u> the Teacher Interview assignment—due March 20. **Locate directions and forms in your portfolio</p>	Be ready to discuss Lesson 3 (Chapter 4)	<ul style="list-style-type: none"> • Using the course outline for Lesson 4, read Chapters 5 and 6 for next Tuesday. • 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 Feb. 6. • Make plans for completing the <i>Teacher Interview</i> assignment (due on March 20).
<u>Thur</u> (Feb 1)	<p>Lab</p> <p><u>Check-up:</u> Any questions about the <i>Teacher Interview</i> assignment (Due March 20)?</p> <p>Introduce WORD Portfolio Project: <i>Mail Merge</i></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 Feb. 6.

<u>Date</u>	<u>In Class</u>	<u>Due TODAY</u>	<u>Assignments and Reminders</u>
Tue (Feb 6)	<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 (Expected 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><u>Check-up:</u> 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 <u>not</u> put it in the submit basket.)</p>	<ul style="list-style-type: none"> • Using the course outline provided by your instructor, begin studying for your first exam—Lessons 1-4 (Chapters 1-6). The test will be given on February 13. • <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on March 20. • Continue collecting Online Resources for your Grade/Discipline (Due April 3). • 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 for the last time April 17-19). • <u>REMINDER:</u> 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>
<u>Thur</u> (Feb 8)	<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 Feb. 14.</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, see your instructor TODAY!</p>	<ul style="list-style-type: none"> Continue studying for your first exams—Lessons 1-4 (Chapters 1-6) on Feb. 13 and Microsoft WORD (Mail Merge) on Feb. 14. <u>REMINDER:</u> Teacher Interview assignment is due on March 20. <u>REMINDER:</u> Expect to see questions about online gradebooks on your exam.
Tue (Feb 13)	<p>Exam 1 (Lessons 1-4/Chapters 1-6) (Multiple Choice, Short Answer, and Essay)</p>		<ul style="list-style-type: none"> Study for Skills Exam # 1 (Microsoft WORD—Mail Merge)—Feb. 14.
Thur (Feb 14)	<p>Skills Exam #1 (Microsoft WORD--Mail Merge (approximately 30 minutes)</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 behind the Misc. Assignments tab in your portfolio.</p> <p>**Join a Mailing List and print evidence. Place the evidence behind the Misc. Assignments tab in your portfolio.</p>		<ul style="list-style-type: none"> Using the course outline for Lesson 5, read Chapter 7 for next Tuesday. Review Chapter 7 objectives. Develop a question or be prepared to make a comment related to Chapter 7. Continue working on your list of <i>Online Resources for Teachers</i> project (due April 3). <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on March 20.

<p><u>Date</u> Tue (Feb 20)</p>	<p><u>In Class</u> Connect Lesson 5 (Chapter 7) to the Classroom</p> <p>Visit http://www.funbrain.com (Gradebook program, Quiz Lab, and the games section)</p> <p>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 March 1 <u>at the beginning of class.</u></p> <p><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)</p> <p>Be able to discuss what you learned about BLOGS and Mailing Lists.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • Using the course outline for Lesson 6, read Chapter 8 for next Tuesday. • Review Chapter 8 objectives. • Develop a question or be prepared to make a comment related to Chapter 8. • Continue working on your list of <i>Online Resources for Teachers</i> 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 Feb. 22. <u>There are no rubrics for the Shelly Cashman projects.</u> • Complete the online exam assignment, if applicable—due on March 1.
<p>Thur (Feb 22)</p>	<p>Lab</p> <p>Introduce EXCEL Portfolio Project: <i>Fundraising</i> (Due March 8)</p> <p>**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.</p> <p>**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 March 8), if applicable. • REMINDER: Borrow a textbook related to your discipline/grade. MUST have it by March 15. • REMINDER: <i>Teacher Interview</i> assignment is due on March 20.

<p><u>Date</u> Tue (Feb 27)</p>	<p><u>In Class</u> Connect Lesson 6 (Chapter 8) to the Classroom</p> <p>Visit some educational websites and review some guidelines for school or class websites.</p> <p>Evaluate some class websites--</p> <ul style="list-style-type: none"> • www.eduhound.com/weeklyspotlight.cfm <p>**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 behind the Misc. Assignments tab in your portfolio.</p> <p>**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. The web addresses <u>MUST</u> be displayed and underlined or highlighted.</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"> • Using the course outline for Lesson 7, read Chapters 9 and 10 for next Tuesday. • 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 March 8, if applicable. • Complete the online exam assignment, if applicable—due on March 1. • Download and print five lesson plans and two rubrics for your grade/discipline, if applicable. Due March 6.
<p>Thur (Mar 1)</p>	<p>Lab</p> <p>Continue working on the EXCEL Portfolio Project: <i>Fundraising</i> (Due March 8)</p> <p>**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 March 8, if applicable. • <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on March 20. • <u>REMINDER:</u> Bring your borrowed textbook to class on March 15. • Is your portfolio organized and correctly labeled? (See the directions and rubric--final grading will be April 17-19)

<p><u>Date</u> Tue (Mar 6)</p>	<p><u>In Class</u> 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.</p> <p>Demonstrate adding sound/music to a slideshow. (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 March 15)</p>	<p><u>Due TODAY</u> 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><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> Using the course outline for Lesson 8, read Chapters 11 and 12 for next Tuesday. Review Chapter 11 and 12 objectives. Develop a question or be prepared to make a comment related to Chapters 11 and 12. Complete the <i>Interactive Activity</i> assignment, if applicable (Due March 15). <u>A SUGGESTION:</u> You could take your digital pictures, make your transparency, and/or scan your objects for your final slideshow early, even today.
<p>Thur (Mar 8)</p>	<p>Lab</p> <p>Introduce EXCEL Portfolio Project: <i>Students + Teachers Collecting and Graphing Data</i> (Due April 3)</p> <p>**Exchange email address and phone numbers with your project partner. **Ask for help if you need it!!!</p>	<p>Submit EXCEL <i>Fundraising</i> portfolio project and rubric at the <u>beginning of the class period.</u></p> <p>**Correctly label it and <u>place in the submit basket.</u></p>	<ul style="list-style-type: none"> <u>Continue</u> working on your <i>Students + Teachers Collecting and Graphing Data</i> portfolio project—due April 3. <u>REMINDER:</u> <i>Teacher Interview</i> assignment is due on March 20. <u>REMINDER:</u> Bring your borrowed textbook to class on March 15. Is your portfolio organized and correctly labeled? (See the directions and rubric--final grading will be April 17-19)

<p><u>Date</u> Tue (Mar 13)</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”</u> and explain the importance of finding a concept or lesson that can be enhanced using PowerPoint.</p> <p>Introduce WebCT and view my WebCT shell.</p> <p>Activity: Issues in Implementing Technology in the Classroom</p>	<p><u>Due TODAY</u> Be ready to discuss Lesson 8 (Chapters 11 and 12)</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • Continue collecting and categorizing <i>Online Resources for Teachers in Your Discipline</i> (list due April 3). • Using the course outline, begin studying for Exam 2 (Lessons 5-8/Chapters 7-12—March 20) • Skills Test # 2 (EXCEL—a gradebook) will be on March 22) • <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>Thur (Mar 15)</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></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? • Complete the EXCEL <i>Students + Teachers Collecting and Graphing Data</i> portfolio project (Due April 2) • Using the course outline, continue studying for Exam 2 on March 20 (Lessons 5-9/Chapters 7-12) and Skills Test # 2 (EXCEL—a gradebook) on March 22.

<p><u>Date</u> Tues (Mar 20)</p>	<p><u>In Class</u> Exam 2 Lessons 5-8 (Chapters 7-12)</p> <p>IF YOU NEED HELP WITH EXCEL, ASK TODAY!!!</p> <p>If time permits, work on organizing students' portfolios.</p>	<p><u>Due TODAY</u> Submit EXCEL <i>Students + Teachers Collecting and Graphing Data</i> portfolio project and rubric at the <u>beginning of the class period.</u></p> <p>Submit <i>Teacher Interview</i> Assignment and rubric at beginning of class.</p> <p>Portfolios <u>may</u> be graded by the instructor during class today. You can submit your CD/RW (digital/electronic portfolio) when you present your final slideshow.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • Complete PowerPoint Project 1—(pages PPT 4--65) in the Shelly Cashman book, <i>Teachers Discovering and Integrating Office</i>. Save, print, and submit on April 3. There are no rubrics for Shelly Cashman projects. • Your list of <i>Online Resources for Teachers</i> is due April 3 (see the rubric behind the Misc. Assignments tab in your portfolio). • Find something in the textbook you borrowed to enhance or clarify with a PowerPoint slideshow—a principle, concept, skill, etc. • Do you have your scanned item, transparency, video, and digital pictures for your final slideshow? DO NOT PROCRASTINATE!
<p>Thur (Mar 22)</p>	<p>Skills Test # 2—EXCEL (a gradebook)—approximately 30 minutes—BE PREPARED!!!!</p> <p>Lab Use Excel to create an interactive crossword puzzle (instructor will provide handout)—Due April 5. 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> MUST BE SAVED IN <u>YOUR</u> NETWORK FOLDER—INSTRUCTOR MUST WORK YOUR PUZZLE FROM <u>YOUR</u> DESKTOP. (It cannot be submitted in paper format.) **Ask for help if you need it!!!** Due April 5</p>	<p>Portfolios <u>may</u> be graded by the instructor during class today. You can submit your CD/RW (digital/electronic portfolio) when you present your final slideshow.</p>	<ul style="list-style-type: none"> • Complete the <i>Interactive Crossword Puzzle</i> using EXCEL—due April 5. • <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> All portfolio projects must be burned to a CD/RW. Do not procrastinate!! • Complete the <i>Online Resources for (Your Grade/Discipline) Teachers</i> PowerPoint slideshow –Due April 3 •

<p><u>Date</u> Tue (Apr 3)</p>	<p><u>In Class</u> Lab</p> <p>Introduce PowerPoint Portfolio Project: <i>Copyright and Fair Use</i> Due April 5</p> <p>(Refer to your textbook, handouts provided by the instructor, and/or the Internet for information.)</p> <p><i>Online Resources for (Your Grade/Discipline) Teachers</i> Due on April 3</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>**Correctly label it and place it in the submit basket.</p> <p>Submit your list of <i>Online Resources for Teachers</i> <u>at the beginning of the class.</u></p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • Complete the PowerPoint portfolio project—<i>Copyright and Fair Use</i> (Due April 5). • <u>NOTE:</u> Is your portfolio organized and correctly labeled? (See the directions and rubric--final grading will be April 17-19) • <u>PLAN AHEAD:</u> Prepare materials and resources for the PowerPoint portfolio project—<i>Teach a Lesson or Concept</i> (Presentations--April 19-May 3) • <u>REMINDER:</u> Save all of your portfolio projects to a CD/RW (digital/electronic portfolio).
<p>Thur (Apr 5)</p>	<p>Lab</p> <p>Introduce the PowerPoint portfolio projects: <i>Teach a Lesson or Concept</i> Presentations: April 19-May 3</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. I</p>	<ul style="list-style-type: none"> • <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> Tues (Apr 10)</p>	<p><u>In Class</u> Lab</p> <p>Demonstrate <i>Package for CD</i>. (<i>Package for CD</i> is an easy way to be sure your final slideshow will run properly.)</p> <p>Introduce PowerPoint Interactive Activity: <i>Creating a Quiz with PowerPoint</i> —Due April 17 (Instructor will provide the handout)</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>. MUST BE SAVED IN <u>YOUR</u> NETWORK FOLDER—INSTRUCTOR MUST PLAY YOUR INTERACTIVE ACTIVITY FROM <u>YOUR</u> DESKTOP. (It <u>cannot</u> be submitted in paper format.)</p> <p>**Ask for help if you need it!!!**</p>	<p><u>Due TODAY</u></p> <p>Portfolios may be graded by the instructor during class today. Be prepared!! You can submit your CD/RW (digital/electronic portfolio) when you present your final slideshow.</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 April 17). • <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 April 19 to ask for help with the final slideshow.
<p>Thur (Apr 12)</p>	<p>Lab</p> <p>Work on the PowerPoint portfolio project: <i>Teach a Lesson or Concept</i> To be presented April 19-May 3</p> <p>Look at the finals week test schedule. What day/time does your class meet?</p>	<p><u>Last day</u> for instructor to grade portfolios. You can submit your CD/RW when you present your final slideshow.</p>	<ul style="list-style-type: none"> • <u>Continue</u> working on your final slideshow—<i>Teach a Lesson or Concept</i> (Due April 19-May 3) • <u>NOTE:</u> The <i>Teach a Lesson or Concept</i> slideshow <u>must</u> include a digital picture, scanned item, clipart, sound, music, transitions, animation, and a video and <u>must</u> be burned to a CD/RW. Refer to your instructions and grading rubric. • <u>IMPORTANT NOTE:</u> Do not wait until April 19 to ask for help with the final slideshow

<p><u>Date</u> Tue (Apr 17)</p>	<p><u>In Class</u> Lab 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 April 19-May 3</p> <p><u>REMEMBER:</u> This slideshow <u>MUST</u> 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><u>Due TODAY</u> Instructor will begin grading the <i>Creating a Quiz with PowerPoint</i> interactive activity from students' personal network folders.</p>	<p><u>Assignments and Reminders</u></p> <ul style="list-style-type: none"> • <u>Complete</u> your final slideshow—<i>Teach a Lesson or Concept</i> (Due April 19-May 3). You <u>must</u> present your slideshow from your CD/RW. • <u>NOTE:</u> The <i>Teach a Lesson or Concept</i> slideshow <u>must</u> include a digital picture, scanned item, clipart, sound, music, animation, transitions, and video. Refer to your instructions and grading rubric. • <u>NOTE:</u> 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. • <u>IMPORTANT NOTE:</u> Last day to ask for help with the final slideshow
<p><u>Thur</u> (Apr 19)</p>	<p>Begin final presentations—<i>Teach a Lesson or Concept</i></p> <p>See the <i>Order of Presentations</i> list</p> <p>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>April 19-- May 3</p>	<p>Finals Week—Date/Times to be Announced</p> <p>Final presentations continue—<i>Teach a Lesson or Concept</i> See the <i>Order of Presentations</i> list</p>	<p>Submit CD/RW (digital/electronic portfolio) if you presented today</p>	