

# PHASE 2: Technology Management Certificate

## Independence USD 446 Technological Fluency Phase Project

Made Possible Through a Grant From Funds for the Improvement of Education

Name: \_\_\_\_\_ Building: \_\_\_\_\_

**Please fill in the blanks above and save as "Phase 2 – Cover". Include the cover, along with your work products and process discussion.** Save all items in a folder named "Phase 2" in YOUR H: drive (Home Directory) for evaluation. . Use a file naming convention that easily identifies which phase and scenario each item is associated with. Finally, e-mail [btincher@indyschools.com](mailto:btincher@indyschools.com) with a note that Phase 2 is ready for evaluation. Satisfactorily completed phases turned in by noon on the Wednesday before each monthly payroll cutoff date will result in a positive e-mail notification on or before the payroll cutoff date. Incomplete phases will result in an e-mail with recommendations for improvement. Phases may then be submitted for a second and final assessment.

### **Organization and Quality of the Work Product**

- \_\_\_\_\_ Do the overall work products provide a reasonable solution to the scenarios?
- \_\_\_\_\_ Are the work products organized appropriately and is the format engaging?
- \_\_\_\_\_ Do the work products contain errors?
- \_\_\_\_\_ Do the work products effectively communicate its solution?
- \_\_\_\_\_ Are the solutions presented by the work products easily understood?

### **Process Skills Used to Create the Work Product**

- \_\_\_\_\_ Is there evidence that the corresponding performance indicators were used to derive a solution?
- \_\_\_\_\_ Is there evidence of instantiation of the corresponding performance indicators?
- \_\_\_\_\_ Is there evidence for transferability of the corresponding performance indicators to other scenarios?

## RECOMMENDATIONS FOR IMPROVEMENT

Scenario 1: \_\_\_\_\_

\_\_\_\_\_

Scenario 2: \_\_\_\_\_

\_\_\_\_\_

Scenario 3: \_\_\_\_\_

\_\_\_\_\_

## SCENARIO ASSESSMENT PHASE 2 – Technology Management

To satisfactorily complete the scenarios for Phase 2, Technology Management, your work products should demonstrate use of the following indicators in developing your work product solutions:

***Use technology resources and productivity tools to facilitate classroom instruction or to instruct students about the appropriate and productive use of technology:***

1. Create a picture with a digital or video camera or scan an image with a scanner and transfer to a computer file.
2. Develop a plan with a budget to purchase technology for classroom or lab including hardware requirements, software features, and relation to learning objectives.
3. Develop classroom guidelines and procedures for students for computer and network use based on school district acceptable use policy and copyright and licensing restrictions. Provide orientation on proper use of equipment and software.
4. Conduct and facilitate student learning activities using educational software on a classroom computer or in the computer lab on a regular basis.
5. Establish and communicate criteria and strategies to students for determining the quality, reliability, and validity of web page content. Develop an electronic list or database (word processing document, spreadsheet, database, or HTML) of appropriate web sites and search engines for use with related classroom learning activities.
6. Use a multimedia presentation application or web pages to create and present instruction on multiple topics.

***Important Note: Your final work product must include a PROCESS DISCUSSION in which you describe how you completed each scenario (materials, technology used, steps taken, etc.) Save this as “Phase 2 – Process Discussion” and place in the “Phase 2” folder along with your cover sheet and work materials. Please include your full name and building at the top of the PROCESS DISCUSSION.***

### Scenario 1

- A. Checkout a digital camera from your building’s library. Install the necessary software to enable you to upload photos from the digital camera to a computer in YOUR classroom (a Windows XP machine is recommended). Take pictures of something in your classroom or some classroom activity in progress. Upload these digital pictures to YOUR computer.
- B. Scan items from books, newspapers, or other print media and upload to YOUR computer using the network drive (or locally if the scanner is connected to YOUR computer).
- C. Produce a Word document that includes both the digital photos and the scanned images. In the text of the document, describe each item and explain why you selected them for this scenario. Explain how you might use this technology to help you as an educator. Save the Word document as “Phase 2 – Scenario 1” in a folder named “Phase 2” in your Home Directory on the network.

### Scenario 2

- A. Develop TWO different eInstruction files. These must be files with content that could be used in your educational setting. Each file must include at least 12 questions, two of which must contain clipart or digital photos in either the question or answer section. Save the files as “Phase 2 – Scenario 2a1” and “Phase 2 – Scenario 2a2” and place them in the “Phase 2” folder in your Home Directory.
- B. Prepare a list of web sites and search engines (8-12 sites) that are relevant to the subject-matter you teach and appropriate for students in your class when conducting web-based research. Create a list of these web sites with a short description of each site and a hyperlink to the site on a web page. This list should be in the form of a Word or Excel document that can be placed on the hard drives of computers with Internet access that are used by your class. Include at least TWO criteria for students to follow in determining the validity and reliability of the information presented on a web site (for example, the web site is a company or organization with which you are familiar.) Save the document as “Phase 2 – Scenario 2b” and place it in the “Phase 2” folder in your Home Directory.

### Scenario 3

- A. Prepare a set of at least TEN classroom guidelines for classroom/lab use of computers and/or network services. These guidelines should include one or more guidelines for acceptable use (based on the district Acceptable Use Policy or AUP) and three or more procedures for appropriate use of computer hardware and software in the classroom/lab. These guidelines should be written in a format that is appropriate for the grade level you teach. (The current district acceptable use policy may be found in the SHARED folder on the network server.) Save this in Word as “Phase 2 – Scenario 3a” and place it in the “Phase 2” folder in your Home Directory.
  
- B. Go to the Dell.com K-12 Institutions web site. Configure a computer system using the customize feature. When you have completed the configuration and updated the price, choose the “All Options” view. Copy and paste the entire system configuration with all of the available choices into a Word document. Write a narrative beneath the copied Dell web site information that explains why you chose each option. Save this document as “Phase 2 – Scenario 3b” and place it in the “Phase 2” folder in your Home Directory.