



Project 1

**National Educational Technology Standards-Teachers
National Educational Technology Standards-Students**

A presentation and summary handout using Google Docs

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This first project is designed to encourage you to communicate with your curriculum team mates in a way you are not yet fully accustomed to: using Google Docs, an online, collaborative suite of applications that allow for group editing of documents, presentations, and spreadsheets. For this project, you'll be working with a document and a presentation.

Each curriculum team will be assigned 1 or 2 standards from the National Educational Technology Standards for Students (NETS-S), the National Educational Technology Standards for Teachers (NETS-T), or the National Educational Technology Standards for Administrators (NETS-A)

Using a variety of resources, your team will prepare a short presentation for class on Week 2 that helps the rest of the class understand the standard or standards your team was assigned. Some resources will be supplied, but you should feel free to explore a variety of other sources to help supplement those given to you.

The final products for this project are a summary handout of your findings and a presentation of several slides used to present your findings to the class. You must use Google Docs for this project! It is expressly wrong to use Microsoft Word and/or Microsoft PowerPoint . . . in fact, it is expressly wrong to use any word processor but Google Docs and any presentation software other than Google Presentation.

The handout should be no more than one side of one 8½" x 11" page; the presentation should be comprised of 5-7 slides.

A rubric is included to help you know how best to earn maximum points on the project. There is a total of 40 points for this project. The Oncourse project portfolio points will be earned when we cover specifically how to post to your Oncourse portfolio in a later class.

A note on the overall goals of the project

There are two overarching goals to this project.

First, I want you to be familiar with the content of the NETS. As a future technology-using teacher, you should know what is expected of you, your students, and your school administrators. I am well aware that, for many of you, this will be a wake-up call and a surprise as to these expectations.

Secondly, I want you to be aware of Google Docs. This is a great set of free applications (and there are a ton of others!) that can really get you off the ground when working collaboratively. Think of how your students might be able to use these applications as they themselves undertake collaborative work . . .

What to include in the summary document

The summary document should include the following information for each standard assigned to your team:

1. The complete text of the standard assigned. You should “copy and paste” this from a reliable source.
2. A paragraph of your best “interpretation” of the standard assigned.
3. A list of possible things a teacher, student, or administrator could “do” to prove he or she would meet the standard. **This list should not be software-specific nor platform-specific.** For example, you could say “word process a document,” but you would not say “use Microsoft Word to create a document.” You might say “troubleshoot basic hardware connection problems such as connecting an LCD projector to a laptop”, but you wouldn’t use “connect a Sanyo LCD projector to a 15” MacBook Pro laptop.”

Email a copy of your completed document to the instructor at baspitze@iusb.edu. Deadline for sending is 9:30 AM, Tuesday, January 17.

What to include in the presentation

The presentation should include 5-7 slides. There should be a title slide and a final slide listing the team members’ names. In between, your team should develop a presentation that presents the information included in your summary document.

Your presentation should include some appropriate graphical elements such as digital images found using Google Image Search or other digital image search engine. You might also try the image search feature at the top of the page at <http://office.microsoft.com/en-us/images/>. This is a great source for copyright/royalty-free, high-quality, digital photographs

When your team presents to the class, you’ll want to be sure that each team member has assigned duties and that each team member speaks to the class equally. One or two persons on your team should not have the bulk of the speaking duties.

Scoring Rubric for
Project 1 – NETS-T/NETS-S/NETS-A Presentation and Summary Document
40 points

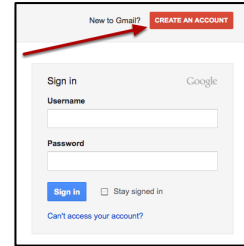
Objective	Unacceptable	Acceptable	Target/Ideal
All team members successfully acquire Google accounts and take part in project development.	Individual team member does not acquire Google account. 0 points		Google account creation is successful. 3 points
Instructor is invited to participate in Google Docs.	Instructor is not invited. 0 points		Instructor is invited. 1 point
All team members contribute equally to the creation of the summary document	Team member does not contribute to project development. 0 points	Team member contributes minimally to project development. 3 points	Team member contributes his/her fair share to the project. 5 points
Summary document includes all expected elements.	Summary document includes only 1 of 3 expected elements. 0 points	Summary document includes 2 of 3 expected elements. 2 points	Summary document includes all 3 expected elements. 3 points
Summary document shows depth of development.	Summary document is weak, vague, or thinly developed. 4 points	Summary document is adequate, but shows lack of depth of thought. 6 points	Summary document is fully developed and demonstrates adequate thought and preparation. 8 points
Summary document demonstrates collegiate level writing skills.	Summary document includes numerous spelling, grammatical, and typographical errors. 0 points	Summary document has minor spelling, grammatical, and typographical errors. 2 points	Summary document is free of spelling, grammatical, and typographical errors. 4 points
Presentation includes all expected elements: title, summary document elements, and team member listing.	Presentation omits several expected elements. 1 points	Presentation includes most elements but omits 1 or 2 expected elements. 2 points	Presentation includes all expected elements. 5 points
Presentation includes appropriate graphics.	No graphics are included. 0 points	Graphics are included, but do not relate to presentation content. 1 point	Graphics are included and are clearly related to presentation content. 2 points
All team members participate equally in the presentation.	One team member appears to take a majority role in the presentation. 1 point	One team member is obviously not taking an equal role in the presentation. 3 points	All team members participate equally in the presentation. 5 points
Presentation demonstrates collegiate level writing skills.	Presentation includes numerous spelling, grammatical, and typographical errors. 1 point	Presentation has minor spelling, grammatical, and typographical errors. 2 points	Presentation is free of spelling, grammatical, and typographical errors. 4 points
Total Score 40 points possible			

Creating a Google Account

This quick-steps tutorial shows the process to create a new W200 specific Google account to access many free Google applications. **Please create a W200-specific account as directed below and use that account for all Google work for the course.**

1. Browse to the Google Mail Page: Gmail

In your favorite web browser, go to <http://mail.google.com> and click "Create an account"



2. Enter required information

Provide the following information:

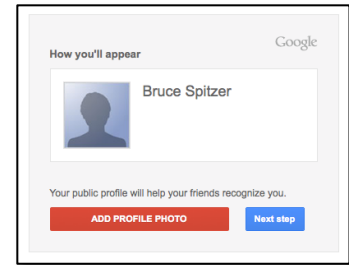
1. First name
2. Last name
3. For the purposes of similarity in the class, everyone should request the login name "<Lastname>.W200SP12". For example, I would request *Spitzer.W200SP12*.
4. Type a password.
5. Retype your password
6. When's your birthday (so that they can send you a birthday card, right?)
7. What's your gender? (Hey, it's just a question . . .)
8. If you provide your mobile number, Google can send you login recovery information.
9. Google will send login recovery information to this email address.
10. Type the captcha word. These can be tricky; be sure to read carefully!
11. You don't need help here, do you?
12. It all comes down to this: agree and we go forward; disagree and you're stopped dead in your tracks.
13. This may be a little too much power for the Google . . . but check it if you want!

Click "Next step."

3. Edit your profile

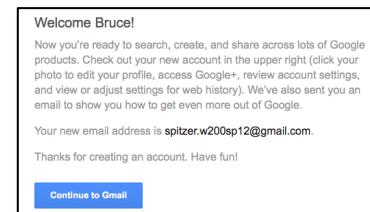
Create your profile. . . this step is optional! Proceed at your own risk.

Click "Next step."



4. CONGRATULATIONS!

That's it! You've now got a Gmail account and can use it to log into all the Google Apps.



Resources for learning about Google Docs and Presentation

One aspect of W200 I try to emphasize is that you “learn how to learn.” And, I hope you’ll think about *how* you learn. My preferred learning style is to read a step-by-step tutorial (just like the one you followed to create a new Gmail/Google account).

However, some people would rather just dive in and start clicking sure that nothing they do with the software is permanent and cannot be undone (hooray for CTRL+Z/CMD+Z).

One other way to learn is by watching video tutorials. Google Docs has its own YouTube Video Channel, but it’s sometimes hard to find what you’re looking for by searching blindly at YouTube. So, go to <http://www.youtube.com/docs> and you’ll go straight the list of videos for Google Docs. Watch the set of short intro videos on “Google Docs”, “Sharing”, “Collaboration”, “Documents”, and “Presentations.”

For an indepth, online text-based tutorial for Google Docs, go to <http://edutech.msu.edu/online/GoogleDocs/GoogleDocs.html>

And don’t forget the Google Docs Help Screen at <http://docs.google.com/support/?hl=en>

Once you’re familiar with Google Docs word processor, Google Presentation should be a snap.

Plus, you know know how to access resources from a number of different angles to help you learn.

A note about an IU-provided resource for learning software

One resource that you as an Indiana University student have access to that few other university students have is the university's agreement with www.Lynda.com. Lynda.com is an online video training resource. You have access to 1,00s of hours of video tutorials on a very large number of applications.

Head over to <http://ittraining.iu.edu/lynda/>. Look for a link that reads "Go to Lynda.com" in a pink box near the top of the page. You'll need to login with your IU username and password. Then, use the filters to isolate videos by Subject, Software, or Vendor. Try changing the Software pull-down to "Google Docs" and you'll be presented with a 4 hour, 31 minute course on just Google Docs. Drill down by clicking on "Google Docs: Essential Training" and you'll find there are 73 individual lesson covering Docs, Presentations, and Spreadsheets. The longest individual video lesson is 8 minutes, 18 seconds; the shortest are under 2 minutes.

Lynda.com is excellent for just-in-time learning when you need to know how to do one small thing and don't want to sift through a whole lot of learning just to get that one skill.

Resources for learning about the National Educational Technology Standards for Teachers, Students, and Administrators

The International Society for Technology in Education (ISTE) is the organization responsible for creating and updating the NETS.

Start your search at <http://www.iste.org/standards>

They have two web sites, one each for NETS-T, NETS-S, and NETS-A, that provide definitive information on the standards themselves:

NETS-S: <http://www.iste.org/standards/nets-for-students.aspx>

NETS-T: <http://www.iste.org/standards/nets-for-teachers.aspx>

NETS-A: <http://www.iste.org/standards/nets-for-administrators.aspx>

Any study of the standards should begin at one of these four sites.

Local Print Resources

I've placed on reserve in the Education Resource Commons resources that will be handy in learning more about the standards. There are two items each for NETS-S and NETS-T. There is one item for the NETS-A. Be sure to check them out. In fairness to all, I've limited them to use in the ERC for the next several weeks.

In addition, you will want to simply do an Internet search using Google to see what you can find. A quick search for "National Educational Technology Standards" netted 136,000 results . . . of course, leading the list were the links to ISTE's sites listed above.