



## MECKLENBURG COUNTY PUBLIC SCHOOLS TECHNOLOGY PORTFOLIO REQUIREMENTS

Technology portfolios must contain evidence of mastery of Virginia Technology Standards of Instructional Personnel. Portfolios will be reviewed by school administrators with assistance from designated personnel. To qualify as "Evidence of Mastery," submissions must consist of items specified under each Standard. Administrators may modify the activities as appropriate to their administrative tasks. The Assistant Superintendent of Instruction and the Instructional Technology Director will evaluate Administrators.

Place a check mark by the items submitted under each standard. Label each item with your name, the number of the standard it supports, and the letter of the activity.

The SAME sample may be submitted for more than one standard if it combines elements of more than one lettered activity. For example, one document may incorporate word processing and a spreadsheet and therefore satisfy two items. Likewise, if your web page contains several distinct sections (i.e., student work as well as resource information for parents and/or students, it could satisfy requirements for both 3j and 6i. Final judgment will be made by the evaluator reviewing the submissions.

**STANDARD 1:** Operate a computer system and utilize software.[Choose three of the following]

a. _____	Share at least two documents on Google Docs with your TRT
b. _____	Upload two original documents created with different software – identify for the evaluator the software used
c. _____	Upload a document containing at least two trouble ticket issues via the Mecklenburg County trouble ticket system. List ticket number with a brief description of the issue on a document.
d. _____	Upload a lesson plan which utilizes a projector and laptop from the Library or other resource. Date lesson plan was executed must be included.
e. _____	Upload a lesson plan which utilizes an interactive whiteboard system such as a SMARTboard, Onfinity, or Promethean board. Date lesson plan was executed must be included.
f. _____	Upload a lesson plan which utilizes a student response system such as SMART Response, Qwizdom, ActiVotes, or ActivInspire.

**STANDARD 2:** Apply knowledge of terms associated with educational computing and technology. [One of the following]

a. _____	Successfully complete (score of 85% or better) the technology vocabulary quiz below entitled "Standard 2A Vocabulary Quiz".
b. _____	Upload an activity or lesson plan you have developed to teach appropriate technology vocabulary to your students.
c. _____	Upload a multi-media presentation you have developed to teach appropriate technology vocabulary to your students.

**STANDARD 3:** Apply productivity tools for professional use. [Choose four of the following]

a. _____	Upload two professional word processing documents, at least one of which contains a graphic relating to the subject. Detail should be given to proper use of grammar, punctuation, and style (use of an easily read font, format, etc.) Suggestions: newsletter, list of directions, note to parents, unit outline, course syllabus, class worksheet.
b. _____	Upload a computer-generated grade report on a student or class group.
c. _____	Create a quiz using Google forms.
d. _____	Upload a print-out of a spreadsheet used to record class or other professional information. This document should include at least 20 cells and one mathematical function.
e. _____	Upload a print-out of e-mail correspondence (at least your message and a reply) with a colleague about a professional or curricular issue.
f. _____	Upload a computer-generated crossword, word search, or other puzzle or game (not word processed).
g. _____	Upload a document containing web-based information you retrieved for professional use (ex: a lesson plan or professional article from the Web).
h. _____	Upload evidence that you have used technology to produce a bulletin board, learning center, or learning games. Evidence may vary but could include a photograph, sketch, or copy of the item.
i. _____	Upload a lesson plan revised to include technology. Both original and revised versions must be submitted.
j. _____	Create and share a Google Doc with a colleague for classroom or professional use. (ie., doc, presentation, lesson plan, worksheets, form, etc.) Also share this document with your TRT for evidence.
k. _____	Share a Google Doc that shows evidence of collaboration with a colleague. Also share this document with your TRT for evidence.

**STANDARD 4:** Use electronic technologies to access and exchange information. [Three of the following]

a. _____	Upload a lesson plan that incorporated students' active use of the World Wide Web – include date(s) lesson plan was actually used.
b. _____	Upload a document containing web-based information you retrieved for instructional use (ex: resource information for students about a subject you are presenting).
c. _____	Upload evidence of your class's participation in a Web project (the specific evidence will vary- submit something that shows what the project was and that your class participated).
d. _____	Upload e-mail correspondence between you and an adult "expert" at a remote site about a topic of curricular concern or interest.
e. _____	Upload an electronically generated list of sources available in your school or an area library on a topic of interest to you or your class.
f. _____	Upload a document contains a list of three resources accessed through division websites. Include a brief explanation of how the resources were used.
g. _____	Upload a document that includes a list of two professional organizations which provide valid educational resources, such as lesson plans or worksheets.

h. _____	Upload two current(within 3 years) articles that deal with technology in the classroom from a reliable, valid source.
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**STANDARD 5:** Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives. [Four of the following – 3 lesson plans required – 1 activity optional]

a. _____	Upload a digital camera or scanned image that you produced for a curriculum-related activity.
b. _____	Upload a lesson plan that incorporated student use of computer-assisted instruction (interactive activities, text to voice, Successmaker) and indicate date lesson plan was taught.
c. _____	Upload a lesson plan that incorporated interactive CD or DVD usage by students in an instructional setting-include date lesson was taught.
d. _____	Upload a lesson plan that incorporated digital streaming video usage by students in an instructional setting. Upload lesson plan and video.
e. _____	Upload a lesson plan that incorporates use of presentation device (not an overhead projector) by teacher or student in an instructional setting-include date lesson was taught or student-made presentation.
f. _____	Upload a lesson plan that incorporated student created video projects aligned to state standards (photo story or movie maker).
g. _____	Upload a lesson plan that includes date and usage of a video recorder in a professional or instructional setting (camcorder, flip camera, digital camera with video capability)
h. _____	Develop a plan to demonstrate the usage of classroom computers by students.
i. _____	Upload a lesson plan that incorporates use of a class set of laptops by students.
j. _____	Upload a complete list of technology resources available in your school. (Your librarian or TRT are available to assist. ).

**STANDARD 6:** Use educational technologies for data collection management, problem solving, decision-making communications, and presentations within the curriculum. [Four of the following – may be student products if part of your class assignments]

a. _____	Upload a copy of a student-generated word processing document from a class assignment – include course, date, and lesson objective.
b. _____	Upload a copy of a student or teacher generated spreadsheet from a class assignment – include course, date, and lesson objective.
c. _____	Upload a copy of a student or teacher generated desktop publication (ex: newspaper, flyer, advertisement, illustrated story, etc.) from a class or extra-curricular activity – include information about the purpose of the activity.
d. _____	Evidence of student collaboration using word processing programs such as Google Docs.
e. _____	Evidence of student collaboration using a presentation program such as in Google Presentation.
f. _____	Use of Google forms to create a professional or instructional form to collect data.
g. _____	Upload a teacher created presentation generated in Open Office or Google.

h. _____	Upload a student created presentation generated in Open Office or Google.
i. _____	A print-out of your class's Web page.

**STANDARD 7:** Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings. [ Required item a: select one additional from the remaining choices.]

a. _____	The signature of your principal or designee that they observed a lesson that successfully included student use of technology _____
	Print name and signature
b. _____	Upload a lesson plan that meets the needs of all types of learners using technology.
c. _____	Upload a lesson plan that incorporates use of student's hands on use of interactive whiteboard.
d. _____	Upload a lesson plan that incorporates use of student response system. (Qwizdom, Activotes, Activexpressions, and Smart Response)
e. _____	Observe a lesson presented by a colleague that successfully uses technology. Write and upload a short reflection describing this lesson and the technology that was utilized.

**STANDARD 8:** Demonstrate knowledge of ethical and legal issues relating to the use of technology [Both a and b required].

a. _____	Read the document entitled "Copyright", sign that you have read and agree to abide by the School Board Policy.
b. _____	Read and abide by the ethical and legal standards set forth in MCPS Acceptable Use Policy.