**21 Things Portfolio Work Sheet for 1-3**

**Reflections & Screen Shots—Completing the “Hands-On Activities” for each “Thing”**For the following three elements of the 21things, please use this document to complete the activities and include a screen shot of each. Reflections should be 150-300 words minimum.

**Submit this segment of your portfolio by October 13, 2013 to:** [**21things@oakland.k12.mi.us**](mailto:21things@oakland.k12.mi.us).

Include additional pages where appropriate to attach additional information.

**Make sure to include your time logged at the top of each element as well as on the course time log.**

**Participant Name:**  **District:**

**Email address:**

**Thing Name**: Cloud Initiation  **Thing Number:** 1 **Time Logged:**

**PRE-ASSESS \*Place the red ovals in the appropriate locations for your pre and post-assessment score.**

*1. Before beginning this "Thing", complete the [Pre-Assessment](https://www.surveymonkey.com/s/21t4t-self2013-14" \t "_blank)of your technology proficiency. Circle your score below.*

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| --- | --- | --- | --- | --- | --- |
| Proficiency Score: | **Score** | **Score** | **Score** | **Score** | **Score** |
| Lickert Scale | 1 | 2 | 3 | 4 | 5 |
| NETS-T Performance Proficiency | ------ | Beginning | Developing | Proficient | Transformative |

**Complete the following activities for the *Cloud Initiation* portion of the hands-on activity for Thing 1:**

*2. Create your own Diigo page; add at least 5 bookmarks with at least three tags per bookmark. Copy and paste the URL to your Diigo page in the portfolio. Take a screen shot of your page and reflect on how Diigo will help you be more productive.*

**URL Diigo:**

**Insert a Screen Shot from #2 above:**

**Reflections from #2 above:**

*3. As you learn about new tools from this point forward make sure to bookmark them in Diigo.*

*4. Create an account at Dropbox.com. Create at least three folders in Dropbox for content you may want to upload. Upload at least one document into a folder. Take a screenshot of your page showing what you uploaded into Dropbox and put it into your portfolio.****Optional****:  download the Dropbox application to your computer, tablet, or mobile device*

**Insert a Screen Shot from #4 above:**

**POST-ASSESS**

*5. After completing all of the activities for this "Thing", take the [Post-Assessment](https://www.surveymonkey.com/s/21t4t-self2013-14" \o "" \t "_blank)of your technology proficiency for this "Thing".*

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| Proficiency Score: | **Score** | **Score** | **Score** | **Score** | **Score** |
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**Thing Name**: Face of the Classroom  **Thing Number:**  2 **Time Logged:**

**PRE-ASSESS**

*1. Before beginning this "Thing", complete the [Pre-Assessment](https://www.surveymonkey.com/s/21t4t-self2013-14" \o "" \t "_blank)of your technology proficiency. Circle your score below.*

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| Proficiency Score: | **Score** | **Score** | **Score** | **Score** | **Score** |
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**Complete the following activities for the *Face of the Classroom* portion of the hands-on activity for Thing 2:**

*Note: If you already have an online presence, you must update it by adding new pages, text, images, documents & web-links to fulfill the requirements of this thing.*

*2. Create your own web presence using one of the tools above or one of your own choosing. Include a page for: About Me, Class Information, Homework or Assignments and Resources. If you already have a web presence you need to update it to include these four pages with content.* ***Anyone who would like to create pages on topics other than these, needs to get approval from the instructor(s).***

*3. Your web presence needs to include text, images, documents and web-links. You will be expected to use your site as a means to demonstrate some of the things you have learned from this 21 Things course*

*4. Include the URL to your site and a reflection about the ways you plan to use a web page creator to create a web presence*

**URL for Your Website (Face of the Classroom):**

**Reflections from #4 above:**

*5. Capture a screen shot of your web presence pages created for this assignment to include in your portfolio.*

**Insert a Screen Shot of your Home Page:**

**Insert a Screen Shot of an About Me page:**

**Insert a Screen Shot of a Classroom Information page:**

**Insert a Screen Shot of a Homework or Assignments and Resources page:**

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| Proficiency Score: | **Score** | **Score** | **Score** | **Score** | **Score** |
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**POST-ASSESS**

*6.  After completing all of the activities for this "Thing", take the [Post-Assessment](https://www.surveymonkey.com/s/21t4t-self2013-14" \o "" \t "_blank)of your technology proficiency for this "Thing"*

**Thing Name:**  Collaboration Tools **Thing Number:** 3 **Time Logged:**

**PRE-ASSESS**

*1.  Before beginning this "Thing", complete the [Pre-Assessment](https://www.surveymonkey.com/s/21t4t-self2013-14" \o "" \t "_blank)of your technology proficiency. Circle your score below.*

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| Proficiency Score: | **Score** | **Score** | **Score** | **Score** | **Score** |
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**Complete the following activities for the *Collaboration Tools* of the hands-on activity for Thing 3:**

*2.  For this activity, you will consider a unit of study or a lesson you would like to build or improve that you could work on collaboratively with colleagues in your grade level or department. You will use this unit or lesson idea as you move through the remaining activities.*

*3.  Review [Google Templates](https://docs.google.com/templates?category=7&sort=hottest&view=public" \o "" \t "_blank) to see if there is a template you may wish to use in this unit or lesson. You can search by keyword (grade, practice sheet, etc.) or try the “Students and Teachers” category.  Capture a screen shot of a template you would find useful in this activity or in the classroom and post it into your portfolio. Be prepared to explain how you would use this.*

**Insert a Screen Shot for #3 above:**

**Reflections from #3 above:**

*4.  Create a new document using the Google Drive application of your choice (document, spreadsheet, presentation). You might choose to use the template you chose in #2. Example ideas include:   
  
1) select document/text to create a handout for the unit or lesson;   
2) spreadsheet (classroom budget or grading sheet); or   
3) presentation (slideshow for use with a lesson/instruction)*

Ask two or more colleagues who could work with you on your project to comment on your document using the “Comment” feature under the “Insert” tab. capture a screen shot of your Google Document.  *(Note that you will have to “[Share](https://support.google.com/drive/answer/2494822?hl=en" \o "" \t "_blank)” your document with them first).*

**Insert a Screen Shot for #5 above:**

**Reflections from #5 above:**

*5. Use Doodle or Meeting Wizard to invite your colleagues to a meeting to discuss your unit or lesson. Capture a screenshot to show some responses*

**Insert a Screen Shot for #5 above:**

**Reflections from #5 above:**

*6. Create either a project management board on [Trello](http://trello.com/" \o "" \t "_blank) to organize your to-do lists or use [Lino](http://en.linoit.com/" \o "" \t "_blank) to create a board with student resources for the unit. Take a screen shot to show your Trello or Lino.*

**Insert a Screen Shot for #6 above:**

**Reflections from #6 above:**

*7. Reflect on the use of these collaborative tools for productivity and for potential classroom use. How can collaborative documents, meeting organizers, and project management tools make you and your students more productive? How could your students use these tools in your classroom?*

**Reflections for #7 above*:***

*8. After completing all of the activities for this "Thing", take the [Post-Assessment](https://www.surveymonkey.com/s/21t4t-self2013-14" \o "" \t "_blank)of your technology proficiency for this "Thing".*

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| --- | --- | --- | --- | --- | --- |
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