21 Things for 21st Century Educators

# Completion Checklist

*This checklist is a guide to help you plan your time and stay on track. Please use the* [*www.21things4teachers.net*](http://www.21things4teachers.net) *site and the webinars/recordings to fully understand the expectations and requirements for each activity and assignment.*

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| **Check when completed** | **Target Due Date** | **Task** |
|  | September 15 | **Session 1: Face-to-face Meeting** * Navigation of 21 Things Environment- I know the way
* Connection with Standards and Best Practice
* Pacing-I have a schedule
* Virtual Sessions-I know how to access
* Digital Portfolio-I have access
* Screenshots-I can do this
* Online Presence- I have a plan
* Keeping track of Passwords- I have a plan
* Contact information- I know how to contact instructors & course mates
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|  | September 15 | * Fill out the appropriate paperwork, if taking the course for SCECHs credit
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|  | September 15 | * Set up a Google Account
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|  | September 15 | * Take the Survey on the Orientation Page of [www.21things4teachers.net](http://www.21things4teachers.net)
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|  | September 17 | * Make sure you have a headset, microphone
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|  | September 17  | **Session 2 Webinar: Thing 0-Portfolio & Thing 1-Basics** * 4:30-5:30 or recordings
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|  |  | **Thing 0 - Setting Up Digital Portfolio*** Account created
* Pages set up
* URL sent to instructors at: 21things@oakland.k12.mi.us
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|  | September 22 | **Thing 1 - Basics*** Take the TestMoz Tech Quiz
* Use the Tech Quiz results to fill in learning gaps
* Model something you learned with a peer or students
* In your Digital Portfolio -write a paragraph including a summary of results, something new learned, what you modeled and to whom and how this process worked.
* Take a screenshot of your school web site and 21Things4Teachers site side by side
* Post the screenshot in your Digital Portfolio
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|  | September 23 | **Session 3 Webinar: Thing 2- Face of the Classroom & Thing 3-Visual Learning** * 4:30-6:00 or recordings
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|  | October 5 | **Thing 2- Face of the Classroom*** Create your own or update an existing web presence
* Include a page for each: About Me, Class Information, Homework/Assignments, Resources
* Include web pages, text, images & web links
* Copy and paste the URL for your “Face of Your Classroom” site into your Digital Portfolio
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|  | October 12 | **Thing 3- Visual Learning*** Navigate to a content area/grade level web resource you frequently use and copy a paragraph of information from the page
* Paste the paragraph into one of the word cloud tools
* Describe which of the 108 ways listed makes this a useful learning tool for your classroom
* Add your word cloud, description and a link to the resource in your Digital Portfolio
* Select a mind mapping site
* Create an example for a lesson you are teaching next week
* Share your example in your Digital Portfolio
* Create a QR code that links to your school website
* Upload the image to your Digital Portfolio
* Create a simple infographic for a lesson, etc.
* Share a screenshot of your infographic in your Digital Portfolio
* Select one of the visuals you created (or create a new one) to post to your Face of Your Classroom site.
* Provide a URL link to it in your Digital Portfolio
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| **DUE DATE** | **October 12** | * **Things 0-3 Submitted to** **21things@oakland.k12.mi.us**
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|  | October 13 | **Session 4 Webinar: Thing 4- Cloud Initiation & Thing 5-Collaboration Tools** * 4:30-6:00 or recordings
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|  | October 20 | **Thing 4- Cloud Initiation*** Create your own Diigo or Symbaloo page
* Add at least 5 bookmarks to support your teaching
* Copy and paste the URL to your Diigo or Symbaloo in your Digital Portfolio
* Add new resources you learn from this point forward to the bookmarking site you have chosen
* Create a Dropbox account
* Create at least 3 folders in Dropbox
* Upload at least one document into a folder
* Copy and Paste the links to the three folders you created into your Digital Portfolio
* Consider what these new practices might look like in your environment
* Create a thoughtful reflection of what you learned in this thing and how it has changed your practice and post in your Digital Portfolio
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|  | October 27 | **Thing 5- Collaboration Tools*** Consider a unit of study or lesson to build/improve collaboratively with colleagues
* Create a new document using Google Drive Documents
* Share your document with your 21Things instructor and 2-3 colleagues (share with comments allowed)
* Ask 2-3 colleagues to comment on your document
* Use a Doodle or Meeting Wizard to invite these colleagues to a meeting to discuss your collaboration
* During the meeting create either a project management board on Trello for to-do lists or use Lino to create a student resources board
* Explain how you can use one or more of these resources in a cooperative learning lesson to augment or modify your instruction in a post in your Digital Portfolio
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|  | October 28 | **Session 5 Webinar: Thing 6-Communication & Thing 7-Productivity** * 4:30-6:00 or recordings
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|  | November 2 | **Thing 6-Communication*** Choose one of the activities
	+ Choice #1 – Skype Assignment
	+ Choice #2- BackChannel Chat
	+ Choice #3- Hangout on Air
	+ Choice #4- Virtual Classroom Meeting
* Take a screenshot of your activity
* Post the screenshot and a short explanation of your experience in your Digital Portfolio
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|  | November 9 | **Thing 7-Productivity*** Convert a Word document to a .mp3 format using Zamzar or similar conversion tool
* Upload the .mp3 into your Digital Portfolio along with a reflection of how this could influence classroom instruction
* Create and share a Google Calendar for your classroom
* Take one of your Google Docs and convert the URL to a shortened URL
* Share the original and shortened URL in your Digital Portfolio
* Create an Evernote account
* Type a note which includes: text, an image and some narration
* Within the note share access to your work on Assignment 1-3 and share the not with your instructor
* Locate and link to 1-2 LiveBinder resources you find helpful to your educational setting
* Post these to your Face of Your Classroom.
* Include URL links in your Digital Portfolio
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| **DUE DATE** | **November 9** | * **Things 4-7 Submitted to** **21things@oakland.k12.mi.us**
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|  | November 10 | **Session 6 Webinar: Thing 8- Digital Citizenship & Thing 9- Be Legal and Fair** * 4:30-6:00 or recording
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|  | November 17 | **Thing 8- Digital Citizenship*** Review the 9 Themes of Digital Citizenship by REP Grouping
* Identify your personal strengths and weaknesses
* Review and research one area of weakness Use the resources to help you get started
* In your Digital Portfolio, share something new you have learned or a strategy you now have for improvement after researching your area of weakness
* After thinking about the areas pick one specific area
* Review & research resources about the area you have chosen
* Share relevant resources for students and/or parents in an appropriate location in your Face of Your Classroom environment
* Create and implement a classroom activity on the area you researched in part one of the assignment
* In your Digital Portfolio, share a summary of what you did, how it went, and reflect on student response to the activity
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|  | November 24 | **Thing 9- Be Legal and Fair** * After reading the information and taking the quiz, take the copyright quiz
* Capture a screenshot
* Write a short personal reflection piece describing a time when you unknowingly broke copyright laws. Based on what you learned about copyright laws, who might your actions have affected and why? What steps might you take next time to ensure you are being legal and fair? Upload this to your Digital Portfolio.
* Go to the Creative Commons site.
* Create a Creative commons License for your Face of the Classroom site.
* Copy the embed code and paste it at the bottom of your Face of the Classroom site.
* Select a sample document or student work upload and run through a plagiarism checker.
* Create a thoughtful response of how using a tool such as this could change you and your student’s writing in the classroom.
* Post the reflection in your Digital Portfolio
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|  | November 25 | **Session 7 Webinar: Thing 10- Search Strategies*** 4:30-5:30 or recording
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|  | December 7 | **Thing 10- Search Strategies*** Evaluate the basic student MeL Educational Databases
* Select one of the following pairs of databases recommended for student research and select a topic to search. Compare/contrast the: a) appropriateness, b) usability, c) content, and d) credibility of the pair of databases for use within the classroom.
* Post your reflections to your Digital Portfolio.
* Check out one of the resources or databases in MeL that your students might use in your classroom to do their class work
* Make a list of the databases your students would find helpful and list them as well as their web address on your Face of Your Classroom site
* Select two websites from the bogus/hoax list
* Critically review the two websites using the Joyce Valenza criteria at the BASIC (elementary) or ADVANCED (Secondary-CARRDSS) level
* Include a critical evaluation of each web site and their web addresses in your Digital Portfolio
* Create citations using Free Citation Makers
* Complete a search for an educational topic using Google Scholar
* Select one of the FREE citation makers (Ex: BibMe, LandMark Citation Machine, etc.) and create a citation for a book or journal/magazine article found in Google Scholar
* Copy and paste the citation into your Digital Portfolio
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| **DUE DATE** | **December 7** | * **Things 8-10 Submitted to** **21things@oakland.k12.mi.us**
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| **DUE DATE** | **December 11** | * **SCECH Paperwork and Check submitted**
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