

# HANDS-ON WITH TECHNOLOGY USER GUIDE



# INTRODUCTION TO THE USER GUIDE

Welcome to the user guide for the Hands-On with Technology database. Hands-On with Technology is an interactive lesson planning and portfolio-building application on the Technology Integration Workshop DVD that is designed to promote and support effective integration of technology into teaching, and to support and highlight your growth as a teaching professional. To that end, the database application offers technology integration resources and allows you to create new standards-based Lesson Plans, Rubrics and Checklists, Interactive Technology Evaluations, and one or more Portfolios using items they have created in the database. The Hands-On database expands and reinforces other aspects of the Technology Integration Workshop, providing a dynamic, user-friendly technology integration tool for both preservice and inservice teachers.

## Features

### **TIP Model**

An interactive review of the five-part Technology Integration Planning (TIP) Model for planning appropriate and effective technology-integrated lessons.

### **Build Your Portfolio**

#### **Lesson Plans**

Create your own searchable, customized database of standards-aligned lesson plans for use in your teacher training, in the classroom, and in any of the teaching portfolios, you create using the Hands-On application. Additionally, 389 preloaded technology integration lesson plans provide a wealth of lesson-planning ideas as well as a model for you as you work to create technology-integrated lessons.

*Teaching Standards.* The teaching standards database within the lesson plans database and allows you to align lesson plans with technology and content-area standards. Fifteen current sets of standards are included with the application, and you can add new standards or update standards to the database, keeping it current throughout your training or career.

#### **Interactive Resource Evaluations**

Use interactive rubrics and checklists from your database to create resource evaluations and add them to your database. These evaluations are a valuable resource for lesson planning, and they can be added to one or more professional portfolios you create using Hands-On.

*Rubrics and Checklists.* Twenty-one preloaded rubrics are provided, covering a range of uses—self-assessment, assessment of student products, and assessment of technology products and lessons. Additionally, you can create your own rubrics for a single lesson or for a general purpose; each can be printed or used within the Interactive Resource Evaluation database.

#### **Portfolio**

Your teaching portfolio is a valuable tool for self-reflection and for highlighting your accomplishments and skills as a teacher. The portfolios feature allows you to create

### **Tutorials**

Skill-building tutorials available on the DVD provide step-by-step activities that teach you to use common technology products.

## The User Guide

The only way to really become familiar and comfortable with new technology is to get hands-on experience. This user-friendly user guide is intended to familiarize you with each feature and function of the Hands-On application. The guide is organized so that you will begin with installation, and then move through an introduction to the major features before diving into the main feature of the Hands-On application, the Build Your Portfolio database. The format allows you to explore each feature and the

furnished resources, and step-by-step instructions guide you through the creation of your own new database records and portfolios.

- **Annotated screen captures** guide you exploration through the application and present visual representations of what you are seeing onscreen or creating within the tutorial steps.
- **Tips and troubleshooting advice** are provided in blue text boxes throughout the guide, as well as the answers to common questions that are likely to occur to you at some point while using the application,
- **Step-by-step, tutorial-style instructions** are provided for each function, along with screen images to help familiarize you with the application interface and to help you visualize the outcome as you work along with the instructions.
- **Try It!** Nothing familiarizes you with a new software application like getting in there and creating a product of your own. Throughout the user guide, these notes provide a tutorial function, guiding you through the creation of new practice lesson plan, standards, rubrics, and evaluations files, culminating in the creation of your first Hands-On teaching portfolio.
- **Bookmarked User Guide in PDF** provides quick access to specific topics, making it easy to quickly review any sections while you are learning how to use the application, and later when you may just need some additional help using a specific feature.

To gain the most from your initial experience with Hands-On with Technology, it is advisable to begin at the start of the user guide and work through to the end. In most cases, each section builds on knowledge and/or skills described in earlier sections. This strategy mirrors the typical process for users of the database application, and it allows you to create at least one new record in each database function and then to use them in a practice database at the end of your walkthrough.

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# GETTING STARTED: INSTALL AND LAUNCH HANDS-ON WITH TECHNOLOGY

Before you can begin exploring the Hands-On with Technology Database, you will need to install the software on your computer. The Hands-On with Technology Database, located on side B of the Technology Integration Workshop DVD, is a software application that must be installed onto your computer's hard drive. Once installed, the software will be located on your computer; you will not need to insert the DVD to use the application. As you create new records, add images, and build portfolios, these records are stored on your computer, within the database. (It is not possible to access the database to add records and build portfolios directly on the DVD.) This chapter will guide you through the quick and easy installation process and describe how to launch the Hands-On with Technology database. Installation takes just a few minutes: just grab your DVD and follow the appropriate steps for the system you are using: Windows, Mac OSX, or Mac OS9.

*Note:* Although the Hands-On database will be installed and run from your computer, the Tutorials files described within the application are not part of the database software and are not automatically downloaded. As described in the Tutorials section, these files can be accessed or downloaded directly from the DVD.

## Installing Hands-On with Technology

Insert the Technology Integration Workshop DVD into your Computer's DVD drive with side B down. It will take a few second to load. You will see the title screen, and then the main menu screen will automatically appear:



### Review Readme Files and System Requirements

Before beginning, review the Hands On with Technology Readme file for your computer system, and review the system requirements for your computer.

1. Click on the Readme title in the menu list to review the appropriate information for your operating system.
2. Minimum System Requirements For Windows

PC requirements:

- Intel/AMD compatible computer 486/33 or later
- 32 MB of memory

- 40 MB of hard disk space
- Microsoft Windows 98, Me, NT 4.0(SP3 or later), 2000
- DVD drive, at least 2X or faster

### 3. Minimum System Requirements for Macintosh

Mac OS X Hardware Requirements:

- Apple G3 computer or higher (excluding G3 upgrade cards)
- 128MB of RAM required
- Hard Disk and DVD drive

Mac OS 9 Hardware Requirements:

- Power Macintosh Computer or later
- 32MB of RAM required
- Hard Disk and DVD drive

Software Requirements: Supports Mac OS version 8.1 through Mac OS 9.1. [Mac OS 8.6 or later required for Web Companion and ODBC features.]

### Install the Hands-On with Technology Database Application

Click on the title Hands On with Technology to install the Hands-On database. The installation process differs between Windows and Macintosh. Follow the steps below for your operating system.

#### Windows

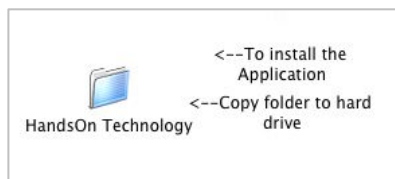
1. The Windows installation wizard will open automatically:



2. Click on the Next button and follow each step of the installation wizard. Upon installation, a shortcut will be automatically added to your computer desktop, and the Hands-On application will be added to your start menu.

#### Macintosh OS9 and OSX

1. You will be directed to the DVD directory window.
2. To install the program, simply drag the folder titled "HandsOn Technology" folder to your hard drive:



# Launch Hands-On with Technology

## Windows

1. Locate the application shortcut. During installation, a shortcut called “HandsOn Technology” is automatically placed on your computer desktop:



2. Double-click on the desktop shortcut icon to open the database.

### Can't find the Windows shortcut?

You can launch from the Start Menu: Click on *Start* in the lower left corner of the desktop to display the menu. Select *All Programs*. Click on *HandsOn Technology* in the displayed list. A shortcut will appear next to the listing. Click on this *shortcut* to open the application. (Right-click on the shortcut here to copy and paste it onto your desktop.)

## Mac OS9/OSX

1. The Hands-On with Technology application is located in the HandsOn Technology folder that you copied to your computer's hard drive during installation. Locate the folder on your hard drive and double-click to open it.
2. Within the folder, double-click on the HandsOn Technology application to launch the database.



## The Hands-On with Technology Home Screen

It will take a second or two for the application to launch. The opening, or Home, screen will be automatically displayed:



The Home screen is your gateway to enter and navigate between each component of the Hands-On with Technology application.

## Support Information

If you are having problems with this software, call (800) 677-6337 between 8:00 a.m. and 5:00 p.m. CST, Monday through Friday. You can also get support by filling out the web form located at:

<http://247.prenhall.com/mediaform.html>

Our technical staff will need to know certain things about your system in order to help us solve your problems more quickly and efficiently. If possible, please be at your computer when you call for support. You should have the following information ready:

- product and title and product ISBN
- computer make and model
- RAM available
- hard disk space available
- graphics card type
- sound card type
- printer make and model
- network connection
- detailed description of the problem, including the exact wording of any error messages.

# HANDS-ON WITH TECHNOLOGY DATABASE

This section of the user guide will introduce you to the main features of the Hands-On with Technology database. Before beginning, launch the Hands-On application. To familiarize yourself with the features and function described throughout the user guide walkthroughs, follow the step-by-step instructions for each function and try out each navigation feature as it is described.



The screenshot shows the home page of the Hands-On with Technology database. At the top, there is a header with the title "Hands-On with Technology" and the author "M. D. Roblyer". Below the header is a navigation menu with five blue text links: "Home", "TIP Model", "Build Your Portfolio", "Tutorials", and "About". The page also features a background image of two children looking at a computer monitor. Five callout boxes with orange borders and arrows pointing to the navigation links provide detailed instructions for each link.

**Home**  
Click on this link to return to the home page, shown here, from other screens within the database.

**About**  
Click on this link to access the complete listing of topical information and Help for each feature and function of the database.

**TIP Model**  
This link connects you to the interactive TIP Model.

**Build Your Portfolio**  
Click on this link to open the Build Your Portfolio database, providing access to the Lesson Plans, Interactive Resource Evaluations, and Portfolios databases, as well as the Rubrics and Standards features.

**Tutorials**  
This link connects you to the Tutorials page, with instructions for downloading these files.

The Hands-On with Technology Database has several components:

- **TIP Model:** This interactive review Technology Integration Planning (TIP) Model is available from anywhere within the application. You can connect to it as a reference or use it as a guide when creating lessons and assessments.
- **Build Your Portfolio:** This is the heart of the application. It is a database organized into three sections: Lesson Plans, Interactive Resource Evaluations, and Portfolios. You can create lesson plans, rubrics, and evaluations and then use them to build your own professional portfolios. Additionally, the database is furnished with a collection of lesson plan ideas and rubrics that you can view, adapt, and use in the classroom.
- **Tutorials:** Here you can download 13 step-by-step tutorials on how to use common technology applications.
- **About:** This feature provides topical information and help documentation for the Hands-On database.

## Main Navigation Links

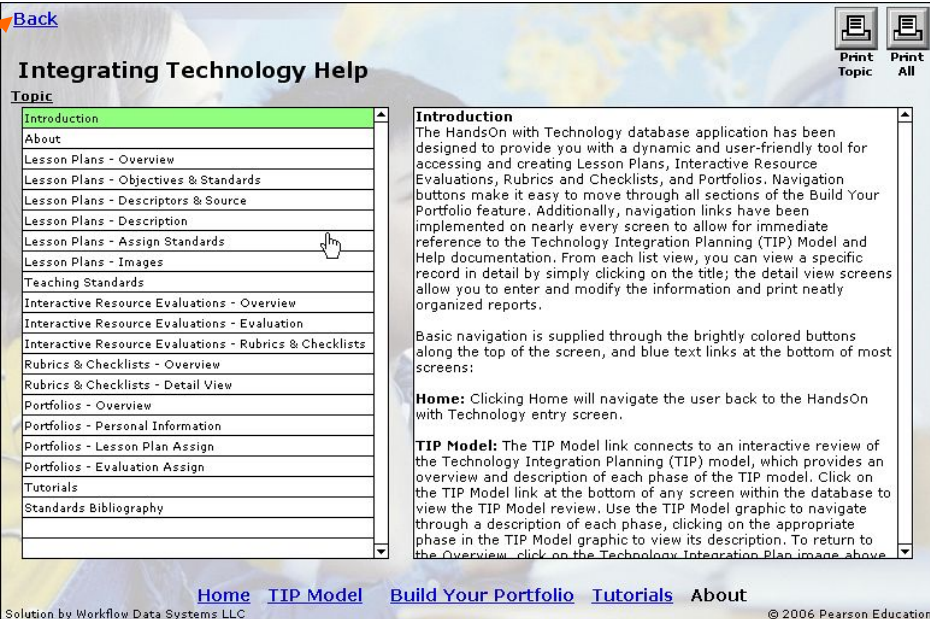
Five blue text links are located along the bottom of each screen in the database. These are the *Main Navigation Links*, shown above on the Hands-On home screen, allow you to move between components of the Hands-On application

### Navigation Tip: Main Navigation Links

The five Main Navigation Links are available throughout the database. You can move between the main sections of the Hands-On database by clicking on these links at any time.

## Back Link

Throughout the database, a blue *Back* link is located in the upper left corner of the screen. This link allows you to easily return to the screen you came from after linking to another feature via the main navigation links.



The screenshot shows the 'Integrating Technology Help' page. In the top left corner, there is a blue 'Back' link. A callout box with an orange border and a yellow background points to this link. The callout box contains the following text:

**Back**  
Click on the Back link to return to the screen and database function you originally came from.

The page content includes a table of contents on the left, a main text area on the right, and a footer with navigation links: Home, TIP Model, Build Your Portfolio, Tutorials, About. The footer also includes 'Solution by Workflow Data Systems LLC' and '© 2006 Pearson Education'.

## Navigation Buttons

Within the Build Your Portfolio component of the Hands-On application, large color-coded navigation buttons make it easy to move between major functions of the Build Your Portfolio feature.



This color scheme is carried throughout the detail screens for each component database. An additional purple navigation button connects you to the additional databases located within the major features: the Teaching Standards feature within the Lesson Plans database, and the Rubrics & Checklists feature within the Interactive Resource Evaluations database.

## Functions

Some common functions, with common buttons/icons, are available throughout the database. These are discussed in more detail within the walkthrough for each database feature.

### Create



Clicking the Create button will add a new record to the Build Your Portfolio database, the type of which is dependent upon which list view or detail screen you are viewing at the time.

### Duplicate



User-created Lesson Plans or Teaching Standards and all of the Rubrics and Checklists can be duplicated, allowing you to modify or adapt them to fit your needs. Select the record from the appropriate list view to open the record. Click on the duplicate button in the upper right corner of the detail screen to create a copy of the lesson plan. Create a new title for the duplicated record before creating any new steps or modifications.



## Delete

Clicking the Delete button permanently removes the selected record from the database. Note that once a record is deleted, it cannot be retrieved.



To delete a Lesson Plan, Interactive Resource Evaluation, or Portfolio, select the appropriate record from the list view to open the record, and then click of the delete [—]button in the upper right corner of the screen. A confirmation dialogue will appear, allowing you to proceed or cancel.



To delete a Rubric or Teaching Standards record that you have created, click on the delete [X] button at the right edge of the record row in the list view. This type of delete button is used when deleting single row record such as an objective, URL, standard, rubric question, or image within lesson plans, standards, and rubrics you create.

## Search



To perform a search across Lesson Plans or Interactive Resource Evaluations, simply click the Search button located directly beneath the main database navigation buttons located at the top of the respective list view screen. A search screen will be displayed where you may enter desired criteria in the appropriate field(s). Criteria are not case-dependent, and full or partial words can be entered. Search results will be displayed in the list view. If your search returns no matches, or fewer than expected, try using fewer restrictions by decreasing the number of criteria or using partial terms. To cancel your search, click on the cancel button.

## Show All



To view the complete list of records, click on the Show All button located beneath the main database navigation tabs. This function refreshes the list screen, returning all items to the list view, and can be used to restore the list view after performing a search. Note that in Lesson Plans, if the show samples checkbox is marked to omit furnished Lesson Plans, Show All does not display those records.



## Print

The Print button will generate neatly organized printed reports and queue them to your default printer. From the Lesson Plans and Interactive Resource Evaluations list view screens, clicking the print button will print *all* of the records displayed in the list. Within the database detail views, the same button in the upper right corner will print only the record you are viewing.

## Help



Quickly reference Help documentation from any location in the database application by clicking the Help button located in the upper right corner of the screen. A help viewer will display topical information; a full menu is displays view additional help topics. Use Back button located in the upper left corner to return to the database screen you came from.

## Copying Text into Database Fields

When entering text into a text box, you may wish to cut and paste a passage created in a word-processed document. This can be done by selecting and copying text in the original document, then pasting into the text field. Click in the field and paste the text using the paste command in the edit pull down menu at the top of the active window. Keep in mind that formatting such as fonts, bold, and italics will not be carried over into the database program, although line breaks, tabs, and numbered lists will be carried over in the text field.

# TIP MODEL

The five-part Technology Integration Planning (TIP) Model is designed to help teachers analyze instructional situations to plan lessons that use technology appropriately and effectively. The Hands-On with Technology DVD offers an interactive review of the Technology Integration Planning (TIP) model, which provides an overview and description of each phase of the TIP model.

## Open the Model

Click on the TIP Model link at the bottom of any screen within the database to view the TIP Model review.

The screenshot shows the 'Technology Integration Planning (TIP) Model' overview page. On the left is a circular diagram with five phases: Phase 1 (Determine relative advantage), Phase 2 (Decide objectives and assessments), Phase 3 (Design integration strategies), Phase 4 (Prepare the instructional environment), and Phase 5 (Evaluate and revise integration strategies). On the right is a text box titled 'An Overview of the TIP Model' with a paragraph of text and a call to action: 'In order to view the phase overviews, simply click on the corresponding phase in the Model figure.' Below the text are navigation links: 'Home', 'TIP Model', 'Build Your Portfolio', 'Tutorials', and 'About'. A 'Back' link is in the top left corner. Four callout boxes with arrows point to specific elements: 'Back' (top left), 'View Phases' (left side, pointing to the diagram), 'Overview' (right side, pointing to the title), and 'View Phases' (left side, pointing to the diagram).

**Back**  
Returns you to the screen/function you came from.

**View Phases**  
Click on a phase graphic to display the summary.

**Overview**  
Click on title to return to the overview display.

**Technology Integration Planning (TIP) Model**  
*An Overview of the TIP Model*

Regardless of the integration strategy they use, teachers need a planning approach to ensure their strategy will be successful. The Technology Integration Planning (TIP) Model gives teachers a general approach to addressing challenges involved in integrating technology into teaching. Each of the model's five phases outlines a set of planning and implementation steps that help ensure technology use will be efficient and successful in meeting needs. Experienced technology-using teachers tend to do these steps intuitively. However, for new teachers or those just beginning to integrate technology, the TIP Model provides a helpful guide on procedures and issues to address. After an overview of the model, each phase is discussed here of how to implement the tasks at each phase.

**In order to view the phase overviews, simply click on the corresponding phase in the Model figure.**

[Home](#) [TIP Model](#) [Build Your Portfolio](#) [Tutorials](#) [About](#)

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## Overview

The first screen you see is the overview. From here, you can link to any phase of the model.

## View Phases

Use the TIP Model graphic to navigate through a description of each phase, clicking on the appropriate phase in the TIP Model graphic to view its description. To return to the Overview, click on the Technology Integration Planning image above the text fields.

## Back

You can connect to the TIP Model from nearly every screen within the Hand-On database. The Back link returns to the screen you came from, allowing you to easily review the Model at any time while you are creating lessons, evaluations, and portfolios.

# TUTORIALS

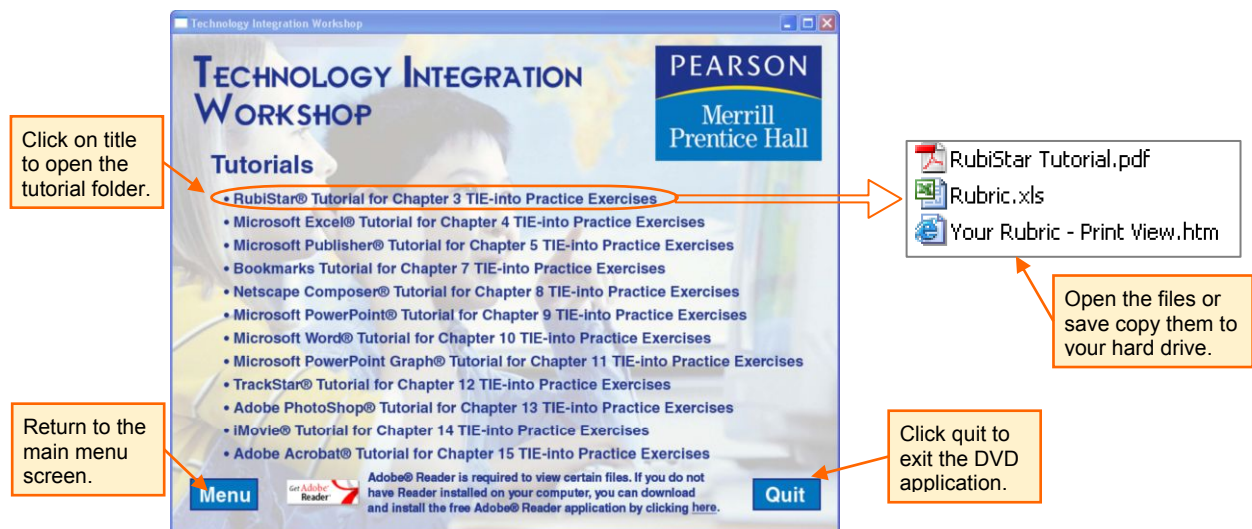
This section of Technology Integration Workshop DVD offers interactive tutorials for commonly used technology applications. The tutorial files are not included in the Hands-On with Technology database application that you installed on your computer. They are located on the Technology Integration Workshop DVD; you must access them from side B of the DVD.

## Access the Tutorial Files

1. Insert the Technology Integration Workshop DVD into your computer's DVD drive (with side B down).
2. Open the Technology Integration Workshop application for your operating system. The application will take a few seconds to open; the menu screen will be displayed automatically, after the title screen. (If you are instead directed to the Clips from the Classroom application, remove the DVD, turn it over, and reinsert it.)



3. Select Tutorials in the menu list. The Tutorial list screen will open, displaying the title of each tutorial.
4. Click on the desired title to open the tutorial folder (illustrated below for the Rubistar Tutorial for Chapter 3). Each folder contains a PDF file of the tutorial, as well as support or sample files where applicable:



Tutorials are provided as PDF files. If your computer is running Windows or Mac OS9, Adobe Acrobat Reader is required to read the files. If you are using Mac OSX, the PDF files can be viewed using Preview or Adobe Reader. Adobe Reader is available as a free download from the Adobe website at <http://www.adobe.com> (a link is provided on the tutorial list screen).

- To view Tutorials directly from the DVD: Double-click on Acrobat PDF file icon in the chapter folder. The tutorial PDF file will open in a separate window.
- To copy Tutorial files to your computer's hard drive: Drag the file onto your computer desktop, or open the document using Adobe Reader, then choose File from your browser menu and click on Save a Copy. This will open a Save dialogue box allowing you to choose a location and save a copy on your hard drive.

Examples of the completed products are provided for many of the tutorials. These sample files are located within the Tutorial folders and can also be viewed directly from the DVD or copied to your computer's hard drive. Note that you must have the appropriate software installed on your computer to view the sample files.

## List of Tutorials and Accompanying Sample Files

The following list describes the contents of each tutorial folder, as well as system/software requirements for opening the sample files and completing the tutorial.

### Chapter 3 Rubistar® Tutorial

Learn how to use RubiStar ( <http://rubistar.4teachers.org>) to create a rubric for assessing student work, and view one of two example files for the completed rubric. Files included in this folder include:

Tutorial: Rubistar Tutorial.pdf

Example Rubrics: Your Rubric - Print View.htm; Rubric.xls

*System/software requirements:* This tutorial assumes that you have Microsoft Internet Explorer® installed on your computer. (Microsoft Excel is required to view Rubric.xls version of the sample rubric.)

### Chapter 4 Spreadsheet Tutorial

Create a Microsoft Excel® spreadsheet that students can use for learning activities that teach consumer concepts. Files included in this folder include:

Tutorial: Spreadsheet Tutorial.pdf

Example Spreadsheet: Excel.xls

*System/software requirements:* This tutorial assumes that you have Microsoft Excel installed on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system.

### Chapter 5 Microsoft Publisher® Tutorial

Use Microsoft Publisher® to create a desktop-published format to help students create their own desktop-published literary anthology. Files included in this folder include:

Tutorial: Tutorial: Publisher Tutorial.pdf

Example of Anthology Format: Anthology.pub

*System/software requirements:* This tutorial assumes that you have installed Microsoft Publisher on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system.

## **Chapter 6 Hyperstudio® Tutorial**

Create a sample interactive storybook in HyperStudio®. Files included in this folder include:

Tutorial: Tutorial: Hyperstudio Tutorial.pdf

Example Interactive Storybook: Redridinghood.stk

*System/software requirements:* This tutorial assumes that you have installed HyperStudio 4 on your computer.

## **Chapter 7 Bookmark Tutorial**

Using Netscape Communicator®, create a sample bookmarks file to organize online resources for a research website. Files included in this folder include:

Tutorial: Tutorial: Bookmark Tutorial.pdf

*System/software requirements:* This tutorial assumes that you have installed Netscape Navigator® on your computer.

## **Chapter 8 Netscape Composer® Tutorial**

Create a sample webquest in Netscape Communicator®. Files included in this folder include:

Tutorial: Netscape Composer Tutorial.pdf

*System/software requirements:* This tutorial uses Netscape Composer to create the web site. Netscape Composer is included in the Netscape Communicator package available for free download from the Netscape website.

## **Chapter 9 Microsoft PowerPoint® Tutorial**

Create a sample book report using Microsoft PowerPoint. Files included in this folder include:

Tutorial: Microsoft PowerPoint Tutorial.pdf

Example Book Report: A tale of two cities.ppt

*System/software requirements:* This tutorial assumes that you have installed Microsoft PowerPoint on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system.

## **Chapter 10 Word Processing Tutorial**

Create a word-processed French menu in Microsoft Word® for a lesson in which students use various technology resources to enhance French language learning

Files included in this folder include:

Tutorial: Word Processing Tutorial.pdf

Example Book Report: Menu.doc

*System/software requirements:* This tutorial assumes that you have installed Microsoft Word on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system.

## **Chapter 11 Microsoft PowerPoint Graph® Tutorial**

Using Microsoft Excel®, create a sample graph to insert in a PowerPoint® presentation. Files included in this folder include:

Tutorial: PowerPoint Graph Tutorial.pdf

Example Graph: Temperature.xls

Example Presentation: Graph.ppt

*System/software requirements:* This tutorial assumes that you have installed Microsoft Excel® and Microsoft PowerPoint® on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system.

### **Chapter 12 TrackStar® Tutorial**

Use the TrackStar online management system to organize and give students quick access to assigned websites. Files included in this folder include:

Tutorial: TrackStar Tutorial.pdf

*System/software requirements:* This tutorial assumes that you have installed Microsoft Internet Explorer® on your computer

### **Chapter 13 Adobe PhotoShop Tutorial**

Use Adobe PhotoShop® to create a photo collage for use in an interdisciplinary project. Files included in this folder include:

Tutorial: PhotoShop Tutorial.pdf

Example Product: Collage.psd

*System/software requirements:* This tutorial assumes that you have installed Adobe Photoshop CS® on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system. (Note: An active Internet connection required to access images used in the collage. If none is available, you may use images saved on your computer.)

### **Chapter 14 iMovie® Tutorial**

Learn to create a video using Apple iMovie®. Files included in this folder include:

Tutorial: iMovie Tutorial.pdf

Tutorial: Tutorial.mov (located within the Tutorial Folder)

Tutorial Folder: This folder includes all files necessary to complete the tutorial and create the Tennis Pro video, as well as an example of the finished product.

*System/software requirements:* This tutorial assumes that you have installed Apple iMovie® on your computer and have the necessary video equipment and cables required by the program.

### **Chapter 15 Adobe Acrobat® Tutorial**

Create an online survey document using Adobe Acrobat software. Files included in this folder include:

Tutorial: Acrobat Tutorial.pdf

Example Product: Survey.pdf

*System/software requirements:* This tutorial assumes that you have installed Adobe Acrobat 7.0 Professional® on your computer, including all additional fonts and clip art. If you do not have the fonts and clip art used in this tutorial, you can substitute others that you have on your system.

# ABOUT & HELP FEATURES

Additional information and Help documentation is available for each feature of the Hands-On with Technology database. The help feature provides descriptive information as well as useful tips and instructions on using database functions.

The screenshot shows the 'HandsOn Technology - [ROBENTTY\_USR]' application window. The title bar includes 'File Edit View Insert Format Records Scripts Window Help'. The main content area is titled 'Integrating Technology Help' and features a 'Topic' list on the left and 'About the Portfolio' text on the right. The 'Topic' list includes items like 'Introduction', 'About', 'Lesson Plans - Overview', etc. The 'About the Portfolio' section contains text about the application's purpose and components. At the bottom, there are navigation links: 'Home IIP Model Build Your Portfolio Tutorials About'. Three callout boxes provide instructions: 'Back' (Return to the database screen you came from), 'Topic List' (Click on a topic to view additional help information. Use the scrollbar long the right edge to browse the list.), and 'Print' (Print the topic you are viewing or print all help topics.). A fourth callout box points to the 'About the Portfolio' text, stating 'Topical Information. Help documentation is displayed in the window. You will be automatically directed to topical information. Use the scrollbar to move through the displayed text.'

## About

Clicking the blue About text link at the bottom of any screen will open the Help feature, with the “About” section automatically selected for your reference. From here, you can access additional help topics using the menu on the left side of the screen. To view additional topics within the Help documentation, click on a topic in the menu list; use the scrollbar along the right edge of the list window to browse the full list of topics.

## Help

Topical Help is also available throughout the database. Click on the Help button in the upper right corner of almost any database screen to open the Help feature for the screen or function you are using. You may also browse and view additional topics from the topics list menu.

Two print functions allow you to print just the topic you are viewing or the entire contents of the help documentation. Click on the desired print icon to open the print dialog.

When you are finished viewing the help topic(s), use the Back button in upper left corner to return to the main portfolio screen from which you originated.

# BUILD YOUR PORTFOLIO

Build Your Portfolio is the main feature of the Hands-On with Technology application. The database allows you to create new standards-based Lesson Plans, Rubrics and Checklists, Interactive Technology Evaluations, and one or more Portfolios using items they have created in the database. The database is organized in three sections: Lesson Plans, Interactive Resource Evaluations, and Portfolios. The sections that follow offer detailed coverage of the functions, format, and navigation for each component.

**Lesson Plans:** This section of Build Your Portfolio includes 389 preloaded technology integration ideas aligned with both ISTE NETS\_S and content-area standards, as well as a template for creating new technology integration lessons that can be added to one or more professional portfolios.

**Teaching Standards:** Located within the Lesson Plans database, the standards feature is a customizable database of educational standards. Fifteen sets of preloaded standards for technology integration and major content areas are included, as well as a template allowing you to add new and updated standards. The standards can then be assigned to lessons created within the Lesson Plans feature.

**Interactive Resource Evaluations:** An interactive format allows you to use rubrics and checklists from your database to create an evaluation database. The evaluations provide a useful resource for lesson planning and can be added to one or more professional portfolios.

**Rubrics and Checklists:** Located within the Interactive Resource Evaluations database, this feature provides 21 preloaded rubrics, along with a template for the creation of new rubrics and checklists. These assessment tools can be printed or used to create an evaluation in the Interactive Resource Evaluation database.

**Portfolios:** The portfolios feature allows you to create a personal profile and build one or more customized professional teaching portfolios using the lesson plans and resource evaluations you have created. Each portfolio can be tailored to a specific purpose or audience, such as professional development, course requirements, or employment.

## Open the Database

Click on the Build Your Portfolio main navigation link at the bottom of any screen in the Hands-On with Technology database. The first screen of the Build Your Portfolio database is the Lesson Plans list view. From here, you can navigate to all features of the Build Your Portfolio database.

**Navigation Buttons**  
Move between sections of the Build Your Portfolio database and access the standards section of the Lesson Plans database.

Lesson Plan Title	Topics	Date Created	User Created
<a href="#">A Bottle Project for Learning About Graphs</a>	Measurement		<input type="checkbox"/>
<a href="#">A Class Literary Paper</a>	Writing		<input type="checkbox"/>
<a href="#">A Cross-Age Collaborative Electronic Book Project</a>	Writing		<input type="checkbox"/>
<a href="#">A Database Project with Rocks</a>	Geology		<input type="checkbox"/>
<a href="#">A Dinosaur Project</a>	Biology		<input type="checkbox"/>
<a href="#">A Fortune in Word Processing</a>	Cultures		<input type="checkbox"/>
<a href="#">A Hypertext Study of the Fall of Communism</a>	History		<input type="checkbox"/>
<a href="#">A KidsMail Project</a>	Business math		<input type="checkbox"/>
<a href="#">A Monarch Butterfly Movie Project</a>	Biology		<input type="checkbox"/>
<a href="#">A Multimedia Biome Project</a>	Ecology		<input type="checkbox"/>
<a href="#">A Multimedia Driver's Study Guide for Students with Learning Disabilities</a>	Study skills		<input type="checkbox"/>
<a href="#">A Newsworthy Journey</a>	History		<input type="checkbox"/>
<a href="#">A Nutrition Database</a>	Health & nutrition		<input type="checkbox"/>

**Main Navigation Links**  
Connect to other main components of the Hands-On application.



# LESSON PLANS DATABASE: GETTING STARTED

In the Lesson Plans database, you can view sample lesson plans and add your own new lesson plans to the database. This section of the user guide provides a step-by-step walkthrough to acquaint you with the basic format and features of the Lesson Plans portion of the Hands-On with Technology application. You are encouraged to walk through your own copy of the database as you read the steps and to complete as many of the “Try It!” tasks as you can to gain a complete understanding of the dynamic features and resources in the database. (Note that you must have the database installed on your computer to complete the actions described here.)

## Open the Database

Click on the Build Your Portfolio main navigation link at the bottom of any screen in the Hands-On with Technology database. The first screen of the Build Your Portfolio feature is also the first screen of the lesson plan database, the Lesson Plans List View. If you are already in the Build Your Portfolio database, click on the green navigation button at the top of the screen to open the Lesson Plans database from any other section.

## Lesson Plans List View

The first time you open the lesson plans database, you will notice that a number of lesson plans—389 to be exact—are already listed on a pale green background. These are the sample lesson plans that are furnished with the application. Each new lesson you create will be added to your database and listed here as well. Your lessons will be highlighted in yellow.

**Navigation Buttons**  
Move between sections of the Build Your Portfolio database and access the standards section of the Lesson Plans database.

Lesson Plan Title	Topics	Date Created	User Created
<a href="#">A Bottle Project for Learning About Graphs</a>	Measurement		<input type="checkbox"/>
<a href="#">A Class Literary Paper</a>	Writing		<input type="checkbox"/>
<a href="#">A Cross-Age Collaborative Electronic Book Project</a>	Writing		<input type="checkbox"/>
<a href="#">A Database Project with Rocks</a>	Geology		<input type="checkbox"/>
<a href="#">A Dinosaur Project</a>	Biology		<input type="checkbox"/>
<a href="#">A Fortune in Word Processing</a>	Cultures		<input type="checkbox"/>
<a href="#">A Hypertext Study of the Fall of Communism</a>	History		<input type="checkbox"/>
<a href="#">A KidsMail Project</a>	Business math		<input type="checkbox"/>
<a href="#">A Monarch Butterfly Movie Project</a>	Biology		<input type="checkbox"/>
<a href="#">A Multimedia Biome Project</a>	Ecology		<input type="checkbox"/>
<a href="#">A Multimedia Driver's Study Guide for Students with Learning Disabilities</a>	Study skills		<input type="checkbox"/>
<a href="#">A Newsworthy Journey</a>	History		<input type="checkbox"/>
<a href="#">A Nutrition Database</a>	Health & nutrition		<input type="checkbox"/>

**Main Navigation Links**  
Connect to other main components of the Hands-On application.

The list view displays the following fields:

- Lesson Plan Title – Lessons are arranged in alphabetic order by title.
- Topics – The first topic is displayed in the list.
- Date Created – Automatically entered for lessons you create.
- User Created – Automatically checked for lessons you create.

## Functions: *What can I do from the Lesson Plan List View?*

**Show Samples**  
Turn checkbox "on" (X) to show sample lessons in the list.

**Open/View a Lesson Plan**  
Click on any title to view the lesson plan. Edit lessons you create.

**Create Plan**  
Click to open a new lesson.

**Search**  
Search for lessons meeting your criteria.

**Show All**  
Refresh the list to display all lesson plans.

**Browse**  
Scroll through the list of lesson plans

Lesson Plan Title	Topics	Date Created	User Created
<a href="#">A Bottle Project for Learning About Graphs</a>	Measurement		<input type="checkbox"/>
<a href="#">A Class Literary Paper</a>	Writing		<input type="checkbox"/>
<a href="#">A Cross-Age Collaborative Electronic Book Project</a>	Writing		<input type="checkbox"/>
<a href="#">A Database Project with Rocks</a>	Geology		<input type="checkbox"/>
<a href="#">A Dinosaur Project</a>	Biology		<input type="checkbox"/>
<a href="#">A Fortune in Word Processing</a>	Cultures		<input type="checkbox"/>
<a href="#">A Hypertext Study of the Fall of Communism</a>	History		<input type="checkbox"/>
<a href="#">A KidsMail Project</a>	Business math		<input type="checkbox"/>
<a href="#">A Monarch Butterfly Movie Project</a>	Biology		<input type="checkbox"/>
<a href="#">A Multimedia Biome Project</a>	Ecology		<input type="checkbox"/>
<a href="#">A Multimedia Driver's Study Guide for Students with Learning Disabilities</a>	Study skills		<input type="checkbox"/>
<a href="#">A Newsworthy Journey</a>	History		<input type="checkbox"/>
<a href="#">A Nutrition Database</a>	Health & nutrition		<input type="checkbox"/>

### Browse the List of Lesson Plans

Use the scrollbar along the right edge of the database window to move up and down through the list.

### Search the Lesson Plans Database

1. Click on the Search Icon in the list view to display the Search screen. Your search criteria may include one or more of the following: Lesson Plan Title; descriptors Topic, Content Area, Technologies Used, and Grade Level that are defined within the lesson plan; and User-Created.
2. Enter/select values for one or more of the criteria choices.

**Lesson Plan Title**  
Click in the field to enter a key word or exact phrase.

**Descriptors**  
Select your criteria from the dropdown lists.

**Perform Search**  
Complete the search or return to the list view.

**Cancel Search**  
Complete the search or return to the list view.

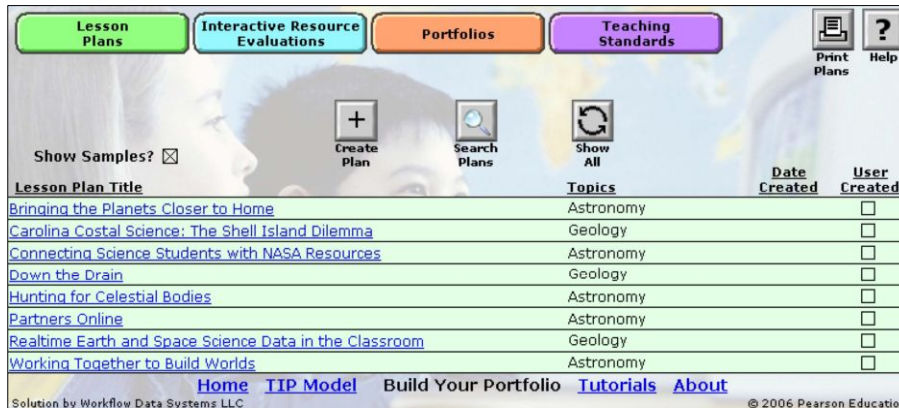
**User Created**  
Click to search only lessons you have created.

Lesson Plan Title	Topics	Content Areas	Technologies Used	Grade Level	User Created
	Astronomy		GPS Graphics Tools Handheld computer/PDA HTML (web page) Editor Instructional Software Interactive Storybook Internet Java		<input type="checkbox"/>

**Try It!** Choose Astronomy under Topics and Internet under Technologies Used.

3. Click on the Perform Search button to complete the search.

4. Your search results will be displayed in the Lesson Plan list view. Nine lessons were returned for this search:

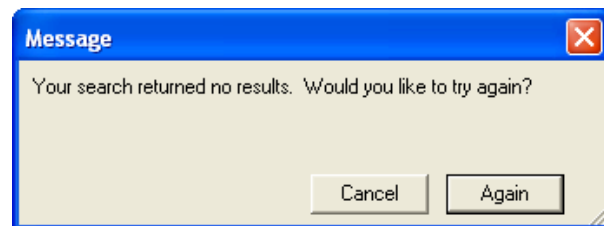


5. Notice that some lessons display topics other than Astronomy. Many lessons have multiple topics; only the first topic played in the list view, but all topics selected within the lesson plan will be included in your searches.

6. If no lessons meet your criteria, an error message box will appear in the window.

**Try It!** Add the Elementary grade level to the previous search criteria.

7. Click Again to begin a new search or Cancel to return to the list view.



**Tip** If your search produces fewer result than expected—or none at all—try revising your criteria:

- Use a partial term or word in the title field. A lesson must contain the precise phrase and spelling you enter.
- Use fewer criteria.
- Check the grade level and consider a less (or more) specific value.

### Show All

Show All refreshes the list view, restoring all of the lessons in the database to the list view.

1. After performing a search, click on Show All to refresh the lesson plan list.
2. On the search screen, Show All is linked to the Cancel Search button. Click on Cancel Search to return to the full list view.

*Note:* Sample lessons are only included in the restored list when Show Samples is activated.

### Show/Hide Sample Lesson Plans

Upon installation, Show Samples is activated by default—an X appears in the checkbox when the function is turned on, and sample lessons are included in the list. When the check box is clear, samples are hidden and only your lessons will be displayed in the list. (Note that the samples are only hidden, not deleted.)

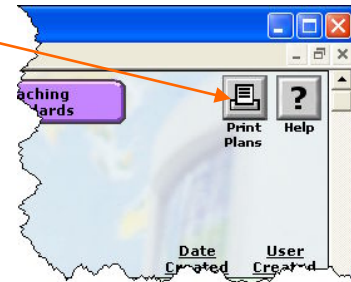
1. Click on the X in the Show Samples checkbox to hide sample lesson plans in the list view.
2. Click in the clear checkbox to reactivate Show Samples and display the furnished lesson plans in the list.

## Print Plans

You may wish to print the full contents of a set of lessons, such as one located using search. Print Plans sends *all of the lessons in the current list view* to the printer you select.

1. Click on the Print Plans button.
2. A confirmation dialog will appear, allowing you to proceed—or cancel—printing all of the displayed lesson plans and their associate images.

**Print and Help**  
Connect to these functions using buttons located in the upper right corner of the screen.



### How do I print single lesson?

You must be viewing the single lesson that you wish to print (unless your search returned only one result!). Open the lesson from the list view, and then choose the print icon in one of the detail screens.

\*See complete directions for printing a single lesson plan on page 22 of the following section, "Anatomy of a Lesson Plan."

## View Help

Connect directly to the information and help section, Lesson Plans Overview and List View.

1. Click on the Help button.
2. Click the Back link on the Help screen to return to the lesson plan list view.

## Open/View a Lesson

View the contents of any lesson plan.

1. Locate a lesson in the list view by browsing or searching
2. Click on the title in the list view. The first detail screen will open; both sample and user-created lesson plans are presented in the lesson plan template.
3. Use the large green navigation buttons along the top of the screen to navigate between detail screens within each lesson.
4. To return to the list view, click on the blue "Back to Lesson Plan" link in the upper left corner of the screen.

## Edit a Lesson Plan

You may edit any lessons you create. Open/view the lesson and then edit it within the detail screens.

# ANATOMY OF THE LESSON PLAN: EXPLORE A SAMPLE LESSON

Before you begin working with a blank record, view a sample lesson plan to familiarize yourself with the template organization and navigation and to get an idea of what a completed lesson plan looks like. The sample lesson “A Study of an Endangered Species” is used for this walkthrough.

From the List View, open the lesson “A Study of an Endangered Species.” The lesson plan template will open, displaying the first detail screen, Objectives and Standards.

## Detail Screens

Lessons plans are displayed in a template with four sections; each section has its own detail screen. The green navigation buttons at the top of the screen allow you to toggle between sections of the lesson plan.

**What can I do from the detail screens?**

- Sample Lessons:** View, print, or duplicate
- Create Lesson:** Build lesson by entering information into empty fields.
- Your Lesson Plans:** View, print, duplicate, and edit existing lesson plans that you created.

1. Click on the each navigation button to open the detail screen. Using the descriptions below as a guide, explore the layout and contents of each screen:

**Objectives and Standards.** This screen lists the objectives for the lesson, as well as standards associated with the lesson. Scrollbars along the right edge of each list box allow you to move through the listings. Click on the scrollbar in the Standards window to move through the list for this lesson.

**Descriptors and Source.** This screen displays Topics, Technologies Used, Grade Levels, Content Areas, and Relative Advantages selected during lesson plan creation. These selections help describe the scope and intent of the lesson and provide information that is used during searches of the database. When creating your own lesson plans, you will select values for each of these descriptors. The Source field is for printed source citations (there are none for this sample). Websites fields

display live URLs for web-based lesson sources. Click on the Go button to connect to the online source of this lesson.

**Description.** This screen includes a text field containing an outline of the lesson plan or idea. These range from brief summaries to detailed descriptions of the lesson. Click in the text box to activate the scrollbar along the right edge of the text box, then use the up and down arrows or slide the bar to move through the description.

**Images.** This screen displays images of teaching tools or student products for the lesson plan. The left half of the screen shows a thumbnail list, with a preview window on the right half of the screen. Click on a thumbnail to view the image in the preview window.

2. The sections that follow will guide you through the main navigation and major functions available within the detail screens of this lesson, and all of the lessons in the database.

## Main Navigation Tools

Each main detail screen in the lesson plan template includes the same basic navigation. Take a moment to familiarize yourself with the major navigation tools available within the lesson plan detail screens by locating them on the Objectives and Standards screen.

The screenshot shows a web interface for lesson planning. At the top, there are four green navigation buttons: 'Objectives and Standards' (highlighted), 'Descriptors and Source', 'Description', and 'Images'. To the right of these buttons are icons for 'Duplicate', 'Delete', 'Print', and 'Help'. Below the buttons is a title field containing 'A Study of Endangered Species'. The main content area is divided into two sections: 'Objectives' and 'Standards'. The 'Objectives' section contains a list of three bullet points. The 'Standards' section contains a list of four standards, each with a grade level and a brief description. At the bottom of the screen, there are several blue links: 'Home', 'TIP Model', 'Build Your Portfolio', 'Tutorials', and 'About'. A footer at the bottom left reads 'Solution by Workflow Data Systems LLC' and the bottom right reads '© 2006 Pearson Education'.

**Back to Lesson Plan List**  
Return to the Lesson Plan List View from any main detail screen in the lesson.

**Navigation Buttons**  
Toggle between detail screens for the current lesson plan.

**Main Navigation Links**  
Connect to other main components of Hands-On application.

### Back to Lesson Plan List

The Back to Lesson Plan List link is available in each of the main detail screens within the lesson plan; click on it to exit the lesson plan and return to the list view.

### Lesson Plan Navigation Buttons

As noted above, Green navigation buttons identify the detail screens: Objectives and Standards, Descriptors and Source, Description, and Images. Click on the desired button to open the detail screen; the navigation button for the current screen is automatically highlighted.

### Main Navigation Links

Connect to the other major components of the Hands-On with Technology application. For example, you may wish to review the TIP Model while planning technology integration lessons. When you are finished, click the back link to return to the lesson plan screen you came from.

## Major Functions: *What Can I Do from the Detail Screens?*

The screenshot shows a web interface for lesson plan management. At the top, there are four tabs: "Objectives and Standards" (selected), "Descriptors and Source", "Description", and "Images". To the right of these tabs are four buttons: "Duplicate", "Delete", "Print", and "Help". Below the tabs is a "Title" field containing "A Study of Endangered Species". The main content area is divided into "Objectives" and "Standards" sections. The "Objectives" section contains three bullet points. The "Standards" section contains four entries, each with a grade level and a description. At the bottom of the screen, there are navigation links: "Home", "TIP Model", "Build Your Portfolio", "Tutorials", and "About".

**Help**  
Connect to help topic for the current detail screen.

**Print**  
Print the current lesson plan

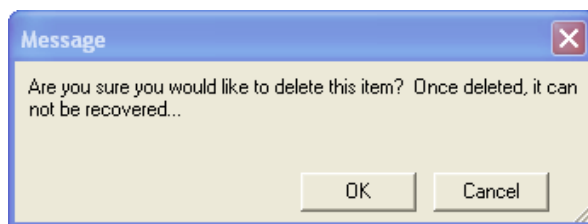
**Delete**  
Permanently delete the current lesson.

**Duplicate**  
Open a copy of the current lesson plan to modify or edit.

**Help.** Click the button to connect directly to the Help topic for the current detail screen.

**Delete.** You can delete any of the lessons you create; you may wish to delete your sample lesson after you complete the tutorial. Note that this procedure will permanently delete the lesson plan you are viewing. Once deleted, it cannot be retrieved. Note that this option is blocked for the sample lesson plans.

1. Open the lesson from the list view. Lessons can be deleted only from the Objectives and Standards screen.
2. Click on the delete button. A confirmation dialogue will appear.
3. Click OK to delete the lesson and return to the list view, or click Cancel to return to the detail screen with out deleting the lesson. Click OK to return to the detail view.
4. The delete function is blocked for sample lesson plans. An error message will appear. Click OK in the message box to return to the detail screen.



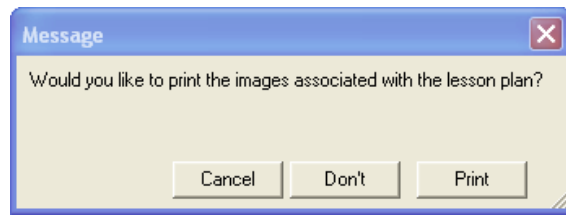
**Duplicate.** You may wish to adapt an existing lesson plan and add it to your database while keeping a copy of the original. Duplicate creates a complete, exact copy of a lesson plan.

1. Click on the duplicate button
2. The newly created record will open in the Objectives and Standards screen. It will be automatically titled as a copy.
3. Enter a new title in the title field, and then edit the new lesson.

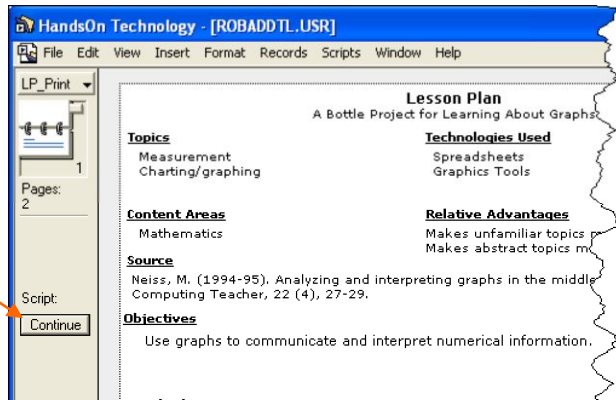
**Print Plan.** Print a formatted lesson plan with or without the associated images.

1. Click the Print button. A message box will appear to confirm whether you want to print the images associated with the lesson.

1. Click on your choice:
2. Print: print a version that includes images.
3. Don't: print a version without the images.
4. Cancel: Abort printing altogether.



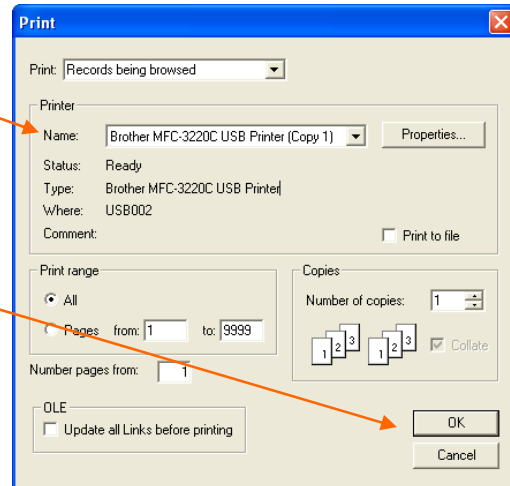
2. A preview screen will appear for the lesson plan. Click continue.



3. The print dialog box will appear.
  1. Set any preferences or select a printer if you wish.

**Tip:** If you have a PDF writer, you can select it as the printer to create a PDF of the lesson.

2. Click OK to continue printing or Cancel to abort printing and return the detail screen you came from.



4. If you elected to print the images, a second print preview message and print dialog box will appear, allowing you to continue, cancel, and set print preferences for the lesson images.

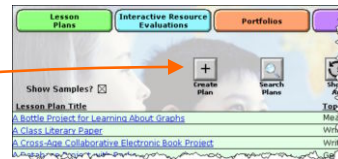


# CREATE A NEW LESSON

Now that you are familiar with viewing lessons in the lesson plans template, you are ready to create a new lesson plan. This section of the walkthrough is short step-by-step tutorial in which you will create a new lesson plan. Later, you can apply these steps when editing lessons you have created. Note: Before you begin the tutorial, you should review the Lesson Plan Overview.

## Open a New Lesson Plan Record

1. Open Build Your Portfolio to view the lesson plan list view, and click on the Create Plan button.
2. A new lesson plan record will open in the lesson plan template, displaying the Objectives and Standards detail screen. Use the green navigation buttons to toggle between detail screens at any time while viewing, creating and editing a lesson.



**1. Create a Title**  
Click in the field and enter title.

**2. Create Objectives**  
Click on the link to create a new objective record.

**3. Update Standards**  
Click to link to standards assignment screen.

## Objectives and Standards Detail Screen

1. **Create a Title.** Click and type in the title field. The title can only be entered and edited on this screen. Once you have created a title, you may complete the sections in any order (this tutorial begins with the Objectives and Standards, and then moves through Descriptors and Sources, Description, and Images).
2. **Create Objectives.** Click on the blue Create Objective text link to create a new bulleted objective record. Enter your objective in the new field. Repeat the procedure for each objective.

**New Objective**  
Cursor appears in new record. Enter text for the objective.

**Delete Objective**  
Click the X button to delete the objective.

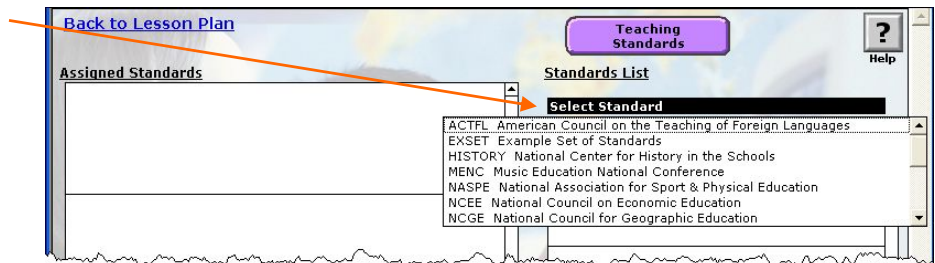
**Try It!** In the objective field, type: “Explore relationships between living things and their environments.” Click on the link again to create a second objective, “Identify common reasons for species becoming endangered.”

3. **Update Standards.** Click on the blue Update Standards link to open the standards assignment screen.

### Standards Assignment Screen

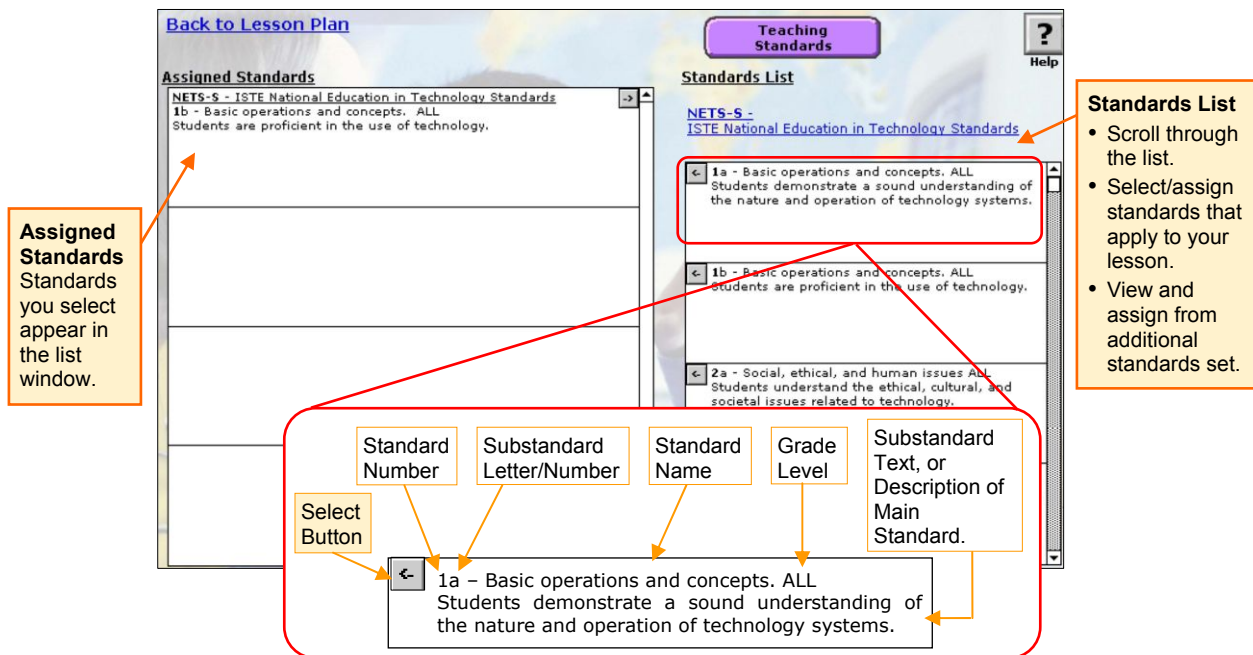
Assign standards to the current lesson and connect to the Teaching Standards Database.

1. Click on the Select Standard text link to display a dropdown list of available standards.
2. Scroll through the list of standards sets and click on the name of the set you want to use.



**Try It!** Scroll through the list of standards. Click on NETS-S ISTE National Educational Technology Standards.

3. The selected set of standards (in this case, NETS:S) will appear in the window on the right side of the screen. The Select Standard text link now displays the title of the standards set you are viewing.



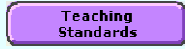
4. Scroll through the list of standards and click on the select (left-arrow) button next to the desired standard number to add it to the Assigned Standards list for this lesson.

**Try It!** Select NETS-S Standard 1b and click on the arrow button. It will appear in the Assigned Standards List as shown in the image.

**How do I unassign a standard from a lesson?**  
In the Assigned Standards list window, click on the right-arrow button along the left edge of the display field for the standard. The standard will no longer be associated with this lesson.

- Repeat steps 3-4 for each standard that you wish to assign from the current set.
- You can more than one type of standards to your lesson plan. Click on the text link displaying the title of the current standards set (NETS-S for our sample lesson). The dropdown list of standards will reappear, allowing you to choose another set of standards. Repeat steps 2-5 to assign individual standards to the lesson.
- When you are done assigning standards, click on the blue Back to Lesson Plan link in the upper right corner of the screen. You will be returned to the Objectives and Standards screen. Note that the newly assigned standards are now displayed in the list field on the bottom half of the screen.

### What is the Teaching Standards Database?



You probably noticed a purple navigation button labeled Teaching Standards on the Standards Assignment screens. This navigation button connects to the Teaching Standards database, where you can

- View the existing standards, or
- Add a new set of standards to the database.

You may wish to review one or more sets of standards, or you may want to add an additional or updated set of standards that you can then assign to lessons plans you create.

See the Teaching Standards Database section on pages 31-34 of this Users Guide for detailed information about the format and functions of the Teaching Standards database.

## Descriptors and Source

Click on the green Descriptors and Source navigation button at the top of the Objectives and Standards screen (or any other detail screen within the lesson plan) to open the detail screen. This detail screen allows you to select descriptors from five categories and record bibliographical or resource information.

**1. Descriptors**  
Click on a text link, connect to the selection screen, and choose values that will be displayed and used for searches.

**2. Source**  
Click in the field to enter bibliographical or other source information.

**3. Websites**  
Click the Create URL link to add a link to the online source or other applicable websites for the lesson.

The screenshot shows a web interface with a title field containing "Backyard Ecosystems". Below the title are four main sections: "Topics" (Ecology, Research methods), "Technologies Used" (Digital Audio / Video, Movies/Videos, Internet), "Grade Levels" (4, 5, 6), "Content Areas" (Science), and "Relative Advantages" (Format aids collaborative, cooperative group work.). At the bottom, there are fields for "Source" and "Websites" with a "Create URL" link. Navigation buttons at the top include "Objectives and Standards", "Descriptors and Source", "Description", and "Images".

- Select Descriptors.** Descriptors are grouped on two selection screens: Topics and Technologies Used are on one screen; Grade Level, Content Areas, and Relative Advantages are on the second. Click on one of the descriptor text links to open the corresponding selection screen.

**Try It!** Click on the link for Topics to open the selection screen for Topics and Technologies Used.

## Descriptors Selection Screens

1. Click in the boxes next to the selections that describe your lesson. An X will appear in each box you select, and this item will be assigned to the lesson.

**Select Descriptors**  
Click in the checkbox next to each value that applies to your lesson.

**Tip: How do I deselect a descriptor?**  
Click on the X in the checkbox next to the value. Clearing the box removes the value from your lesson.

**Try It!** Select Topics Ecology and Research Methods and the Technologies Digital Audio/Video, Movies/Videos, and Internet.

2. Click on the Back to Lesson Plan link to return to the Descriptors and Source detail screen.
  3. Click on the text link for Grade Levels, Content Areas, or Relative Advantage to open the second selection screen and make your selections. When you are finished, click on the Back link.
2. **Add a Source.** Click in the field and enter your source information.
  3. **Create a Website Link.** Add links to the online sources of your lesson plan or to sites used for the lesson.

**1. Create URL Record**  
Click the text link.

**2. Enter URL**  
Enter full address to create a live link.

**3. Connect**  
Click GO and link to the web site.

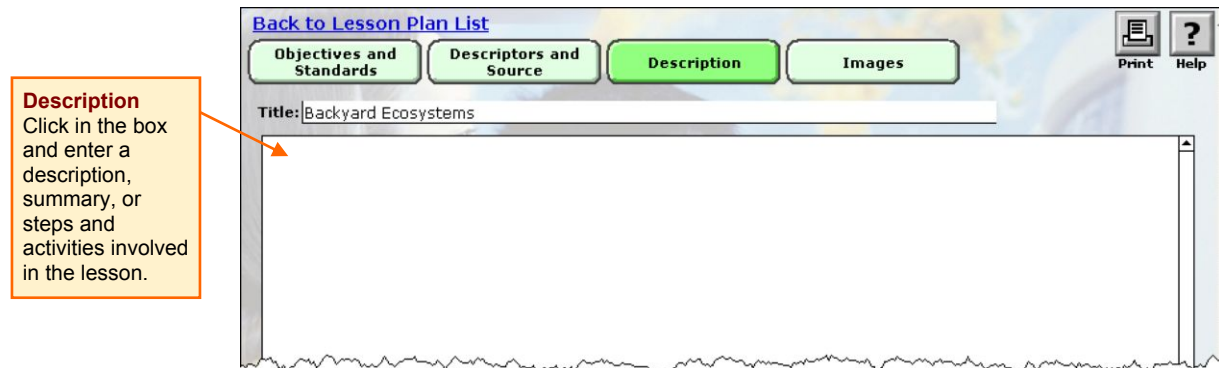
**Delete**  
Click on the X to delete a URL.

1. Click on Create URL.
2. A new URL record will be created. A green GO button will appear to the left of the new record field. Click in the field next to the right of the GO button and enter the full URL.
3. Click GO to test the new URL. (You must have an active Internet connection to do this.)

**Try It!** Enter an active URL, such as [www.prenhall.com](http://www.prenhall.com), then click GO and connect to the site.

## Description

Click on the large green Description button to connect to the Description detail screen. This detail screen provides a large text field in which you can describe your lesson plan or technology integration idea. You may wish to summarize lesson ideas from a published source, or you may want to include a step-by-step lesson plan that includes a list of resources, required materials, or other useful information.



1. Click and type in the text box to enter a description of your lesson.

**Try It!** Enter some example steps for our practice lesson:

Students work in groups to

1. Learn about the different ecosystems of the earth.
2. Research their own “backyard” habitat.
3. Prepare a video presentation about their backyard habitat

### Tip: Pasting Text into Database Fields

You may wish to copy and paste text from another source, such as a word-processed document. This is especially useful when adding large blocks of text to a database field, as you can compose and edit the text in a word processing program before copying it into the database text field.

1. Select and copy the desired text in the original document
2. Click in the description field.
3. Click on Edit in the Toolbar at the top of the database window and choose Paste Unformatted Text.

Keep in mind that formatting such as fonts, bold, and italics will not be carried over into the database program, although line breaks, tabs, and numbered lists will be carried over in the text field.

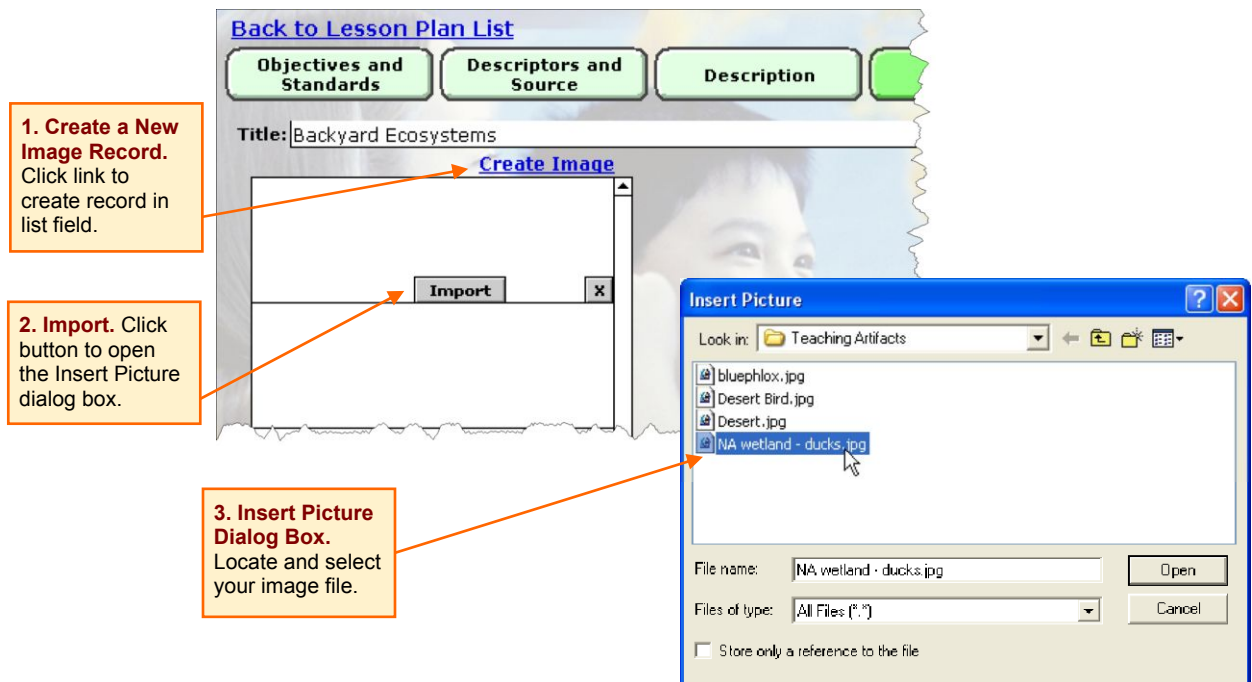


### How do I edit text within database fields?

Edit text just as you would within a word processing program: use the mouse to select the desired text, then type, delete, or otherwise edit the passage.

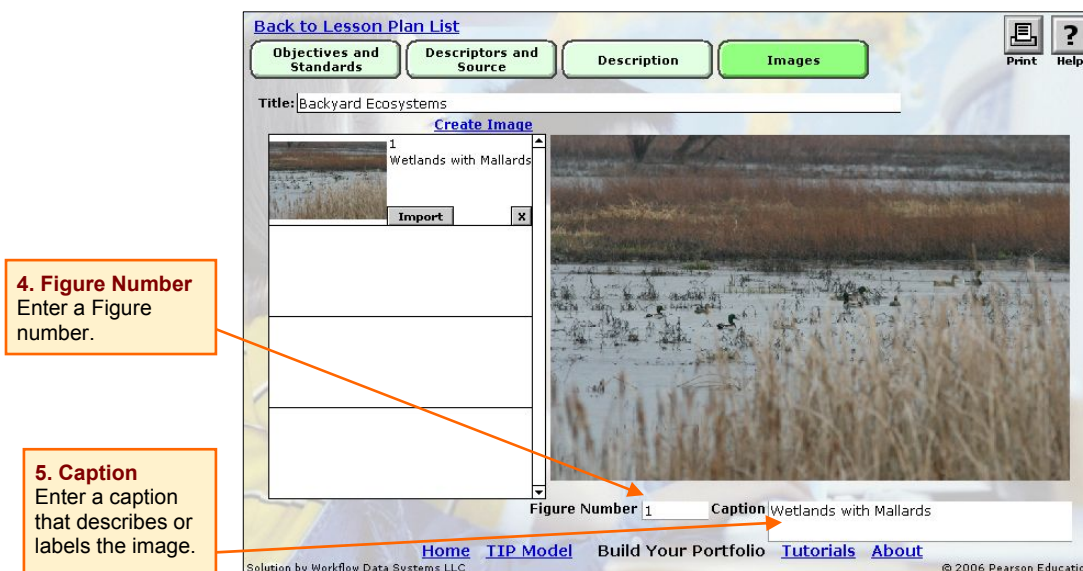
## Adding Images

Images provide useful resources and help to illustrate lessons you may use in a portfolio. You may wish to add image artifacts representing teaching aides, lesson components, products created, or images that document the teaching process used. Click on the green Images button to open the Images detail screen.



1. **Create an Image Record.** Click on Create Image to open a new image record. An import button will appear in the first empty field.
2. Click on the Import button to open the Insert Picture dialog window.
3. In the Insert Picture window, locate the image file you wish to use, select it and click Open. (Browse the folder list, open your image file, and then click on the file name to open it.)

A thumbnail image will appear in the list window, and the full-size image will appear in the large preview window to the right of the list:



4. **Figure Number.** To add or edit a figure number, click and type in the figure field beneath the preview window.
5. **Caption.** Click and type in the caption field located beneath the preview window.
6. To add additional images, repeat images 1-5. (Note: When importing additional images, be sure to use the import button in the first *empty* line or you will replace the existing image next to the button you click.)

#### What types of images can I import?

The following files types can be imported:

- JPEG (.jpg/.jpeg)
- Graphic Interchange Format (.gif)
- Bitmap (.bmp)
- Portable Network Graphics (.png)

NOTE: The image you wish to import must be located on your computer hard drive.

**Try It!** Locate a picture file on your computer and import it to practice the process.

7. You may want to preview, replace, or delete images that you've added.

#### Preview Existing Images:

Scroll through the list to locate the desired image and click on the thumbnail image to display a full size image in the preview window.

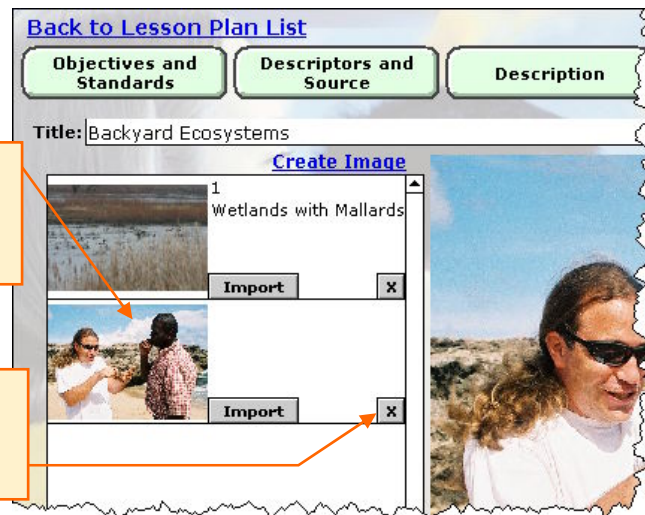
**Delete an Image:** Click on the X button. A confirmation dialog box will appear. Click OK to delete the picture (or Cancel the deletion). Note that the image has only been deleted from your database; the original file on your computer is not affected.

#### Preview Images

Click on the thumbnail to display in the preview window.

#### Delete Picture


Click on the X button to remove image.



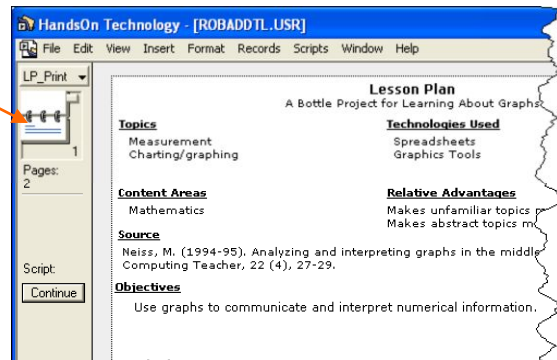
**Replace an Image:** To replace an image without modifying figure number or caption, simply click on Import in the list field that contains the image thumbnail and select the new picture in the Insert dialog box.

## Print Your Lesson Plan

As you continue to create lessons and begin building portfolios, you will no doubt want to print some or all of the lessons you create. To get an idea of how your entries and selections are formatted for print, try printing your practice lesson, or simply view the print preview to get an idea of how the formatted lesson looks. (Review the detailed instructions for printing a lesson plan on page 22 in the *Anatomy of a Lesson Plan* section of this Users Guide.

1. Click the Print button in the upper right corner of any detail screen 
2. In the print image message box, choose print (if you added one or more images to the lesson plan). As you will see, the images, along with their numbers and captions, will be printed on an addendum page, which allows you to print a complete, formatted lesson with or without the associated images.
3. Preview your formatted lesson plan.

Before clicking continue, click on the “rolodex” icon to view each formatted page of the lesson plan.



After previewing the lesson, click on continue.

4. In the print dialog box, click on OK if you want to print a copy of lesson; otherwise, click on Cancel to return to the detail screen you came from. (Note that if you cancel printing, you will not be able to preview the print format for images.)
5. If you elected to print the images, a second print preview window will appear, allowing you to view the print format. Click continue to view the image print dialog box, where you can set preferences and choose OK or cancel printing and return to the detail screen you came from.

## Return to the Lesson Plan List View

Now that you have completed your lesson, click on the blue Return to List View link and locate your new lesson in the list.

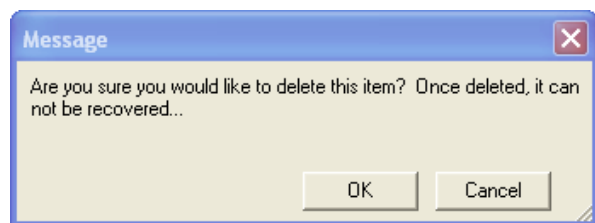
Your new lesson is highlighted in yellow.



## Deleting a Lesson Plan

You can permanently delete any of the lessons you create; you may wish to delete your sample lesson after you complete the tutorial. (Consider waiting until you have completed all sections of the tutorial before deleting the lesson plan; you will use it later to practice creating a portfolio.)

5. Open the lesson from the list view. Lessons can be deleted only from the Objectives and Standards screen.
6. Click on the delete button. A confirmation dialogue will appear.
7. Click OK to delete the lesson and return to the list view, or click Cancel to return to the detail screen without deleting the lesson. Click OK to return to the detail view.





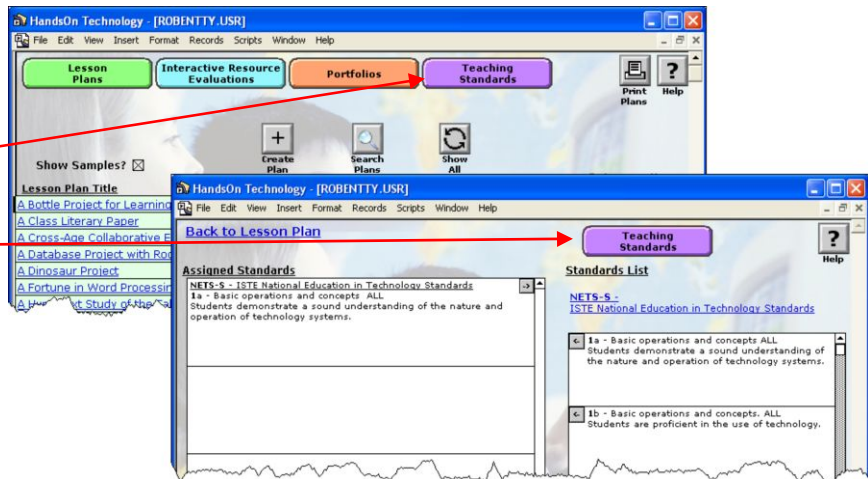
# TEACHING STANDARDS DATABASE

The purpose of this database is to provide standards that can be assigned to lessons in the Lesson Plans database (recall this step of the lesson plans walkthrough). The Teaching Standards database includes 15 sets of preloaded standards for technology integration and major content areas, as well as a template you can use to add new standards.

## Open the Database

Click on the purple Teaching Standards navigation button labeled on either of these two screens:

- Lesson Plans list view
- Standards Assignment screen in the lesson plan template.



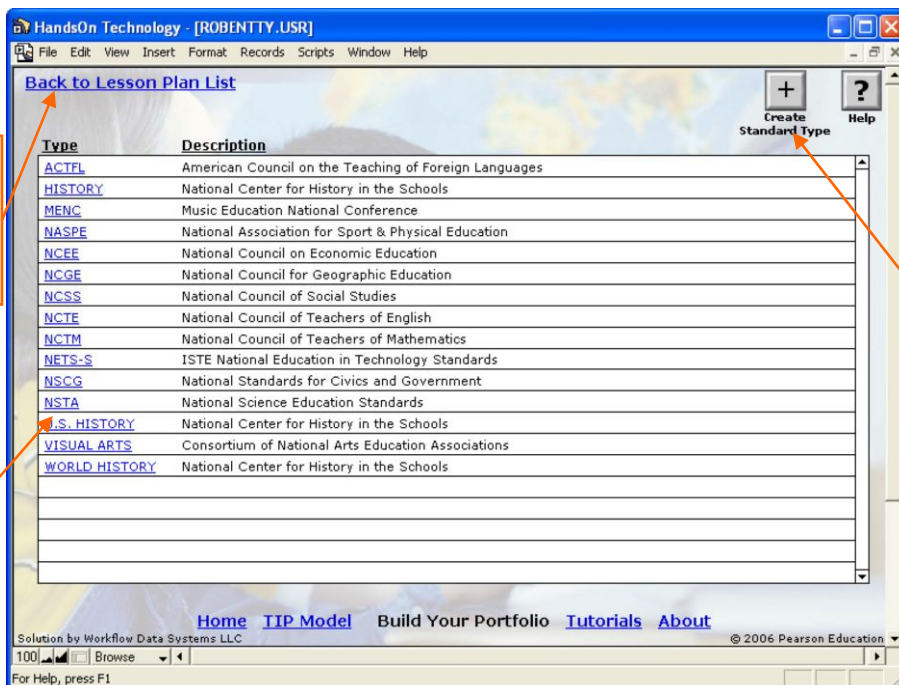
**Try It!** For this walkthrough, enter from the lesson plans list view.

## List View

The first screen of the Teaching Standards database lists all standards in the database—the preloaded standards as well as those you create. From here, you can view an existing set of standards or create a new set. When you are finished using the Teaching Standards database, click on the Back link to return to the screen you came from, whether it is a Lesson Plan or the Lesson Plan List View.

**Back**  
Return to Lesson Plan list view or detail screen you came from.

**View Standards**  
Click on desired Type/acronym to view the standards set.



**Create New Standard Type**  
Connect to template and create new set of standards.

## View Standards: The Standards Detail Screen

Click on the desired standards set type/acronym in the list view. The standards detail screen will open, displaying the text of the standards set in the standards template/detail screen.

The screenshot displays the 'Standards Detail Screen' for 'NETS-S'. The page title is 'Back to Standards List'. The source is identified as 'ISTE National Education in Technology Standards'. The table below lists various standards with their respective numbers, letter grades, and descriptions.

Number	Letter Grade	Grade	Standard / Substandard	Standard / Substandard
1	a	ALL	Basic operations and concepts	Students demonstrate a sound understanding of the nature and operation of technology systems.
1	b	ALL	Basic operations and concepts.	Students are proficient in the use of technology.
2	a	ALL	Social, ethical, and human issues	Students understand the ethical, cultural, and societal issues related to technology.
2	b	ALL	Social, ethical, and human issues	Students practice responsible use of technology systems, information, and software.
2	c	ALL	Social, ethical, and human issues.	Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
3	a	ALL	Technology productivity tools	Students use technology tools to e learning, increase productivity, and creativity.
	b	ALL	Technology productivity tools	Students use productivity tools to in constructing technology-enhanced prepare publications, and produce creative works.

Callout boxes in the image identify the following fields:

- Standard Type / Title:** Acronym or abbreviated name (NETS-S).
- Number:** Main standard number (1, 2, 3).
- Letter:** Substandard designation (a, b, c).
- Grade:** Grade Level(s) the standard applies to (ALL).
- Source:** Organization or other source behind the standards (ISTE National Education in Technology Standards).
- Standard / Substandard:** Text of the main standards (first column) and sub standards (second column).

**Try It!** In the Teaching Standards List View, click on NETS•S. You will be directed to the detail screen shown in the figure above.

The template is designed to accommodate a variety of standard types. Within each set of standards, information is displayed within some or all of the following fields, as needed:

- **Standard Type/Title:** The Type or acronym for the standards will be automatically displayed at the top of the screen
- **Number:** Numerical designation for the main standard.
- **Letter:** The substandard designation (usually a letter, although some standard types use a second number or decimal).
- **Grade:** The grade level designated by the standard's source; can be a range such as K-4 or high school, or "ALL" if the standard is for all grade levels.
- **Standard/Substandard:** The first of the two larger text fields (next to the grade column) includes the text of the main standard. The last column displays text for each substandard. Occasionally, this field is used for additional descriptive text related to the main standard.
- **Source:** The publishing organization will be automatically displayed at the top of the screen.

Use the scrollbar along the right edge of the list view window (along the right edge of the last column) to move through each list of standards.

**Try It!** Explore the Teaching Standards database by viewing several standards types. Familiarize yourself with the detail view and template: Note that not all types include sub standards, and not all types use the same numbering system; however, all are easily accommodated by the template.

## Create a New Set of Standards

1. Open (or return to) the Teaching Standards list view.
2. Click on the Create Standard Type button in the upper right corner of the screen.
3. An intermediate screen is displayed. Enter information about your new standard type:

### Standard Set Abbreviation

The acronym or another brief identifier for your new set of standards.

### Standard Set Name

The full title of the standards.

### Standard Set Source

The organization, state, district, or other entity that created or determined the standards.

**Try It!** Create a new set of standards named Example Set, with the abbreviation EXSET and Example as the Source.

4. Click on Confirm to proceed to the standards template detail screen, which contains a blank template where you will define the standards included in the new set.
5. **Create a Standard.** Click on the Create Standard button to activate a row record in the template. When the field is activated, light gray field borders will appear, as well as a delete button.

6. Click in each gray-bordered field to enter appropriate information.

**Try It!** Enter the following values for the first record:

Number: 1

Letter: No entry.

Grade: ALL

Standard descriptive text: Text of standard number one.

Substandard descriptive text: No entry.

7. Repeat steps 5-7 for each new standard and substandard. Note: Always enter the main standard text in each substandard record to ensure that the complete verbiage of the standard appears in the database listing and in printed copies.

**Try It!** Click on the Create Standard button to create a second new record.

This time, create a substandard called 1a.

Number: 1

Letter: a

Grade: ALL

Standard descriptive text: Text of standard number one

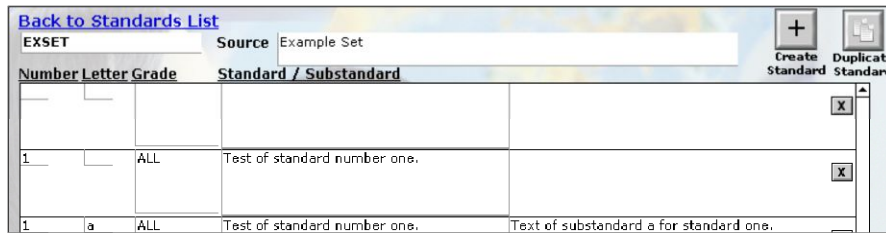
Substandard descriptive text: Text of substandard (a) for standard one.

### Tip: Copying and Pasting Between Records.

When creating sub standards, you may wish to copy and paste the text of the standard text.

- Use your mouse to select the text to copy.
- Click on Edit in the main menu, and then choose Copy.
- Click in the field where you want to enter the copied text.
- Click on Edit in the main menu, and this time choose Paste Formatted Text from the pull down menu.

As you continue to create standards, each new (empty) record will appear at the top of the list window, and the standards you create will be sorted in chronological order:



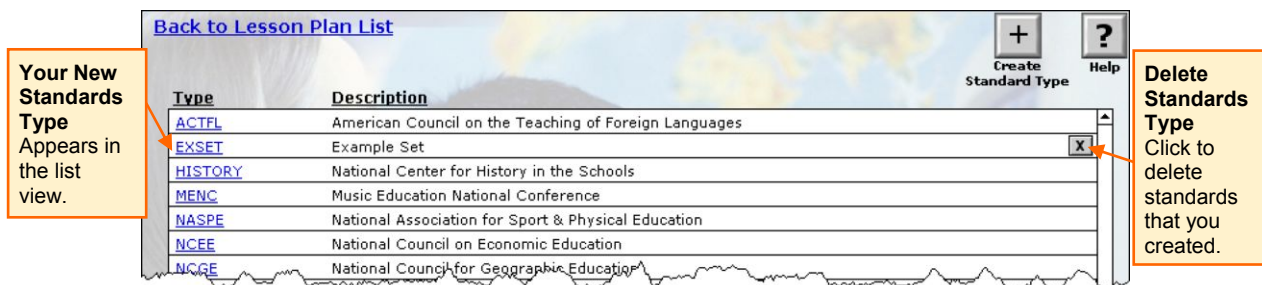
8. **Delete a standard.** Click on the delete [X] button located at the right edge of the standard row record to permanently delete it from your standards set.
9. **Return to the List View.** When you are finished adding standards to the new set, click on the Back link in the upper right corner and return to the Teaching Standards list view. Your new set of standards, type EXSET, will automatically appear in the alphabetized list view.

## Editing Standards

To edit an existing set of standards that you created, simply open the type in the list view and edit them with the teaching standards template.

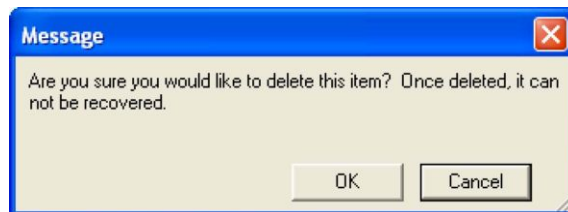
## Delete a Set of Standards

You may delete any set of standards that you create.



1. Click on the delete button located along the right edge of the window in the list view (indicated in the figure above).
2. A confirmation message will appear.

Click OK to permanently delete the standards set, *or* Click Cancel to abort the process and return to the list view.



Note that deleting a set of standards will not delete individual assignments of the standards within lesson plans. If any of standards from the deleted set were already assigned to individual lesson plans, they will still appear in the standards list for that lesson.

# INTERACTIVE RESOURCE EVALUATIONS

This feature of Build Your Portfolio allows you to use Checklists and Rubrics to create a database of Interactive Resource Evaluations (IREs). These evaluations provide a helpful resource for lesson planning and can be added to one or more of the professional portfolios you create using the Portfolios function of the database. Evaluations can be created using one of the preloaded Rubrics and Checklists or one that you have created. Note: If you wish, review the Rubrics & Checklists section first to become acquainted with the Rubrics.

## Open the Interactive Resource Evaluation Database

Click on the light blue Build Your Portfolio navigation button at the top of any screen Build Your Portfolio. The first screen of the Interactive Resources Database is the list view. Initially, the list will be empty. As you create evaluations, they will be added to your database and shown in the list view.

The screenshot shows a web application window titled "HandsOn Technology - [ROBENTTY.USR]". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a navigation bar with buttons for "Lesson Plans", "Interactive Resource Evaluations", "Portfolios", and "Rubrics & Checklists". Below the navigation bar are three main action buttons: "Create Evaluation" (with a plus sign), "Search Evaluations" (with a magnifying glass), and "Show All" (with a refresh icon). On the right side, there are "Print Evaluations" and "Help" buttons. The main content area is a table with columns for "Evaluation Title", "Type", and "Date Created". Callout boxes provide instructions for each button: "Create Evaluation" (Create a new evaluation record), "Search Evaluations" (Search for evaluations that meet your criteria), "Show All" (Refresh the list to include all evaluations in the database), "Print Evaluations" (Print all evaluations shown in the list view), and "Rubrics & Checklists" (Connect to the Rubrics database).

## Create an Evaluation

1. Click on the Create Evaluation button to open a new evaluation record.
2. An intermediate window will open automatically. Click in each field to enter/select information about your new evaluation:

The screenshot shows a form for creating a new evaluation. It has three main input fields: "Title" with the text "Example Student Video Evaluation", "Evaluation Category" with a dropdown menu showing "Assessment of Student Products" selected, and "Check List / Rubric Name" with a dropdown menu showing "Assessment of Student Products" selected. At the bottom of the form are two buttons: "CANCEL" and "CONFIRM".

**Title:** Click in the text field and enter a title for the new evaluation.

**Category:** Click in the field to select a category from the pull down menu. Evaluations can be created for the following categories:

- Assessment of Commercial/Published Products
- Assessment of Lessons and Courses
- Assessment of Student Products
- Teacher-Student Skills Self-Assessment

**Checklist/Rubric Name:** Click in the field to display the pull down menu. The menu will list Rubrics or Checklists from the Category you selected in the previous field. Initially, all of the preloaded Rubrics and Checklists will be available to you. As you create new Rubrics and Checklists, they will also appear in the list.

3. Click on the Confirm button to proceed to the Interactive Resource Evaluations detail screen/template for the new record or Cancel to return to the list view.

**Try It!** Create a practice evaluation to go along with the lesson plan you created in the lesson plan walkthrough. Open a new evaluation and enter the following information on the intermediate screen:

Title: Example Student Video Evaluation  
Category: Choose Assessment of Student Products  
Checklist/Rubric Name: Video Project Rubric

### Tip: Use Checkboxes to Choose Default and Custom Fields

Checkboxes to the right of descriptive fields allow you to choose which default and custom fields to use in your evaluation. Simply click in the box to create custom fields and to turn on/off any existing field.

#### Activate a Field:

- Fields are activated when an X is visible in the checkbox.
- Activated fields will be visible on this detail screen and will appear in any printed copies of the evaluation.

#### Deactivate (Hide) a Field:

- Click in the checkbox to clear the X.
- Deactivated fields will be hidden from view and will not appear in printed copies of the evaluation.

Deactivated fields are not deleted from the record—they are merely hidden. You can restore a field at any time by reactivating it.

## Evaluation Detail Screen

On the Evaluation Detail Screen, you will enter descriptive information about your evaluation and connect to the interactive Rubric or Checklist you selected to complete the evaluation.

1. **Basic Information.** The first set of fields (Title, Category, Rubric, and rubric Type) are automatically filled using your choices from the previous screen. Only the Title field can be edited. (Note: For a description of each Rubric/Checklist Type, refer to the section for Rubrics & Checklists.)

2. **Default Fields.** Click in each field to enter appropriate information in any of the seven default fields:

The screenshot shows the 'Evaluation Detail Screen' with the following fields and callouts:

- Basic Information:** Title (Example Student Video Evaluation), Category (Assessment of Student Products), Rubric (Video Project Rubric), Type (Pick 4 Scored).
- Default Fields:** Source, Date (7/15/2005), Cost, Length, Content, Audience, Objectives, Publisher.
- Custom Fields:** Lesson (Backyard Ecosystems).
- Checkboxes:** A vertical column of checkboxes on the right side of the form, used to activate or deactivate fields.
- Navigation:** Buttons for 'Delete Evaluation', 'Print Evaluation', and 'Help' at the top right.
- Callouts:**
  - Basic Information:** Automatically filled from the intermediate screen.
  - Default Fields:** Descriptive fields in the template help describe the evaluation.
  - Custom Fields:** Add your own descriptive.
  - Rubric / Checklist:** Connect to the interactive Rubric or Checklist to complete the evaluation.
  - Checkboxes:** Choose which fields you want to use by turning the checkboxes on or off.

Footer: Home TIP Model Build Your Portfolio Tutorials About © 2006 Pearson Education

- Source
- Date
- Cost
- Length
- Audience
- Objectives
- Publisher

3. Choose/hide default fields. Default fields are automatically activated when you open the evaluation. Deactivate any that you do not wish to use by turning “off” the checkbox along the right side of the screen that corresponds to the unwanted field.

**Try It!** Enter information such as the date in default fields. Try deactivating fields you are not using.

4. **Custom Fields.** Create up to five custom fields for your evaluation. These will be displayed on the detail screen and included in any printed copies of the current evaluation.

The screenshot shows a web form titled "Back to Evaluation List" with two tabs: "Evaluation" (selected) and "Rubric / Checklist". The form contains several fields: Title, Category, Rubric, Type, Source, Date, Cost, Length, Content, Audience, Objectives, Publisher, and Lesson. A vertical column of checkboxes on the right side of the form allows for activating or deactivating each field. Three callout boxes provide instructions:

- 1. Activate Fields.** Click in checkboxes to display "X". Two new, empty fields will appear on the same line as each activated box.
- 2. Field Name.** Click and type in the first new field to name the new descriptive field.
- 3. Descriptive Information Field.** Enter information for the new field name you created.

The "Lesson" field is currently filled with "Backyard Ecosystems". The form also includes navigation links (Home, IIP Model, Build Your Portfolio, Tutorials, About) and a copyright notice for Pearson Education.

**Editing a Custom Field.** If you wish to change a custom field, simply use your mouse to select the text and then enter any edits.

**Try It!** Create a new field titled Lesson, then enter “Backyard Ecosystems,” the name of the practice lesson plan you created earlier in the walkthrough.

## Complete the Interactive Rubric/Checklist

This interactive version of the evaluation Rubric or Checklist allows you to use create an electronic record of the assessment portion of your Interactive Resource Evaluation. You will complete the evaluation by scoring the product using this rubric.

1. **Open the rubric.** On the detail screen, click on the pale blue Rubric/Checklist navigation button to open an interactive version of the rubric or checklist you selected. For each rubric, questions/objectives and responses are presented in a list:

**Interactive Rubric**  
Click on an objective/list item to open the criterion and score the item.

**Browse**  
Scroll through the list of objectives/list items.

**Try It!** Open the Video Project Rubric associated with the practice evaluation you are creating and complete the assessment by selecting criteria and assigning scores for the objectives.

## 2. Select Scores/Responses

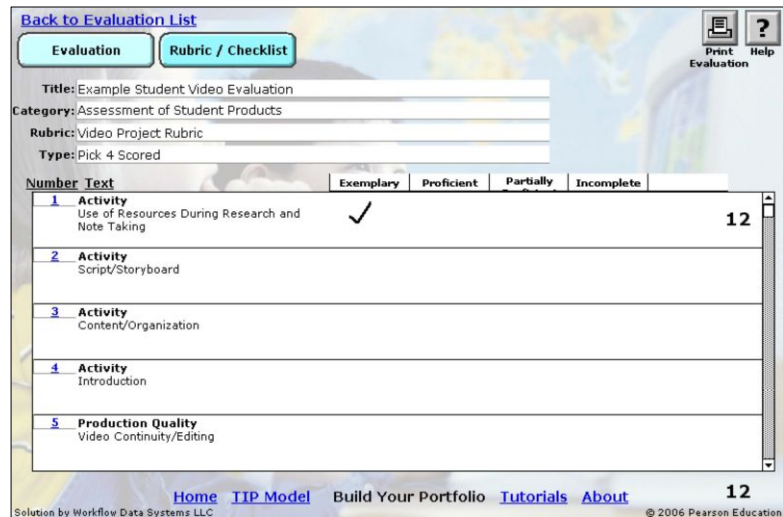
1. Scroll through the questions/objectives and select a response/score for each. For this tutorial, we will explore the Video Project Rubric, a pick 4, scored, rubric (meaning that each objective has four scoring criteria, each of which is assigned a number value):
2. Click on the number “1” in the Number column to open the scoring screen, shown above, to view the scoring screen:
3. Click on the criterion under Exemplary to select it for the first objective.
4. A large checkmark will appear, and a score of 12 will appear above the criteria display box.
5. Click on the Back to Rubric/ Checklist link to return to the rubric question list.

**Criterion selection and score are both recorded.**



3. The rubric will display your selections for the assessment:

- A checkmark indicates the criteria/level you select
- The accompanying score is displayed at the end of the row (since this is a scored rubric), and
- A running score for the assessment is displayed. When the rubric is complete, you will be able to see the total score for all questions/objectives.



**Try It!** To familiarize yourself with the checklist format, create another practice evaluation using a checklist such as Criteria for Evaluating Website Content. Complete the interactive checklist/rubric to familiarize yourself with the procedure.

**Tip: Completing Interactive Rubrics & Checklists**

On the assessment screen, questions and responses are presented in a list with interactive scoring features.

**Checklists**

- Responses (Y/N, Y/N/NA, Y/N/U) are displayed in blue hyperlink text.
- Record your response by clicking on the appropriate choice, which will then be displayed in bold black text.

**Rubrics**  
(Pick 3, 4, or 5, scored or unscored)

- Each category/objective is numbered and displayed in the list.
- Click on the question number to view criteria for each objective.
- Select a criterion/score, by clicking in the appropriate box; a large black checkmark will appear above your choice.
- This selection and any applicable score will be registered in the full rubric.

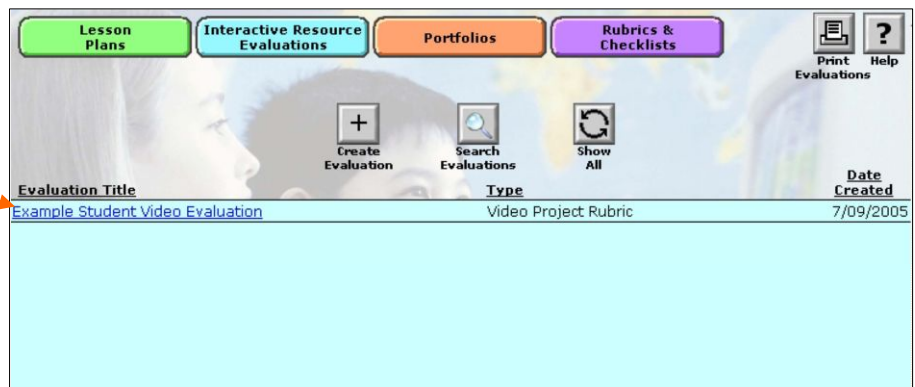
## Additional Functions: *What Else Can I Do?*

### View an Evaluation

Once you have created at least one evaluation, it will be displayed in the list view.

Click on the title in the list view.

The evaluation detail screen will be displayed. From here, you can open the rubric or checklist and view the scoring screens for each question.



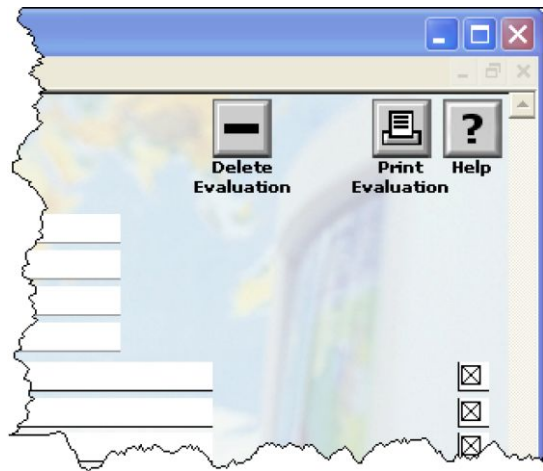
### Delete Evaluation

1. Open the appropriate record from the list view.
2. In the detail screen, click on the delete button in the upper right corner.
3. A confirmation dialogue will appear, allowing you to proceed or cancel.

NOTE: Once deleted, the record cannot be retrieved.

### Print Evaluation

1. You can print a single evaluation from any detail screen within the evaluation.
2. Click on the Print button in the upper right corner of the screen.
3. A preview screen will appear; click on the Continue button along located to the left of the preview to display the print dialogue.
4. In the print dialog box, select any preferences you desire. Click on OK to proceed with printing or Cancel to forgo printing and return to the list screen.



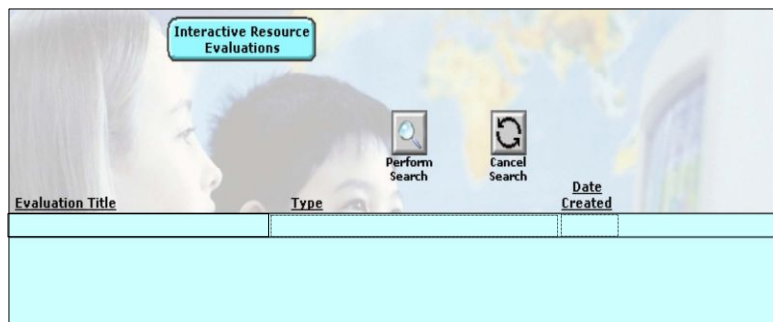
### View Help

Click on the Help button to access topical help documentation. Use the back link to return to the evaluation screen you started from.

### Search Evaluations

This function allows you to search across all lesson plans displayed in the list view. Click on the Search button in the list view to open a search screen.

1. Enter your desired criteria in the appropriate fields:
  - Evaluation Title
  - Type
  - Date
2. Click on Perform Search to complete the search, or click Cancel to return to the list view.



For additional tips on searching, see the section on searching on pages 16–17 of this guide.

### Show All

Click on the Show All button in the list view to restore all of the Interactive Resource Evaluation records in the database to the list view. This function can be used to refresh the list after performing a search.

### Print Evaluations

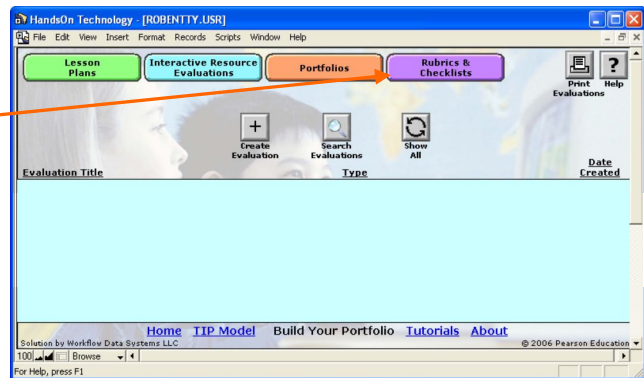
Clicking on the print button on the list view screen allows you to print the full content of *all* evaluations displayed in the list view, similar to the Print Lesson Plans function available in the Lesson Plan list view. A confirmation dialog will appear, allowing you to proceed, or cancel, printing all of the displayed records. To review a detailed description of the print procedure dialog windows, see the Print Lesson Plans section on page 17.

# RUBRICS & CHECKLISTS DATABASE

The Rubrics and Checklists database provides 21 preloaded rubrics from the *Integrating Educational Technology into Teaching*, Eighth Edition, textbook along with a template you can use to create and edit new rubrics and checklists that are added to the database. These assessment tools can be printed or used to create an evaluation in the Interactive Resource Evaluation database. Within the Rubrics and Checklists database, you may view and print the preloaded rubrics, create new rubrics from scratch, duplicate and edit existing rubrics, and print any of the rubrics and checklists in your database (both preloaded and those you create).

## Open the database

Click in the purple Rubrics & Checklists navigation button on the Interactive Resource Evaluations list view screen.



**Try It!** Open the Rubrics & Checklists database and then follow the steps below to familiarize yourself with the database and to create a new rubric.

## List View

The first screen of the Rubrics & Checklists database presents a list of existing rubrics. Initially this will consist of the 21 preloaded records; once begin adding new rubrics and checklists, they will be displayed as well. By default, rubrics and checklists are listed in alphabetical order. Use the scrollbar along the right edge of the display box to scroll through the list.

The screenshot shows the 'Back to Evaluation List' screen. A table lists 21 rubrics and checklists. Callout boxes provide instructions for various elements:

- Back:** Return to the Interactive Resource Evaluation list view.
- Title:** Click on a title link to view the rubric in the detail view.
- Category:** The category designation is displayed beneath each title.
- Create Rubric:** Open the template to create a new Rubric or Checklist.
- Type:** Displays the type for each rubric or checklist.

Title	Category	Type
<a href="#">Brochure Rubric</a>	Assessment of Student Products	Pick 2 Scored
<a href="#">Checklist for Assessing Multimedia Products</a>	Assessment of Student Products	Pick 2 Y/N
<a href="#">Cooperative Group Work Rubrics</a>	Assessment of Student Products	Pick 4 Unscored
<a href="#">Criteria for Evaluating Website Content</a>	Assessment of Commercial/Published Products	Pick 3 Y/N/NA
<a href="#">Essential Criteria Checklist for Evaluating Instructional Courseware</a>	Assessment of Commercial/Published Products	Pick 2 Y/N
<a href="#">Evaluation Checklist for a Technology-Integrated Lesson</a>	Assessment of Lessons and Courses	Pick 3 Y/N/U
<a href="#">Internet Skills Self-Assessment Rubric</a>	Teacher-Student Skills Self-Assessment	Pick 4 Scored
<a href="#">Multimedia Software Evaluation Checklist</a>	Assessment of Commercial/Published Products	Pick 2 Y/N
<a href="#">Optional Criteria Checklist for Evaluating Instructional Software</a>	Assessment of Commercial/Published Products	Pick 2 Y/N
<a href="#">Portfolio Rubric</a>	Assessment of Student Products	Pick 4 Unscored

### **Rubric/Checklist Categories**

Rubrics and checklists are organized into four categories that indicate the intended use. These are displayed in the list view as well as the detail screen. Each of the preloaded records belongs to one of these categories, and you will choose one of these for each rubric or checklist you create:

- Assessment of Commercial/Published Products
- Assessment of Lessons and Courses
- Assessment of Student Products
- Teacher-Student Skills Self-Assessment

### **Type**

Rubrics and checklists are dynamic evaluation tools; their format is usually influenced by the intended use. In this database, Type describes the format in which the rubric or checklist questions/objectives and criteria (if applicable) are presented in the database, as well as the way in which it functions within the Interactive Resource Evaluations. The type for each rubric and checklist is displayed in the list view. (You will select both a category and type for each new rubric or checklist you create.) Nine Types are available, with each falling into one of three basic formats:

**Checklist:** Each Question/Objective has 2-3 yes/no answer choices:

- Pick 2 Y/N
- Pick 3 Y/N/NA
- Pick 3 Y/N/U

**Scored:** Each objective/question presents 3-5 scoring criteria (indicated by the pick X number), each of which has an assigned point value. These point values appear in the printed version and allow for automatic scoring when used in an Interactive Resource Evaluation. (For rubrics you create, you will designate the point values.)

- Pick 3 Scored
- Pick 4 Scored
- Pick 5 Scored

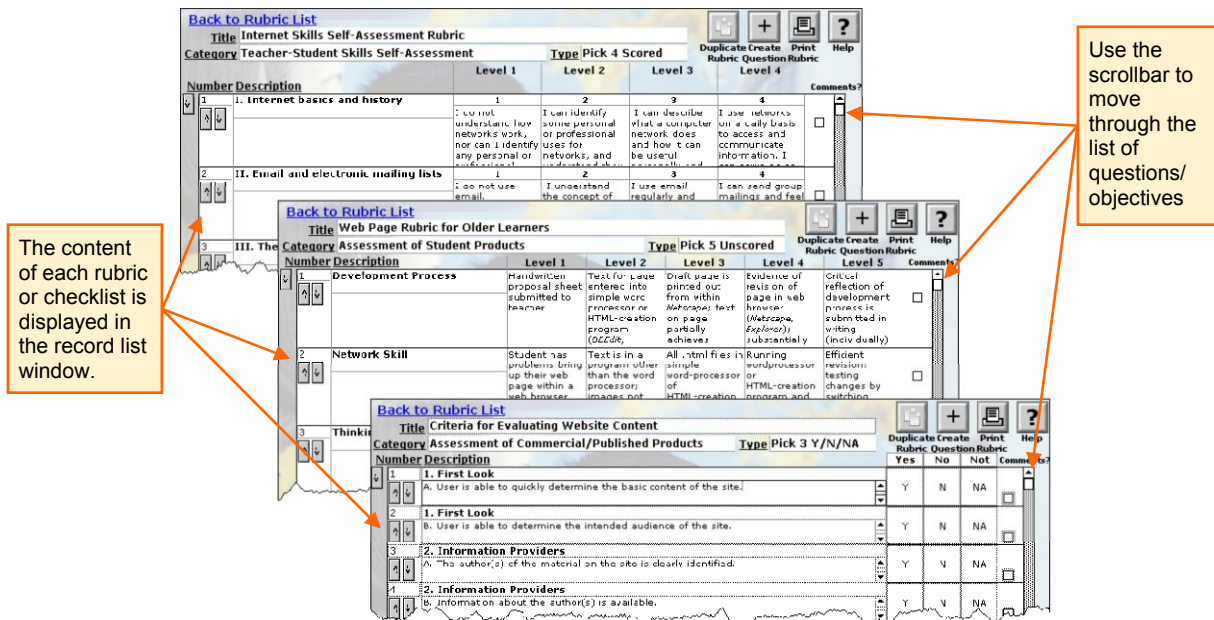
**Unscored:** Each objective/question presents 3-5 scoring criteria (indicated by the pick X number), but no point values are assigned. When used in an Evaluation, each criterion selection is recorded and displayed, but it is not assigned a score.

- Pick 3 Unscored
- Pick 4 Unscored
- Pick 5 Unscored

## **View a Rubric or Checklist: The Rubrics & Checklists Template Detail Screen**

To view the full text of any Rubric or Checklist, click on the title in the list view. From this detail view, you may also edit, delete, duplicate, and print the rubric or checklist. Take a moment to familiarize yourself with the features detail view for each type of rubric or checklist

Click on the title of the desired rubric or checklist in the list view. The rubric detail screen will open, displaying the objectives/questions and responses in the appropriate template for the rubric type. Notice that the detail view is different from the interactive version you viewed within the Interactive Resource Evaluations feature.



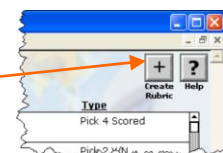
**Try It!** View an example of each major type of rubric or checklist by opening each of the rubrics shown in the figure below:

- Internet Skills Self-Assessment (Pick 4 Scored)
- Web Page Rubric for Older Learners (Pick 5 Unscored)
- Criteria for Evaluating Website Content (Pick 3 Y/N/U).

**Try It!** To get a preview of what the final layout looks like for each type of rubric or checklist, including comments and column and category headings, try viewing a print preview for each. See the Print Rubric steps for printing in the section at the end of the Rubrics and Checklists section.

## Create a New Rubric

1. Open (or return to) the Rubrics & Checklists list view.
2. **Create a New Rubric/Checklist Record.** Click on the Create Rubric button in the Rubric & Checklist list view.
3. An intermediate window will open. Enter information about your rubric/checklist in each field:



**Rubric/Checklist Category.** Click in the field and select the appropriate category from the dropdown list.

**Rubric/Checklist Name.** Enter a title for your new rubric or checklist.

**Type.** Click in the field and select the desired type from the dropdown list.

**Type Explanation.** A description of the selected type will be displayed.

**Try It!** Create a new record called “Example” and then use it to complete the steps of the tutorial. Choose the category Assessment of Commercial/Published Products and the type Pick 3 Y/N/NA.

- Click on Confirm to proceed to the Rubric & Checklist detail view screen, which will display the appropriate template for the type you selected. Clicking Cancel returns you to the List View.
- Create a New Question.** Click on the Create Question button (circled below). A new objective/question record will be activated, as shown here. Light gray borders will appear, and you will be able to enter information into each field to define the question/objective.

- Number:** This field designates the *line number* for the question item: the number indicates the order in which the question rows will appear in the completed rubric. Click and type the desired line number (1, 2, 3, etc.) in the field. NOTE: This number will *not* appear in the printed version of your rubric or checklist—it functions solely as an organizational device.
- Description:** Create questions and/or categories using the two stacked fields in this column. The description field includes two portions, or cells, divided by a light gray line. Click and type in each cell to enter information.

- Create a main question/objective or category: The uppermost description cell will be presented in bold text in the final rubric. Enter the text of the question/objective or create a category name for which there will be several questions/objectives.
- Create a sub question/objective: Text entered in the lower portion/cell will be presented as indented regular type and indented below the text from the first cell. Use this cell for descriptive text, sub questions, or questions in a grouped category, or leave it blank if you choose.

To gain a better understanding of the possible question formats, view the following preloaded rubrics:

- *With categories:* Rubric for Online Courses.
- *Without sub questions or categories:* Brochure Rubric.
- *Questions with descriptive text:* Multimedia Software Evaluation Checklist

**Tip: Creating Categories Grouping Questions under a Single Heading**

- Enter the category name in the upper cell of the first question in the group.
- Create additional questions in the lower cell, leaving the upper cell empty.
- Be sure to number the questions sequentially so they appear in consecutive lines.
- In the final rubric, the category heading will only appear above the first question in the group.

8. Responses/Scoring Criteria: Create column headings and responses for each question/objective.

The screenshot shows a rubric creation interface. At the top, there are fields for 'Title' (EXAMPLE), 'Category' (Assessment of Commercial/Published Products), and 'Type' (Pick 3 Y/N/NA). Below these are buttons for 'Duplicate Rubric', 'Create Question', 'Print Rubric', and 'Help'. The main table has columns for 'Yes', 'No', 'NA', and 'Comments'. A callout box labeled 'Response Column Headings' points to the top row of the table. Another callout box labeled 'Responses Required for each question.' points to the 'Yes', 'No', and 'NA' columns.

1. Create column headings. Click and type in the heading cells that are located above the first question/objective row. (Since this rubric is Pick 3 Y/N/NA, the column headings are Yes, No, and NA.)
2. Enter responses. You must enter responses for every question: in each column, enter the appropriate response. (Since this rubric is Pick 3 Y/N/NA, enter Y, N, and NA in the appropriate column for each question.)

**Tip: Creating Scored Criteria**

For scored criteria, every objective/question has 3-5 possible responses, each of which has a different point value. Assign these when you create the rubric. The response cell for each objective/question is divided into two parts for the score and the criterion:

The screenshot shows a rubric creation interface for a scored rubric. At the top, there are fields for 'Title' (Example Scored Rubric), 'Category' (Assessment of Lessons and Courses), and 'Type' (Pick 4 Scored). Below these are buttons for 'Duplicate Rubric', 'Create Question', 'Print Rubric', and 'Help'. The main table has columns for 'Excellent', 'Good', 'Fair', and 'Poor'. The 'Excellent' column has a score of 12, 'Good' has 8, 'Fair' has 4, and 'Poor' has 0. A callout box labeled 'Score: Click and type a score for each choice.' points to the score values. Another callout box labeled 'Criteria: Describe the criteria that must be met to be for each score/level.' points to the description text in the 'Excellent' column.

After creating headings for each column, use the top portion (above the gray line) to assign a point score for each criterion. In the bottom portion, enter the criterion text describing the minimum requirements for receiving the score.

9. Comments: To include a labeled space for comments following any question, activate the checkbox by clicking in it (displays an X when activated). If your questions are arranged in categories and you wish to include only one comment section per category, check the comment box for the last question (only) in each set.

The screenshot shows a rubric creation interface. At the top, there are fields for 'Title' (EXAMPLE), 'Category' (Assessment of Commercial/Published Products), and 'Type' (Pick 3 Y/N/NA). Below these are buttons for 'Duplicate Rubric', 'Create Question', 'Print Rubric', and 'Help'. The main table has columns for 'Yes', 'No', 'NA', and 'Comments'. A callout box labeled 'Comments' points to the checkbox in the 'Comments' column, with the text 'Activate the checkbox to create a labeled space for comments.'

**10. Create Additional Questions and Responses.** Repeat steps 5–9 to create additional questions and responses for this checklist. Notice that each time you click on the Create Question button, the newly activated record appears at the top of the list.

The screenshot shows a web interface titled "Back to Rubric List". At the top, there are fields for "Title" (EXAMPLE), "Category" (Assessment of Commercial/Published Products), and "Type" (Pick 3 Y/N/NA). Below these are buttons for "Duplicate Rubric", "Create Question Rubric", "Print", and "Help". The main area is a table with the following columns: "Number", "Description", "Yes", "No", "NA", and "Comments?".

Number	Description	Yes	No	NA	Comments?
4	<b>Platform</b> Application available for Windows.				X
1	<b>Content</b> Content is accurate and up to date.	Y	N	NA	X
2	<b>Content</b> Content is appropriate for the curriculum.	Y	N	NA	X
3	<b>Platform</b> Application available for both Macintosh.	Y	N	NA	X

**11. Arranging/Ordering Questions.** In this walkthrough, we created questions in chronological order. This is the simplest method for creating and organizing your rubric; however, the template allows you to enter questions in any order or to rearrange previously created questions. After creating several questions in your practice rubric, experiment with the ordering functions available in the template:

This screenshot is similar to the previous one but includes callouts. An orange box on the left contains the text: "Down Arrow for All Questions Use to lock in the overall order before printing." with an arrow pointing to the down arrow icon in the "Number" column of the first row. Another orange box contains the text: "Up & Down Arrows for Individual Questions Use to move the question up or down in the list." with an arrow pointing to the up and down arrow icons in the "Number" column of the second row.

**Moving/Placing Individual Questions:** The up and down arrows allow you to move a question up or down in the portal list (a new line number will be assigned).

Existing questions can also be reordered using these arrow keys. Keep in mind that each change you make is immediately saved, so it is advisable to plan your changes before you begin and to keep careful track of each change as you make it.

**Try It!** Create a new question as shown—do not enter a number. Click on the down arrow for individual questions. The question will move down one row, into the second position, and all lines will be renumbered accordingly. Click on the down arrow again to move the question to the third position.

**Ordering All Questions in the Rubric.** The down-arrow button to the immediate left of the question portal will reorder the questions in either of two ways:

- To correspond with the numbering you provide in the number field. (For example, items numbered 1, 3, 2 will be put in chronological order.)



- If you do not enter numbers when you create questions, the questions will be numbered sequentially according to their position in the list.

**Tip: "Lock Down" Question Order Before Printing**

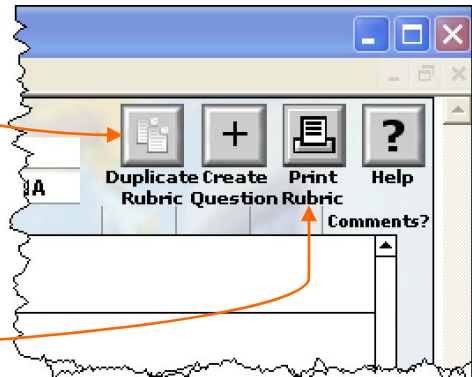
Before closing or printing a newly created rubric, click on the "down-arrow" button for ordering all questions. This will lock in the question order and ensure that all questions are numbered and that they appear in the intended order in the printed copy.

## Other Functions

### Duplicate a Rubric/Checklist

Rubrics can be duplicated, allowing you to modify or adapt them to fit your needs.

1. Open the desired rubric from the list view.
2. Click on the Duplicate Rubric button.
3. The newly created record will be automatically titled as a copy. Create a new title for the duplicated record before proceeding with any modifications.



### Print Rubric

1. Open the desired rubric from the list view.
2. Click on the Print Rubric button.
3. As with print processes described for the lesson plans, a preview screen will appear. Click on the continue button along located to the left of the preview to display the print dialogue.
4. In the Print dialog window, you may select preferences or printers. Click OK to proceed with printing the section or to Cancel to abort printing and return to the detail view.

**Try It!** View the print preview for a few of the preloaded lesson plans. You can elect to print the rubrics or cancel printing after viewing the preview.

# PORTFOLIOS DATABASE

The Portfolios feature allows you to create a personal profile and build one or more customized teaching portfolios. For each portfolio, you can select lesson plans and resource evaluations you have created that highlight your knowledge and skills as a teaching professional. Each portfolio can be tailored to a specific purpose, such as self-evaluation, course or graduation requirements, accreditation, or employment.

## Open the Database

Click on the orange Portfolios navigation button at the top of any Build Your Portfolio screen. The Portfolios List View will open. Initially, the list will be empty; as you create portfolios, they will appear in the orange window.

**Create Portfolio**  
Create a new teaching portfolio.

**Portfolio List**  
Portfolios you create will be listed. Click on a title to open the portfolio

**Personal Profile**  
Connect to the personal profile detail screen to create or edit your profile.

Use the scrollbar to move through the list of portfolios you create.

## Personal Profile

Prior to creating your first portfolio, create a personal profile. This profile will include information about you and your education, as well as your personal statement.

**Back**  
Return to the portfolio list view.

**Personal Information**  
Enter contact information and details about your education.

**Image Import**  
Import an image or delete a previously imported image. A reduced version is displayed in the preview window.

**Personal Statement**  
Create a personal statement about yourself or your teaching philosophy.

**Try It!** Create your own Personal Profile. Use the step-by-step instructions that follow to enter your own personal information and add an image.

1. **Open the Personal Profile Detail Screen.** Click on the Personal Profile button located at the top of the screen to open the detail screen.
2. **Enter Personal Information.** Enter appropriate personal information by clicking and typing in each of the text fields:
  - First Name
  - Middle Name
  - Last Name
  - Street Address 1
  - Street Address 2
  - Street Address 3
  - City
  - State
  - Zip
  - Phone 1
  - Phone 2
  - Fax
  - Email
  - Institution
  - College/University
  - Major

#### Why create a personal profile?

The personal profile provides data for each portfolio so you do not have to enter it each time you create a new portfolio.

The information from your profile is automatically entered into the personal information fields of each new portfolio. You can edit the data within each portfolio to suit the purpose of your portfolio without changing the contents of your profile.

It is not necessary to enter information in every field. Unused fields will be exempted from the printed version of the profile.

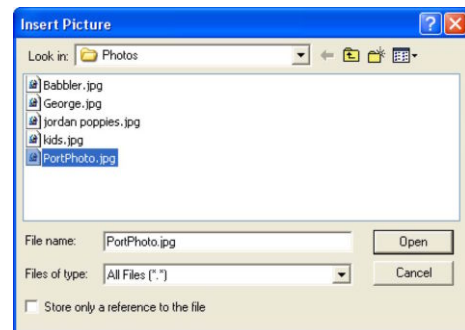
3. **Create a Personal Statement.** Click and type in the field or copy and paste a prepared statement about yourself or your philosophy of teaching. (For detailed instructions on copying and pasting into database fields, see the boxed feature on page 27 in the section on creating a lesson plan.)
4. **Add an Image.** You may wish to include an image of yourself or one that illustrates to your identity as a teacher.

1. Click on the Import Button.
2. The Insert Picture dialog window will open.
3. Locate the image file you wish to use, select it, and click Open.

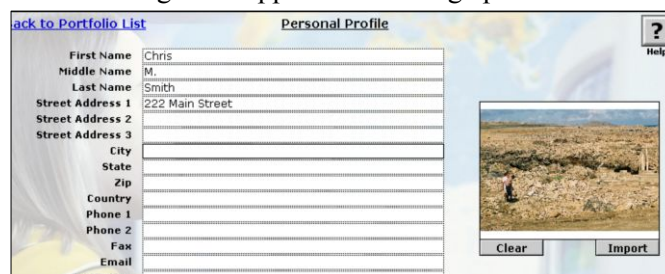
Files of the following types can be imported:

- JPEG (.jpg/.jpeg)
- Graphic Interchange Format (.gif)
- Bitmap (.bmp)
- Portable Network Graphic (.png)

*NOTE: The image you wish to import must be located on your computer's hard drive.*



4. A reduced version of the image will appear in the image preview window.



5. To replace the image, simply repeat the process, selecting a new image.
  6. To delete the image, click the Clear button beneath the preview window.
5. **Return to the Portfolios List View.** When you are finished with your profile, click on the Back link in the upper left corner of the screen to return to the Portfolios list view.
  6. **Editing Your Profile.** You may edit your profile at any time. Simply open it using the purple navigation button and edit or update the desired fields.

## Create a Professional Development Portfolio

1. **Open New Portfolio.** Click on the Create Portfolio button.

2. A new blank Portfolio record will open to the Personal Information screen prepopulated with information from the Personal Profile you created.

3. Enter a title for the new portfolio.

4. Edit your personal information and/or add a personal statement customized for this portfolio.

**Try It!** Create a new portfolio with the title “Student Teaching Portfolio” and use it to complete the steps that follow.

5. **Assign Lesson Plans.** Click on the Assign Lesson Plans button to open the assignment screen.

**Lesson Plans Assignment Screen.** Choose Lesson Plans from those you have created in the Lesson Plan database (sample lessons cannot be used in a portfolio). Every lesson plan you have created is available and can be assigned to as many Portfolios as you desire.

**Assigned**  
Lists the lessons assigned to this portfolio.

**Unassign Lesson**  
Click on the arrow button to remove the lesson from this portfolio.

**Assign Lesson**  
Click on the arrow button to assign the lesson to this portfolio.

**All Available**  
Select lessons for this portfolio. All of the lessons you have created are available.

1. **Add Lessons to the Portfolio.** Locate the desired lesson plan in the Available list. Use the scrollbar on the right side of the box to move through the list.

2. Click on the left-pointing arrow next to the desired lesson plan title to assign it to this portfolio. The lesson plan title will appear in the Assigned list.

**Try It!** Assign the practice lesson, “Backyard Ecosystems,” that you created in the lesson plans portion of the walkthrough.

3. Repeat steps 1–2 until you have selected all of the lessons you wish to include in the portfolio.

4. *Removing Lesson Plans from the Portfolio.* To unassign a lesson plan from the portfolio, click on the right-pointing arrow next to the lesson title in the Assigned list. The lesson plan title will be removed from the Assigned list, and the lesson will no longer be linked to the current portfolio.
5. When you have completed your selections, use the blue Back to Portfolio List link to return to the personal information screen, or click on the Assign Evaluations button to open the evaluation assignment screen.

**6. Assign Interactive Resource Evaluations.** Click on the Assign Evaluations button to open the assignment screen.

**Evaluations Assignment Screen.** Choose Interactive Resource Evaluations from those you created in the database; all of your evaluations are available and can be assigned to as many portfolios as you wish.

The screenshot shows the 'Evaluations Assignment Screen' for a 'Student Teaching Portfolio'. At the top, there are three buttons: 'Portfolio/Personal Information', 'Assign Lesson Plans', and 'Assign Evaluations'. Below these is a 'Title' field containing 'Student Teaching Portfolio'. The main area is divided into two columns: 'Assigned' and 'All Available'. The 'Assigned' column contains a list with one item, 'Example Student Video Evaluation', and a right-pointing arrow next to it. The 'All Available' column contains a list with one item, 'Example Student Video Evaluation', and a left-pointing arrow next to it. Four callout boxes provide instructions: 'Assigned' (Lists the evaluations assigned to this portfolio.), 'Unassign Evaluation' (Click on the arrow button to remove the evaluation from this portfolio.), 'All Available' (Select evaluations for this portfolio. All of the evaluations you have created are available.), and 'Assign Evaluation' (Click on the arrow button to assign the evaluation to this portfolio.). At the bottom, there are links for 'Home', 'TIP Model', 'Build Your Portfolio', 'Tutorials', and 'About', along with copyright information for Pearson Education.

1. *Add Evaluations to the Portfolio.* Locate the desired evaluation in the Available list. Use the scroll bar on the right side of the box to move through the list.
2. Click on the left-pointing arrow next to the desired evaluation title to assign it to this portfolio. The evaluation title will appear in the Assigned list.

**Try It!** Assign the practice evaluation, “Example Student Video Evaluation,” you created in the Interactive Resource Evaluation portion of the user’s guide walkthrough.

3. Repeat steps 1–2 until you have selected all of the evaluation you wish to include in the portfolio.
4. *Removing Evaluations from the Portfolio.* To remove an evaluation from the portfolio, simply click on the right-pointing arrow next to the evaluation title in the Assigned list. The evaluation title will be removed from the Assigned list, and the evaluation will no longer be linked to the current portfolio.
5. When you have completed your selections, use the blue Back to Portfolio List link to return to the personal information screen, or click on the Assign Lesson Plans button to open the lesson plans assignment screen.

### What happens if I edit a lesson plan or evaluation after I assign it to a portfolio?

Any changes you make to a lesson plan or Interactive Resource Evaluation will be reflected in the portfolio as well. When you assign a lesson plan or evaluation you assign to a portfolio, the content is not copied into a new file; rather, a link to the assigned record is created (sort of like a hyperlink that connects you to a web page).

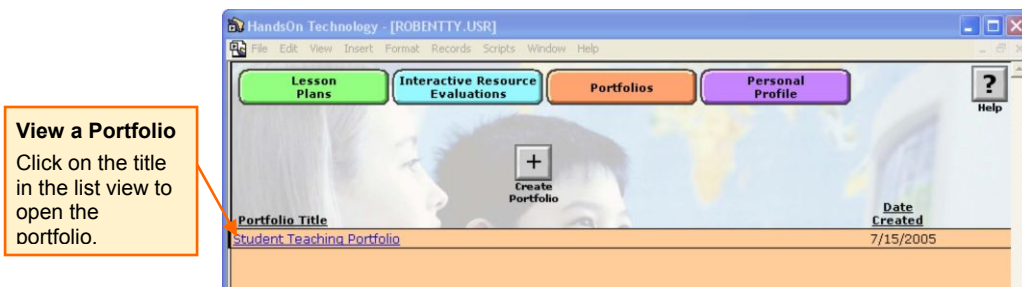
Keep this in mind if you decide you wish to edit a lesson plan or resource evaluation:

- If you do not wish to change the content of the lesson plan in your portfolio, use the lesson plan duplicate function to create and edit a new record.
- If you do not wish to change an evaluation that has already been assigned to one or more portfolios, it is advisable to create a new evaluation using the desired rubric (evaluations cannot be duplicated).

## Additional Functions

### View a Portfolio

Each portfolio you create will appear in the Portfolios list view. To view your portfolio, click on the title in the list view.



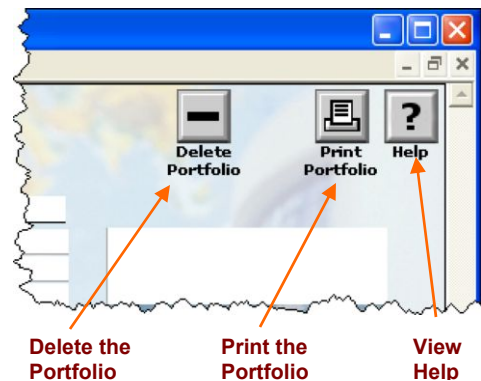
### Edit a Portfolio

1. Click on the title in the list view to open the portfolio to the personal information detail screen.
2. Add or update your information or personal statement.
3. Use the navigation buttons to open the lesson plans or evaluations assignment screens and to return to the personal information screen.
4. When you have completed your edits, click on the blue Back to Portfolio List text link to return to the list view.

### Delete a Portfolio

Portfolios can be permanently deleted from database in the personal information detail screen. Note that once it is deleted, the portfolio cannot be retrieved.

4. Open the portfolio from the list view.
5. In the detail screen, click on the delete button in the upper right corner.
6. A confirmation dialogue will appear, allowing you to proceed or cancel.



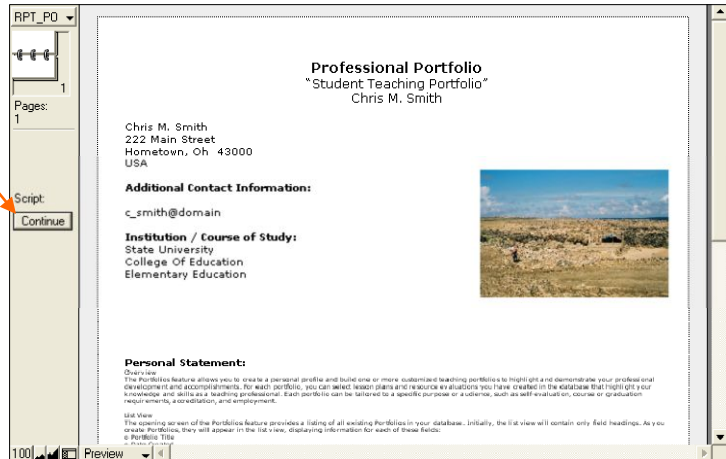
### View Help

Click on the Help button to access topical help documentation. After viewing the help information, use the back link to return to the evaluation screen you started from.

## Print a Portfolio

You can print your portfolio from the personal information detail screen. The Portfolio print function allows you to print the entire portfolio or choose to print only specific elements of it.

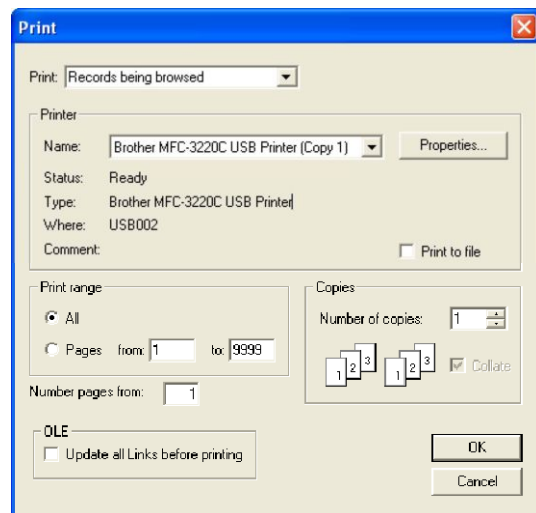
5. Open the portfolio from the list view.
6. Click on the Print button in the upper right corner of the personal information detail screen.
7. A preview screen will appear; click on the Continue button to display the print dialogue.



8. The print dialog box will open; select any preferences you desire.

Click on OK to proceed with printing, *or*

Click Cancel to forgo printing your personal information and continue to the attachment list.



9. A new preview window will open for the Attachment List. Click Continue to view the print dialogue box in which you can again choose OK to print this element, or click Cancel to proceed without printing the list.
10. The print process for lesson plans is next. For each lesson plan assigned to the portfolio, you will be presented with same preview screen, print images dialogue box, and print dialog as when printing a single lesson plan within the lesson plans database. To review the steps for printing a lesson plan, see page 22 of this guide. You may choose to print some, all, or none of the lessons, and you can choose whether to print images for each lesson plan as well.
11. Finally, each Evaluation will be previewed, again allowing you to choose if you wish to print or cancel each one. To review the steps for printing an evaluation, see page 40 in the Interactive Resource Evaluations section of this user guide.
12. When printing is complete, you will be returned to the Personal Information detail view.