



Intel® Teach Program

Essentials Online Course

Module 8

May 2008

Module 8: Showcasing Unit Portfolios

Overview

Facilitator Corner

Welcome to Module 8: Showcasing Unit Portfolios! After all your hard work in this course you finally have the opportunity to celebrate your accomplishments and the accomplishments of your peers. In this module, you share your Unit Plan and some of your supporting documents with your colleagues, and you get to see the results of some of your colleagues' work.

After reviewing and completing unfinished items in your Unit Portfolio, you then consider the benefits of sharing work—for both teachers and students—before you prepare your presentation for a showcase with your colleagues.

Take a moment to review the **Module Objectives** and **Module Questions**.

Module Objectives

Participants will:

- Prepare and showcase Unit Portfolios
- Evaluate the Intel® Teach Essentials Online Course
- Receive Certificates of Completion

Module Questions

- How can I prepare for and facilitate an effective showcase?
- How can I provide constructive feedback?

When you are finished reviewing, proceed to **Complete Portfolio**.

Module 8: Showcasing Unit Portfolios

Activity 1: Completing My Portfolio

Facilitator Corner

In this activity, you finalize your Unit Portfolio in preparation for the Portfolio Showcase in Activity 3.

Review your **Unit Plan Checklist** in the **My Work** tab > **Course Progress** link and make final revisions to your Unit Portfolio in preparation for the Portfolio Showcase.

When you complete this activity, please check the **Activity** box and click the **Submit** button before continuing.

When you are ready, proceed to **Plan Showcase**.

Module 8: Showcasing Unit Portfolios

Activity 2: Planning a Showcase

Facilitator Corner

Just like adults, when students have an audience for their work, they are more motivated to refine products and performances for high quality results. During this activity, you think about the benefits of showcasing student projects, consider how you can manage a project showcase in your classroom, and prepare your Unit Portfolio for a showcase with your colleagues.

- In Step 1, you consider different ways to showcase your students' work.
- In Step 2, you prepare your portfolio for the Portfolio Showcase.

When you are ready, proceed to **Step 1**.

Module 8: Showcasing Unit Portfolios

Activity 2: Planning a Showcase

Step 1: Showcasing Student Projects

Facilitator Corner

When students realize that a wider audience than just their teacher and peers will view their work, they tend to invest more time in product development, often resulting in better projects. You may want to invite parents or other classes to culminating events like a showcase to provide authentic feedback and to celebrate your students' achievements. In this step, you consider different ways to showcase student work.

Showcasing products created with technology tools often demands different methods of facilitation than showcasing products created with more traditional tools. Following are some ideas for showcasing your work in the Portfolio Showcase, as well as your students' work in your classroom:

- **Small Group:** Create small groups of four or five people. Give students time to share their projects with the small group, and allow additional time for group members to provide written feedback.
- **Rotation Stations:** Have half of the students stand at their computers, while the other half rotates and gives feedback. Then, have the two groups switch. Follow this activity with a whole group discussion.
- **Whole Group:** Allow each student to use a projection device to present his or her project to the whole class. Follow each presentation with time for comments and questions. Have assigned peer reviewers write feedback using language from a rubric that all students have used throughout the project.
- **Pair and Share:** Use some method to pair students for sharing. Follow the Pair and Share with a whole class discussion. View the **Activities for Pairing Students** (DOC; 3 pages) document in the **Resource** tab > **Facilitation** > **Facilitation Materials** link for additional ideas on how to pair students.
- **Virtual Showcase:** Have students upload their products to wikis or blogs. Peers can provide feedback by filling out printed forms, uploading files to the presenter's wiki or blog, responding in a blog entry, creating new subpages in a wiki for comments, or adding comments directly onto an existing wiki page.

Share your ideas with your colleagues by participating in a blog discussion.

1. Find the blog site address in the **My Links** section on the **Home** tab or in your tagged or bookmarked site.

2. Go to the course blog and respond to your facilitator's blog titled **Showcasing Student Projects**. Answer the following questions:
 - a. Which of the showcasing ideas could you most easily incorporate into your own classroom?
 - b. What would you need to do to prepare your students for an effective showcase?
 - c. How could you support students in providing constructive feedback to their peers?
 - d. What strategies could you use to ensure students use the feedback from their peers as well as their own self-assessments to improve their work?
3. Browse your colleagues' responses and note any ideas you can use with your own students.

When you are ready, proceed to **Step 2**.

Module 8: Showcasing Unit Portfolios

Activity 2: Planning a Showcase

Step 2: Preparing for the Portfolio Showcase

Facilitator Corner

To showcase your Unit Portfolio, you need to finalize and then share your Unit Portfolio in the **Sharing** tab.

Please make sure to post your Portfolio materials early so that your colleagues have time to review your work and provide feedback.

Preparing Your Unit Portfolio Presentation

Throughout this course, you have concentrated on developing the individual components of your portfolio. Your showcase will focus on your portfolio as a whole. Keep this “big picture” in mind as you finalize your Portfolio for the showcase.

1. Refer to the **Directions for Module 8: Preparing for the Portfolio Showcase** (DOC; 2 pages) for detailed instructions on posting to the **Sharing** tab. This document is also available in the **Resources** tab > **About This Course** link.
2. Go to your sharing discussion and create a thread titled **Module 8: Portfolio Showcase**.
3. In the Message field of your post, describe how you addressed the following traits from the Portfolio Rubric:
 - a. Instructional design
 - Addresses standards and objectives
 - Addresses 21st century skills
 - Incorporates Curriculum-Framing Questions (CFQs)
 - Uses project approaches
 - Addresses student differences
 - b. Technology integration
 - Supports content learning
 - Supports 21st century skills
 - Meets student and classroom needs
 - c. Assessment strategies
 - Address standards and objectives
 - Are student-centered
 - Are varied and ongoing
4. Locate the following components of your Unit Portfolio for the showcase:
 - Unit Plan (if using the word processing template)

- Assessment of your student sample
- Student sample
- Either a student support or facilitation resource
- Any other documents you would like to share

Optional: You may choose to use the Unit Portfolio Presentation you created in Module 2 to showcase your portfolio. You can embed your portfolio components into your presentation and include slides with relevant information about your unit. You will probably need to compress your presentation before attaching or linking it in your Showcase sharing thread. Review the *Help Guide* steps for embedding a document into a presentation and setting it to open from the presentation.

Multimedia Skill 7.11: To add a file to a slide

Multimedia Skill 7.12: To open a file from a slideshow

Facilitation Tip

You may need to send a message reminding participants who choose to use their Unit Portfolio Presentation for the showcase how to set a file to open from within a slideshow.

5. Link or attach the portfolio components to your post. In the message of your post, clearly explain how you prefer to receive feedback on your portfolio. Group members can:
 - d. Use the **Showcase Feedback Form** (DOC: 1 page) as a guide while posting their responses in a reply to your Showcase post. This document is available in the **Resources** tab > **Assessment** link.
 - e. E-mail completed Showcase Feedback Forms to you.
 - f. Make comments directly on your documents, rename the documents by adding their initials, and link or attach the modified documents in a reply or e-mail.

Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity.

When you are ready, proceed to **Showcase Portfolio**.

Module 8: Showcasing Unit Portfolios

Activity 3: Showcasing My Unit Portfolio

Facilitator Corner

The goal of the Portfolio Showcase is to share your final products with your colleagues and to see what they have created. During this activity, you receive feedback about the highlights of your portfolios and areas in which you can improve. You review each colleague's portfolio in your Pair and Share group and one additional portfolio. Look for the message I sent at the beginning of Module 8 to find your feedback partners.

Take this opportunity to take pride in your work and get useful ideas from your colleagues' portfolios.

Follow these guidelines to ensure a successful showcase experience:

1. Refer to the **Directions for Module 8: Providing Feedback for the Portfolio Showcase** (DOC; 2 pages) document for detailed directions on providing feedback for the Portfolio Showcase. This document is also available in the **Resources** tab > **About This Course** link.
 2. Go to the **Sharing** tab and review your colleague's preferred method for receiving feedback.
 3. Use the **Portfolio Rubric** (DOC; 2 pages) to guide your overall review as you provide feedback.
 4. Use the prompts on the **Showcase Feedback Form** (DOC; 1 page) in the **Resources** tab > **Assessment** link as a guide to provide specific feedback in the **Sharing** tab:
 - Focus on content, not just the technology
 - Ask questions
 - Provide positive feedback and specific suggestions on how to enhance the unit and student learning
 - Provide concrete examples in your comments—give specific examples of what areas are effective and specific ideas of how areas could be enhanced
- Note:** Even if all participants do not have completely finished Unit Portfolios, the feedback process is important and will still be valuable.
5. Following the Portfolio Showcase, consider any ideas for revising your Unit Portfolio.

Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity.

When you are ready, proceed to **Reflect on Course**.

Module 8: Showcasing Unit Portfolios

Activity 4: Reflecting on the Course

Facilitator Corner

During this activity, you reflect on your learning throughout the course. You may also want to gather the names and contact information of your colleagues in case you want to work together on future projects and activities.

Review the guiding questions and key points for **Module 8: Showcasing Unit Portfolios**. Think about the ideas and materials you have created that can be used in your classroom, instruction, or planning to help improve student learning.

Module Questions

- How can I prepare for and facilitate an effective showcase?
- How can I provide constructive feedback?

Key Points

- Events like a showcase allow the greater community to provide input for your students and to celebrate your students' achievements.

When you are ready, proceed to **Step 1**.

Activity 4: Reflecting on the Course

Step 1: Blogging My Journey

Facilitator Corner

At the end of a journey like the one you have taken during this course, busy teachers may be tempted to breathe a sigh of relief and move on to the next demand on their time. Research shows, however, that thinking systematically about a learning experience through a structured reflection is critical for long-term learning (Pearson & Smith). Take the time to look back on your experiences now that you have completed the course.

Use the course blog to reflect on your learning in this course.

Go to the blog site address in the **My Links** section on the **Home** tab or in your tagged or bookmarked site.

1. Find your facilitator's blog titled **Reflecting on the Course**. Share your thoughts with the whole class by responding to the prompt in the blog entry:

Of everything you learned, what do you think will have the biggest impact on student learning?

2. Read all of your colleagues' responses and start a conversation with any that interest you.

Note: You may want to return to this blog after the course to continue the conversation with your colleagues. Feel free to post insights, suggestions, or concerns as you implement your learnings from the course.

Facilitation Tip

Add your own response to the prompt, congratulate your participants for completing the course, and thank them for all their hard work.

Post an announcement reminding participants to complete an additional survey:

- The Essentials Online Course Survey

Congratulations! You completed this activity. Please check the **Activity** box and click the **Submit** button before moving on to the next activity.

When you are ready, proceed to **Wrap-Up**.

Reference

Pearson, M. & Smith, D. (1985). Debriefing in experience-based learning. In D. Boud (Ed.), *Reflection: Turning experience into learning*. (pp. 69–84). London: Routledge.

Module 8: Showcasing Unit Portfolios

Wrap-Up

Facilitator Corner

Congratulations! You completed **Module 8: Showcasing Unit Portfolios** and the entire Intel® Teach Essentials Online Course. As you return to your classroom and are faced with the fast-paced demands of teaching, remember to keep in mind what you have learned and why it is important. Also, remember your course colleagues. Stay in touch with them and support each other in your efforts to make learning meaningful and important for your students.

Now that you have successfully completed the course, you are in a unique position to provide useful feedback about your experience. Your ideas will play an invaluable role in improving the course content, format, and facilitation. During this activity, you reflect on the training you received and share your impressions, ideas for improvement, and overall assessment of the Essentials Online Course.

Completing the Online Evaluation

The online evaluation is part of an external evaluation of the Intel Teach Essentials Online Course. This survey is designed to collect information about your experience and how prepared you feel to integrate technology-related activities in your classroom.

The survey should take less than 15 minutes to complete. The data will be used in statistical summaries, and individuals will not be identified.

Thank you for your feedback!

1. Complete the **Essentials Online Course Survey**. Click the **Submit** button when finished.
2. Go to the **Course Progress** checklist. Review the appropriate boxes in the checklist to ensure they are checked for the Module 8 activities you completed. If you make any changes, click the **Submit** button at the bottom of the page.
3. If you successfully completed all required elements of the course, a Certificate of Completion will be e-mailed to you to acknowledge your efforts.

Congratulations on completing the course!

Facilitation Tip

Remember to check for Teachers' Lounge discussions and blog entries related to this module. Once you have reviewed the Course Progress checklists for all participants, e-mail a Certificate of Completions to each participant who completed the course.

Remember to report the number of teachers trained and close your class. You will be able to view a summary of the evaluation data for your course after you close the course online.

After successful completion of this course, you are certified to deliver Essentials both as a face-to-face or online course. The **Facilitation** tab provides resources to help you understand the differences between Essentials v.10 (F2F) and Essentials Online delivery formats.