MECKLENBURG COUNTY PUBLIC SCHOOLS
TECHNOLOGY PORTFOLIO REQUIREMENTS

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

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

The SAME sample may be submitted for more than one standard if it combines elements of more than one lettered activity (one document may satisfy two items). Final judgment will be made by the evaluator reviewing the submissions.

Create a folder in Google Drive titled: (your first initial and last name Tech Portfolio) and share with your ITRT.

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

a.	Upload and share lesson plans in Google Drive with your Administrator.
b.	Demonstrate knowledge of how to correctly use the Mecklenburg County Trouble Ticket System. List ticket number with a brief description of the issue on a document.
c.	Upload an *interactive* lesson plan, which utilizes the ActivInspire software on the Promethean Board. Date lesson plan was executed must be included.
d.	Upload a lesson plan, which utilizes a student response system such as ActivExpressions.

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

a.	Upload an activity or lesson plan you have developed to teach appropriate technology vocabulary to your students.
b.	Demonstrate knowledge of basic technology terms by using appropriate terminology when asking for assistance from the ITRTs and technicians and when completing Trouble Tickets.
c.	Demonstrate the ability to connect PC/laptop to available peripheral.

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

a.	Upload a lesson plan, which contains a graphic supporting SOLs or other instructional objectives.
b.	Upload a computer-generated grade report or progress report on a student or class group using Virtuoso SIS.
c.	Create and share a quiz using Google Forms.
d.	Create and share a spreadsheet used to record class or other professional information. This document should include at least 20 cells and one mathematical function.
e.	Forward an e-mail correspondence (at least your message and a reply) with a colleague about a professional or curricular issue.
f.	Search the internet for 2 professional articles on "Best Practices" in education and write a summary and share using Google Docs.
g.	Upload a lesson plan that includes student's use of technology.
h.	Create and share a Google Doc with a colleague for classroom or professional use. (ie., doc, presentation, lesson plan, worksheets, form, etc.)
i.	Create a Google Doc that shows evidence of collaboration with a colleague or among your students. Also share this document with your ITRT for evidence.
j.	Download a flipchart or Resource Pack from Promethean Planet/ClassFlow to support SOLs or other instructional objectives.

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

a.	Upload a lesson plan that incorporates students' active use of the internet – include date(s) lesson plan was actually used.
b.	Upload a document containing web-based information you retrieved for instructional use (ex: resource information for students about a subject you are presenting).
c.	Upload evidence of your class's participation in a Web project (the specific evidence will vary- submit something that shows what the project was and that your class participated).
d.	Observe a colleague using a new technological resource/device (ActivExpressions, interactive flipchart, iPads, Chromebooks, or an online resource.
e.	Upload a document that contains a list of three resources accessed through division ITRT website. Include a brief explanation of how the resources were used.
f.	Upload two current (within 3 years) articles that deal with technology in the classroom from a reliable and valid source.
g.	Incorporate in your classroom the use of technology from two current instructional technology articles. Articles must be from a valid and reliable source.

STANDARD 5: Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives. [Two of the following – 1 lesson plan required – 1 activity optional]

a.	Upload or scan a PDF that you can use with the tool Annotate Over Desktop in ActivInspire with your class.
b.	Upload a lesson plan that includes date and usage of a video recorder in a professional or instructional setting (camcorder, flip camera, digital camera with video capability)
c.	Develop a plan to demonstrate the usage of classroom computers or iPads by students.
d.	Upload a lesson plan that incorporates use of a class set of laptops, Chromebooks or iPads by students.
e.	Upload a lesson plan, which enables students to create and collaborate on a presentation in Google Drive which supports SOLs and other instructional objectives.

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

a.	Upload a copy of a student-generated google document from a class assignment – include course, date, and lesson objective.
b.	Upload a copy of a student or teacher generated spreadsheet from a class assignment – include course, date, and lesson objective.
c.	Upload a copy of a student or teacher generated desktop publication (ex: newspaper, flyer, advertisement, illustrated story, etc.) from a class or extra-curricular activity – include information about the purpose of the activity.
d.	Evidence of student collaboration using Google Docs.
e.	Evidence of student collaboration using Google Presentation.
f.	Use of Google Forms to create a professional or instructional form to collect data (informal assessment such as an exit ticket, survey, online reading record…)
g.	Upload a teacher-created presentation generated in Google Drive, which supports SOLs or other instructional objectives.
h.	Upload a student created presentation generated in Google Drive.
i.	Create a teacher webpage using Google Sites.

STANDARD 7: Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings. [Item A is required. Select one additional from the remaining choices.]

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

STANDARD 8: Demonstrate knowledge of ethical and legal issues relating to the use of technology [Required].

a. _	Read and abide by the ethical and legal standards set forth in MCPS Acceptable Use Policy.