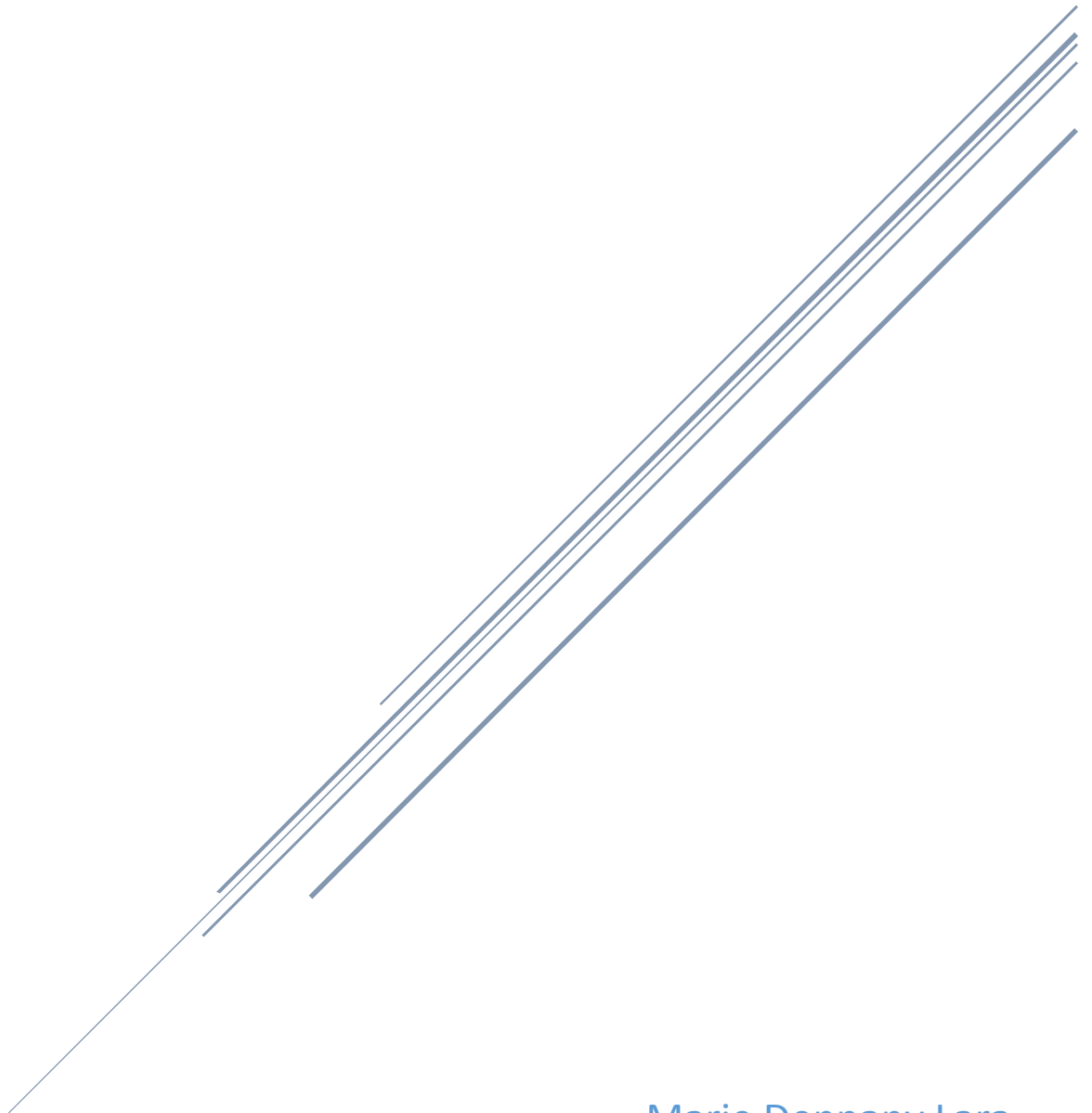# E-LEARNING PROJECT PART 2:

MODULE DESCRIPTION

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EDTC 6325-01

E-LEARNING MODULE DESCRIPTION

Title: "Digital Portfolios"

Course Description:

In this course, teachers will learn the basics of Google Sites, Google Documents, Google Drawings, Google Drive, and other Google applications in order to guide students in the development of digital portfolios to document, share and manage their classwork, assignments, and other digital documentation. We will build a portfolio in free, easy to access products to demonstrate to the instructor how to interact in a safe, digitally responsible arrangement with students and parents. We will utilize Google products that allows for a consistent platform that is familiar and easy to use. These components should incorporate across most all computer platforms, whether you utilize Apple products or PC's at home or work. Examples we demonstrate and create will employ a variety of applications and sites, to demonstrate how a digital portfolio can operate as a multimodal opportunity to interact and track a wide collection of documents, photos, art work, audio files, multimedia, designs, presentations, charts and whatever the future may bring! This training module will be structured into four lessons. Each lesson will cover a specific customization to the teacher website.

 After completion of this training module, teachers will be able to demonstrate to students how to create a digital portfolio. Teachers will be able to interact with their students digital portfolios.

Instructional Goal:

An instructor that successfully completes this e-learning training module will be able to create and demonstrate a basic digital portfolio site to their students.

Course objectives:

Sub Goal 1: Instructors will be able to create the starting point of a digital portfolio utilizing Google sites.

After completing this module the teacher will…

- Instructors will demonstrate how to navigate the preliminary features of Google Sites.

- Instructors will be able to utilize various templates and design features can be added as placeholders for components; such as a calendar or slides.

- Instructors will be able to modify, change or add elements to a page.

Sub Goal 2: Instructors will be able to create additional pages and links in the digital portfolio.

After completing this module the teacher will…

- Instructors will be able to link a calendar to a student's portfolio.

- Instructors will be able to add a page that showcases student's presentations.

- Instructors will be able to add a link to a wiki or collaborative site.

Sub Goal 3: Instructors will be able to utilize the digital portfolio to allow limited access to teachers or parents.

After completing this module the teacher will…

- Instructors will review digital safety procedures and guidelines, for their benefit and to demonstrate to students and parents.

- Instructors will utilize features that can allow easy editing of assignments and other digital work that can be documented and either eliminated or retained in the portfolio.

- Instructors will demonstrate practice, setting goals, and other elements necessary so that students (and others) can see progress and self-evaluation.

Sub Goal 4: Instructors will be able to expand the numerous benefits of incorporation of student's tests, questionnaires, surveys and other possible features into a Google Site.

After completing this module the teacher will…

- Instructors will be familiar with various components such as Google Forms; which allows tests, surveys, and more. Google Docs which allows documents sharing, editing and collaboration.

- Instructors will be able to develop and incorporate a subject or class site.

- Instructors will be able to utilize digital portfolios and develop them in limitless formats that can benefit students, parents and educators alike.

Required Text(s):

All required material, readings, and texts will be included in this E-Learning training course. If you have never worked with Google sites and apps (applications) before, then you need to review at the following website(s). Click on the link(s) to review to the basic information to help you learn how to use any Google product:

http://www.google.com/edu/training/tools/

http://www.google.com/edu/training/resources/

Computer/Technical Requirements:

For this E-Learning module instructors/students must have access to a computer connected to high speed internet service.

Assignments:

Task work for this course include: term quizzes, discussion questions, and final project assignments for each lesson. Each quiz is going to consist of multiple choice questions, matching and short answers. Discussion questions are going to be related on the lesson topic. A project assignment over each lesson is the final part for the course. Total points: 560.

Assignment Name	Points Possible
Lesson 1: Google applications (terms quiz)	25
Lesson 1: Google applications (discussion question)	15
Lesson 1: Google applications (assignment)	100
Lesson 2: Calendar and other links (terms quiz)	25
Lesson 2: Calendar and other links (discussion question)	15
Lesson 2: Calendar and other links (assignment)	100
Lesson 3: Digital safety procedures and guidelines (terms quiz)	25

Lesson 3: Digital safety procedures and guidelines (discussion question)	15
Lesson 3: Digital safety procedures and guidelines (assignment)	100
Lesson 4: Additional components (terms quiz)	25
Lesson 4: Additional components (discussion question)	15
Lesson 4: Additional components (assignment)	100
Total Points Possible	**560**

Grading:

Graded work for this course include: a terms quizzes, discussion questions, and final project assignments for each lesson. Quizzes address the main topics over each lesson. Quizzes are available online and can be taken twice to increase total points. The discussion board questions are to enhance the lesson by providing a viewpoint over the topic. The project assignments are the final part of each lesson and have greater weighted points. Grades for this course will be evaluated base the rubric listed below. Total points: 560.

Grade work type	Points Possible
Quizzes	100
Discussions	60
Assignments	400
Total Points Possible	**560**

Point Distribution

A   = 90%~100%

B   = 80%~89%

C   = 70%~79%

D   = 60% ~69%

F   = BELOW 60%

Topical Outline:

Lesson	Topic	Contents
Introduction	Introduction to Digital Portfolios.	1. Overview of Digital Portfolios, Journals, electronic portfolios. 2. Capabilities of Digital Portfolios. 3. Capabilities of Google Sites and the corresponding applications. 4. Integration of content. 5. Managing and working with site content.
Lesson 1:	Google Sites	1. Overview of Google Sites. Navigating the site. 2. Utilization of a template. 3. Create and upload a document. 4. Create new folders as placeholders for work. 5. Editing elements on a page.
Lesson 2:	Calendar &/or additional pages	1. Overview of Google calendars. 2. Create a calendar. 3. Add an event to the calendar 4. Edit and modify an existing event.

		5. Share event(s) in the calendar with student(s).
Lesson 3:	Digital Safety, Procedures, and Guidelines Access & Sharing	1. Overview of access to a Google site. 2. Review of digital safety, procedures and guidelines. 3. Adding access for teachers and parents. 4. Adding access to fellow classmates for collaborative work. 5. Editing or eliminating access
Lesson 4:	Additional Components	1. Overview of additional components. 2. Google forms, surveys, and documents. Various samples of uses. 3. Incorporation of a form or document. 4. Linking to a classroom site. 5. Samples of uses.