

FCPS Teacher Technology Competencies

Portfolio Guidelines

Updated February, 2001

This guideline should be included in the applicant's portfolio with the examples of word processing, e-mail, database, spreadsheets, Internet (browser) and multimedia (presentations). The person who verifies each item should date and initial each item. The School Based Technology Specialist (SBTS) in each building can assist in verifying portfolio options. For more information, go to <http://www.fcps.edu/DIS/tsip>

Operational Competencies (1-4):

Evidence of the following in Word Processing		Completed
1.	Different line spacing	
2.	Text alignment (right, left, center, or justified)	
3.	Text appearance (size, style, or color)	
4.	A bulleted or numbered list	
5.	A hanging indent or outline	
6.	Customized tabs	
7.	A header and footer	
8.	Automatic page numbers	
9.	Custom margins or page orientation	
10.	Images or clipart	
11.	Text wrap around images or clipart	
12.	A table or spreadsheet in a word processing document	
13.	A mail merge	
14.	A hyperlink	
Choose at least 9 items		
Evidence of the following in e-mail		Completed
1.	An email message you sent	
2.	A message to which you have replied	
3.	A message that you have sent to a list of people	
4.	A message you sent to a conference or public forum	
5.	A message to someone with an Internet address	
6.	A personalized email address list	
7.	A message to which you have attached a message	
Choose at least 6 items		
Evidence of the following in database		Completed
1.	A new record in a database	
2.	A customized layout in a database	
3.	A sorted list of records	
4.	A set of records which meet certain criteria (a query or find)	
5.	A calculation field in a database	
6.	A graphic in a database report	
7.	Performing an on-line database search (i.e. ProQuest, OCL)	
8.	Creating a simple database without using a wizard, template or assistant	
9.	Creating a database from a wizard, template or assistant	
10.	Adding a field to an existing database	
11.	Creating a new report (MS Access only)	
12.	Create a columnar layout.	
Choose at least 5 items		

Evidence of the following in spreadsheet		Completed
1.	Modified cell height and width	
2.	Modified text alignment in a cell	
3.	Modified number format in a cell	
4.	A printed spreadsheet without the cell grid, column heading, and row heading.	
5.	A graph with customized colors or characteristics	
6.	A graph from a range of cells	
7.	An addition or subtraction formula for a range of cells	
8.	A header or footer in a spreadsheet	
9.	An absolute cell reference in a spreadsheet	
10.	An average function for a range of cells	
11.	Printing a part (selected cells) of a spreadsheet	
12.	Use of the sort function	
Choose at least 5 items		
Evidence of the following in browser (Internet)		Completed
1.	Provide a list of URLs for at least three web sites which contain appropriate instructional materials.	
2.	Print a page from a web site which contains appropriate instructional materials	
3.	A printed bookmark file with at least 10 different web sites which are appropriate for instructional and professional uses and are organized using folders.	
4.	A printed search result page from a search engine that uses Boolean operators to limit the search to an appropriate numbers of hits.	
5.	A document that includes graphics and text copied from a website as well as the appropriate citation.	
6.	Creation of an activity using an on-line teacher tool site such as Quia*, or Trakstar* <i>(Please note: per FCPS policy, individual student information may NOT be posted on such sites)</i>	
7.	Use of a home-school communication site such as SchoolNotes* or MyClass* <i>(Please note: per FCPS policy, individual student information may NOT be posted on such sites)</i>	
8.	Use of an on-line classroom site such as Blackboard* or Nicenet*. <i>(Please note: per FCPS policy, individual student information may NOT be posted on such sites)</i>	
<i>* These sites are not supported or recommended by FCPS. They are listed here only as examples</i>		
Choose at least 3 items		
Evidence of the following in multimedia (presentations)		Completed
1.	A connected presentation system	
2.	A digitized image from a digital camera , scanner, or video card	
3.	A slideshow presentation	
4.	A slideshow presentation with images	
5.	A slideshow presentation with sound	
6.	Use of a template, wizard or assistant to create a multimedia presentation	
7.	Creation of a master slide for a presentation	
8.	A hyperlink to a web site	
9.	A hyperlink to another page within a presentation (non-linear links)	
Choose at least 3 items		

Integration Competencies (5-8):

This integration portfolio guideline requires a lesson plan that contains all items with an asterisk and 5 additional items.

	Evidence of the following in integration	Completed
1. *	Stating your instructional objectives(s)	
2. *	Connecting to the Standards of Learning (SOL)	
3. *	Using appropriate instructional technology-based resources (software/hardware)	
4. *	Assessing student performance and achievement	
5.	Students acquiring knowledge (Data Collection). Students use what they already know to make sense of new information.	
6.	Students integrate knowledge (Information Management). Students assimilate the new information so that they can use it.	
7.	Students extending and refining knowledge (Problem Solving). Students stretching their knowledge to see things in different ways.	
8.	Students using meaningful knowledge to reach an outcome (Decision-Making). Engaging students in complex tasks that enhance the learning of content in more authentic or realistic boundaries.	
9.	Students communicating information (Communication)	
10.	Students displaying outcomes. (Presentation)	
11.	Accommodating individual learning styles and special needs	
12.	Employing classroom management strategies (groupings, equipment management)	
13.	Using alternative assessment strategies	
14.	Using appropriate assessment strategies	
15. *	Understanding and adherence to the FCPS Acceptable Use Policy	
16. *	Modeling the fair use practice and copyright issues	
	Choose at least 11 items including all starred items	