

TTCC 101

Texas Teacher Technology Competencies Certification

① Learn strategies for organizing files & folders for TTCC

- Keep artifact files together – especially important for webpage artifact
- Use good naming conventions
 - Lower case
 - No spaces
 - One word, unique – to identify file

To do:

Create folders

1. *Create a file folder on your desktop/flash drive, name it TTCC*
2. *Open the TTCC folder*
3. *Create a folder with each of the following names inside the TTCC folder*
 - *Artifact 1*
 - *Artifact 2*
 - *Artifact 3*
 - *Artifact 4*
 - *Artifact 5*

To do:

Copying/Downloading necessary TTCC files from online Portfolio to your desktop folder/flash drive

Do this for Evaluation Spreadsheet, all Artifact Instructions, all Artifact Standards Overview. Remember to save in correct artifact folder

- *Right-click, Save Target As*
- *File, Save As, Web Archive, single file (.mht)*
- *Can also Copy/Paste into word processing document*

Understand Universal File Formats

- ❖ Universal file formats allow you to move files between programs that would not usually read each other's files.
- ❖ File extensions are usually three or four letter codes on the end of file names that tell operating system (MS-DOS, Windows, Unix, Linux, MAC OS etc.) what kind of file they are dealing with (which application can automatically open the file or which program can edit the file etc.).
- ❖ *If you want others to be able to open your file if they have different software than you do, use:*
 - **.rtf** (word processing) may lose some formatting
 - **.pdf** (word processing, spreadsheets, graphics)
 - **.jpg** or **.tiff** (graphics) (more - <http://www.reasoft.com/articles/formats-1.shtml>)
- ❖ Common file types and how to open them
<http://members.aol.com/donnaskani/filetypes.html>
- ❖ Free online file converter - Zamzar
<http://www.zamzar.com/>
- ❖ Other file converters
PDF Online <http://www.pdfonline.com/>
Primo PDF <http://www.primopdf.com/>
- ❖ Did you know that StarOffice exports to PDF and maintains any hyperlinks you created?

To do:

1. Practice converting files to different formats using
 - *mouse.wmf* (found in your folder)
 - <http://www.zamzar.com>
2. Practice saving to a different file format using
 - *goodluck.doc* (found in your folder)
 - Star Office 8 (export as PDF) **or** Zamzar **or** PDF Online
 - MS Office (save as .html or .doc)

① Understand TTCC Artifacts

Artifact 1

1. You will be given a login to a website called Profiler upon entering the course. You will complete the **Survey**, post and upload your results.
2. **Professional Growth Plan**
3. **Software Evaluation Form**
4. A **Spreadsheet** containing text, numerical data, formulas, and a chart.
5. An integrated **Lesson Plan** addressing specific technology TEKS.
6. **Caption** (*template provided*)- lists how you addressed specific standards.

① Helpful Resources for Artifact 1

http://www.internet4classrooms.com/on-line_excel.htm

<http://intranet.mansfieldisd.org/curriculum/instructional-technology/ttcc0708.htm>

<http://www.wtvi.com/TEKS/>

<http://www.4teachers.org/kidspeak/>

<http://its.leesummit.k12.mo.us/>

<http://www.2learn.ca/teachertools/spreadsheet/spreadsheettools.html>

Artifact 2

1. Create a **Newsletter** addressing the following issues:
 - Equity Issues related to the use of technology
 - Identify the impact of technology on society
 - Use appropriate terminology such as Internet, URLs, LANs, WANs, HTML, WWW, email.
 - Compare and contrast LANs and WANs
 - Explain difference in analog and digital technology
 - Participate in an electronic community
 - Model ethical acquisition (cite sources properly)
2. An integrated **Lesson Plan** addressing specific technology TEKS.
3. **Caption**

i Helpful Resources for Artifact 2

<http://www.online.tusc.k12.al.us/shortc/newsletters/home.htm>

<http://www.classroom.com/community/connection/howto/citeresources.jhtml>
(use these guidelines from ESC Region 11 for creating citations)

<http://intranet.mansfieldisd.org/curriculum/instructional-technology/ttcc0708.htm>

<http://library.albany.edu/reference/citegen.htm>

http://www.thinkfinity.org/teacher/teacher_index.aspx

<http://www.kn.pacbell.com/wired/wired.html>

<http://www.kn.pacbell.com/wired/fil/index.html>

<http://www.kn.pacbell.com/wired/bluewebn/index.cfm>

<http://www.webopedia.com/>

<http://knowledgeloom.org/practices3.jsp?location=1&bpinterid=1163&spotlightid=1163>

<http://www.2learn.ca/teachertools/wordprocessing/wordprocessingtools.html>

<http://www.2learn.ca/currlinks/curconnection.html>

Mail Merge with MS Office <http://office.microsoft.com/en-us/help/HA010349201033.aspx>

Technology Application TEKS on MISD intranet

http://intranet.mansfieldisd.org/intranet_files/curriculum/instructional-technology/index.htm

Encyclopedia of Ed Tech

<http://www.sites4teachers.com/links/redirect.php?url=http://coe.sdsu.edu/eet/Admin/TOC/start.htm>

Artifact 3

1. Create **Multimedia Presentation** which includes text, audio, video, and graphics.
2. Create a **Rubric** addressing specific standards
3. An integrated **Lesson Plan** addressing specific TEKS (*template provided*)

4. **Caption** (*template provided*)

i Helpful Resources for Artifact 3

http://www.internet4classrooms.com/on-line_powerpoint.htm

<http://intranet.mansfieldisd.org/curriculum/instructional-technology/ttcc0708.htm>

<http://rubistar.4teachers.org/index.php>

http://www.teacherfiles.com/clip_art.htm

<http://freeplaymusic.com/index.php>

<http://www.ncsu.edu/midlink/ho.html>

<http://www.onetruemedia.com/>

<http://www.2learn.ca/teachertools/multimedia/multimediatools.html>

Artifact 4

1. **Scan a letter as a .jpg signed by your principal** on letterhead recommending TTCC certification (*template provided*)
2. **Scan a letter as a .jpg signed by you** on letterhead stating you are familiar with SBEC technology standards and Tech Apps TEKS.
3. **Download image** of building or mascot. **Insert image into a web page.** Cite your sources **using appropriate digital citation.** Upload your image and web page.
4. Create **a document explaining** what **guidelines** you personally use to address:
 - Ethical acquisition and legal use of digital information
 - Proper etiquette and acceptable use of electronic information and products while in an individual classroom, lab or on the Internet
 - Appropriate electronic search strategies
 - Methods to evaluate information for accuracy, relevancy, and content validity and resolve information conflicts
 - How to use virtual environments, simulations, and online help in the classroom
 - How to participate in electronic communities as a learner, initiator, and contributor
 - How to publish information as Internet documents.
5. **Caption** (*template provided*)

i Helpful Resources for Artifact 4

<http://home.earthlink.net/~cnew/research.htm>

<http://intranet.mansfieldisd.org/curriculum/instructional-technology/ttcc0708.htm>

<http://webquest.sdsu.edu/searching/fournets.htm>

Netiquette http://www.livinginternet.com/i/ia_nq.htm

Evaluating Internet Information

<http://www.virtualchase.com/quality/checklist.html>

<http://www.eduscapes.com/tap/topic32.htm>

Webwise <http://www.bbc.co.uk/webwise/>

Simulations <http://www.thinkport.org/Technology/simulations.tp>

Virtual Field Trips

<http://www.uen.org/utahlink/tours/>

<http://www.internet4classrooms.com/vft.htm>

<http://www.sites4teachers.com/links/redirect.php?url=http://www.field-guides.com/trips.htm>

Interactive Science/Math <http://www.shodor.org/interactivate/>

Copyright

http://www.sites4teachers.com/links/redirect.php?url=http://www.cyberbee.com/cb_copyright.swf

Artifact 5

1. Create a **Database**
2. Create a **Database report**. Print and scan it into a file or do a screen capture of your report.
3. **Create a document explaining how you integrate the Technology Application TEKS** for your grade level into your curriculum.
 - Include how you use technology resources to collect and analyze data, track trends, set time lines, and review and communicate student progress.
4. **Caption**

① Helpful Resources for Artifact 5

<http://www.2learn.ca/teachertools/database/dbtools.html>

<http://intranet.mansfieldisd.org/curriculum/instructional-technology/ttcc0708.htm>

① Understand TTCC Scoring Rubric

(see handout)