

Module Eight: Teacher Tools (90 minutes)

Module at a Glance




Module 8 allows trainers to engage in a hands-on approach while using the SAS Portal's Teacher Tools including My Profile and My ePortfolio. These tools will allow trainers to store and organize SAS training materials and resources.

Objectives:

SASITs will:

- Create a SAS Profile to store relevant professional information.
- Build and organize the ePortfolio to store training documents and resources for turn-around SAS trainings.
- Embed pertinent Materials & Resources and documents from My ePortfolio within My Website.
- Join the SAS Professional Learning Community for SASITs and participate in the Communities, Blogs, and Forums.

Train-the-Trainer Agenda

	Teacher Tools: <ul style="list-style-type: none"> • My Profile - View Demonstration • My ePortfolio – View Demonstration • Activity: My ePortfolio Categorizing Activity • My Website and Blog – View Demonstration • Activity: Creating and Commenting on a Blog 	65 minutes
	Action Planning on Module 2	20 minutes
	Lingering Questions	5 minutes

Icon Legend



Group Activity



Demonstration and Practice Using the SAS Portal



Presentation



Action Planning Activity



Teacher Tools



SAS 101 Training Materials

Module 8 Materials Checklist

SASIT Instructor

- SASIT PowerPoint
- SASIT Training Manual
- SASIT Parking Lot posters
- Laptop or computer with hardwired Internet connection

Participants

- Name Tents
- SASIT Training Manual
- Laptop or computer with hardwired Internet connection
- Markers (variety of colors; 4-5 markers per table)
- Post-it Notes

Equipment and Site Requirements

- Multimedia projector
- Screen
- Chart paper
- Availability of loaner laptops or additional computer access

SASIT Tip: Briefly review the **Action Plan** with participants prior to beginning the demonstration for this module.



Module 8 Action Plan:

(20 minutes)

Review the Train-the-Trainer information for Module 8 found below. Review the agenda and identify the activities you will be utilizing with your own audience as well as estimated time frames for each element. This Module requires 85 minutes to provide full training.

Overview of this Module:

- Teacher Tools Overview and Exploration
 - My Profile
 - My ePortfolio
 - My Website
 - My Communities
 - Curriculum Mapping
 - PD Center
- Activity: Teacher Tools Quick Check

SAS 101 Participant Objectives:

- Upload materials to their personal ePortfolios as well as add and delete folders within the ePortfolio.
- Build a Website to post announcements and store relevant materials/resources to enhance home-school communications.
- Join a SAS Professional Learning Community relevant to participant's grade level/subject area or educational role.
- Practice adding District Curriculum Maps to My Curriculum Maps and Instructional Maps.
- Add notes and upload Materials and Resources and other documents from My ePortfolio within an Instructional Map.
- Locate available Professional Development courses in the PD Center.

Suggested SAS 101 Agenda

Teacher Tools	65 minutes
Activity: Teacher Tools Quick Check	10 minutes
Lingering Questions	10 minutes
Total Duration:	85 minutes

Action Planning

Step One: *Identify Key Components*

Based on the information that we just viewed and knowing your target audience, identify the key components from this section you would like to include in your training.

Section:	Critical Components to Convey in Training:
<ul style="list-style-type: none"> ▪ My Profile 	
<ul style="list-style-type: none"> ▪ My ePortfolio 	
<ul style="list-style-type: none"> ▪ My Website/Blog 	

Step Two: *Sharing Your Thoughts*

Choose a table partner and share your identified key components. Update your list, as necessary.

Step Three: *Application of Teacher Tools*

You have now seen examples of each Teacher Tool in the SAS Portal. Briefly explore each tool, and identify ways that the tool can be used to enhance teaching and learning at your district/school/organization. After noting examples for each tool, visit the SAS Trainer Learning Community and post a reflection in the forum titled Effective Use of Teacher Tools.

Section:	How this tool can enhance teaching and learning:
<ul style="list-style-type: none"> ▪ My Profile 	
<ul style="list-style-type: none"> ▪ My ePortfolio 	
<ul style="list-style-type: none"> ▪ My Website/Blog 	
<ul style="list-style-type: none"> ▪ Publish Your Best 	
<ul style="list-style-type: none"> ▪ My Communities 	
<ul style="list-style-type: none"> ▪ Curriculum Mapping 	
<ul style="list-style-type: none"> ▪ PD Center 	

Step Four: *Lingering Questions*

On a Post-It, write down any questions that you may have. Share with your table and discuss. If after discussion with your table you are still unclear, place the Post-It on the appropriate Parking Lot.



My Profile:

(5 Minutes)

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.
2. Choose **My Profile** from the **Teacher Tools** menu.

SASIT Tip: Be sure to convey to your audience that the purpose of the profile is to store relevant professional information. The **Profile Picture** that is also uploaded will be the image used as an avatar in the **SAS Professional Learning Community**.

3. Once a user is registered with **SAS**, they can update their profile at any time. The **My Profile** section will contain some information that was provided to SAS when they registered for an account.
4. Have participants check to ensure the existing personal information is correct, especially the spelling of the **First** and **Last Name** and the **Email Address**.
5. Have participants enter a **Salutation** and **Middle Name** (both are optional).
6. If participants are a certified Pennsylvania teacher, they can enter their **Professional Personal ID (PPID)** and **Birth Date**.

SAS 101 Tip: The **PPID** is a 7-digit number that all certified educators in Pennsylvania are assigned. If users are unsure of your **PPID**, please have them visit the PERMS site at <https://www.perms.ed.state.pa.us/Screens/wfProfessionalPersonnelID.aspx>. The **PPID** number is used in the **SAS PD Center** so that we may award Act 48 credit upon successful completion of an online course.

7. Participants should select a **Grade Level**, **Subject Area** and/or **Course** that best represent their current position.

SASIT Tip: To select multiple items in a list – PC users hold down the **Control (Ctrl)** key and Mac users hold down the **Apple (Command)** key when making selections.

8. Participants should choose from a selection of **Professional Interests**.
9. A **Position** was already selected during the **Account Verification** process. Have participants ensure that it is accurate.
10. Upload a **Profile Picture**. First, click the **Change Picture** icon.
11. Click **Browse** to locate your file. Navigate to the **My Pictures** folder on your hard drive, select an image, and click **Open** (or double click the file name). Not all participants will be prepared with a picture that they wish to use. It is not necessary for all participants to upload a picture at this time.

12. Click the **Upload** button. The window will close, and the picture will appear within your profile.
13. Click **Save** (in the lower part of the screen) to update your information.

SASIT Tip: When training, be sure to relay that when users request that their password be reset, it is always reset to **standards**. A user must then go into **My Profile** to create a more secure password.

14. Click the **Change Password** icon.

- Enter your current password in the **Old Password** field.
- Type a **New Password**.
- **Confirm** the new **Password** by typing it again.
- Click the **Save** button.
- The window will close automatically. The next time you login to **SAS**, use your **New Password**.



Action Plan (2-3 minutes)

Have participants complete Step One of the Module 8 Action Plan for this section of Teacher Tools (p. 137), identifying the key components from this section to include in their training.



My ePortfolio

(30 minutes)

My ePortfolio:

SASIT Tip: My ePortfolio is an electronic (web-based), portable filing cabinet. Participants can store virtually any file they want – word processing, presentations, spreadsheets, images – as long as it is already saved to their computer or another storage device. They can also organize their ePortfolio by creating specific folders.



Activity: My ePortfolio Categorizing Activity – Part I (5 minutes)

Direct participants to click on Teacher Tools. They should then click on My ePortfolio, and complete Part I of the Categorizing Activity (p. 144), creating categories for the resources they have saved in My ePortfolio during previous sessions.

Adding/Deleting Folders:

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.
2. Choose **My ePortfolio** from the **Teacher Tools** menu.

SASIT Tip: The first time a user enters their **ePortfolio**, they will see one main folder, **My ePortfolio**, as well as three subfolders; **My Bookmarks**, **My Files** and **My Classes**. The subfolders are empty, and can be renamed if desired. Participants will also see items that they have saved throughout previous training sessions listed on the right side of the screen – as of now, all of these items will be stored within the **My ePortfolio** folder.

3. Click **Add Folder** above the folder list. Type the **Name Images** and then click **OK**.
4. A folder named **Images** will be added to the list of folders within the **ePortfolio**. Click on the **Images** folder to demonstrate that there is nothing inside of it – nothing will appear on the right half of the screen when the folder is opened.
5. Click and drag the **Images** folder on top of the **My Files** folder. When you let go of the mouse, the **Images** folder will appear as a sub-folder under **My Files**.
6. Click on the – (**minus**) sign to the left of the **My Files** folder. This will hide the **Images** folder. Clicking on the + (**plus**) sign to the left of the **My Files** folder will show the folder(s) underneath the **My Files** folder – in this case, the **Images** folder.

SASIT Tip: Users can create as many folders as necessary to get themselves organized. If users wish to create a main folder, they should click on the **My ePortfolio** folder prior to clicking on the **Add Folder** button. If users wish to create a sub-folder, they should click on the folder they wish to make a sub-folder for prior to clicking on the **Add Folder** button.

Organizing the ePortfolio:

1. Explain that once an item is in their **ePortfolio**, they can move it to another folder, rename it, edit the description, or delete it. In the case of an Uploaded File, they will also be able to browse for a different file.

SASIT Tip: Warn participants that if they delete a folder, they also delete all of its contents. If there are any subfolders attached to that folder, they will also delete them and all of their contents.

2. Click the **Edit icon (pencil)** to the right of an item in the **My ePortfolio** folder.

3. Select an appropriate folder from the **Folder** drop-down list (e.g., My Files, My Bookmarks, etc.).
4. Click **Save**.
5. Click on the selected folder (from step 3) and the item will appear on the right side of the **ePortfolio**.

Uploading Files:

SASIT Tip: There are two file types that cannot be saved to the ePortfolio; **HTML files (.html, .htm)** and **Bitmap image files (.bmp)**.

1. The **Upload File** button allows users to upload almost any type of file to their ePortfolio. Click **Upload File**.
2. Select the **Images** folder from the **Folder drop-down menu**.
3. Click **Browse** to locate a file. Navigate to the **My Pictures** folder on your hard drive. Choose any image file. Once you select the file, highlight it and click **Open** (or double-click the file).
4. Mention that to save time users can elect to upload multiple files to a folder at once. Click the **Add** button. Click **Browse** and choose another image file. Once you select the file, highlight it and click **Open** (or double-click the file).
5. Click **Remove** to the right of the second image file. This will delete the selection of the second image file prior to upload.
6. Click the **Upload** button. The window will close. Click the **Image** folder and the uploaded file will appear on the right side of the **ePortfolio**.

Adding Bookmarks:

1. Call the group back to attention. Users can bookmark their favorite Internet websites. Click the **Add Bookmark** button above the folder list.
2. Select the **My Bookmarks** folder from the **Folder drop-down menu** to save the file to.
3. Type the **Title *Technology Tools to Get Teachers Started***.
4. Type a **Description** for the file – ***A mini-manual to web readiness***.

SASIT Tip: The **Description** is (optional) wording describing a file that appears when the mouse is rolled over the item in the **ePortfolio**.

5. Type the **URL** (web address) - <http://www.edutopia.org/dg-manual>
6. Click the **Save** button. The window will close, and the bookmark will be added to the **My Bookmarks** folder.

SASIT Tip:**To Copy and Paste a URL:**

- Open two windows/tabs with the web browser.
- In one window/tab, login to **SAS**.
- In the other window/tab, find the desired web site.
- Highlight the **URL** in the address/location bar, and copy it.
- Return to **SAS** and paste the **URL** into the correct field. Be sure the pasted **URL** completely replaces any other text.

7. Click on the **My Bookmarks** folder and the bookmark will appear on the right side of the ePortfolio. Click on the title **Technology Tools to Get Teachers Started** to test the bookmark. Close the window (or tab) to return to the **ePortfolio**.
8. Hover your mouse over the title **Technology Tools to Get Teachers Started** to show the hover effect for the **Description**.

**Activity: My ePortfolio Categorizing Activity – Steps Two and Three**

Direct participants to complete Steps Two and Three of the My ePortfolio Categorizing Activity (p. 145), creating folders and reorganizing the resources they have saved in My ePortfolio during previous sessions.



My ePortfolio Categorizing Activity

Step One: Create Categories

Create categories for the resources you have saved in your ePortfolio (e.g., Social Studies, Seasonal, Training Materials, Lesson Plans, Assessments, etc). Assign each of the resources to a category.

Heading: _____

Heading: _____

Heading: _____

Heading: _____

Heading: _____

Heading: _____

You are not limited to 6 category headings. Please create more if necessary.

Step Two: *Creating Folders*

As a Registered User, you can save almost anything you want to an online storage area called **My ePortfolio**. It functions as an online filing cabinet for everything that you want to save or share: documents, pictures, links to websites, and links to items that you find on the SAS Portal. There is a tool called the **ePortfolio Manager** that will allow you to insert these items on just any page within your **Website**, insert into an **Instructional Map**, or to share with others via the **SAS Professional Learning Communities**.

1. Use the *Category Headings* you have created to add additional folders/subfolders to your ePortfolio. It is prudent to create a folder for SASIT Training Materials.

Items you may wish to include in the SASIT Training Materials folder:

- Digital copies of training materials/manuals (NOTE: These can be downloaded from the SAS Help Desk website).
 - Examples of Materials & Resources you want to use in your trainings.
 - Examples of Assessments from Assessment Creator that you want to use in your own trainings.
2. File your resources into the appropriate folder within your ePortfolio.
 3. Upload some files you would like to include on your Website, insert into an Instructional Map, or share within a SAS Professional Learning Community. (NOTE: before an image can be included on your Website it must be uploaded into your ePortfolio).
 4. Create a Bookmark to a site on the Internet you would like to include on your Website, insert into an Instructional Map, or share within a SAS Professional Learning Community.

Step Three: *Action Plan*

Complete Step One of the Module 8 Action Plan for this section of Teacher Tools (p. 137), identifying the key components from this section to include in your training.



My Website and Blog

(30 minutes)

SASIT Tip: All registered users of SAS can create a **Website** to use as a communication tool. The pages are formatted; educators just need to supply the content.

During this demonstration participants can follow along with the trainer, making changes to their site as necessary.

1. Click **Teacher Tools** in the upper-right hand corner of any page in SAS.
2. Choose **My Website** from the **Teacher Tools** menu.

SASIT Tip: Explain that when a user begins to create their **Website**, it is visible only to them, when they log in to the SAS portal. Visitors to the **Website** will see the following message *'This webpage has been taken offline and is not viewable by visitors'*. To share the **Website** with colleagues, parents, and students, they will need to enable their site.

3. Place a **checkmark** next to the **Terms of Use** statement for the SAS **Website**. For further information on policy, refer them to the **Terms of Use** link, as well as any documentation set forth by their district.
4. Place a checkmark next to **Enable My Website**.
5. Click **Save** at the bottom of the **Website Builder** tab, and then click **Ok**.

SASIT Tip: The **Custom Page Header** will appear in at least 2 places – in the heading of the site itself, and also in the **Title Bar** of the window. If they are working in a tabbed web browser, such as Firefox or Internet Explorer 8, the header text may also appear on the **Tab**. The **Copyright Statement** will appear to the bottom-right of every page within the site, appended with the current year.

6. Type a **Name** for the site (e.g., *Mrs. Teacher's Website*) to the left of the **Custom Page Header** button, and then click the **Custom Page Header** button.
7. The SAS rich-text editor will open. Use the editor, which functions very similar to a word processor, to type the name again.
8. Scroll down to the section titled **My Website Copyright Statement**. Type a copyright statement (e.g., your initials).
9. Click **Save** at the bottom of the **Website Builder** tab, and then click **Ok**.

10. Scroll up to the top of the page, and then click on **View My Website** to preview the changes. The **Website** will open up in a new window – users will need to make sure that the pop-up blocker within their web browser has been turned off.

SASIT Tip: **Website Settings** can be customized to suit a user’s personal taste. They can choose from a collection of themes, layouts, and patterns and color schemes to enhance the look of their site.

11. Click on the **Website Settings** button at the top of the **My Website** tab.
12. Select a **Theme**. This image will be placed in the **Page Header** at the top of every page in the Website.
13. Select a **Background Color**. This color will fill in the area surrounding the web pages, not the background of the pages themselves.
14. Select a **Background Pattern**. This pattern will fill in the area surrounding the web pages, not the background of the pages themselves. The option to the far left can be selected if the user does not want to include a pattern.
15. Select a **Layout**. The navigation menu for the site can appear on the left or right side of the page.
16. Select a **Font** grouping for the **Website**. These are the default fonts for the **Website**, but can be overridden by selecting a different font in the rich-text editor.
17. Click the **Save** button, and then click **Ok**.
18. Scroll up to the top of the page, and then click on **View My Website** to preview the changes. The Website will again open up in a new window. Users who minimized their **Website** (when they last previewed it) instead of closing it will need to refresh their browser window to see the changes.
19. Close the window to return to the **My Website** tool.
20. Provide users with @ 3-5 minutes to select and view **Website Settings** for their site.

My Blog:

1. Click on the **Website Builder** button.
2. Locate **My Blog**, under the **My Website Pages** list, and then click **Edit**.

SASIT Tip: Explain that the rich-text editor operates very much like a typical word processing program. The **Title** of a **Page** appears above the editor, and can be changed at any time. Whatever information is typed into the editor below the toolbars is visible on this page in the website. Advanced users can click on **HTML** in the bottom toolbar to edit their pages using HTML coding (Hypertext Markup Language).

3. The SAS rich-text editor will open. Explain that the **My Blog** is a website that allows users to reflect, share opinions, and discuss various topics in the form of an online journal; readers may comment on blog posts. The page initially contains a default message: ***This is my blog.***
 4. Demonstrate how to use basic features of the editor by highlighting the text of the default message and changing the **Font family** and **Font size**.
 5. Place your mouse over the **Select text color** icon to show that the name of each icon will appear when hovering over it. Highlight the text of the default message and change the **text color**.
 6. Scroll down to directly below the editor. Explain that **Show this page on your website menu?** is checked by default so that this page will display on the site's menu on the **Website Builder** tab.
 7. Place a checkmark next to **"Make this webpage available online?"** directly below the editor. This will make the **Home Page** visible to visitors to the user's **Website**.
 8. Click **Save**, and then click **Ok**.
 9. Scroll up to the top of the page, and then click on **View My Website** to preview the changes. The **Website** will again open up in a new window.
 10. Navigate to the **My Blog** page to preview the changes.
 11. Close the window to return to the **My Website** tool.
 12. Locate the **My Blog Entries** area, and then click **Add Blog Entry**.
 13. Enter the **Title SAS Train the Trainer**.
 14. Click in the rich-text editor, and type the beginning of a blog post (e.g, *The most enriching experience I have had at the SASIT Training is...*)
 15. Explain that users have the ability to take items saved in their **ePortfolio** and add them to any **Page** on their **Website** or **Blog** using a tool called the **ePortfolio Manager**.
- SASIT Tip:** The **ePortfolio Manager** is located in the 4th toolbar in the rich-text editor, and looks like a briefcase.
16. Click the **ePortfolio Manager** icon on the toolbar in the rich-text editor. The **ePortfolio Manager** will show all of the resources saved within the folders in **My ePortfolio**.
 17. Click on the **+ (plus) sign** to the left of the **My Files** folder to show the folder(s) underneath the **My Files** folder – locate the **Images** folder (Note – This step may not be necessary if the folder list is already expanded).
 18. Click on the **Images** folder. The items within the folder will display on the right side of the tool.

19. Check the image file that was uploaded during the **My ePortfolio** demonstration, and click the **Submit** button.
20. The image you selected will be inserted on the **Page**. Click on the image, and resize it by dragging the handles. If the rich-text editor window is too small to view the entire image, click the **Toggle Fullscreen** icon in the bottom toolbar to have the rich-text editor cover the full screen.
21. Hit the **Enter** key on your keyboard to move down to another line.
22. Click the **ePortfolio Manager** icon on the toolbar in the rich-text editor. The **ePortfolio Manager** will open.
23. Click on the **My Bookmarks** folder. The items within the folder will display on the right side of the tool.
24. Check the **Technology Tools to Get Teachers Started** bookmark that was saved during the **My ePortfolio** demonstration, and click the **Submit** button.
25. The bookmark you selected will be inserted on the **Page**. Inserted files, bookmarks to web sites, or bookmarks to items within **SAS** will appear as hyperlinks.
26. Click on the **Toggle Fullscreen** icon again to return the rich-text editor to its normal size.
27. Scroll down to directly below the editor. Explain that the **Publish** option is selected by default so that this entry will be visible to visitors on the user's **Blog**. The **Draft** option is there so that users do not have to share information live on the **Blog** until the post is completed.
28. Click **Save**.
29. Scroll up to the top of the page, and then click on **View My Website** to preview the changes. The **Website** will again open up in a new window.
30. Navigate to the **My Blog** page. The entry will be listed; click on **Read More** to expand the entry so that it is completely visible.
31. Point out that visitors to the Blog can subscribe to the RSS Feed for the blog by clicking the **RSS icon** to the right of the heading **My Blog Entries**.
32. Point out that visitors can comment on the **Blog Entry** by clicking the **Add Comment** button, and completing the form that appears.
33. Close the window(s) to return to the **My Website** tool.



Activity: Creating and Commenting on Blogs

Direct participants to complete the Creating and Commenting on Blogs Activity (p. 150), creating a posting in their own blog, and commenting on the posting of another participant.

Creating and Commenting on Blogs Activity



A blog is a web publishing tool that allows authors to quickly and easily self-publish text, artwork, links to other blogs or web sites, and a whole array of other content.

Blogs are created like traditional web sites, with navigation links, images, and other standard web site features. A blog is different from a typical Web site in that the primary content is comprised of *postings*. Blog postings are text entries (similar to a diary or journal) which include a posting date. They include subsequent comments made by people other than the author. Postings are often short and frequently updated. They appear in reverse chronological order and can include archived entries.

In addition to providing teachers with an excellent tool for communicating with students, parents, and colleagues, there are numerous educational benefits of blogs.

Blogs:

- Are motivating to students, especially those who otherwise might not frequently participate in classroom discussion;
- Provide excellent opportunities for students to read and write;
- Are effective forums for collaboration and discussion;
- Are powerful tools to enable scaffolded learning and mentoring to occur.

Step One: Blog Entry

1. Add a Blog Entry to your SAS Blog.
2. Include the keywords "SASIT Training" within the Title of the Entry.
3. Discuss the most enriching experience that you have had thus far at SASIT Training. Be sure to include a link to at least one item from your ePortfolio.

Step Two: Commenting

1. Within My Communities, use the Keyword Search tool to search for Blogs using the keyword "SASIT".
2. Locate the Blog of the person sitting to your right.
3. Add a Comment to his/her Blog Entry.



Action Plan (2-3 minutes)

Have participants complete Step One of the Module 8 Action Plan for this section of Teacher Tools (p. 137), identifying the key components from this section to include in their training.

When Step One is complete, have them move on to complete the remaining sections of the Action Plan.



Lingering Questions (5 minutes)

As part of the Action Plan activity, participants will identify Lingering Questions and will discuss them as a group.

- Participants will affix any remaining questions (written on a Post-It note) to the Standards Parking Lot.
- The instructor(s) will remove the Post-Its, and will address the remaining questions or concerns with the whole group.



SAS 101 Participant Activity: Teacher Tools Quick Check

① Where can you change your password or update personal information on the Portal?

② How will the ePortfolio support your instruction and student achievement?

③ Thinking about your own classroom or role in the district, brainstorm some benefits to creating and using a blog?

④ What purpose(s) do you want to achieve through the use of a classroom blog?

⑤ What are some of the benefits to joining a Professional Learning Community?

⑥ How do you see yourself using the My Communities tool to support your instruction?

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