Laptops4Learning

EETT 08-09 Teacher Lesson Plan
and Student Digital Artifact Research Components

Instructions for Teachers

Congratulations on your involvement in the Florida 2008-2009 Laptops for Learning program in your district. Two important parts of Florida's program this year involve effective classroom technology integration practices. To help the state understand the impact that the EETT professional development, classroom technology, and support are having on you and your students, we are collecting representative lesson plans and student digital artifacts from participating teachers.

We are asking that you send us a lesson plan during the first half of the school year that represents effective use(s) of technology for learning in your classroom. The plan that you send should be a lesson that you have taught this year.

We are asking that you send us a student-created digital content sample during the first half of the school year that represents effective uses of technology for learning in your classroom. The sample that you send should be one that a student created as part of a class project or assignment this year, but it does not need to be related to the lesson plan (or to action research, if you are participating in that program). The digital samples may include: photographs, drawn images, maps, movies, audio files, presentation files, multimedia files, games, concept maps and other computer-produced files as well as links to online student-created content.

The link below will take you to the lesson plan and student digital artifact input website where you will see text boxes along with limited-response items that will be used to identify your materials. You can copy text from an existing word processing file into the text boxes.

Later, during the fourth quarter of the year, we will ask for another lesson plan and a second student sample that represent effective uses of technology in your classroom at that time. The input process will be the same.

The educators of Florida appreciate the expertise that you will be sharing this year!

http://tools.fcit.usf.edu/ar

**Florida 2008-2009 Laptops4Learning
Lesson Plan and Student Digital Artifact Input System**

1. Use your web browser to visit http://tools.fcit.usf.edu/ar. On your first visit, create a user account by using the link, "Need Account? Click Here." You can create your own username (your email address) and pin number and select your district and school.

On your next visit, Login using your username (email address) and your password.

2. Once you login, you will be presented with the page for EETT Statewide Research Tools. You will be able to choose from:

- Action Research Inquiry (to use if you are participating in this program)

- Lesson Plan Submission

- Student Artifact Submission

For submitting Lesson Plans:

After you enter the Lesson Plan Submission system, you will be asked for a pass code (your DOE district number followed by 08 (eg., 1508)). Your district coordinator will have your district number if you do not know it.

Next, you will see a link to Create New Lesson Plan. After you create a new plan, a link to that lesson plan will be added to the system for subsequent visits. The tool will lead you through a series of steps.

On the first lesson plan screen, enter the title of your lesson. You will be able to edit the title later.

On the next screen, add the details of the lesson and save your work when you leave the system. You can return to add or edit the lesson.

Use the menu on the left side of the screen to add Resources, Objectives, Standards, and Procedures for your lesson. Each of these menu items will display a new screen where you can enter one or more entries.

When you are finished working on your lesson, save the lesson. You can return to edit your lesson by logging in.

For submitting Student Artifacts:

After you enter the Student Artifact Submission system, use the link on the left to Add Student Artifact. After you create a new plan, a link to that artifact will be added to the system for subsequent visits. The tool will lead you through a series of steps.

Complete the as many of the items in the form as you can and upload the student file. These files will only be visible by you, your district EETT coordinator and a reviewer.

When you are finished with the artifact, save it. You can return to edit the artifact by logging in and choosing it from a list.