



eBISTRO Module Assessment

Module Title: Word Processing in the Classroom

Module Description: An introduction to using basic word processing skills in your classroom.

ISTE NETS Addressed by Module:

1. **TECHNOLOGY OPERATIONS AND CONCEPTS. Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:**
 - A. Demonstrate introductory knowledge, skills, and understanding of concepts related to technology (as described in the ISTE National Education Technology Standards for Students)
2. **PRODUCTIVITY AND PROFESSIONAL PRACTICE. Teachers use technology to enhance their productivity and professional practice.**
 - C. Apply technology to increase productivity.
 - D. Use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning

Rubric for Evaluating Word Processing Module

Criteria	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
Preparation					
Implementation of Word Processing	Portfolio entry includes: <ul style="list-style-type: none"> a list of 2 things learned from the article. 	Portfolio entry includes: <ul style="list-style-type: none"> a list of 3 things learned from the article. 	Portfolio entry includes: <ul style="list-style-type: none"> a list and discussion of 2 things learned from the article. 	Portfolio entry includes: <ul style="list-style-type: none"> a list and discussion of 3 things learned from the article. 	
Engagement					
Kaleidoscope Jukebox Activities	Portfolio entry includes: <ul style="list-style-type: none"> documentation showing evidence of visiting 6 Web resources, and all 6 activities completed. 	Portfolio entry includes: <ul style="list-style-type: none"> documentation showing evidence of visiting 7 Web resources, and all 7 activities completed. 	Portfolio entry includes: <ul style="list-style-type: none"> documentation showing evidence of visiting 8 Web resources, and all 8 activities completed. 	Portfolio entry includes: <ul style="list-style-type: none"> documentation showing evidence of visiting 9 Web resources, and all 9 activities completed. 	
WP Checklist	Portfolio entry includes: <ul style="list-style-type: none"> completed checklist on personal use. 	Portfolio entry includes: <ul style="list-style-type: none"> completed checklist on personal use, and completed checklist on use with students. 	Portfolio entry includes: <ul style="list-style-type: none"> completed checklist on personal use, completed checklist on use with students, and a list of one person who can be used as a resource. 	Portfolio entry includes: <ul style="list-style-type: none"> completed checklist on personal use, completed checklist on use with students, a list of one person who can be used as a resource, and documentation 	

				showing evidence of notes taken while completing checklist.	
WP Practice Worksheet	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • activities 1-12 completed. 	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • activities 1-12 completed, and • documentation showing evidence of all necessary corrections being made. 	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • activities 1-12 completed, • documentation showing evidence of all necessary corrections being made, and • a list of strengths and weaknesses. 	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • activities 1-12 completed, • documentation showing evidence of all necessary corrections being made, and • a list and discussion of strengths and weaknesses. 	
Editing Tools Worksheet	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • completed <i>Spell Check</i> activity, • completed <i>Thesaurus</i> activity, and • completed <i>Track Change</i> activity. 	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • completed <i>Spell Check</i> activity, • completed <i>Thesaurus</i> activity, • completed <i>Track Change</i> activity, and • documentation showing all necessary corrections are made. 	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • completed <i>Spell Check</i> activity, • completed <i>Thesaurus</i> activity, • completed <i>Track Change</i> activity, • documentation showing all necessary corrections are made, and • a list of strengths and weaknesses. 	<p>Portfolio entry includes:</p> <ul style="list-style-type: none"> • completed <i>Spell Check</i> activity, • completed <i>Thesaurus</i> activity, • completed <i>Track Change</i> activity, • documentation showing all necessary corrections are made, and • a list and discussion of strengths and weaknesses. 	

Reflection					
Teacher Uses For Word Processing	Portfolio entry includes: <ul style="list-style-type: none"> a list of 2 teacher uses for word processing. 	Portfolio entry includes: <ul style="list-style-type: none"> a list of 3 teacher uses for word processing. 	Portfolio entry includes: <ul style="list-style-type: none"> a list and discussion of 2 teacher uses for word processing. 	Portfolio entry includes: <ul style="list-style-type: none"> a list and discussion of 3 teacher uses for word processing. 	
Student Uses For Word Processing	Portfolio entry includes: <ul style="list-style-type: none"> a list of 2 student uses for word processing. 	Portfolio entry includes: <ul style="list-style-type: none"> a list of 3 student uses for word processing. 	Portfolio entry includes: <ul style="list-style-type: none"> a list and discussion of 2 student uses for word processing. 	Portfolio entry includes: <ul style="list-style-type: none"> a list and discussion of 3 student uses for word processing. 	
Exploration					
Artifacts	Portfolio entry includes: <ul style="list-style-type: none"> a parent letter, a student handout, and a brief lesson plan. 	Portfolio entry includes: <ul style="list-style-type: none"> a parent letter, a student handout, and a detailed lesson plan. 	Portfolio entry includes: <ul style="list-style-type: none"> a parent letter, a student handout, a detailed lesson plan, and documented feedback from a colleague. 	Portfolio entry includes: <ul style="list-style-type: none"> a parent letter, a student handout, a detailed lesson plan, documented feedback from a colleague, and documentation showing evidence of changes made due to feedback. 	
Implementation					
Implementation of Lesson Plan	Portfolio entry includes:	Portfolio entry includes:	Portfolio entry includes:	Portfolio entry includes:	

	<ul style="list-style-type: none"> • a list of lesson plan implementation successes. 	<ul style="list-style-type: none"> • a list and discussion of lesson plan implementation successes. 	<ul style="list-style-type: none"> • a list and discussion of lesson plan implementation successes, and • documented feedback from students. 	<ul style="list-style-type: none"> • a list and discussion of lesson plan implementation successes, • documented feedback from students, and • documentation showing evidence of changes made due to feedback. 	
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