

8th Grade Technology Assessment

Students are technology proficient if they receive 220 points out of 350 on the project scoring guide.

Standard	Benchmark Skill	What is Assessed
I. Basic operations and concepts	1.1 Demonstrate proper posture, correct finger positions, and keyboarding skills.	This project demonstrates keyboarding, formatting, and basic computer application skills. In addition, keyboarding skills will be assessed with the keyboarding program used throughout the district.
	1.2 Demonstrate editing skills: word/sentence/indent/double spacing, formatting (font, styles, justification), spell checking.	
	1.3 Reset desktop to appropriate settings (quit programs).	
	1.4 Demonstrate keyboarding at 30 words per minute.	
	1.5 Select specific printer.	
	1.6 Save to a specific folder (local or server).	
II. Social, ethical, and human issues	2.1 Practice responsible use of equipment and software.	Ongoing evaluation.
	2.2 Demonstrate positive social and ethical behaviors when using technology.	
	2.3 Cite source(s) used in projects following citation format.	
	2.4 Understand basic issues related to technology and information ethics and the consequences of inappropriate use.	
III. Productivity tools	3.1 Create a document that includes graphics (CDs, web, scanner, camera), and/or charts/graphs.	Presentation includes graphics and graphs.
	3.2 Use a spreadsheet to organize data for a chart or graph.	N/A
	3.3 Use a spreadsheet for functions (AVG, SUM).	N/A
	3.4 Create a diagram/outline to organize information (ie. concept map).	Students will prepare an outline before their presentation.
	3.5 Use technology tools (scanner, digital cameras, multimedia authoring, web tools) for writing, communicating and publishing.	Multimedia authoring skills will be used.
	3.6 Create a slide show, including background, text, graphics, and special effects complimentary to the content.	A PowerPoint presentation will be the main focus of this assessment.
IV. Communication tools	4.1 Present a technology created project.	Students will communicate information and ideas effectively with their presentation.
	4.2 Use online information resources to meet needs for research, publication, communication and productivity.	Students will be researching a career.
V. Research tools	5.1 Use technology resources (online data bases, resources, CDROMs) to gather information.	Students will locate, organize, analyze, evaluate, synthesize, and use information from a variety of sources and media to explore a career.
	5.2 Use effective searching strategies (Boolean, keyword and phrase).	
	5.3 Evaluate electronic information sources for accuracy and relevancy.	
VI. Problem-solving and decision-making tools	6.1 Use technology resources (educational software, calculators) for problem solving, self-directed learning, and extended learning activities.	Students will examine their career interest and gather information about a prospective occupation.



CREATING YOUR OWN SLIDE SHOW



You will be creating a slide show about a career of your choice in Microsoft PowerPoint. This project will increase your awareness about the career you might be interested in, and will also help you become aware of other careers as you watch your classmates' shows.

Remember to save frequently, view your presentation often, and have fun!

Minimum Requirements may change, but are as follows:

- 8+ Slides long (not including title slide)
- 1+ graphic per slide
- Words/text must move (text animation)
- Transitions between every slide (slide show menu)
- 3 to 5 groups of words (bulleted items) per slide
- Graph or Chart used within presentation

Slides to include (you aren't limited to these, but you should at least include these as a minimum):

- Title Slide
- Introductory slide (tell us a little about your career)
- Informative slides (tell us more details about your topic)
 - Nature of Work
 - Working Conditions
 - Employment Opportunities
 - Training/Qualifications
 - Job Outlook for the Future
 - Possible Earnings
 - Related Occupations
 - Personal interests, personality traits, values, and abilities, which apply to this occupation
- Conclusion slide (this is the summary of your presentation - why do you want to do this career?)

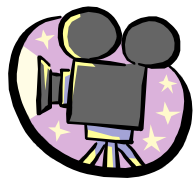
Information to Remember or That Will Be Handy!

- Create your title slide (this is not included in the slide minimum) by typing in your title.
- Create new slides so that you end up with at least 8 informative slides (**in addition** to your title slide) Click file, then new slide to do this or use the "new slide" button.
- Add your wording to these slides. Pressing tab makes the words indent and get smaller. Pressing Shift and Tab together takes you back to the left side, with large words.
- Add pictures to these slides by choosing Pictures from the insert menu. Change to the drive and directory you have pictures in. You can look at your folder on the m: drive for pictures you saved from the Internet.
- Add transitions between slides by choosing Slide Transitions from the Tools menu. All slides must have transitions.
- Add animation to your text and graphics (again, from the tools menu). Each slide must have animated text.

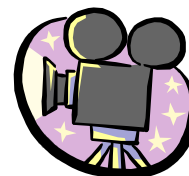
Not sure what career you want to enter? Use these web sites to find specific information about careers:

http://www.bls.gov/oco/	Occupational Outlook Handbook for 2006-2007
http://www.collegeplanning.org/iowachoice/	Site used in your career class
http://www.kids.gov/k_careers.htm	Kids.gov informational website
http://www.bls.gov/k12/	Kids Occupational Outlook Handbook for 2006-2007
http://jobprofiles.monster.com/	Monster.com job profiles

If you have any questions, or discover something neat about the program, I hope you will let me know!



SLIDESHOW AND PRESENTATION SCORING GUIDE



Criteria	Excellent—meets or exceeds the requirements with <i>panache!</i> 100 pts	Good—meets the majority of the requirements <i>appropriately.</i> 90 pts	Fair—may not meet all requirements. Shows a <i>lack of good decisions or effort.</i> 80 pts	Poor—does not meet requirements. Lack of effort or <i>poor organization.</i> 0-79 pts
Oral Presentation	Speech: clear Eye Contact: great Voice: good volume Organized. 100 pts	Weaknesses don't significantly lower the presentation's effectiveness. 90 pts	Weaknesses detract from presentation effectiveness. 80 pts	Presentation is ineffective. 3 or more of the criteria not met. 0-79 pts
Productivity	Begins with title slide. Has 8+ informative slides. Contains a graphic on each slide. Animation meets requirements. Transitions between every slide. 3 to 5 bulleted items on each slide. Graph or chart used within presentation. 100 pts	One criteria not met adequately. 90 pts	Two criteria not met adequately. 80 pts	Three or more criteria not met adequately. 0-79 pts
Content/ Research	Has a clear beginning, middle, and end. Sticks to topic. Content approved by teacher. 50 pts	Generally sticks to topic. Other categories met. 40 pts	May lack evidence of beginning, middle, or end. Contains info not relevant to the topic. 30 pts	Subject matter was not teacher approved. Poorly organized. 0-29 pts
Written Text	Uses correct grammar, spelling, and punctuation. Minor errors do not detract from show. 50 pts	Contains some errors, but these errors do not detract from presentation's effectiveness. 40 pts	Contains some unclear information due to errors. Errors detract from presentation. 30 pts	Information is unclear. Repeated errors in spelling, grammar, and punctuation. 0-29 pts
Timing	Finished and presented on time. 50 pts	One class day late. 25 pts	Two or more class days late. 0 pts	Two or more class days late. 0 pts
Creativity Bonus Points	Excellent 15 pts	Good 8 pts	Fine 5 pts	Acceptable 3 pts

TOTAL POINTS: ___/350

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Keyboarding Skills

_____ wpm