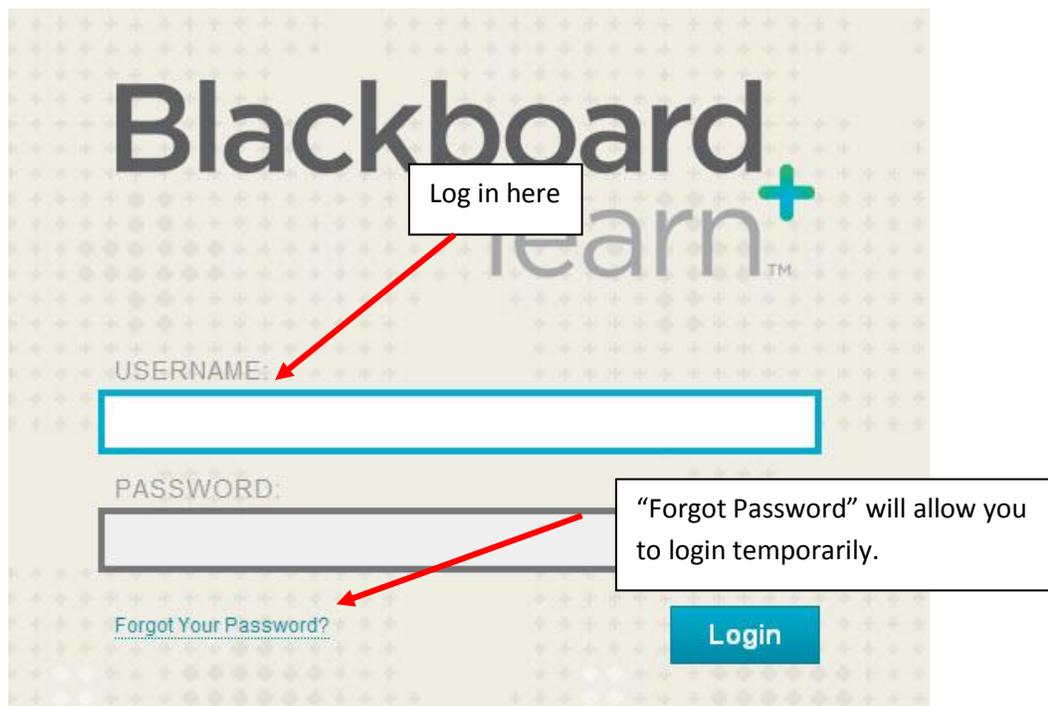


Directions for Using Blackboard—21 Things 4 Teachers

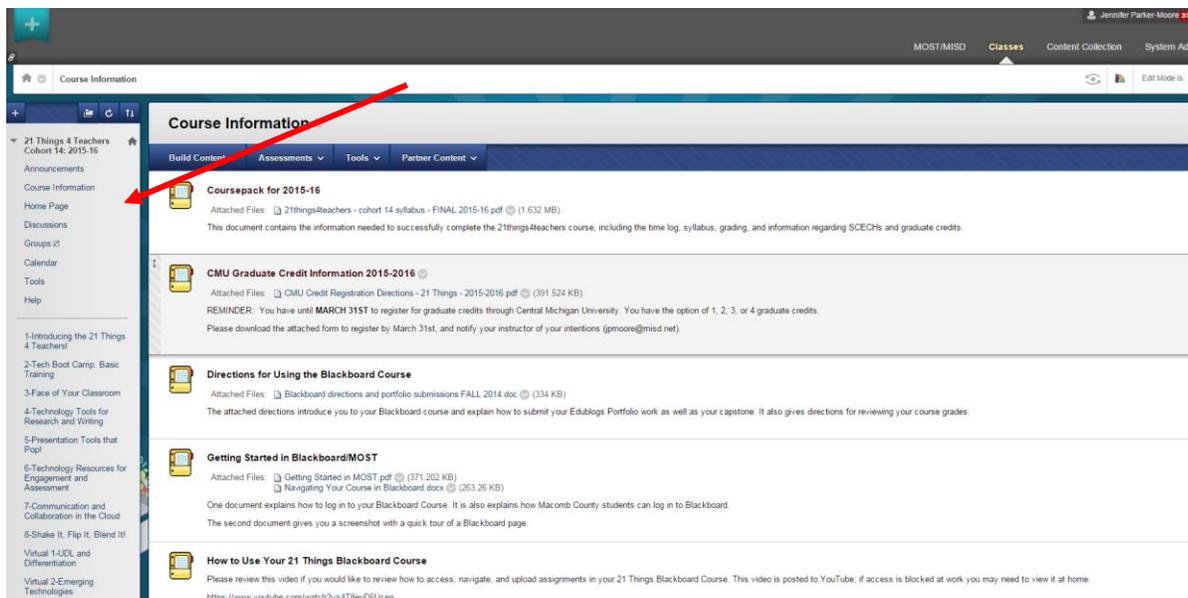
Login: <http://www.bb91.misd.net>

If you are a Macomb County teacher, your **user name** is a three letter prefix based on your school district plus your Power School username. If not, your instructor will give you alternate directions.

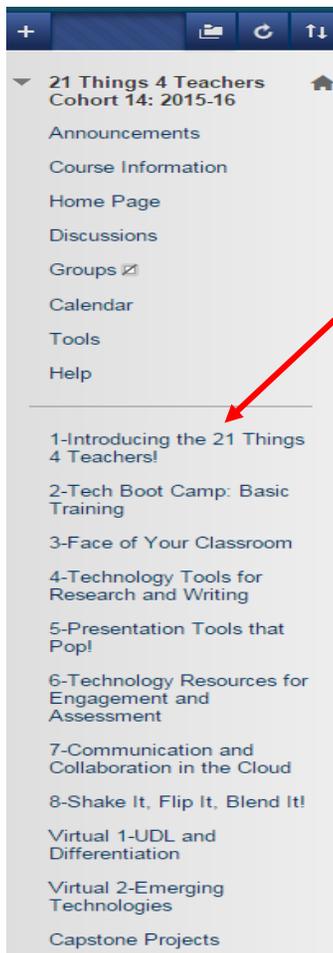
Your **password** is your employee ID number if you are a Macomb teacher. It's usually found on your paycheck stub. See the workaround on the screenshot below if you need to log in temporarily until you learn your number. You can change your password once you log in to your class the first time. If you are not a Macomb teacher, see your instructor for login details. For questions, contact jharding@misd.net



Find your 21Things class on the Entry Page in Blackboard once logged in and click on it. Below is a screenshot of the information page. On the left are the navigation buttons that will send you to the class content. Click around and check things out. Use the Class Menu buttons or the “breadcrumb trail” at the top of the page to return to a previous page. Do not use the browser “back arrow”.

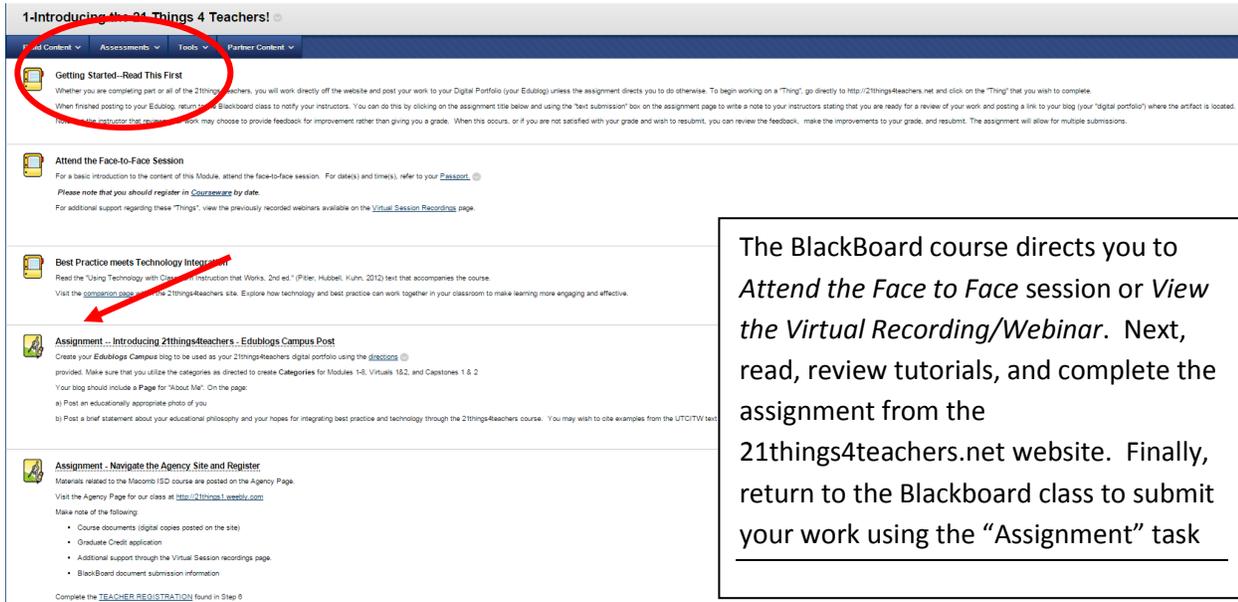


Close-up of Class Navigation Menu:



Click on the button that corresponds to where you want to go. To get started with the course, click "1-Introducing the 21things4teachers".

Review the “Getting Started – Read This First” in the BlackBoard site before beginning work on the class. When you are ready to submit work, click on the “Assignment” task and begin uploading your documents or links.



1-Introducing the 21 Things 4 Teachers!

Getting Started-Read This First

Whether you are completing part or all of the 21things4teachers, you will work directly off the website and post your work to your Digital Portfolio (your Edublog) unless the assignment directs you to do otherwise. To begin working on a "Thing", go directly to <http://21things4teachers.net> and click on the "Thing" that you wish to complete. When finished posting to your Edublog, return to the Blackboard class to notify your instructors. You can do this by clicking on the assignment title below and using the "test submission" box on the assignment page to write a note to your instructors stating that you are ready for a review of your work and posting a link to your blog (your "digital portfolio") where the artifact is located. *Note: Your instructor may choose to provide feedback for improvement rather than giving you a grade. When this occurs, or if you are not satisfied with your grade and wish to resubmit, you can review the feedback, make the improvements to your grade, and resubmit. The assignment will allow for multiple submissions.*

Attend the Face-to-Face Session

For a basic introduction to the content of this Module, attend the face-to-face session. For date(s) and time(s), refer to your [Passport](#).

Please note that you should register in [Courseware](#) by date.

For additional support regarding these "Things", view the previously recorded webinars available on the [Virtual Session Recordings](#) page.

Best Practice meets Technology Integration

Read the "Using Technology with Content Instruction that Works, 2nd ed." (Piper, Hubbel, Kuhn, 2012) text that accompanies the course. Visit the [assignment page](#) on the 21things4teachers site. Explore how technology and best practice can work together in your classroom to make learning more engaging and effective.

Assignment ... Introducing 21things4teachers - Edublogs Campus Post

Create your Edublogs Campus blog to be used as your 21things4teachers digital portfolio using the [directions](#) provided. Make sure that you utilize the categories as directed to create [Categories](#) for Modules 1-4, Virtuals 1&2, and Capstones 1 & 2. Your blog should include a [Page](#) for "About Me". On the page:

- Post an educationally appropriate photo of you
- Post a brief statement about your educational philosophy and your hopes for integrating best practice and technology through the 21things4teachers course. You may wish to cite examples from the UCTTW text.

Assignment - Navigate the Agency Site and Register

Materials related to the Missouri ISD course are posted on the Agency Page. Visit the Agency Page for our class at <http://21things4teachers.com>.

Make note of the following:

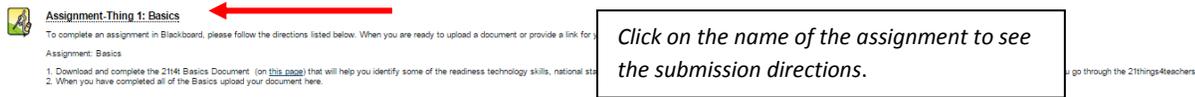
- Course documents (digital copies posted on the site)
- Graduate Credit application
- Additional support through the [Virtual Session Recordings](#) page.
- BlackBoard document submission information

Complete the [TEACHER REGISTRATION](#) found in Step 6

The BlackBoard course directs you to *Attend the Face to Face session* or *View the Virtual Recording/Webinar*. Next, read, review tutorials, and complete the assignment from the 21things4teachers.net website. Finally, return to the Blackboard class to submit your work using the “Assignment” task

Assignment Submissions

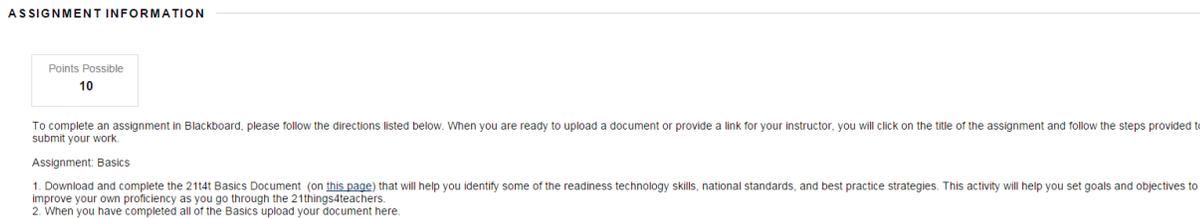
Select the Module you are working on from the “Class Menu”. Within the Module, select the “Thing” you wish to submit the assignment for. Assignments are preceded by a little icon that looks like a compass. Click on the title to open it up.



The screenshot shows a Blackboard assignment titled "Assignment: Thing 1: Basics" with a compass icon. A red arrow points to the title. A text box on the right contains the instruction: "Click on the name of the assignment to see the submission directions."

Section #1: Assignment Information

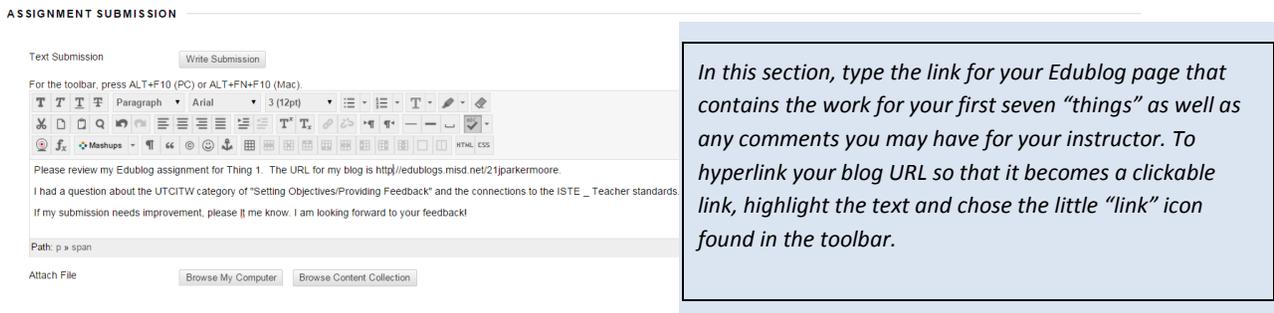
Follow the directions for the assignment found on the 21 Things website. Once you have completed the activities and documented them on your Edublog, click on the link for the Assignment in Blackboard that such as the one depicted in the screenshot above. You will then see some additional information about your assignment in the box marked “Assignment Information” (#1). A scoring rubric is available for you to view in this section.



The screenshot shows the "ASSIGNMENT INFORMATION" section. It includes a box for "Points Possible" with the value "10". Below this, there are instructions to complete the assignment in Blackboard and a list of steps: 1. Download and complete the 2144 Basics Document (on this page) that will help you identify some of the readiness technology skills, national standards, and best practice strategies. This activity will help you set goals and objectives to improve your own proficiency as you go through the 21things4teachers. 2. When you have completed all of the Basics upload your document here.

Section #2: Assignment Submission (upload materials or share links)

In section #2, you will put your submission into the text box, following the directions below. Type a note to your instructor in the second section under “Type Submission” (see below) and include the link to your Edublog page where your assignments can be found



The screenshot shows the "ASSIGNMENT SUBMISSION" section. It includes a "Text Submission" area with a rich text editor toolbar. A text box contains the following text: "Please review my Edublog assignment for Thing 1. The URL for my blog is http://edublogs.misd.net/21jparkermoore. I had a question about the UTCITW category of 'Setting Objectives/Providing Feedback' and the connections to the ISTE _Teacher standards. If my submission needs improvement, please let me know. I am looking forward to your feedback". A text box on the right contains the instruction: "In this section, type the link for your Edublog page that contains the work for your first seven 'things' as well as any comments you may have for your instructor. To hyperlink your blog URL so that it becomes a clickable link, highlight the text and chose the little 'link' icon found in the toolbar."

Section #3: Submit

When you finish typing your comments, be sure to hit “Submit” (button found at both the top and bottom of the page).

3. Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.



The screenshot shows three buttons: "Cancel", "Save as Draft", and "Submit". A red arrow points to the "Submit" button.

Reviewing Your Grade

Return to the “Class Menu” in Blackboard when you want to review your grade. Click on the link for “Assignment -Thing 1: Basics”.

The screenshot shows the Blackboard interface for a course titled "2-Tech Boot Camp: Basic Training". The navigation bar includes "Build Content", "Assessments", "Tools", and "Partner Content". The main content area is divided into three sections:

- Getting Started--Read This First**: Contains instructions on how to complete assignments, including a note about using Edublogs and a link to a "Passport".
- Attend the Face-to-Face Session**: Includes a note to register in the course by a certain date and a link to "Virtual Session Recordings".
- Assignment-Thing 1: Basics**: Contains instructions for submitting an assignment, including a list of steps: 1. Download and complete the 21st Century Literacy Document (on this page) that will help you identify some of the readiness technology skills, national standards, and best practice strategies. This activity will help you set goals and objectives to improve your own proficiency as you go through the 21st Century Literacy. 2. When you have completed all of the Basics upload your document here.

A red arrow points from the "Attend the Face-to-Face Session" section down to the "Assignment-Thing 1: Basics" section.

Under #2, Review Submissions History, you will be able to see your instructor’s comments and your score.

2. Review Submission History

The screenshot shows the "Submission History" page for a submission made on January 13, 2013, at 8:19:31 PM EST. The submission materials include a note from the instructor: "Note to my instructor: You can view my submissions for Things 1-7 at <http://edublogs.misd.net/ssmith>. I look forward to seeing your comments! --Sally Smith". The student comments section is empty. The teacher feedback section shows a grade of 60.00 out of 70, with a "View Rubric" button next to it. The comments from the instructor are: "Sally, Great job on your first seven 'things'. I especially enjoyed your reflection on thing six and agree with your comments! I'd like to see you add a few more comments about how you might use the tools in the classroom for things 3 and 5. Don't forget the connection to the CITW strategies in thing 4. Your screenshots look great and I'm glad to hear you are using the tools with your students! Looking forward to reading your 8-15 reflections." The attached files section is also empty.

If you would like to improve your score, you can resubmit your Edublogs link following the directions above on the “Resubmit” assignment. Keep in mind you will need to send the link with a note to your instructor again. This will notify your instructor that a new submission is awaiting evaluation.

Best wishes as you learn and work through the course.