



## EDU 67020-AA Digital Student Portfolios

The following is the syllabus for the graduate course at Ottawa University. The syllabus is aligned to the [appropriate state/national standards to which the course applies] and Arizona State Teacher Standards.

### Description:

Learn the skills necessary for your students to completely digitize their portfolios using current digital technology including digital cameras, scanners, digital software, Microsoft Word, PowerPoint and web-based resources. No prerequisites. **May be taken for two or three credits. 12 hours of outside practice is required for two credit hours. An additional project will be required to earn three credits.**

### Spring II 2008

**May be taken for 2 or 3 credit hours**

**Dates:** April 5-12

**Location:** Tempe

**Attendance:** Attendance is mandatory at all class sessions.

**Instructor:** Michael Mann, [teacherz@cox.net](mailto:teacherz@cox.net), (480) 664-9161

### Course Text/Materials:

All necessary course materials are posted online.

### Course Objectives:

Upon successful completion of this course the student will be able to:

- Digitize various student work
- Edit scanned and photographed images using Photoshop Elements
- Compile a personal portfolio using PowerPoint.
- Post Portfolio on the Internet using Google Web Creator

### Course Methods and Procedures:

Students will be guided through a variety of hands-on activities that will give them the skills necessary to create a digital portfolio using a variety of *Microsoft* applications.

### Course Outline:

- Create Google Web Page.
- Introduction to Word, Word Editing Basics
- Introduction to Microsoft PowerPoint
- Review of scanners
- Practice taking digital photos
- Editing digital photos
- Identifying quality work
- Brainstorm ideas for work that can be added
- Compiling all finished work in PowerPoint

**Evaluation/Outside Project:**

Students will be evaluated on participation and completion of the in-class practice assignments. Twelve hours of additional outside practice required for two credits. To earn three credits all students must complete an outside project. The student with the approval of the Instructor will select the content of the project. It should include 12 hours of combined practice and project, and must be submitted by disk or e-mail within 1 week of completion of course. A rubric for evaluation of the project will be provided to the participants during class.

**Student Handbook/Catalog**

Students should refer to the Ottawa University Student Handbook for all University regulations.

**Disclaimer:**

Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructors will explain the rationale for any variance as it occurs.