

Longview ISD Technology Proficiency II 2005 – 2006

Longview ISD has developed and has received school board approval for the Longview ISD Technology Plan 2004 -2006, a comprehensive plan for the use of technology to support student academic achievement, exemplary instruction and district administrative functions.

To provide our students with a rigorous curriculum by highly qualified staff, our educators must have opportunities to develop and improve technology skills. The Texas Long-Range Plan for Technology directs districts to provide professional development for integrating technology applications into all other TEKS. The Texas STaR Chart incorporates expectations for educators' technology proficiencies. Goal 2 of the LISD technology plan states, "all LISD educational staff will demonstrate proficiencies in the use and application of technology tools and resources to support teaching, learning and administrative services." The Instructional Technology Department is developing technology proficiencies aligned to state and national education technology standards.

Technology Proficiency II requires all LISD professional educators to demonstrate the use of Microsoft PowerPoint.

- Upon completion of proficiency II each participant will receive 7 hours of professional growth.
- Attendance may take place at face-to-face workshops or online through LISD electronic workshops.
- Electronic workshop sessions will be scheduled in two-week blocks of time. Participants will be expected to complete all work within the two-week session for which they register in order to receive credit. Both Part A and Part B will be completed in the two-week session.
- Original PowerPoint presentations will be shared with all LISD professional educators on the LISDComm network drive.

Proficiency II - Part A

- Open and edit an existing PowerPoint
- Use a design template
- Navigate the PowerPoint program using various views
- Add new slides
- Select and change slide layouts
- Add text, graphics, clip art, WordArt, video and a table
- Crop a graphic image
- Delete, move and resize objects on a slide
- Change bullet styles
- Change slide order
- Delete slides
- Apply slide animation
- Apply slide transitions
- Insert a hyperlink
- Print notes and handouts

Proficiency II - Part B

- Create an original presentation containing a minimum of 8 slides (linear or non-linear)
- Determine your audience
- Create a storyboard
- Demonstrate the use of:
 - Design template
 - Text
 - Graphic object - from file, from clip art
 - WordArt
 - Bullet styles
 - Table
 - Hyperlink
- Include animation
- Include slide transitions
- Include a sources cited slide
- Print a copy of final presentation