**Northgate High School Help Desk**

**Individual Portfolio (Blog) Guidelines**

**Instructor: Mr. Tobin**

**Portfolio (blog)**

**The following are suggestions. These ‘pages’ can be assigned unique, creative names.**

* **Page 1: About Me**

Overview of student’s academic and extracurricular career, contains a professional picture, contains links to external social networks and a digital resume (Twitter, About.Me, Vizify, Re.Vu, LinkedIn, etc.)

* **Page 2: Weekly Reflections**

1. Identify and analyze the skills practiced and developed throughout the week while working in Help Desk.
2. Include pictures and links to the work you are completing as evidence of your learning (if applicable to the particular week’s post).

***Critical Thinking and Problem Solving- Guiding Questions:***

1. What educational technology problems did you identify?

2. How did you evaluate the problem and eventually solve it?

3. What digital resource did you create to address the occurrence of similar problems?

***Collaboration across networks and leading by influence-Guiding Questions:***

1. Which collaborative networked environments did you use this week?

2. How did you connect, share and learn from others beyond those in HD?

3. What methods and tools did you use this week to develop your PLN?

***Agility and Adaptability- Guiding Questions:***

1. How did you address new problems that you had never encountered?

2. What new and emerging technologies did you discover?

3. How did you adjust when your day didn’t go as planned?

***Initiative and entrepreneurship- Guiding Questions:***

1. How did you demonstrate your initiative this week?

***Accessing and analyzing information***

1. What resources did you use to define and translate problems?

2. How did you evaluate information and determine its validity?

***Effective oral and written communication-Guiding Questions***

1. With whom did you communicate with this week?

2. Reflect on your oral and written communication skills. What are your strengths, where are your areas for improvement?

***Curiosity and imagination- Guiding Questions:***

1. What new technologies did you investigate?

2. How did you contribute to the innovation and initiatives of NHS?

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* **Page 3- Tech News Analysis - DUE THE LAST FRIDAY OF EVERY MONTH (due dates are subject to change based on school calendar and other projects being worked on)**

This page should include a link to the tech articles you find, and bring in to class for discussion, as well as your analysis. Remember: the goal of this page is to not only present what you have found in terms of new technologies and your opinions, but you should structure your posts to provoke discussion. So, be sure to ask questions and don’t be afraid to “go against the grain” and/or present ideas that are unconventional or even controversial in nature.

* **Page 4- Individual Learning Endeavor**

Devote this page to your ILE. Think of this as a journal where you will summarize

your progress towards the ultimate goal of your ILE.

**Remember:**

1. Long posts are not necessarily indicative of better posts.

2. Be creative in your titles, be engaging, spark curiosity

3. Use interesting Creative Commons images to make your posts more visually

interesting

4. Use categories and tags to increase traffic to your blog

5. Preview the post on a desktop or laptop, iPad, and smartphone before publishing it.

6. MOST IMPORTANT: PROOFREAD!!!!!!!! spelling, grammar, punctuation,

capitalization, vocabulary, voice, style, etc. these factors are critical components of

your grade. Proofread. Proofread again. And then proofread one last time. You

might even try reading your posts backwards. Although time consuming, it is a

surefire way to catch pesky typos.

7. Read what you write out loud. This is a technique I employ and it works great.

When I read my writing out loud, I can actually hear how it sounds and where I

need to make revisions. If your writing sounds choppy or unclear when you read

it out loud, then it probably is! Better yet, have someone else read it to you; then

you will really be able to tell what needs work and what is ready to be published!