

A small thumbnail image of a spreadsheet, likely a gradebook, showing columns for student names and various assessment scores.

# TEACHER SUPPORT TOOLS



**(1) Record Keeping:** Teachers have a professional responsibility to monitor, record and communicate student progress. Many schools and districts have adopted networked grading systems, and some publish grades on secure websites.

- Use your school's gradebook program to develop a report for a real or hypothetical class of ten or more students who are assessed on five or more assignments. Submit a printout of your gradebook and the detailed report card (progress report) for an individual student. If you do not have access to such a program, you may use Gradekeeper or download a sample shareware "gradebook" program.

Here is my class grade report:

Name: Galene Martinez  
 CSUN SED 514 Fall 2008

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NORTHRIDGE ACADEMY SENIOR HIGH	Run Date: 11/19/08
Teacher Verification of Marks Report	Run Time: 16:30:28
MARTINEZ, GALENE G	00684416
F812/3	Description HOMEROOM
H	Room: 424
10/06/08 - 11/07/08	

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		Marks							
	Birth Date	GrT	House	GR	WH	CO	Comments		
	10/08/91	11A	8513	D	U	S	12	56	
ETH	09/16/90	11A	8513	A	S	S	55	56	
	09/29/90	12A	8513	C	E	S	56		
M	04/02/91	12A	8513	D	U	S	12	56	
AROLINA	04/17/91	12A	8513	B	E	E	03		
	12/01/91	12A	8513	B	S	S	55	56	
SINDY	08/06/91	12A	8513	A	E	S	56		
Y M	01/15/91	12A	8513	F	U	S	12	56	
E	03/22/91	11A	8513	F	U	S	12	56	
CHELE	08/24/91	12A	8513	B	E	S	56		
NCISCO	11/17/91	12A	8513	A	E	E	03		
IA	01/26/91	11A	8513	A	E	E	03		
	12/02/91	12A	8513	B	U	E	12	55	
M	03/25/91	12A	8513	C	S	E	11	55	
	08/31/90	12A	8513	B	S	E	55		
J	06/01/91	12A	8513	F	U	E	12	55	
D	01/14/91	12A	8513	A	E	S	56		
	12/15/90	11A	8513	F	U	E	12	55	
WAHAN	12/18/90	12A	8513	A	E	S	56		
S	06/24/91	11A	8513	F	U	S	12	56	
E	05/04/91	12A	8513	B	E	S	56		
	02/25/91	12A	8513	F	U	S	12	56	

Here is my individual student grade report:

Name: Galene Martinez  
 CSUN SED 514 Fall 2008

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School: 8513	NORTHRIDGE ACADEMY SENIOR HIGH	Run Date: 11/19/08
School Year: 08/09	Student Assignment and Grades	Run Time: 16:34:29

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Teacher(s):	MARTINEZ, GALENE G		
Class:	F812/3	Description:	ADVISORY
Period:	H		
Track:	A	House:	8513
Dates:	09/05/08 through 11/19/08		

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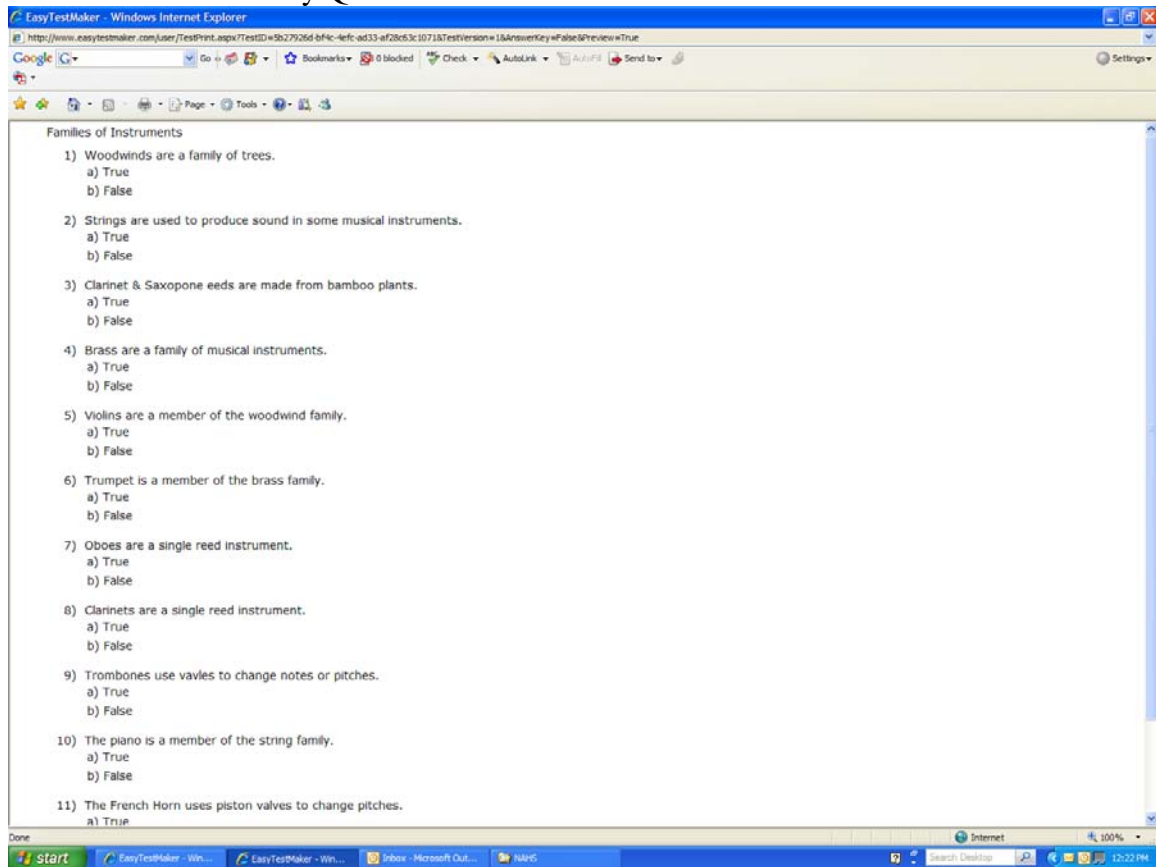
Name:	BLOCH, AMY ELIZABETH		
GrT:	11A	Student ID:	091690F042
		Birthdate:	09/16/90

Assignments	Category	Weight	Start Date	Due Date	Grade	LT
Emergency Cards	Homework		09/03/08	09/05/08	5	A
Council Sign Ups	Homework		09/03/08	09/05/08	5	A
CSUN Library Forms	Homework		09/03/08	09/05/08	5	A
Connect-ED Forms	Homework		09/03/08	09/05/08	5	A
Behavior Contracts	Homework		09/03/08	09/05/08	5	A
Attendance Policy	Homework		09/03/08	09/05/08	5	A
Portfolio Supplies	Homework		09/03/08	09/10/08	5	A
Class Contracts	Homework		09/03/08	09/19/08	5	A
Senior Contracts	Homework		09/05/08	09/08/08	5	A
Portfolio Contents & Cover	Homework		09/09/08	09/16/08	5	A
Class Cooperation	Cooperation		09/09/08	10/01/08	7	S
Class Works Habits	Work Habits		09/09/08	10/01/08	7	S
LAUSD Handbook Receipt	Homework		09/22/08	09/26/08	5	A
Resume	Homework		10/01/08	10/06/08	5	A
5 Week Report Card Reflection	Project		10/10/08	10/10/08	5	A
5 Week Report Card	Homework		10/10/08	10/13/08	5	A
WASC Parent Survey	Homework		10/13/08	10/17/08	5	A
Brag Sheet	Homework		10/15/08	10/30/08	5	A
High School IGP	Homework		10/20/08	10/24/08	5	A
Midterm Report Card	Homework		11/06/08	11/07/08	5	A
Midterm Report Card Reflection	Project		11/06/08	11/07/08	5	A
Student Average:	94.78A					

**(2) Assessment:** Teachers must regularly assess student progress. Many textbook publishers make test construction easier by providing test generators, software which allows the teacher to quickly compose tests and keys from question databases. Test generators allow the teacher to input questions, and often provide databases of questions the teacher can select from. \*TPE-tip A well-structured exam may be used as an artifact for TPE3, Interpretation and Use of Assessments.

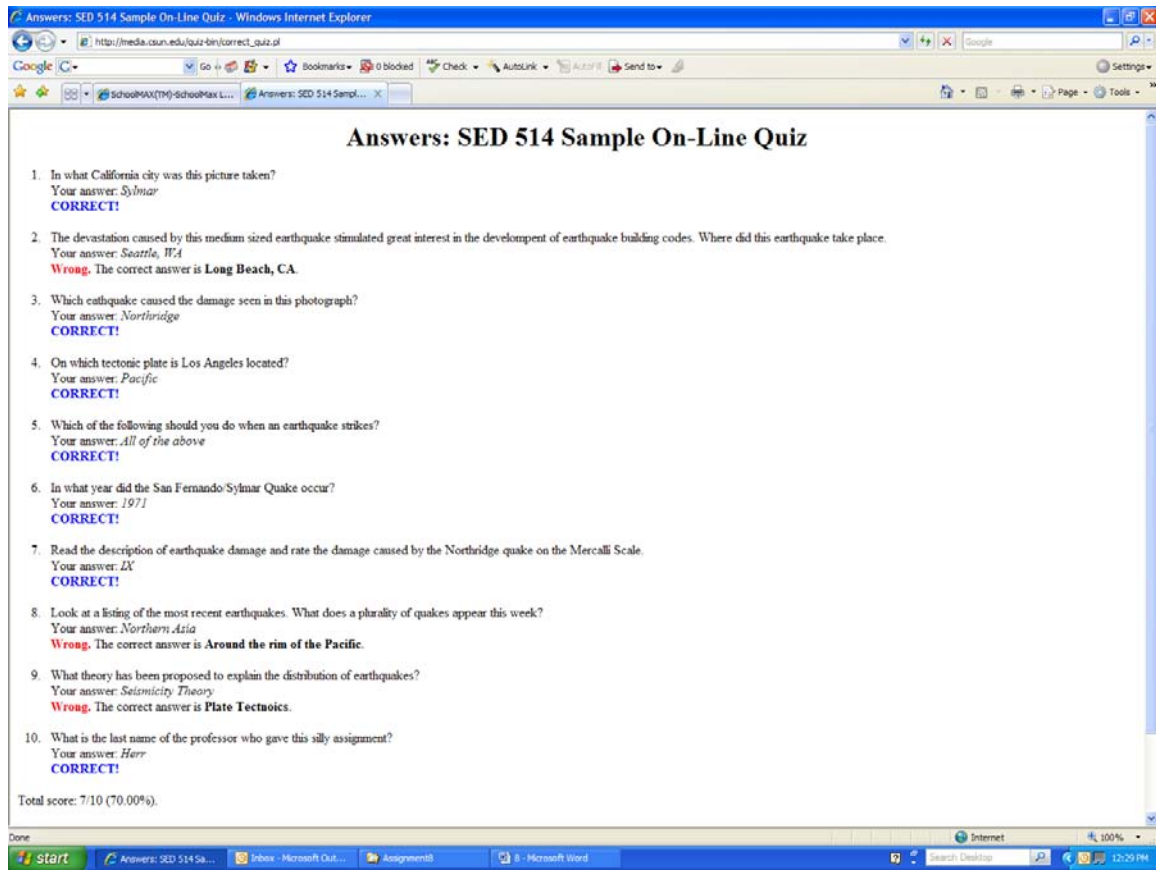
- Use a test generator to construct multiple versions of an exam.
- Software such as Examview allows teachers to develop tests and post them on the Internet. Take this short physics quiz generated with the Examview, or this geology quiz made with Quizmaker. Include a screen capture of your score (actual score is inconsequential) and discuss the benefits and problems associated with online testing.

Here is Version 1 of my Quiz:



I couldn't do multiple versions without upgrading to a 'Gold' account which costs \$14.95 per year, but if I want to have that function, I can very easily once paying the fee.

Here is the quiz I took of Mr. Herr's:



**Pros & Cons of taking online tests:** Pros are that the test results are submitted without paper, results are immediate. No correcting needed by the teacher. Cons are that if the student is taking the test on their own, they could look up the answers and basically cheat on the test.

**(3) Communication:** Students benefit when teachers clearly state their expectations in written form. When these expectations are available on the Internet, all students and parents can benefit, particularly students who have been absent. A variety of commercial resources exist with which teachers can post calendars, homework assignments, and other important documents.

- Put your class assignments on the web at Yourhomework , SchoolNotes or similar service. Include a screen capture of your published assignment schedule.

I currently use yourhomework.com to list all my assignments for all of my classes. Here are some of the assignments for my Advisory class for this semester:

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 CSUN SED 514 Fall 2008

The screenshot shows the 'yourhomework.com' website interface. At the top, there is a navigation bar with links for 'Students/Parents', 'Teachers', 'Librarians', 'Shopping/Fundraising', and 'About Us'. A red banner advertises 'TREND MICRO' with the slogan 'Securing Your Web World' and a link to download free internet safety tips. A 'Welcome, Ms. Martinez' message is visible in the top right corner.

The main content area is titled 'Teacher Personal Page' and displays 'Course: Advisory (Course shortcut#43412)'. Below this, it shows 'Results 1 thru 19 of 19 matches.' and a table of assignments. The table includes columns for 'Sort by: Due Date', 'Assignment Information', 'Sort by: Assigned Date', 'Sort by: Show Assign't', 'Sort by: Library Alert', 'Modify', and 'Delete'. Each row represents an assignment with its due date, description, and status.

Sort by: Due Date	Assignment Information (Click here to view all assignments)	Sort by: Assigned Date	Sort by: Show Assign't	Sort by: Library Alert	Modify	Delete
11/07/08 Friday	Homework - Midterm Report Card Returned with Parent Signature - 5 Points	11/06/08 Thursday	y			
11/06/08 Thursday	In Class Assignment - Midterm Report Card Reflection - 5 Points	11/06/08 Thursday	y			
10/30/08 Thursday	Homework - Brag Sheet - 5 Points - Must be submitted via e-mail ( <a href="mailto:gmarti1@lausd.net">gmarti1@lausd.net</a> ) or via flashdrive.	10/15/08 Wednesday	y			
10/24/08 Friday	Homework - Individual Graduation Plan - Returned & Signed by Parent - 5 Points (Must turn in to get a diploma from LAUSD)	10/20/08 Monday	y			
10/15/08 Wednesday	Homework - Parent Survey - 5 Points	10/13/08 Monday	y			

At the bottom of the page, there is a footer with the 'yourhomework.com' logo and the tagline 'An Innovative Approach For Excellence In Education', along with additional navigation links.

Here is a screen capture for Dr. Herr's assignments on yourhomework.com:

The screenshot shows the homepage of yourhomework.com. At the top, there is a navigation bar with links for Students/Parents, Teachers, Librarians, Shopping/Fundraising, and About Us. A banner image features a student with a backpack and a keyboard, with a message: "Sorry about the mess during our upgrade. If you spot any problems that we haven't, click here to let us know!". A welcome message for Galene and a Logout button are also visible.

**Student Classes**

**Galene's Classes**

**Class 1:**  
Dr. Herr  
Course: SED 514 (2408)  
Current | Past 7 Days | All (Click the date in the Due Date column to see assignment)  
**Due Date** | **Assignment Information**  
11/20/08 Put your class assignments on the web at [Yourhomework](#) , [SchoolNotes](#) or similar service. Include a screen capture of your published assignment schedule.  
Assigned: 11/19/08

**Class 2:**  
Dr. Herr  
Course: SED 619 (16551)  
Current | Past 7 Days | All (Click the date in the Due Date column to see assignment)  
**Due Date** | **Assignment Information**  
There are no assignments due for today or next school day.

**Class 3:**  
Dr. Herr  
Course: SED5142 (69194)  
Current | Past 7 Days | All (Click the date in the Due Date column to see assignment)  
**Due Date** | **Assignment Information**  
11/20/08

- After reading the articles on the educational [use and abuse](#) of presentation software, summarize how presentations should be constructed and delivered to maximize learning and minimize abuse.
- Locate and and download one or more PowerPoint presentations relevant to your teaching needs. Include the URL of the location from which you obtained them and summarize the PowerPoint and where in your curriculum you will use it.

Assigned: 11/19/08

[Return to Desk](#)

**(4) Presentations:** Presentation software provides teachers the opportunity to display text and graphics in a slide show fashion. PowerPoint and Keynote are two of the most popular presentation tools. Teachers and professors make extensive use of presentations, but many are concerned about the potentially negative effects such presentations can have on instruction. \*TPE-tip A well developed educational presentation can serve as an artifact for TPE 4, Making Content Accessible, or TPE 10, Instructional Time, if used with presenter tools.

- After reading the articles on the educational use and abuse of presentation software, summarize how presentations should be constructed and delivered to maximize learning and minimize abuse.

- Locate and download one or more PowerPoint presentations relevant to your teaching needs. Include the URL of the location from which you obtained them and summarize the PowerPoint and where in your curriculum you will use it.
- Make a PowerPoint presentation to teach a lesson in your subject area, keeping in mind the principles you have outlined above and the guidelines provided (see tutorial). Your presentation should include numerous graphics and be at least 10 slides in length. (a) Provide an electronic copy of your presentation (ppt format) on your website. (b) Embed screen captures of your presentation in the template. Make sure the content is easy to read.
- Using iPhoto (Mac), Picasa (Windows), or similar slide viewer software, create a photo library for your discipline. You should include photos you have taken plus ones retrieved from a graphic search engine. Create two or three slide shows from the library. Include a screen shot of the slide sorter window for one of your shows. Create a photo page for your website.

Presentations can be used in many ways in classes. If the presentations are non-interactive and all the instructor does is read the presentation, then it may not engage the students in the class. If the teacher uses the presentation to engage the students by having them answer questions, use animations or videos, etc. that can keep the presentation active, then the students can learn more from it.

Here is a PowerPoint presentation that I found on the History of the violin. The original site that I got it from was: [mailer.fsu.edu/~smt04g/musictech/powerpointpresentation.ppt](mailto:mailer.fsu.edu/~smt04g/musictech/powerpointpresentation.ppt) I have now included it on my Extras page, which is: <http://www.csun.edu/~ggm63821/SED514/Extras/extras.html> . I believe it is an informative presentation that I can use on the development of the violin for my strings class, as an introduction on the string family of instruments and how they developed into the instruments that are played today.

For my Powerpoint: I used Dr. Herr's Jeopardy ppt, and I changed it for music. I also added symbols for identification. It is located on my Extras page: <http://www.csun.edu/~ggm63821/SED514/Extras/extras.html> . Here are some screen captures of it:



Microsoft PowerPoint - [Jeopardy]

File Edit View Insert Format Tools Slide Show Window Help Adobe PDF

Type a question for help

**Music Jeopardy**

100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500

1 **Help**  
 (1) Use right-click for options.  
 (2) Click on any slide to go to a different view (normal, sort, compare, help, a focused view (normal))  
 (3) Open Help topics for help on a focused view (normal)  
 (4) The mouse wheel  
 (5) Use the mouse wheel to scroll through the slide show.

2 **A-100**  
 • ANSWER: What is the **Violin**.  
 • QUESTION: The majority are instrument of a string orchestra.

3 **A-200**  
 • ANSWER: What are the **Drums**.  
 • QUESTION: Instruments played with sticks.

4 **A-300**  
 • ANSWER: What is a **Flute**.  
 • QUESTION: Woodwind Instrument that no longer has any wood used in it.

5 **A-400**  
 • ANSWER: What is a **Saxophone**.  
 • QUESTION: Member of the woodwind family, but made out of brass.

6 **A-500**  
 • ANSWER: What is a **Flam**.  
 • QUESTION: Commonly thought of as a string instrument, but a member of the Percussion family.

7 **B-100**  
 • ANSWER: What is a **Country New**.  
 • QUESTION: The note that gets 1 count.

8 **B-200**  
 • ANSWER: What is a **Whole Rest**.  
 • QUESTION: Rest that takes up an entire measure.

9 **B-300**  
 • ANSWER: What is a **Half Rest**.  
 • QUESTION: The rest that looks like a hat.

10 **B-400**  
 • ANSWER: What is an **Eight Note**.  
 • QUESTION: The notes that have a flag on them.

11 **B-500**  
 • ANSWER: What is "The Dot".  
 • QUESTION: The symbol that gets added to a note or rest to lengthen it by 1/2 its value.

12 **C-100**  
 • ANSWER: What is "A".  
 • QUESTION: Second space on the Treble Clef.

13 **C-200**  
 • ANSWER: What is "D".  
 • QUESTION: Fourth line on the Treble Clef.

14 **C-300**  
 • ANSWER: What is "C".  
 • QUESTION: Middle line of the Alto Clef.

15 **C-400**  
 • ANSWER: What is "C".  
 • QUESTION: The first ledger line below the Treble Clef.

16 **C-500**  
 • ANSWER: What is "Every Good Bird Does Fly".  
 • QUESTION: The animal saying to help you remember the lines of the Treble Clef.

17 **D-100**  
 • ANSWER: What is the **Staff**.  
 • QUESTION: Identify this symbol:  
 |||||

18 **D-200**  
 • ANSWER: What is a **Bar Line**.  
 • QUESTION: Identify this symbol:  
 |||||

19 **D-300**  
 • ANSWER: What is the **Treble Clef Sign**.  
 • QUESTION: Identify this symbol:  
 G-clef

Slide Sorter Blank Presentation

start SchoolMAX(TM) ... ppt Inbox - Microsoft... Outlook Send/Re... Macromedia Dre... 6 - Microsoft Word Microsoft Power... Search Desktop 11:42 AM

Microsoft PowerPoint - [Jeopardy]

File Edit View Insert Format Tools Slide Show Window Help Adobe PDF

Type a question for help

11 **B-400**  
 • ANSWER: What is an **Eight Note**.  
 • QUESTION: The notes that have a flag on them.

12 **B-500**  
 • ANSWER: What is "The Dot".  
 • QUESTION: The symbol that gets added to a note or rest to lengthen it by 1/2 its value.

13 **C-100**  
 • ANSWER: What is "A".  
 • QUESTION: Second space on the Treble Clef.

14 **C-200**  
 • ANSWER: What is "D".  
 • QUESTION: Fourth line on the Treble Clef.

15 **C-300**  
 • ANSWER: What is "C".  
 • QUESTION: Middle line of the Alto Clef.

16 **C-400**  
 • ANSWER: What is "C".  
 • QUESTION: The first ledger line below the Treble Clef.

17 **C-500**  
 • ANSWER: What is "Every Good Bird Does Fly".  
 • QUESTION: The animal saying to help you remember the lines of the Treble Clef.

18 **D-100**  
 • ANSWER: What is the **Staff**.  
 • QUESTION: Identify this symbol:  
 |||||

19 **D-200**  
 • ANSWER: What is a **Bar Line**.  
 • QUESTION: Identify this symbol:  
 |||||

20 **D-300**  
 • ANSWER: What is the **Treble Clef Sign**.  
 • QUESTION: Identify this symbol:  
 G-clef

21 **D-400**  
 • ANSWER: What is the **Base Clef Sign**.  
 • QUESTION: Identify this symbol:  
 F-clef

22 **D-500**  
 • ANSWER: What is the **Alto Clef Sign**.  
 • QUESTION: Identify this symbol:  
 C-clef

23 **E-100**  
 • ANSWER: What is the **String Family**.  
 • QUESTION: Instrument that use bows to produce sound.

24 **E-200**  
 • ANSWER: What is the **Brass Family**.  
 • QUESTION: Instruments that use valves to change notes or register.

25 **E-300**  
 • ANSWER: What is the **Woodwind Family**.  
 • QUESTION: Instruments that use reeds to produce sound.

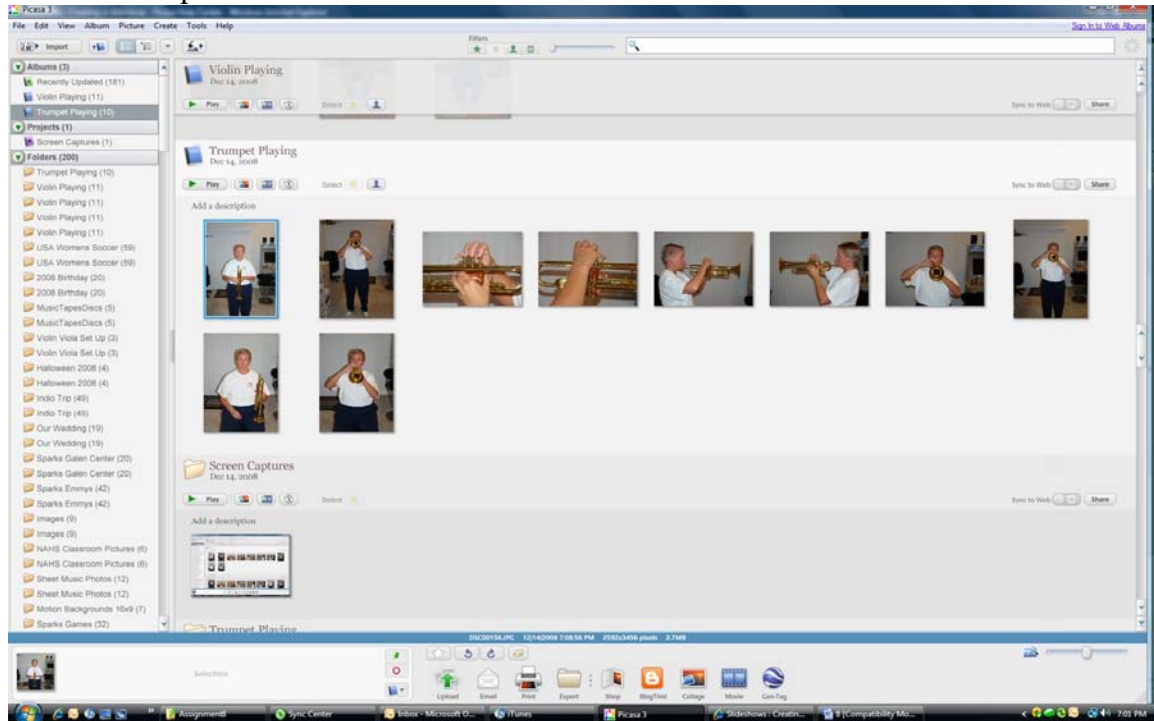
26 **E-400**  
 • ANSWER: What is the **Percussion Family**.  
 • QUESTION: Instruments that must be struck in order to produce sound.

27 **E-500**  
 • ANSWER: What is the **Percussion Family**.  
 • QUESTION: Family with both pitched and non-pitched instruments in it.

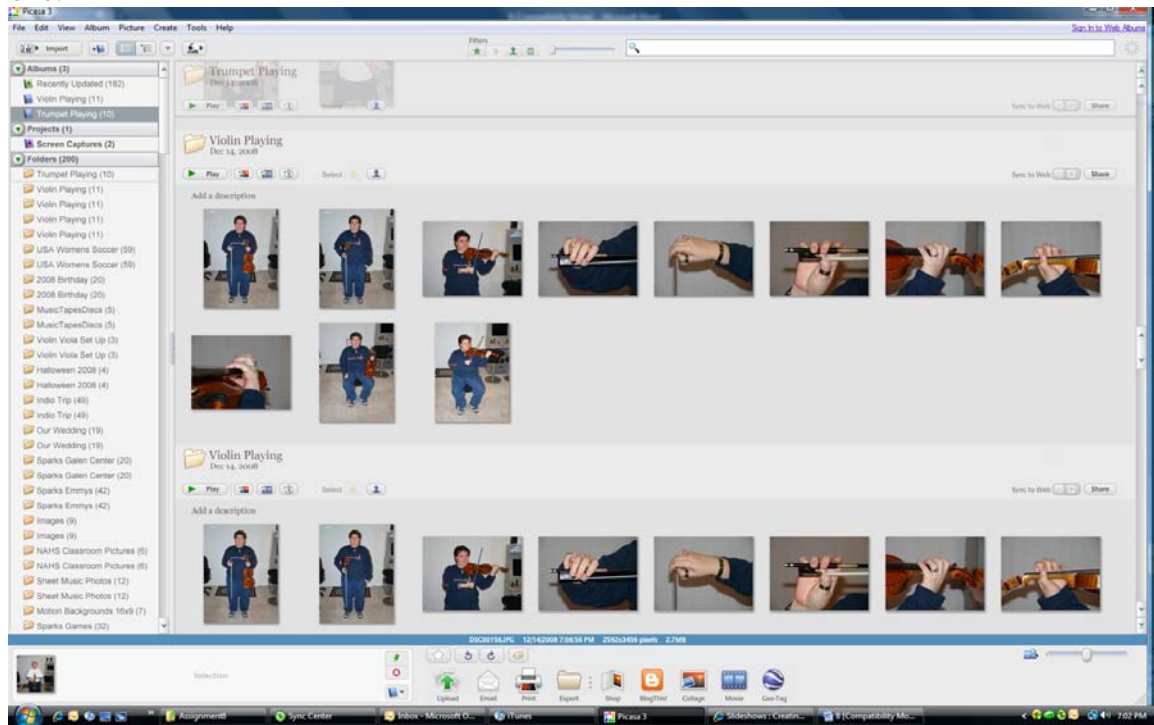
28 **FINAL JEOPARDY**  
 • ANSWER: What is 1 % Count.  
 • QUESTION: How many counts does this note get?  
 |||||

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I did 2 Slide Shows: The first is of playing position for the trumpet. Here is a screen shot of those photos:



The second slide show I did was of violin playing position. Here is a screen shot of the one:



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Here are 3 photo pages I have done for my website:

#1 on [famous musicians](#) and #2 on [my school and music room](#), and #3 are some [personal photos of mine](#).

#### (5) Digital Video

- (5) Digital Video of your Teaching  Develop a video of your teaching in accordance with the requirements of PACT.
- Put your video in your TaskStream account
- Burn and submit a DVD that includes your movies and other photos

Here is a video I filmed and edited in WinMovie that demonstrates how to get out, set up, playing, and put away a violin or viola:

<http://www.csun.edu/~ggm63821/SED514/Extras/extras.html> . I also have a video that I did using iMovie that was for my Elective Department when I was at Robert Fulton Middle School edited with a photo slide show, using video, editing, music, etc. It is also on my extras page: <http://www.csun.edu/~ggm63821/SED514/Extras/extras.html> .

**(6) DVD:** Develop a lesson using a computer-based DVD-player that includes bookmarks and video clips to access specific scenes.

Identify the DVD and explain why you chose this for a lesson.

Include a screen capture showing your catalog of bookmarks and video clips.

Describe how the scan fast, scan slow, step, mute, bookmark, video clip, and screen size features can be used to enhance your lesson.

We used the BBC Video Series Planet Earth. I specifically used disc 5 and bookmarked sections where they switched from one animal or region of the world to another. I made a couple of clips of specific regions by themselves. I was unable to do a screen capture from the DVD player. Here is the link to the enc file for the DVD I was using.

<http://www.csun.edu/~ggm63821/SED514/Extras/2affe7fad0e03ab8.enc>

Using all the DVD playback tools, such as mute, slow motion, closed captioning can really enhance what a student can learn from the DVD. By muting a DVD, you can talk over the DVD, and basically make your own lesson that might not having anything to do with the actual video content, but you are basically using the video as a resource file only. By using the closed captioning or subtitles, you can help students that may be hearing impaired, or English Language Learners that may need help with spelling and grammar. By using the Slow Motion function on a DVD, you can use extra to explain something that is happening in the video. Asking students to do a video map while watching in

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order to take notes, they can also fill out a worksheet, and do summary writing after watching. This will enhance what they learn from the video.

**(7) Concept Maps:** □□ Develop a concept map with graphics and text.

Here is the [concept map](#) I have done on my Extras page. You can also see my Extras page for it: <http://www.csun.edu/~ggm63821/SED514/Extras/extras.html> .