SOE ED 237 Technology Tools for Teachers Waiver Agreement

I, _____ have gone online to the **UAF School of Education ED 237 website (https://sites.google.com/a/alaska.edu/ed-237/)** and have completed the following:

- **Review of the Course Overview to gain an understanding of the course content**
- **Review of the Syllabus for specific information about the course**
- **Review of the Atomic Learning videos that constitute the bulk of the instruction for most modules**
- **Review of the instructional videos/practice the tasks in modules A-D, including setting up your Google+ profile and downloading the Google Voice/Video plugin as described in Module A**

I have reviewed/practiced and am able to perform the specific tasks/assignments of each module. My knowledge is such that I will be able to use the applications in my current and future courses and classrooms. It is my responsibility to understand and be able to demonstrate the skills required by ED 237 A-D modules. If not, I understand that my grade and participation in ED 329 Teaching with Technology, and/or the professional internship year may be jeopardized.

_____ _____

Signature 	**Date**

___**Module A – Collaborate/Hangouts:**

Blackboard Collaborate

- Getting Your Computer Ready
- Joining a Room
- Interacting with Collaborate
- Adjust speaker/microphone levels
- Raise your hand
- Enter a message in Chat window
- Enter text on the Whiteboard

Google Hangouts:

- Google+ Account
- Create your public profile
- Include a photo
- Google Voice/Video Plugin
- Participating in Hangout (try a Hangout with your advisor!)

___**Module B – Blackboard**
Review the Instructional Videos for:

- Global Navigation overview
- Using the Course Map
- Using the Calendar
- Using the Discussion Board
- Submitting an Assignment
- Checking Grades

____**Module C – Google Drive**

Google Documents
  - Creating, Uploading, and Saving Documents
  - Editing and Formatting Documents
Google Presentations
  - Creating and Editing Presentations
  - Sharing and Publishing Presentations
Google Spreadsheets
  - Creating and Working with Spreadsheets
  - Editing and Formatting Data
  - Creating Charts and working with Formulas
Google Drive
  - Setting up and organizing your Google Drive

___**Module D – Office**
  - Word
  - PowerPoint
  - Excel

___**Email**
  - Download and open files
  - Attach and send files

___**UAOnline**
  - **Register/add/drop courses**
  - **Class Schedule**
  - **Manage your Financial Aid**
  - **DegreeWorks**

6/25/14