SELECTING & REFLECTING

Lesson Plan 8

PURPOSE
To prompt learners to select artifacts from their ePEARL folders to send to their Presentations folder as a permanent archive of their academic progress, accomplishments, and growth.

OBJECTIVES
At the end of this lesson, learners should be able to:
1) Understand the value of reflecting on artifacts in their portfolio and intentionally selecting a few for inclusion in their Presentations folder.
2) Copy a selected artifact (or multiple versions of the same artifact) to their presentations folder.
3) Explain the reasons why they chose the artifacts to include in their Presentations folder.

TIME REQUIRED
45 – 60 minutes (depending on amount of hands-on time).

MATERIALS REQUIRED
1) Reflecting Guide L2 & 3.
2) Computers for viewing videos and to work in portfolios.

TOPICS ADDRESSED
1) What kinds of artifacts are good to include in your portfolio & presentations folder? What's the difference between the two?
2) What are some reasons why you choose to put an artifact in your portfolio? In your presentations folder?
3) How to complete this process in ePEARL.

PLANNING TIPS
- Test the video and equipment the day before to be sure the audio is loud enough and the projector works.
- Preview the Virtual Tutorial chapter "Multiple Page Mode - Doing (4:14)" to review how to do this in ePEARL.
- Print out the scripts of this chapter for quick reference during the lesson.
- Practice using the text editor, attaching files, and using the recorder your own portfolio so you can demonstrate it during the lesson.

INTRODUCTORY ACTIVITY
Introduce the concept of the Presentations folder and why you are talking about it today. Are you preparing for a portfolio night? Student-led conferences? Help the learners understand why at this point in the year you are asking them to look back on their work and choose pieces for

the Presentations folder. The Presentations folder is not just for a learner's best work, but also for projects that show growth or accomplishments in key areas.

Explain the structure of ePEARL:
1) Portfolio folders are for planning, creating, sharing, revising & reflecting and acts as a digital archive of your work in school
2) The Presentations folder is for the work that you want to highlight and use to showcase your growth, progress, and accomplishments to your parents, employers, or anyone else who visits your e-portfolio. Once work is in the presentations folder it can no longer be edited. You may consider this the "published" version.

TEACH
Introduce the type of reflection you want your learners to do. This should build on and extend the kinds of reflections you've already been doing with them on various assignments. See the Reflecting Guide on the wiki for more details on types of reflection.

> Tip
> You may want to choose what kind of reflection you want your learners to focus on to guide their selection criteria. It may also be helpful to come up with prompts for learners to use to begin writing their reflections. Some prompts you may want to use include:
> - "I chose this artifact because…"
> - "This artifact shows I've improved on…"
> - "I selected this piece because while working on it I learned…"
> - "Two things I am proud of in this artifact are…"
> - "I learned something new about myself working on this artifact. What I learned was…"
> - "This piece shows that I'm getting closer to my General Goal ____ because…"

GROUP DISCUSSION
1) What kinds of artifacts would you want to have in your presentations folder? (get ideas from class & offer others)
2) When you choose a piece of work for your portfolio, you can choose a picture that gives your reasons for putting it in as well as write a few sentences that explain your thoughts on that artifact.

TODAY'S ACTIVITY
1) Look at the work you've created in your portfolio and choose 3-5 to move into your portfolio
2) Write these steps on the board (or make a poster or a handout):
   a) Log in to ePEARL and go to your artifacts index page
   b) Look at your artifacts and pick one to send to Portfolio
   c) Open this artifact by clicking on the title and read it over to make sure you don't need to make any more changes to it.
   d) Re-read your description, task goals, strategies & look at your work. Once you have moved it to the Presentations folder, you can no longer edit it.
   e) When finished editing, click "save".
   f) On the bottom of the artifact, chose the icon with a folder and arrow and click the "send to Portfolio" button.

g) Fill out the reasons for selecting this artifact by clicking on an icon and adding some more ideas and details in your own words in the text box.

h) Click on "send to presentations".

DEMONSTRATION

Show your learners an example of selecting and reflecting in your own portfolio. Use this opportunity to reinforce the aspects of deeper reflection that you want them to practice.

VIDEO

Show the Level 2/3 "Presentations folder" chapter of the Virtual Tutorial. This will show learners the parts of the software that allow them to move artifacts to the Presentations folder and enter reflections that explain their choices for selection.

HANDS-ON

If you have access to computers for most of the learners, they can log in and start reviewing artifacts to be included in their Presentations folder. Oftentimes working in pairs is a helpful strategy so learners can help each other as they learn this new feature. If you don't have access to computers for most of your learners, you can use this as a centre activity to supplement other classroom projects you are working on.

> **Tip**
> If learners get stuck while trying to move artifacts to the Presentation folder in their ePEARLs, they can click on the question mark icon to read the help text or view a support video on their own. It may be helpful to have a few sets of headphones around for learners who want to watch these videos.