**Capstone Log**

**Instructional Technology Department**

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| **Candidate:** Miranda Jacobs | **Mentor/Title:** Mrs. Mitchell/Teacher | **School/District:** Ware Co. Learning Center/Ware Co. Schools |
| **Capstone Title:**  Using Technology to Provide Engaging Assessments in the Classroom | | |

**You are not required to reflect after each entry. Reflections can address one or more entries in the log.  
Just delete the reflection row if you do not use it.**

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| **Date** | **Activity/Amount of Time (Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| 1/7/19 | Conference with teachers participating in Capstone experience/ 2 hours  Create survey to measure teachers comfort level using Google Docs & Google Forms/ 2 hours | PSC: 1.1, 2.8, 3.6, 3.7, 5.1, 5.3, 6.1, 6.2, 6.3  ISTE: 1a, 3f, 4a, 4c, 6a, 6c |
| Reflection: I conference with the teachers that were willing to participate in this learning experience to learn how to use Google Suites for Education effectively for student assessments to improve their professional practice. We collaborated and developed a vision and goals to help them learn best-practices to implement Google Suites for Education for teaching, learning, and assessments. I created a survey to measure the teacher’s comfort levels of using Google Docs and Google Forms in their classroom. | | |
| 1/9/19 | Administer survey to measure teachers comfort level using Google Docs & Google Forms. / 1 hour  Analyze data for pre-workshop survey over the use of Google Docs & Google Forms. / 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I dispersed the pre-workshop survey of using Google Docs and Google Forms to measure teacher's comfort level using Google Docs and Forms. Once I collected the pre-workshop survey data, I analyzed the data to understand the teacher’s knowledge and readiness level of using Google Docs and Forms. | | |
| 1/10/19 | Develop and gather materials and resources for workshop one over Google Docs & Google Forms. / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I researched, created, developed instructional resources and materials to use for the technology-infused workshop over Google Docs and Google Forms. I researched various ways that Google Docs and Google Forms can be effectively implemented using best-practices for teaching, learning, and student assessment in the classroom. I demonstrated and provided numerous ways to assess students using both formative and summative assessments with Google Docs and Forms. | | |
| 1/11/19 | Develop and gather materials and resources for workshop one over Google Docs & Google Forms. / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 1/12/19 | Develop and gather materials and resources for workshop one over Google Docs & Google Forms. / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 1/13/19 | Develop and gather materials and resources for workshop one over Google Docs & Google Forms. / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 1/14/19 | Implement workshop one over Google Docs and Google Forms/ 1 hour | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I facilitated the Google Docs and Forms technology-enhanced workshop to demonstrate and assist teachers with gaining an understanding of how to effectively implement Google Docs and Forms for teaching, learning, and assessments for students. I explained and showed how Google Docs and Forms could be used to assign and submit both summative and formative assessments to students. | | |
| 1/14/19 | Create Post workshop one survey / 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I created the post-workshop experience to gain an understanding of the teacher knowledge and comfort level of implementing Google Docs and Google Forms after attending the technology-infused workshop. | | |
| 1/15/19 | Administer, review and analyze post workshop survey data / 3 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I disperse and analyzed the post-workshop survey for Google Docs and Forms to measure the teacher comfort level of using Google Docs and Forms for teaching, learning, and assessment after attending the workshop. Also, I wanted to know in what ways would the teacher implement Google Forms and Google Docs after this learning experience. | | |
| 1/24/19 | Created and developed pre-workshop survey over Google Classroom using Google Forms / 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I created the pre-workshop survey for Google Classroom to evaluate how and if the teachers use Google Classroom in their classroom for student assessments. | | |
| 1/25/19 | Research and create resources for technology workshop over Google Classroom / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I researched, created, developed instructional resources and materials to use for the technology-infused workshop over Google Classroom. I researched various ways that Google Classroom can be effectively implemented using best-practices for teaching, learning, and student assessment in the classroom. I demonstrated and provided numerous ways to assess students using both formative and summative assessments with Google Classroom. | | |
| 1/26/19 | Research and create resources for technology workshop over Google Classroom / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 1/29/19 | Administered pre-workshop survey for Google Classroom/ 1 hour | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I distributed the pre-workshop survey for Google Classroom, which allowed me to learn how and if the teachers use Google Classroom in their classroom for student assessments. | | |
| 1/30/19 | Analyzed data for Google Classroom pre-workshop survey/2 hours  Create post-workshop survey for Google Classroom workshop/ 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I analyzed the pre-workshop survey data for the Google Classroom, which allowed me to learn how and if the teachers use Google Classroom in their classroom for student assessments. I created and developed a post-workshop survey for Google Classroom to measure the effectiveness of the professional learning workshop. | | |
| 2/5/19 | Implement workshop two over Google Classroom / 1 hour | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I facilitated the Google Classroom technology-enhanced workshop to demonstrate and assist teachers with gaining an understanding of how to effectively implement Google Classroom for teaching and learning for students. I explained and showed how Google Classroom could be used to assign and submit both summative and formative assessments to students and to provide students with feedback. | | |
| 2/7/19 | Administer Google Classroom post-workshop survey/ 1 hour  Analyze Google Classroom post-workshop survey data/ 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I created the post-workshop experience to gain an understanding of the teacher knowledge and comfort level of implementing Google Classroom after attending the technology-infused workshop. I analyzed the post-workshop survey for Google Classroom to measure the teacher comfort level of using Google Classroom for teaching, learning, and assessment after attending the workshop. Also, I wanted to know in what ways would the teacher implement Google Classroom after this learning experience. | | |
| 2/15/19 | Created and developed pre-workshop survey over Google Slides / 2 hours  Created and developed post-workshop survey over Google Slides using Google Forms / 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I created and developed the pre-workshop survey over Google Slides to gain an understanding of the teacher’s knowledge and comfort level with using Google Slides for student assessments. I created and developed the post-workshop survey over google Slides to gain an understanding of the teacher’s knowledge and comfort level with using Google Slides for student assessments after attending the workshop. Also, I wanted to know how often they would implement Google Slides for student assessment and learning. | | |

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| 2/17/19 | Research and create resources for technology workshop over Google Slides / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I researched, created, developed instructional resources and materials to use for the technology-infused workshop over Google Slides. I researched various ways that Google Slides can be effectively implemented using best-practices for teaching, learning, and student assessment in the classroom. | | |
| 2/18/19 | Research and create resources for technology workshop over Google Slides / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 2/22/19 | Research and create resources for technology workshop over Google Slides / 5 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 2/25/19 | Reviewed, prepared, and studied for workshop presentation/2 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| 2/26/19 | Administered pre-workshop survey for Google Slides/ 1 hour | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I created the Google Slides pre-workshop survey to gain an understanding of the teacher’s knowledge of using Google Slides in the classroom. | | |
| 2/27/19 | Analyze Google Slides pre-workshop survey data/ 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I analyzed the pre-workshop survey for Google Slides and used the data to design and developed a technology-infused workshop over Google Slides for student assessments in the classroom. | | |
| 3/1/19 | Reviewed resources and materials for Google Slides workshop presentation/ 3 hours | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I reviewed the materials and resources that I used for the Google Slides workshop to help prepare myself to facilitate this technology-enhanced professional learning effectively. | | |
| 3/2/19 | Presented Google Slides technology workshop/ 1 hour  Google Slides post-workshop survey / 1 hour | PSC: 2.7, 2.8, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1, 6.3  ISTE: 1a, 2a, 2b, 2d, 2g, 2h, 3b, 3f, 4b, 5b, 6a, 6b |
| Reflection: I facilitated the Google Slides technology-enhanced workshop to demonstrate and assist teachers with gaining an understanding of how to effectively implement Google Slides as an assessment tool for students. The use of using Google Slides as an assessment tool awards students the opportunity to create products in which allows them to creatively demonstrate their understanding of the content and show mastery of the objectives and skills while using technology resources that are safe and engaging. I asked the workshop attendees to complete a post-workshop survey to gain feedback on the professional learning to enhance my future workshops. | | |

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| 3/3/19 | Analyzed Google Slides post-workshop survey results/ 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I analyzed the data collected from the Google Slides post-workshop survey to gain an understanding of the teacher’s comfort levels by using Google Slides in the classroom as an assessment tool to allow students to creatively demonstrate mastery of their learning and understanding over the content related skills and objectives. | | |
| 3/14/19 | Create and develop an overall feedback document for all Google Workshops and sent to teachers/ 3 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I created an overall feedback survey for the teachers to complete. I developed the overall feedback technology instrument to gain an understanding of the teacher's comfort levels when using Google resources to assess students' knowledge of their learning skills and objectives effectively. Additionally, I wanted to gain an understanding of what I can change in the future when implementing this workshop to increase my professional practice with creating, developing, planning, and facilitating a technology-enhanced workshop to provide teachers with technology-related professional learning workshops in which promotes research best practices integrated technology tools and resources to improve teaching and learning. | | |
| 3/20/19 | Analyzed overall workshop feedback results/ 2 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I analyzed the data collected from the survey to gain an understanding of the teacher’s comfort levels by using Google resources to assess students understanding that is ongoing effectively. I use technology to evaluate and analyze the teacher's understanding that demonstrated the safe and ethical use of digital resources to gather and analyze data. I also gained an understanding of what I can change in the future when implementing this workshop to increase my professional practice with creating, developing, planning, and facilitating a technology-enhanced workshop to provide teachers with technology-related professional learning workshops that promote research best practices integrated technology tools and resources to improve teaching and learning. | | |
| 3/21/19 | Created Google Classroom and uploaded all workshops resources and materials/ 5 hours | PSC: 4.2  ISTE: 5b |
| Reflection: I used a safe, legal, and ethical technology resource tool to store information digitally by creating a Google Classroom and uploaded all workshop materials and resources for teachers to reference if needed, although they were provided all instructional materials during the workshop. | | |
| 4/3/19 | Organized all data collected throughout the Capstone project and reflected on the overall project/ 5 hours | PSC: 2.8, 3.7, 5.3, 6.1, 6.2, 6.3  ISTE: 3f, 4a, 4c, 6a, 6c |
| Reflection: I collected data from teachers after the technology workshops of assessments they implemented with their students using Google Suites for Education. The data collected helped me gain an understanding of the teachers learning by using Google resources to assess students and how they are promoting digital best practices in teaching, learning, and assessments. | | |

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| Total Hours: [100 hours ]: |  |

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| **DIVERSITY** (Place an X in the box representing the race/ethnicity and subgroups involved in this capstone.) | | | | | | | | |
| **Ethnicity** | **P-12 Faculty/Staff** | | | | **P-12 Students** | | | |
|  | P-2 | 3-5 | 6-8 | 9-12 | P-2 | 3-5 | 6-8 | 9-12 |
| **Race/Ethnicity:** |  |  |  |  |  |  |  |  |
| Asian |  |  |  |  |  |  |  |  |
| Black |  |  | x |  |  |  | x |  |
| Hispanic |  |  |  |  |  |  |  |  |
| Native American/Alaskan Native |  |  |  |  |  |  |  |  |
| White |  |  | x |  |  |  | x |  |
| Multiracial |  |  |  |  |  |  | x |  |
| **Subgroups:** |  |  |  |  |  |  |  |  |
| Students with Disabilities |  |  | x |  |  |  | x |  |
| Limited English Proficiency |  |  |  |  |  |  |  |  |
| Eligible for Free/Reduced Meals |  |  | x |  |  |  | x |  |