



# Lesson Plan Contest for AI's and MMI's

August 3-5, 2006

Submit a  
Lesson  
Plan

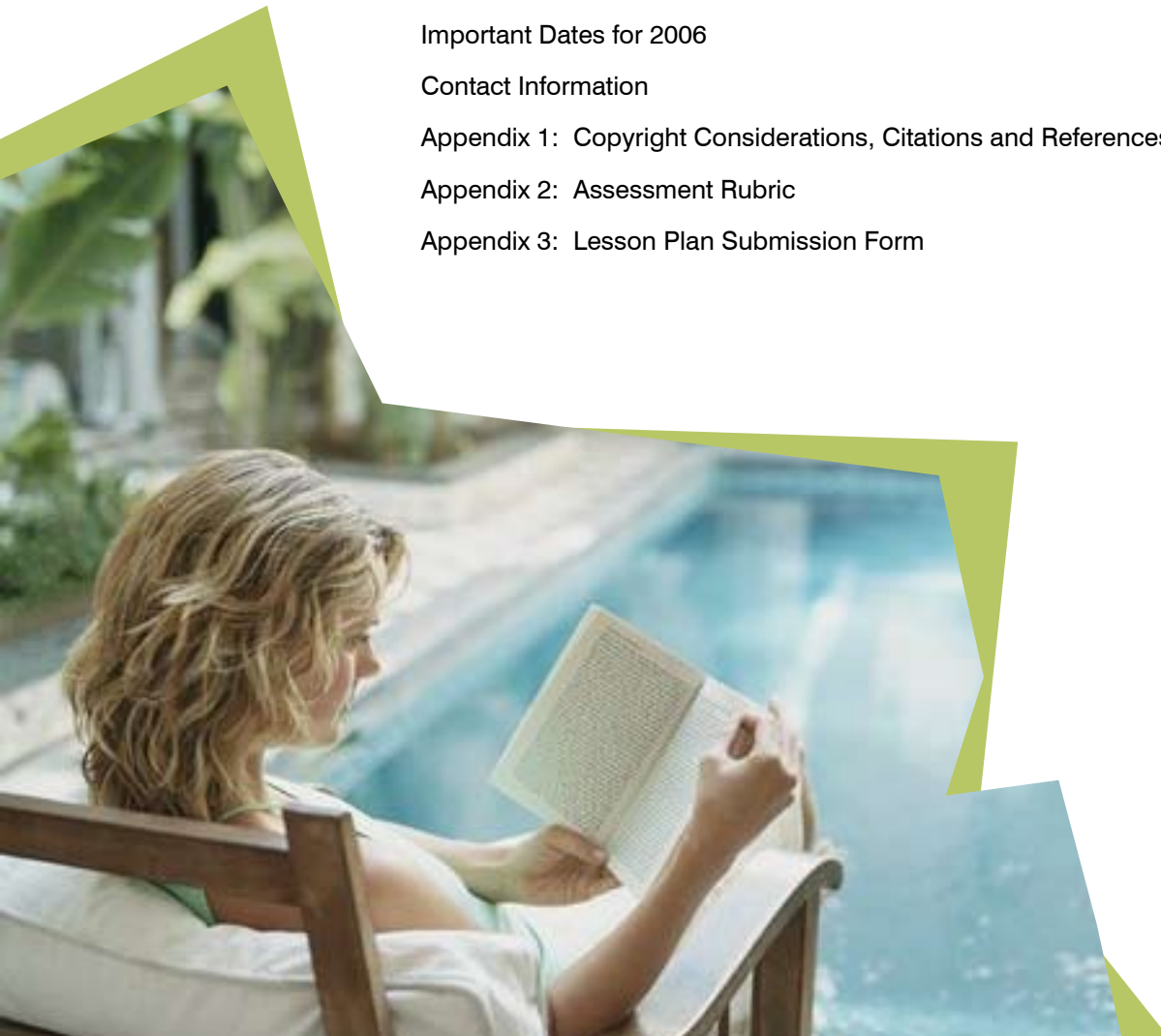
You could win an all-  
expenses paid trip to  
PATHWAYS 2006 at  
the Coronado Springs  
Hotel Walt Disney World,  
Orlando, Florida

*Sponsored by Certiport Inc. in conjunction with  
The International Education Advisory Board*



# TABLE OF CONTENTS

TOPIC	PAGE NUMBER
What Is DATT?	3
What Is The DATT Contest?	3
Contest Details	3
Prizes	4
Legal Considerations	4
How Will Winners Be Selected?	4
What software can I use?	4
Who May Enter?	5
How Do I Enter?	5
About Certiport	5
Important Dates for 2006	6
Contact Information	6
Appendix 1: Copyright Considerations, Citations and References	7
Appendix 2: Assessment Rubric	8
Appendix 3: Lesson Plan Submission Form	9



# C O N T E S T O U T L I N E

## WHAT IS DATT?

Digital Age Teaching Tools (DATT) is dedicated to providing quality resources for K-12 teachers to integrate technology into everyday classroom curriculum. The use of leading computer software to create and enhance learning curriculum helps students develop the basic computer skills necessary to succeed in today's educational and professional environments.

As a program developed by Certiport, DATT is designed to help students and teachers achieve more, distinguish themselves, and advance in today's academic and business environments. Through the integration of technology in the classroom, the implementation of standards-based, validated learning solutions, and globally recognized certification, Certiport works to bridge the Digital Divide in schools around the world

As a free resource for K-12 teachers, DATT relies on the expertise of teachers who successfully integrate technology with curriculum for quality content and resources. Certiport, as well as teachers who use these resources, sincerely appreciates your lesson plan and content submissions, and any feedback you wish to provide.

## WHAT IS THE DATT CONTEST?

In 2006, Certiport's annual Pathways Conference will feature a new element: a lesson plan contest for teachers. Contestants will submit lesson plans that:

- use technology to enhance the delivery of core classroom curriculum, or
- use innovative methods to teach IC<sup>3</sup> or MOS curriculum

Three winners will be eligible to win an all-expense paid trip to Walt Disney World in Orlando to attend the conference and receive an award recognizing their achievement.

## CONTEST DETAILS

Contestants must develop and submit a lesson plan that integrates technology into every day classroom curriculum. There must be a clear link to either IC<sup>3</sup>, MOS, Technology, State or Provincial standards.

For more details, visit [www.certiport.com](http://www.certiport.com) and click on the link to DATT.

Submissions that promote the integration of technology across core subjects like mathematics, science, language arts or social studies; or innovative delivery of the MOS or IC<sup>3</sup> curriculum are encouraged. Submissions must be in English. Use of animations, sound or other multimedia functions are permitted but inclusion of lengthy videos is discouraged. Heavy emphasis will be placed on originality, alignment to objectives, project design, and proper use and documentation of resources. Your project may include interactive links to other sites on the World Wide Web. (See Appendix 2: Assessment Rubric for evaluation criteria.)

In terms of project quality, less is sometimes more. The intent of the lesson plan submission is to be informative, visually appealing, accurate, and easily replicable using standard classroom tools.

Participants are encouraged to keep projects concise and focused. In order to be considered for the contest, the submissions must be complete; all elements of the submission form must be addressed. See Appendix 3.

Examples of lesson plans can be found on the Certiport website at <http://www.certiport.com/portal/common/htmllibrary/datt/lesson-plans.html>



<sup>1</sup> See Appendix 1: Copyright Considerations, Citations and References

# C O N T E S T O U T L I N E ( c o n t ' d )

## PRIZES

There will 3 grand prizes.

Each grand prize consists of an all-expenses paid trip to Pathways 2006. Conference costs, airfare, meals and accommodations at Disney's Coronado Springs Hotel, and a pass to the Magic Kingdom are included in the prize.

Winners will attend selected conference sessions and will present their lesson plans to the assembled delegates. Winners will also be recognized at the Gala Dinner for the 2006 MOS Worldwide Champions.

Winning submissions will be featured prominently on the Certiport Website. Winners may be asked to participate in follow-up media events to showcase their work.

## LEGAL CONSIDERATIONS

By submitting a lesson plan to the DATT Lesson Plan contest, you are agreeing to waive, release and hold harmless, Certiport from any and all claims arising from, or related in any way to, the DATT Web site, the Web site lesson plan postings or any individual use of the information. All submitted lesson plans become the property of Certiport, less any copyrighted material that may be included in the lesson plans. Any lesson plan submitted for consideration to be included on the site either needs to be free of copyrighted material, or you will need a release to use the copyrighted material in your submitted lesson plan. Winners will present their lesson plans to delegates at the 2006 Pathways Conference. All lesson plans that meet the entry criteria will be added to the DATT database of teachers' lesson plans on the Certiport website.

## HOW WILL WINNERS BE SELECTED?

1. Projects will be examined by a team of educators, instructional technology specialists, and technology
  2. consultants. Each judge will have experience with lesson plans, either as a creator or end-user.
- Projects will be evaluated by judges using the DATT judging rubric. See Appendix 2 for indications of the judging criteria.

In any case where the interpretation of the rules is unclear, the decision of the judging panel will be final. Judges will be members of the International Educational Advisory Board; Certiport Inc.; or Certiport partners. A list of the judges will be published on the Certiport website by April 30th, 2006.

## WHAT SOFTWARE CAN I USE?

The required platform for the generation of lesson plans is Microsoft Office, especially Microsoft Word, Excel and Power-Point. Versions must be Office XP (2002) or later.

Plans incorporating other tools (i.e. Microsoft Access, Visio) will be accepted but keep in mind that reproducibility is factor considered by the judges. If you submit a lesson plan using a software program that schools are unlikely to have, the judges may deduct points from your submission.

# C O N T E S T O U T L I N E ( c o n t ' d )

## WHO MAY ENTER?

Any IC<sup>3</sup> Authorized Instructor (AI) or Microsoft Office Specialist Master Instructor (MMI) is eligible to enter the contest; if you want to become an AI/MMI, click the link on the lower right side of the DATT homepage.

Contestants can enter by submitting a lesson plan online at  
<http://www.certiport.com/portal/common/htmllibrary/datt/index.html>.

Contestants may enter more than one lesson plan, but they must be submitted one at a time. The contest opens April 1, 2006 and closes at midnight MST on June 15, 2006. This contest is open to Instructors enrolled with Certiport as of June 15, 2006. New AI's or MMI's must be registered before the contest closes.

## HOW DO I ENTER?

Entering is easy. Create a lesson plan that satisfies the entry criteria and assemble all the relevant supporting documentation.

Once your project is complete, fill out the DATT Lesson Plan Submission Form (A copy of the lesson plan submission form can be accessed at <http://www.certiport.com/portal/common/htmllibrary/datt/submit.html>) and e-mail it to the contest organizers. Make sure you check the box indicating that you are an AI or MMI; if you have not yet applied for that designation, do so before you submit your entry. (Visit [www.certiport.com](http://www.certiport.com) for information about applying for these professional designations.) Your submission must be received at Certiport's email server no later than midnight MST on Friday June 15, 2006

### Please follow these instructions carefully:

1. Be sure to check your work for copyright violations! Contestants should carefully document their sources and write for permission when in doubt. See Appendix 1 for more details.
2. Save and print any permission you obtain from publishers, webmasters, artists, authors, etc. These must be included when you submit your lesson plan.
3. Submit the project according to the instructions included in this package.
4. Make sure you have registered for the AI/MMI designation prior to submission
5. Use the assessment rubric (Appendix 2) to make sure you have included all required elements.

## ABOUT CERTIPORT

Certiport is the world leader in standards-based certification solutions that enable personal and professional advancement through globally portable credentials. To this end, we provide certification and services to help individuals to achieve more, distinguish themselves, and advance in today's academic and professional environments.

Established in 1997, Certiport is a pioneer in validating fundamental computer skills and knowledge through performance-based testing leading to certification. Our certifications add value and credibility to any resume. As the creator and worldwide distributor of the Microsoft Office Specialist program, Certiport is responsible for the development, marketing, and administration of certification programs for the Microsoft Office suite of products. Certiport also offers the Internet and Computing Core Certification (IC<sup>3</sup>), which validates basic knowledge and ability to use computer hardware, software, and the Internet productively.

Headquartered in American Fork, Utah, Certiport delivers exams in 128 countries and 20 languages. More than 47,000 exams are administered each month through more than 9,000 Certiport Centers worldwide.

# C O N T E S T   O U T L I N E   ( c o n t ' d )

## IMPORTANT DATES FOR 2006

Contest Opens	April 1
Judges Names Published	April 30
Deadline for lesson plan submissions	June 28 (midnight MST)
Final Decision of Judges	June 30
Notification of Winners	July 1
Announcement of winners in publications	July 1
Winners Attendance at Pathways	August 3-5

## CONTACT INFORMATION

For more information about this contest, contact:

### **DATT Contest Coordinator**

Certiport, Inc.  
1276 South 820 East  
Suite 200  
American Fork, UT 84003 USA

Main Telephone: 1-888-999-9830

Email: [lessons@certiport.com](mailto:lessons@certiport.com)

## **COPYRIGHT CONSIDERATIONS, CITATIONS AND REFERENCES**

Some web sites freely grant permission for teachers to use graphics or other content in educational lesson plans, but some do not, especially when projects leave the classroom for public viewing in web pages or as contest entries. When in doubt, it is always best to ask permission.

- Check your project for any copyright violations. Remember to print and save any e-mail permissions you receive.
- For more help on copyright see <http://www.ncsu.edu/midlink/citing.html>
- Prepare your “Works Cited” or “Bibliography” according to MLA Guidelines at the On-Line Writing Lab at Purdue University.

## A P P E N D I X 2

### ASSESSMENT RUBRIC

Use the following as a guide so that you understand how your lesson plan will be evaluated.

		CATEGORY	TOP MARKS AWARDED IF .
CLASSROOM ELEMENTS	1	Instructional Design	Lesson plan is exemplary in its design. Students will have no difficulty achieving learning objectives with suggested methodology. The design of the lesson is masterful and there is great attention to detail. Delivery is clear, concise and well-planned.
	2	Grade Level	This lesson plan is completely appropriate for the suggested grade level. No modifications would likely be necessary. Teachers could confidently use this plan for the suggested grade.
	3	Subject Alignment	Clear evidence of connection to target topic. Frequent and clear references are made to facts, concepts, and cited resources. Users will learn from this lesson plan.
	4	Alignment to Standards	Clear evidence that lesson plan aligns to standards.
CONTENT AND QUALITY	5	Use of Technology Resources	Resources are used appropriately. The learning experience is incredibly improved by using the suggested resources.
	6	Originality	The lesson plan is highly creative and displays obvious innovation. The elements would stimulate and motivate students, resulting in a superior learning experience.
	7	Supporting documentation	A robust package of handouts, presentations or other supporting documents is provided for the instructor of this lesson.
	8	Completion	Lesson plan is completely finished.



## LESSON PLAN SUBMISSION FORM

Note: this copy is provided for information purposes only. The DATT website has an electronic version to make your document submission easy.

### Insert Title of Lesson Plan Here

Lesson/Unit Overview		
<b>Objectives/Expected Learning Outcomes:</b> <i>What are the main concepts the students will learn?</i>		
Students will:		
<ul style="list-style-type: none"> <li>List Objectives Here</li> </ul>		
<b>Targeted ISTE Indicators &amp; Standards</b> <i>What IC<sup>3</sup> (Computing Fundamentals, Key Applications, Living Online), National (NCTM, NSTA, NCTE, NCSS), or State content standards will be addressed? What technology (ISTE) standards?</i>		
<a href="#">IC<sup>3</sup> Standards</a> Type Here <a href="#">MOS Standards</a> Type Here <a href="#">State Standards</a> / <a href="#">Provincial Standards</a> Type Here <a href="#">Technology Standards</a> Type Here		
<b>Approximate Time Needed:</b>		
Type Here		
<b>Recommended teaching resources: (equipment, materials, reference sites, etc.)</b> <i>To embed a copy of your file: Select <b>Insert</b> from the drop-down menu above and click <b>Object</b>. Select the "Create from File" tab and browse to find the file you want to embed. Check "Display as Icon" and click the <b>Change Icon</b> button. In the "Caption" box, type the name you wish to display for your file. Click <b>OK</b> twice to embed the file.</i>		
<b>Teaching Materials/Handouts/Directions/PowerPoint Presentations</b>		
[Embed Files Here]		
<b>Other Materials Needed</b>	[List Materials Required Other than Hardware or Software Here]	
<b>Technology – Hardware:</b> Click boxes of all equipment needed.		
<input type="checkbox"/> Camera <input type="checkbox"/> Computer(s) <input type="checkbox"/> Digital Camera <input type="checkbox"/> DVD Player <input type="checkbox"/> Internet Connection	<input type="checkbox"/> Laser Disk <input type="checkbox"/> Printer <input type="checkbox"/> Projection System <input type="checkbox"/> Scanner <input type="checkbox"/> Television	<input type="checkbox"/> VCR <input type="checkbox"/> Video Camera <input type="checkbox"/> Video Conferencing Equip. <input type="checkbox"/> Other: Specify Here
<b>Technology – Software:</b> Click boxes of all software needed.		
<input type="checkbox"/> Excel/ Spreadsheet <input type="checkbox"/> Publisher/ Desktop Publishing <input type="checkbox"/> E-mail Software	<input type="checkbox"/> Internet Web Browser <input type="checkbox"/> PowerPoint/ Presentation <input type="checkbox"/> Access/ Database	<input type="checkbox"/> Web Page Development <input type="checkbox"/> Word/ Word Processing <input type="checkbox"/> Other: Specify Here
<b>Subject Area(s):</b> Click box(es) of the subject(s) that your Unit targets.		

# A P P E N D I X 3 ( c o n t ' d )

<input type="checkbox"/> Language Arts	<input type="checkbox"/> Math	<input type="checkbox"/> IC <sup>3</sup>
<input type="checkbox"/> Social Studies	<input type="checkbox"/> Science	<input type="checkbox"/> MOS
<b>Grade Level:</b> Click box(es) of the grade level(s) that your Unit targets.		
<input type="checkbox"/> K-2	<input type="checkbox"/> 3-5	
<input type="checkbox"/> 6-8	<input type="checkbox"/> 9-12	
<b>Description of Lesson</b> <i>Will your students work individually or in groups? Will your students complete the lesson in a computer lab or on individual classroom computers?</i> <i>(For PowerPoint Presentations: What is the purpose of this presentation? Is it for group instruction, a springboard experience for a student/group project, a culminating presentation to bring a unit together, or other?)</i>		
Type Here		
<b>Technology Justification</b> <i>How will technology enhance this lesson in ways that could not be possible without it? How will the use of technology support your teaching? What software-specific features were used to enrich the lesson? (sound, emphasis, animation, etc.)</i>		
Type Here		
<b>Teacher Reflection and Advice</b> <i>Did you have any problems that had to be overcome? Any hints for other teachers?</i>		
Type Here		
<b>Student Example/Rubric:</b> <i>(Embed any examples as in the "Teaching Materials" section above)</i>		
[Embed Files Here]		
<b>Unit Author</b>		
First and Last Name:	Type Here	
School Name:	Type Here	
School City, State:	Type Here	
E-mail Info:	Type Here	
Certifications Earned:	<input type="checkbox"/> Microsoft Office Specialist Master Instructor <input type="checkbox"/> IC <sup>3</sup> Authorized Instructor	

Thank you for completing the Lesson Plan Submission Form.

To complete your submission, simply save this form and attach it in an email to  
[lessonplans@certiport.com](mailto:lessonplans@certiport.com).

By submitting a lesson plan to the DATT Web site, you are agreeing to waive, release and hold harmless, Certiport from any and all claims arising from, or related in any way to, the DATT Web site, the Web site lesson plan postings or any individual use of the information. All submitted lesson plans become the property of Certiport, less any copyrighted material that may be included in the lesson plans. Any lesson plan submitted for consideration to be included on the site either needs to be free of copyrighted material, or you will need a release to use the copyrighted material in your submitted lesson plan.