

ED 237 Proctor Instructions

Thank you for proctoring a student challenge of ED 237. Challenging modules allows a student to demonstrate essential computer proficiencies in lieu of enrolling in ED 237, Technology Tools for Teachers.

In essence, proctors are being asked to provide basic oversight which ensures the student who completes the ED 237 Challenge is the student who has challenged ED 237 modules. The bulk of proof of essential computer proficiency is on the student, not you as the proctor.

As an identified proctor, you have access to the web site that contains the downloadable tasks for each module of ED 237. The URL is <http://www.uaf.edu/educ/ed237>. There are four modules in ED 237 and each module has its own download link on the web site. The modules include:

- Graphical Organizers (Inspiration)
- Publishing (Word)
- Presentations (PowerPoint)
- Databases/Spreadsheets (Excel)

You may download the necessary module(s) from the web site and give them to the student in any way that is convenient for you—e.g., copying them to the hard drive of the student's computer, burning them to a CD, putting them on a flash drive, etc.

Essential proctor instructions for students challenging ED 237:

- Provide any or all of the 4 challenge modules to the student.
- Provide monitored access to an Internet capable computer with Windows XP/Vista *or* Macintosh OS 10.4/10.5.
- Students **MUST** have access to the following software in order to complete the tasks for these modules:
 - MS Word – All modules
 - MS Excel – Databases and Spreadsheets Module
 - MS PowerPoint – Presentations Module
 - Inspiration –Graphical Organizers Module
 - An application such as Adobe Reader (Windows or Mac) or Preview (Mac) which can read PDF files (all modules)

An installer for a 30-day trial of Inspiration for Mac and Windows is available for downloading from <http://www.uaf.edu/educ/ed237>. Note that this installation may only occur once on any single computer.

You may work with the student to install additional software or you may install it before the student arrives. The time necessary to install this software should not count against the time allotted for the student to challenge a module.

- Allow no more than one and one-half hours for the completion of each module. Do not count the time that students are installing software (if necessary) or submitting completed tasks as part of their one and one-half hours of task time.
- You may not answer student questions or provide any other form of suggestions or help regarding how to perform any of the tasks. However, if students have any questions regarding the specific setup of the computer or network that they are using (e.g., a login password, how or where to save their work, etc.) you may certainly answer those.

Students may either e-mail their completed tasks to the School of Education OR burn their completed tasks onto a recordable CD. This is explained in more detail in the **Submitting Completed Tasks** document on the web site.

It is the student's primary responsibility to submit completed tasks. As proctor, you may help them with this process if you want, but you are under no obligation to do so. Time taken to submit tasks should not count against the time allotted for completing modules.

UAF School of Education faculty who are primarily responsible for ED 237 are accessible by email:

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Please feel free to contact them to answer any questions or concerns you may have regarding proctoring an ED 237 Challenge. You are also welcome to use email to arrange a toll-free phone call at your location with either faculty.