

Student Technology Leader

# Handbook





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# Welcome to TechYES!

You are a **Student Technology Leader** from a school utilizing a program for tech savvy youth to assist adults and classmates with their technology needs. You are about to become a leader in education, ready to help people of all ages learn with technology.

## Why TechYES?

Technology is a powerful force throughout the world. The time has come for schools to use this power to improve the learning and lives of its students. TechYES is based on bringing another powerful force to see that technology is used well in schools – You!

## Why YOU?

As a student, you make up more than 90% of your school (adults make up the rest). Your generation has grown up with technology and because you are in the TechYES program you are probably pretty good with computers, the Internet, and other media. TechYES will not only enable you to get even better at using a variety of technology but will help other students and adults in your school get better as well. You will become a **Student Technology Leader (STL)**.

**STLs** have three important jobs.

1. You will help teachers (and other adults in your school) use technology to improve learning.
2. You will help students become technology literate and prove their skills by creating technology projects.
3. You will share resources and ideas with **STLs** in other schools.

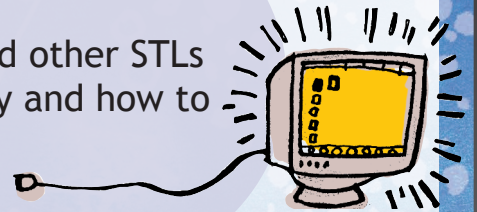
This guide explains what it means to be an STL and how to do the job. Skim it over or read it carefully - either way, get comfortable with referring back to it. It is meant to help you become an excellent STL. You will have additional training with your TechYES Facilitator -- so be sure to ask your TechYES Facilitator about any questions you have.



# What To Expect in TechYES

## Meetings at your school.

You will meet with the TechYES Facilitator and other STLs at your school to learn more about technology and how to teach others how to use it.



## Sharing and learning with students across the TechYES Network.

In the TechYES Online Community, you will talk to STLs in other TechYES schools to share ideas, celebrate your successes, and solve problems.

## Helping your classmates with technology projects.

TechYES is a way for students to prove they know how to use technology in the real world by creating unique projects. You will tutor students who need help and make sure that finished projects meet TechYES standards.



## Helping your teachers assess student projects.

As a Student Technology Leader you provide much more than tutoring for TechYES students. Teachers will look to you for your technology skills to help create and assess other student projects.

# Essential STL Skills

*How can you make an impact with technology? By practicing these skills, you'll be well on your way.*

**Help** other students and teachers explore ways of learning with technology. You will be responsible for finding new technological resources.

Find ways to **solve problems** with help from teachers, advisors, other STLs, the TechYES website and TechYES Online Community. Other good resources are the Internet, the library, friends and family, and your own brain!

**Learn** about technology and how to be a good teacher from your teachers, other STLs, and your TechYES Facilitator.

Whether you are helping a teacher, evaluating a student's project, or working with other STLs, always **be responsible, respectful** and **fair**.

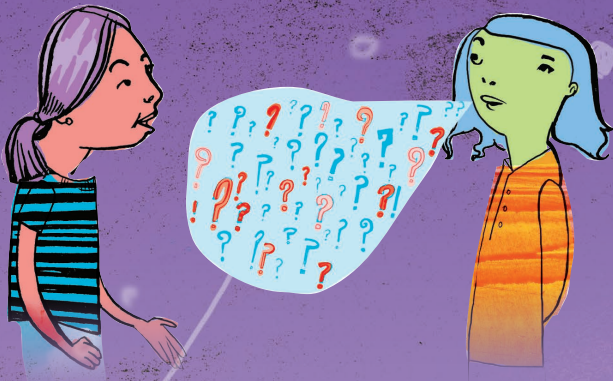
*STLs are role models and important leaders in their schools. Before you can become an STL, you must read and understand the STL Contract. When you sign the Contract, you are agreeing to follow the rules set by TechYES and your school about acceptable use, safety, and responsible behavior. You are also promising to put your best efforts into your job as an STL.*

**Congratulations!**  
*You're ready to lead!*



# Student Technology Literacy

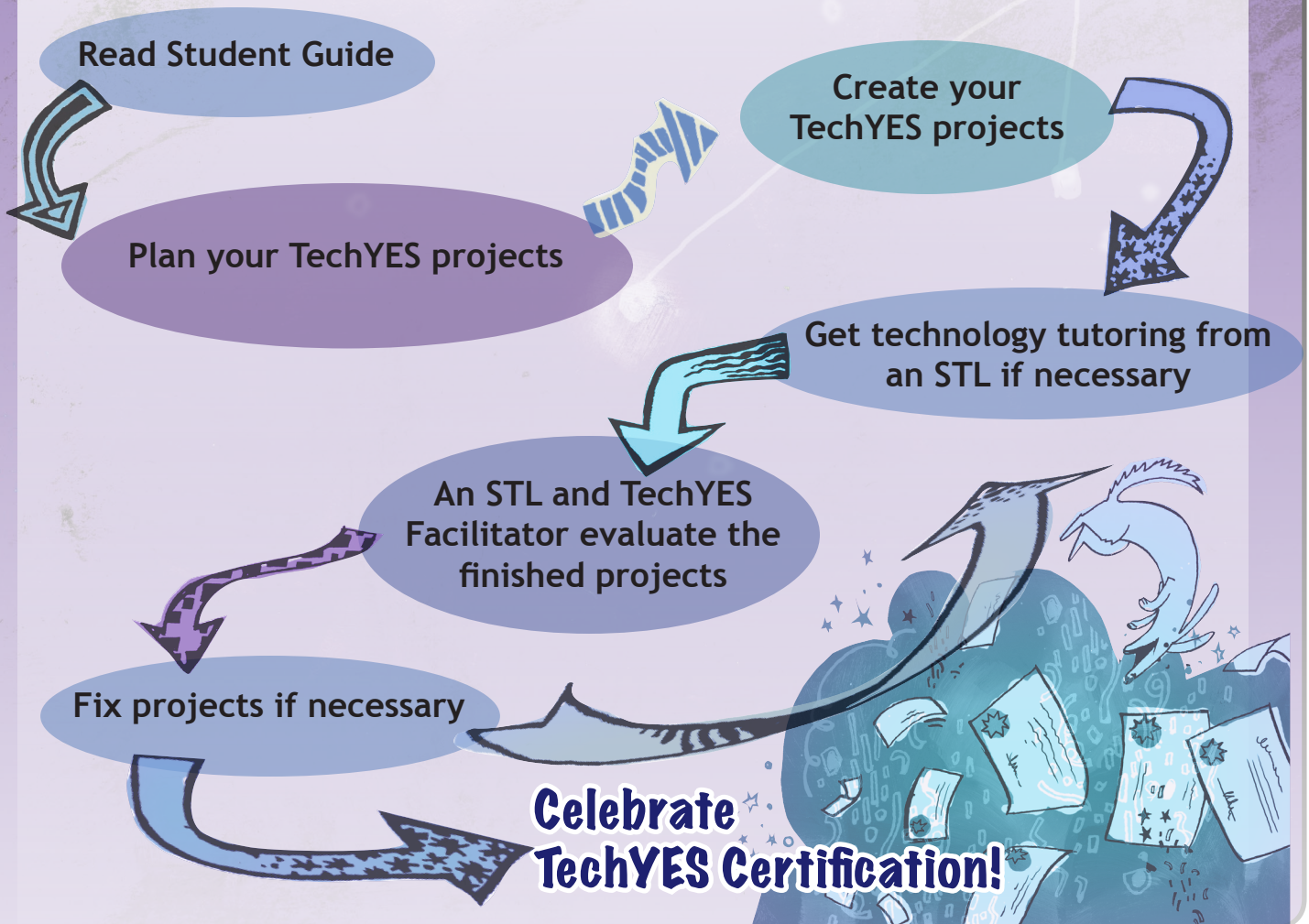
Learning to be a Tutor and  
Evaluator



# Helping Other Students Learn Technology

To become TechYES Certified, you must complete original, creative projects showing that you understand how to use technology. You and the other STLs will help other students and each other learn technology skills. When a TechYES student finishes a project, you will assess it to see that it uses technology to **Gather**, **Organize**, **Construct**, and **Share**. Your Facilitator will talk with you about these terms, and this Handbook explains all about the TechYES process.

## Route to TechYES Certification:





# Tutoring Hints

**You:** The Student Technology Leader

**The TechYES Student you are helping:** The tutee

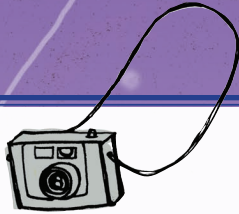
- Introduce yourself to the tutee.
- Give your tutee your undivided attention.
- Listen to your tutees. Let them think and speak.
- Let your tutees know you care about them by showing trust, respect, and acceptance.
- Praise them for things they know and skills they already have.
- Don't be afraid to challenge tutees to do their best work.
- Never let your tutees struggle with their answers to the point of frustration.
- Don't try to teach too much at once.
- Let your tutees know that you are human too. It's okay for both of you to make mistakes or say, "I don't know."
- Know your school's rules and expectations and abide by them. You are a role model! That means following your school's Acceptable Use Policies and being a critical web user.
- Ask for help when you need it. It can be fun to learn a new skill together!
- Do not give your tutees orders.
- Be patient!



# Gather, Organize, Construct, Share

## What to Look For When You Assess a Project

### Gather.



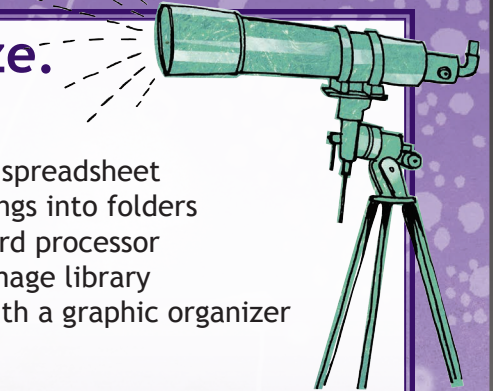
Look for:

- Use of an Internet search engine
- Shooting video
- Taking digital photos
- Drawing or scanning images
- Recording interviews

Things to ask:

- Show me what search terms you used.
- How did you know when you found something good?
- Show me how the camera works.
- How did you get the (sound, pictures, video, etc.) into the computer?

### Organize.



Look for:

- Creating a spreadsheet
- Sorting things into folders
- Using a word processor
- Using an image library
- Working with a graphic organizer program

Things to ask:

- Where did you save your files?
- Did you get permission to use these pictures?
- Show me the outline for your project.
- What sites did you find that helped you?

### Construct.

Look for a finished product that was created with hardware, software, or internet tools.

Things to ask:

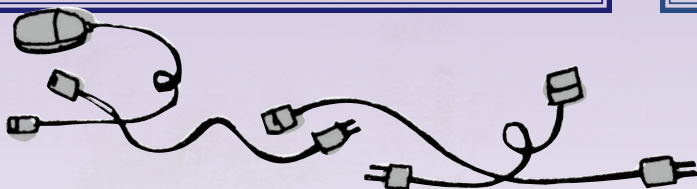
- How did you make this?
- Show me the steps.
- Did you have any problems? How did you solve them?
- Would you do it differently next time?
- Show me how you edited that file.
- Did you follow your plan? Why or why not?
- How did you check it for problems? Did you make multiple drafts?

### Share.

Find out how the student shared their project with an audience using technology.

Things to ask:

- Who did you share your project with?
- What did you do to make it easy for them to use (or read, listen to, play with, etc.)?
- Why did you pick this technology to share your project?
- Can you think of any other technology that could help you share your project?
- What obstacles did you encounter while using this technology to share?



# Step-by-Step Assessment

- 1** Find a computer where the student can show you their project without interruption.
- 2** Ask the student to show you their Self Assessment. Check that they have answered as many questions as possible, and that they have filled them in honestly.
- 3** Ask the student to show you their project. Listen carefully while they give a brief explanation of the purpose of the project, the audience, and show you the project. Let them finish before you start your evaluation.



- 4** As you work with the student, use the Self Assessment as a guide and fill out your sections in the STL Assessment. Ask open-ended questions like the ones on the next page so the student shows you their understanding of the project and the technology used.
- 5** Once you are satisfied that the student truly understands the technology and has fulfilled the Gather, Organize, Construct and Share requirements, complete your STL assessment on the TechYES website. Once your assessment is complete, mark that the project is ready for Facilitator approval.
- 6** Congratulate the student on their success and tell them to see the TechYES Facilitator for the final assessment. Explain that they will go through a similar process with the Facilitator.

## Evaluation Tips

DO	DON'T
Be friendly	Try to trip the student up with tricky questions
Tell them what you think	Make your evaluation "secret"
Listen carefully to understand what they did	Tell them how they should have done it differently
Let them talk	Start pointing out problems before they are done talking



# Assessment Questions

Just like when you are tutoring, when you assess an TechYES project you should never “take over” or do all the talking for the student. It is their work and they need to prove they understand it! The questions you ask should help the student tell you in their own words about how their project works. Even though you probably can tell what program the student used or where their files are saved, the important thing is to make sure that THEY know how all the technology works and can show you by themselves. Questions that start with “Show me,” “Explain,” or “How did you...” are the best kind to ask during your assessment.

“Are you sure using that music is legal? How do you know?”

“Explain how you transferred your pictures from the camera to the computer.”

“Show me how you created the chart.”

“What format is that picture in?”

“Where did you get that picture?”

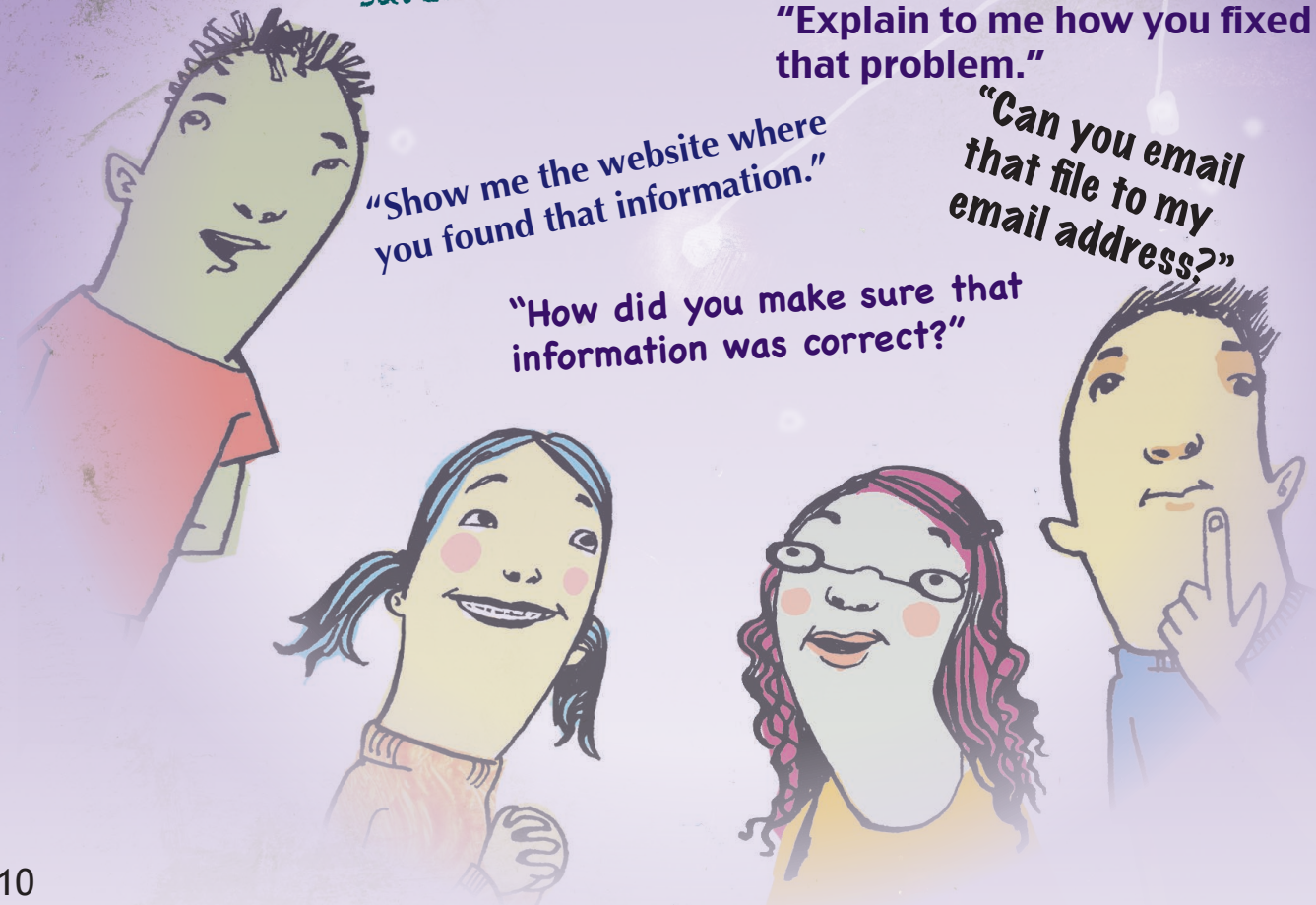
“Show me where you saved the document.”

“Explain to me how you fixed that problem.”

“Show me the website where you found that information.”

“Can you email that file to my email address?”

“How did you make sure that information was correct?”



# If a Project isn't Acceptable...

*You should let the TechYES student know what is missing or what the problem is right away. You can help the student out by suggesting ways in which the project could be improved. If you feel the student will not be able to complete the project, tell your TechYES Facilitator or teacher and decide what to do together. Here are some things to keep in mind when telling a student that his or her project is not complete:*

## **DO**

- Tell the student that lots of projects don't make it the first time.
- Tell the student that he or she has not failed. This is not a test.
- Tell the student it doesn't matter how many times it takes to get an acceptable assessment. They will still get their certification at the end.
- Tell the student you and others are willing to help the student get through the process.
- Tell the student you would be happy to assess the project again once the concerns have been addressed. However, the student is free to go to another STL the next time he or she is to be assessed.



## **DO NOT UNDER ANY CIRCUMSTANCES**

- Belittle or insult a TechYES student. Instead, give encouragement and positive feedback. Be optimistic about their eventual success.
- Tell other students or friends that someone has "failed," or show disrespect to the TechYES student or the student's work. Your role is to help your peers, not humiliate them. *STLs who do this will be immediately released from their Student Technology Leader role.*

# Take Charge of Your Education

## Be a Leader

In TechYES, students have a major responsibility when it comes to learning technology skills. This doesn't mean you have to be a computer whiz to be a good STL. You will have plenty of opportunities to learn new skills. While technology is important in TechYES, it is just as important that you learn how to use technology to think critically, solve problems, and work with other people. TechYES gives you the chance to develop these "21st century skills" by tackling projects that have a real impact on your school.

TechYES is about showing the world that students have a lot of tech skills and a lot of great ideas about how to use technology to help their own learning. The days of sitting bored in front of a computer are over! With TechYES, you can explore the possibilities, figure out what you know, and take control of your learning by collaborating and sharing your knowledge and ideas with others. You will help other students do the same thing, and you will help your teachers realize that they have tons of student tech support right in their classes.

You can push past your comfort zone to learn, teach, and get great things done. This is your chance to use the technology you love - blogging, making movies, animation, and web development - to make your school and community a better place. Better yet, as an STL, you get to help other people challenge themselves, too. So jump in, go to work, and show your stuff.

Thanks for joining the TechYES community as a Student Tech Leader. Across the nation young people are doing awesome, creative projects that show adults that students can lead - and now YOU are joining them. What you do is going to make a difference. Remember - it's your learning - you can change it!

