



# The TechYES Handbook



Ministry of Education, Malaysia

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# WHAT IS TECHYES?

- Program for students (STLs) helping other Students
- A modern way of learning that evaluate and certify students NOT with written test but by completion of projects.
- Every student needs to complete 2 technology literate projects and will be evaluate by the STLs or advisors
- TechYES is an innovative way for schools and community organizations to offer a technology certification program to students in Form 4 and 5.
- TechYES provides student leadership opportunities that serve to further strengthen the program and enrich the learning community.

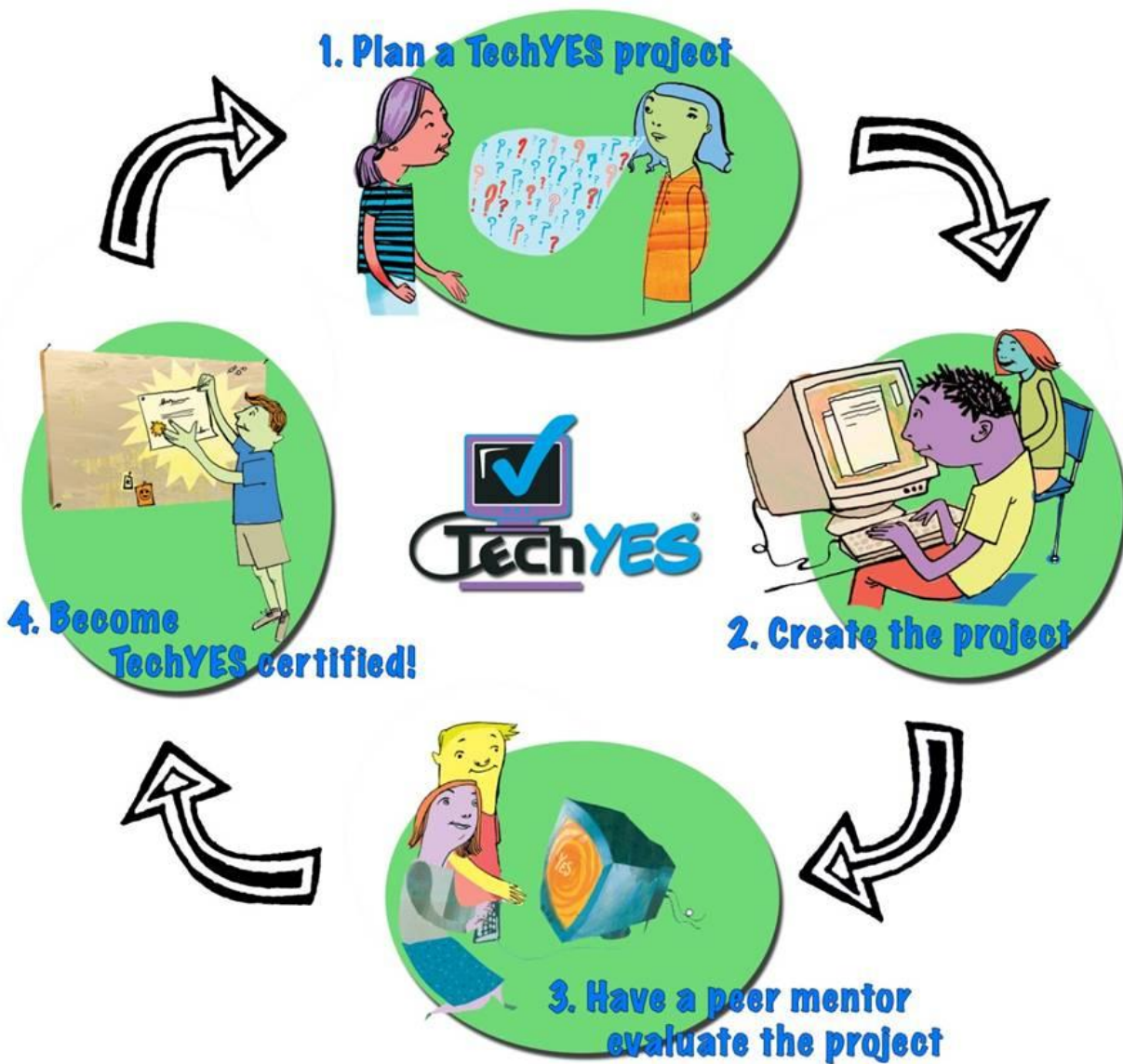


# TECHNOLOGY LITERACY CERTIFICATION

- TechYES certification is an international **technology literacy** program for students.
- Students will earn a certificate that shows they have the technology skills required to succeed in school and life in the 21st century after the student completes **two technology projects** which meet the requirements of the TechYES program.



# HOW TO ACHIEVE TECHYES CERTIFICATE ?



# HOW TO START A TECHYES PROJECT

1. You need an **IDEA**
2. **SIGNUP** TechYES account
3. **LEARN** what it takes for a project to qualify for TechYES Certification
4. **UNDERSTAND** the four ways you will use technology in your TechYES project
5. **PLAN** your project
6. **CREATE** your project
7. **EVALUATE** project



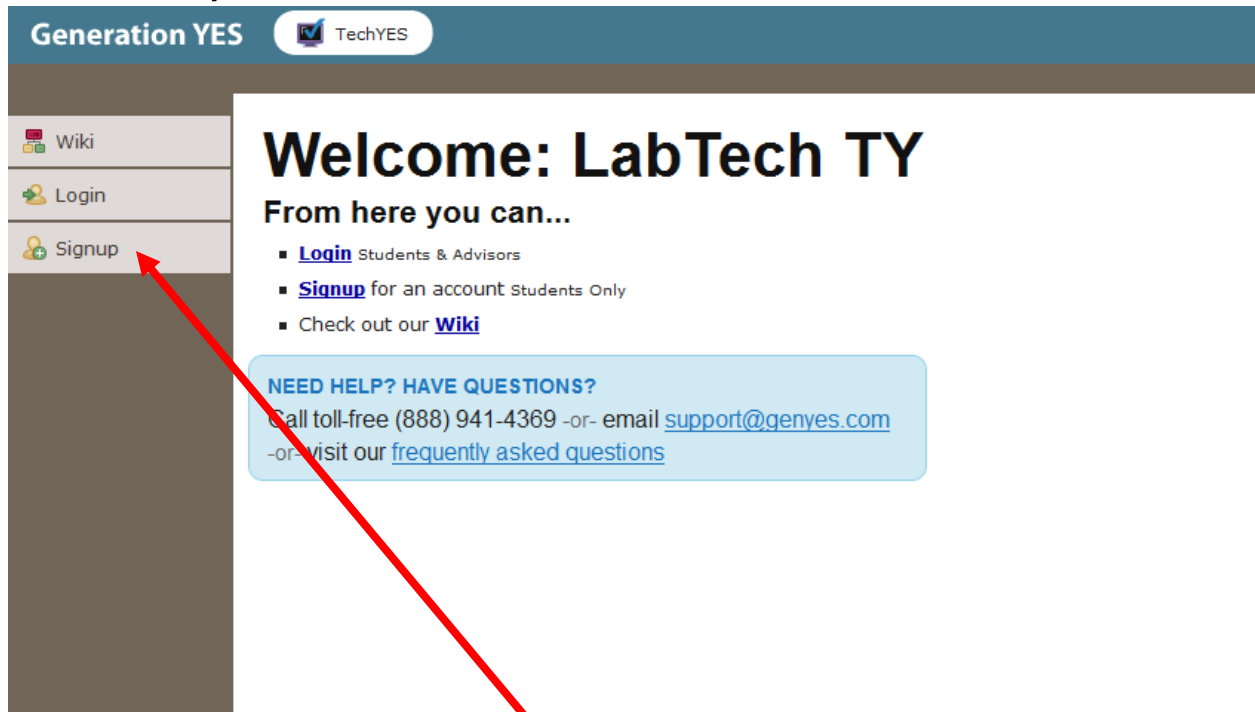
# IDEAS

- Can look at Project Ideas on [www.techyes.net](http://www.techyes.net)
- Search from others website that contain latest technologies
- Think of problem you would like to solve
- Choose a topic you care about and want other people to care about



# HOW TO SIGN-UP FOR A TECHYES ACCOUNT

1. Go to [mystl.my](http://mystl.my)
2. Find your school and click on the link



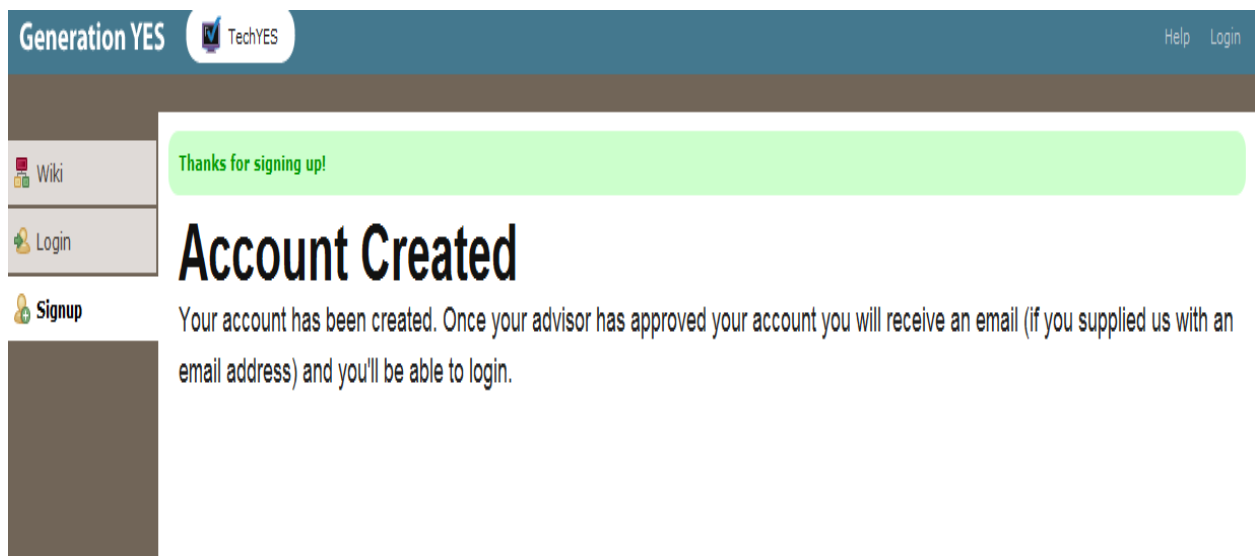
The screenshot shows the Generation YES TechYES website. The top navigation bar includes the "Generation YES" logo and the "TechYES" logo. A left sidebar menu contains three items: "Wiki", "Login", and "Signup". A red arrow points from the "Signup" link in the sidebar to a callout box. The main content area displays a "Welcome: LabTech TY" message with a list of actions: "Login Students & Advisors", "Signup for an account Students Only", and "Check out our Wiki". A light blue box below the list provides contact information: "NEED HELP? HAVE QUESTIONS? Call toll-free (888) 941-4369 -or- email [support@genyes.com](mailto:support@genyes.com) -or- visit our [frequently asked questions](#)".

3. Click on "Sign-Up"

4. Students fill out the required information on the form and click "Create My Account" when they are finished.

The image shows a web form titled "Signup" with a sidebar on the left containing links for "Wiki", "Login", and "Signup". The main content area includes a yellow banner with the text "Okay, let's get you an account. Tell us, what kind of account do you need?". Below this is a selection box with two options: "TechYES Student" (checked) and "TechYES Peer Mentor" (unchecked). A blue box highlights this selection area, and a red box with white text points to it, containing the instruction: "Make Sure that Peer Mentor is checked if the Student is a Peer Mentor. Otherwise, 'TechYES Student' should stay checked!!!!". Below the selection box is a yellow banner with the text "Tell us a little about yourself...". The form fields include: "First name \*", "Middle", and "Last name \*" (text boxes); "Birthday \*" (dropdowns for Year, Month, Day); "Email" (text box with a note about login and password lookup and a link to the privacy policy); "Student ID" (text box with a note about school/district ID); "Login \*" (text box with a note about numbers and letters); "Password \*" and "Password Confirmation \*" (text boxes); and a final yellow banner with the text "That's it! Seriously. Click 'Create my account!' button and you'll be on your way."

5. Once the account has been created **the teacher must first log in and "Accept" you before can log into the site!** Teachers can do this by logging into [their account](#) and "Accepting" the student names as they appear on the Advisor Dashboard. After this is done then you will be able to log-in to your account.



The screenshot shows the Generation YES TechYES website interface. At the top, there is a navigation bar with the logo and 'Help Login' links. On the left, there is a sidebar with 'Wiki', 'Login', and 'Signup' options. The main content area features a green notification bar that says 'Thanks for signing up!'. Below this, the heading 'Account Created' is displayed in large, bold letters. Underneath the heading, a message reads: 'Your account has been created. Once your advisor has approved your account you will receive an email (if you supplied us with an email address) and you'll be able to login.'



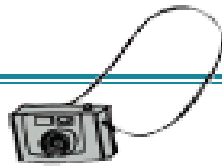
# LEARN TECHYES CERTIFICATION REQUIREMENTS

1. The project must include one or more types of technology such as a computer, digital camera, scanner, internet, and/or software applications.
2. Technology must be used in carrying out 4 parts of every project which are **Gather, Organize, Construct, and Share** in order to show that a TechYES Certified Student is skilled in applying technology to various kinds of tasks.
3. A project must be creative and attractive to other people that evaluate.



# PIECES OF A TECHYES PROJECT

## Gather.



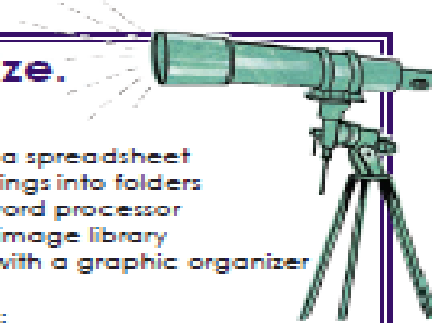
### Look for:

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

### Things to ask:

- Show me the 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

### 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 or software.

### 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.

### 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 another technology to use to share your project?
- What obstacles did you encounter while using this technology to share?



# PLANNING A TECHYES PROJECT

1. Click on "Create Project Now" to get to the Project Planning screen.
2. Fill in the required details of the project you plan on doing offline.

**Projects**

**Learn**

## New Project

**Project Name \***

**Project Description**

**URL web address**

**Technologies \***

Choose the technologies that you will use with this project.

<input type="checkbox"/> 3D Modeling Sketchup	<input type="checkbox"/> Animation	<input type="checkbox"/> Audio Editing
<input type="checkbox"/> Digital Comics	<input type="checkbox"/> Graphics	<input type="checkbox"/> Internet research
<input type="checkbox"/> Mapping and Geography Tools Google Earth and maps	<input type="checkbox"/> Music Composition	<input type="checkbox"/> Online Communications email, blog, forums, IM, etc.
<input type="checkbox"/> Other	<input type="checkbox"/> Photography	<input type="checkbox"/> Podcasting
<input type="checkbox"/> Presentation Powerpoint, Keynote	<input type="checkbox"/> Programming Logo, Scratch, BASIC, HTML, Alice, etc.	<input type="checkbox"/> Spreadsheet
<input type="checkbox"/> Surveys	<input type="checkbox"/> Video	
<input type="checkbox"/> Wiki	<input type="checkbox"/> Word processor	

**Subject Areas \***

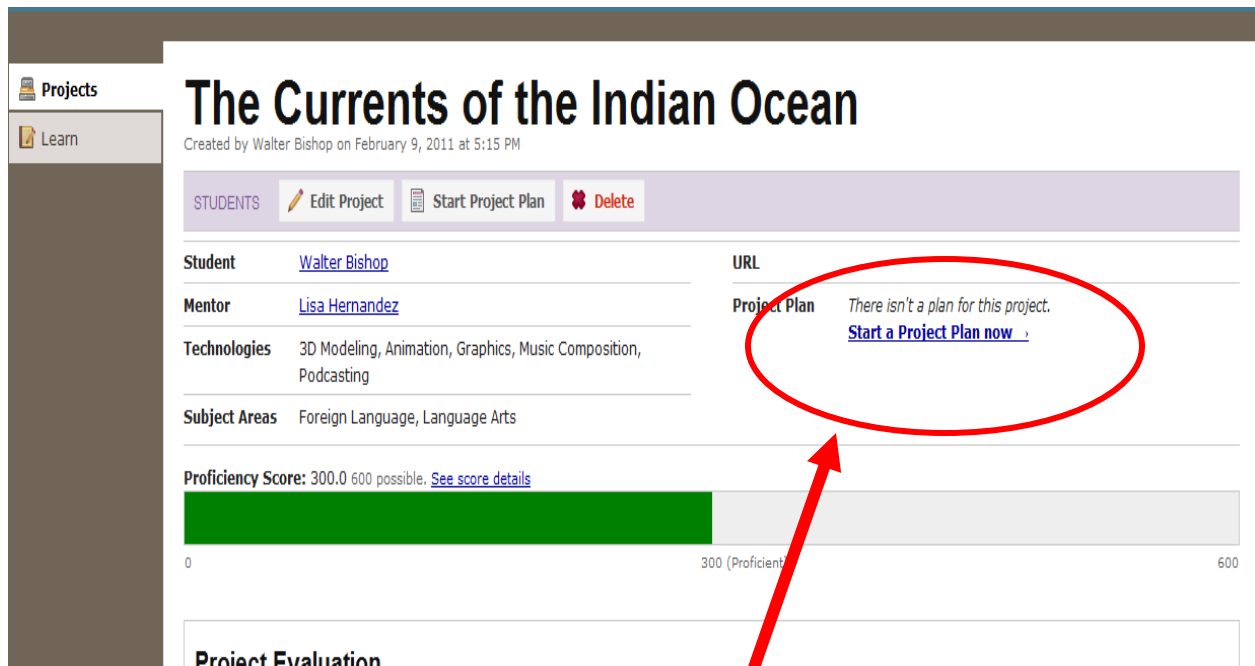
Choose the subject area(s) that you will use with this project.

<input type="checkbox"/> Art & Music	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Language Arts	<input type="checkbox"/> Math	<input type="checkbox"/> Other	<input type="checkbox"/> Physical Education	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies
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or

Once the project is finished, you can post the URL of the website where the project is kept. This will make the project easy to access later.

3. Add more details to your project using the Project Planning Form. This helps you keep your project focused on the goal of showing Technology Literacy



The screenshot shows a project page for "The Currents of the Indian Ocean" created by Walter Bishop on February 9, 2011. The page includes a sidebar with "Projects" and "Learn" tabs. The main content area has a "STUDENTS" section with buttons for "Edit Project", "Start Project Plan", and "Delete". Below this, there are fields for "Student" (Walter Bishop), "Mentor" (Lisa Hernandez), "Technologies" (3D Modeling, Animation, Graphics, Music Composition, Podcasting), and "Subject Areas" (Foreign Language, Language Arts). A "Project Plan" section is circled in red, containing the text "There isn't a plan for this project." and a link "Start a Project Plan now". A proficiency score of 300.0 out of 600 is shown with a green progress bar. A red arrow points from a text box below to the "Start a Project Plan now" link.

Click on Start "Project Plan Now" to add further details of your project and to help make sure that your project is focused on showing technology literacy.



## 4. Fill in all the required fields and click "Save".

Projects

Learn

### New Project Plan

Fields marked \* are required.

**Reasons you chose this project**

To show the currents of the ocean and how they affect life in the sea.

**Purpose of the project**

To educate people and to show my science class

**Audience** Who will use or look at your project?

My science class. I will also post the video on [YouTube](#)

**Description of this project**

This will be a video documentary on life in the Indian Ocean

**How you will [gather](#) what you need, including the software or hardware needed**

I will use several websites to get video of the ocean and also some interviews with scientists.

**How you will [organize](#) the information or material, and the software and hardware needed**

I will use folders on my computer, my [Youtube](#) account to organize videos, and [Flicker](#) account to organize digital pictures.



# EVALUATION OF A TECHYES PROJECT

To make sure that you qualify for the TechYES Certification, each of your projects will be judged by 3 people:

- 1. You**
- 2. A TechYES Peer Mentor**
- 3. The TechYES Advisor**

You will have the first chance to judge the success of your project. Then, your TechYES Peer Mentor and your TechYES Advisor each have the opportunity to show how closely they agree with your judgment and offer any additional opinions of your projects.



# WHAT PEER MENTOR EVALUATION LOOKS LIKE

1. Find a computer where the student can show you his/her project without interruption.
2. Ask the student to show you his online Project Evaluation Form
3. Ask the student to show you his/her project. Listen carefully while he or she gives a brief explanation of the purpose of the project, the audience, and shows you the project. Let her/him finish before you start your evaluation.
4. As you work with the student, use the online Project Evaluation Form as a guide and check whether the student shows mastery of each criteria or not. Ask open-ended questions (not yes or no questions) like the ones on the next page so the student shows you his/her understanding of the project and technology.
5. Once you are satisfied that the student truly understands the technology and has fulfilled the Gather, Organize, Construct and Share requirements, click "Save Changes to Evaluation".
6. The Approval shows that you have deemed the TechYES Project worthy of Certification.
7. Congratulate the student on his success and tell him to see the TechYES Advisor for the final evaluation and sign-off. Explain that he will go through a similar process with the Advisor.



# EXAMPLE EVALUATION QUESTIONS

Just like when you are tutoring, when you evaluate a 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 evaluations.

*“Are you sure it’s legal to use that music? 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?”*

*“Show me where you saved the document.”*

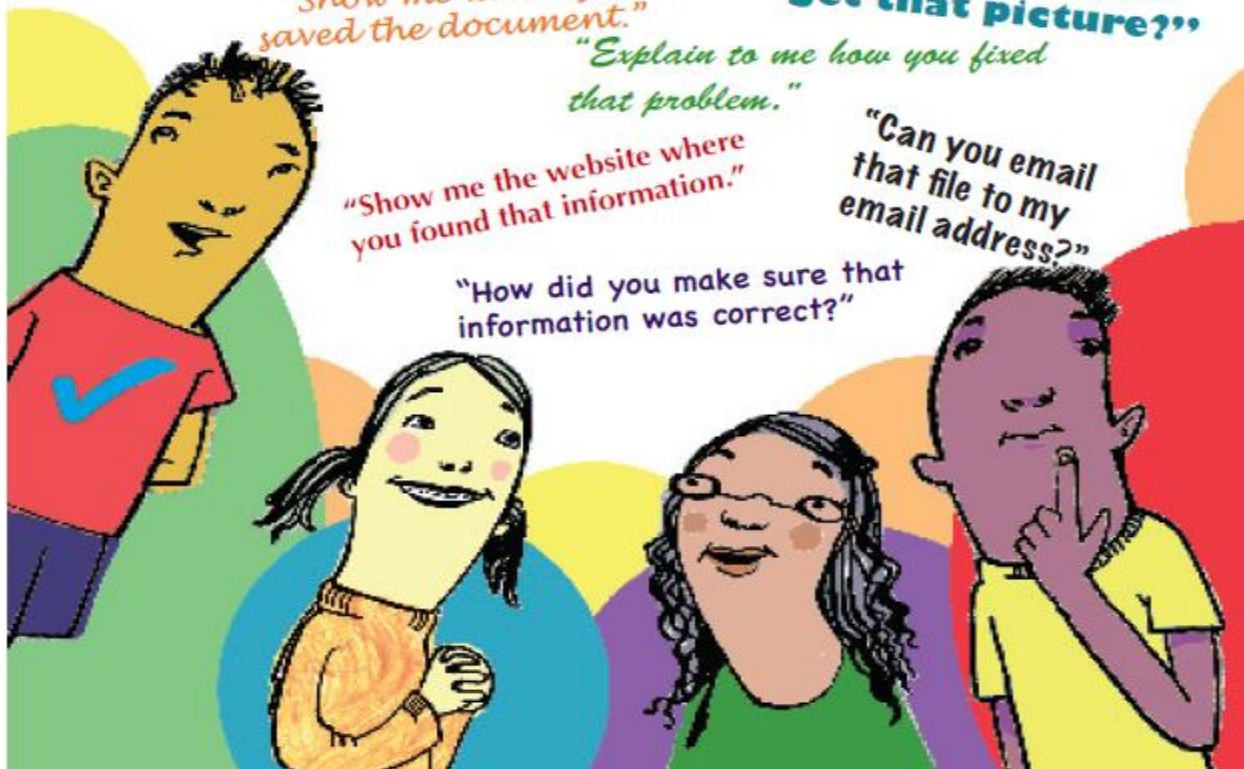
*“Where did you get that picture?”*

*“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?”*



- Be friendly
- Tell them what you think
- Listen carefully to understand what they did
- Let them talk

DO



DO  
NOT

- Try to trip the student up with tricky questions
  - Make your evaluation “secret”
- Tell them how they should have done it differently
- Start pointing out problems before they are done

# USING THE ONLINE SYSTEM

## Website Overview

All Generation YES programs use a password-protected website that contains tools, curriculum material, resources, and support information. These websites are available from any computer with an Internet browser, but only schools that are licensed to deliver Generation YES programs are provided with the accounts and passwords necessary to access the tools.

Each TechYES Advisor, Peer Mentor, and student has a unique username and password that opens a **Dashboard**, for that person. The Dashboard is a customized control panel for all TechYES tools, curriculum, resources, and reports.

## Advisor Registration

Advisors must have a TechYES account to access their Advisor Dashboard. It is important that this email be one that is checked regularly, and kept up to date using the **Profile** page. Using a home email account is fine, as long as the Advisor checks the email regularly. If you are not getting email, check your spam filter or call Generation YES for help. You may have to ask your district IT department to allow email from the domain “genyes.com” to be allowed through.

It is highly recommended that schools include their TechYES Welcome Page on their school or class website to make it easier for students, peer mentors, and the Advisor to find. The TechYES Advisor Toolkit includes a short segment of HTML code that can be used for this purpose.

## The Advisor Dashboard

The Dashboard provides TechYES Advisors with access to all online TechYES tools, resources, curriculum, and reports. It also enables Advisors to monitor the activities of TechYES students both individually and in groups—as they progress through the TechYES program.

### Dashboard

Viewing Advisor Dashboard | Switch to [Student/Peer Mentor Dashboard](#)

TechYES Students		TechYES Peer Mentors	
- Action -			
NAME	PROJECT 1	PROJECT 2	
<input type="checkbox"/> <a href="#">Nurul Qisthina Abdul Aziz</a>	<a href="#">Jakarta</a>	<a href="#">Bestari 2009 Memories</a>	
<input type="checkbox"/> <a href="#">Megan K Evander</a>	<a href="#">Family History iMovie</a>	<a href="#">foo</a>	
<input type="checkbox"/> <a href="#">Leong Lee Keong</a>	NO PROJECT	NO PROJECT	
<input type="checkbox"/> <a href="#">Henato Santos</a>	<a href="#">Stars of Recife</a>	NO PROJECT	
<input type="checkbox"/> <a href="#">Mary Smith</a>	NO PROJECT	NO PROJECT	
<input type="checkbox"/> <a href="#">Jose A Valente</a>	<a href="#">Birds of Campinas</a>	NO PROJECT	
Tech Wizards <a href="#">Rename</a>   <a href="#">Delete</a>			
NAME	PROJECT 1	PROJECT 2	CERTIFIED
<input type="checkbox"/> <a href="#">Steve I Cool</a>	<a href="#">Create a TLC Curriculum</a>	<a href="#">Birds of Tacoma</a>	n/a
<input type="checkbox"/> <a href="#">Joannah Kirland</a>	NO PROJECT	NO PROJECT	n/a
<input type="checkbox"/> <a href="#">Tom T Terrific</a>	<a href="#">Butterflies of Liberia</a>	<a href="#">Google Earth Civil War Plot</a>	Yes

The **Dashboard** is the Advisor's main summary view of the TechYES online tools. The student projects are listed next to each student name, and color-coded for a quick overview of all TechYES projects and certifications. Dashboard color codes:

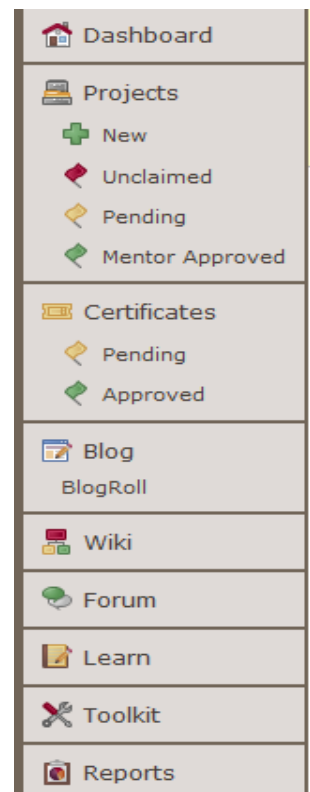
- **Red** - Project not started
- **Yellow** - Project started
- **Blue** - Project approved by Peer Mentor only
- **Green** - Project approved by Advisor

As the student projects are evaluated and approved, the Dashboard changes to reflect the current status. The Dashboard also shows how many certificates are left to issue.

The menu on the left side of the screen offers access to all other areas of the online tools.

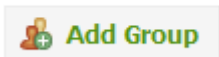
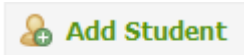
- **Projects** shows the current status of every student's TechYES project. TechYES Advisors can monitor project development for individual students or the entire class from one easy-to-use interface.
- **Certificates** shows students who are eligible or have completed certification
- **Blog** is used by Peer Mentors for communication with the Advisor.
- **Wiki** is an editable space for Advisor and Peer Mentor developed resources.
- **Learn** includes curriculum activities and all accompanying resources.
- **Toolkit (Advisors only)** includes TechYES handouts, videos, sample contracts, and other resources.
- **Reports (Advisors only)** compiles detailed technology literacy data into customized reports.

Note that the Dashboard for a newly created TechYES class will not display any student data, since students have yet to register into the class. Instead, it will simply provide access to program tools, resources, and content.



## Creating Student Groups

Before students log in, the TechYES Advisor should create one or more **Groups** for students. A group can consist of any number of TechYES students. It can be a class, club, different sections or periods, or any way that makes sense to group the students. You can name the group "TechYES Period 4 Class" or "Tuesday after-school TechYES Team" to make it easy to find student records. Students can only belong to one group at a time.



Advisors who teach TechYES multiple times, or teach multiple Generation YES programs concurrently, can use their single TechYES Advisor account to establish and access multiple groups of students. The same Advisor username and password will work for all groups.

Click on the **Add Group** link on the right side of the Dashboard and enter a name for your TechYES club or class.

## **Step 2: Advisor Accepts Student Registration**

TechYES Advisors will see an "Accept/Deny" notification appear on their Advisor Dashboard, and can approve each student account. Once the Advisor accepts the student into the class, the student will receive an email with their login and password information and can log in to their account from the Welcome Page. Once students and Peer Mentors have been approved, the Advisor will see them listed alphabetically on the Advisor's Dashboard as well as the status of their projects, wikis, and blogs.

## **Adding students without registration**

Advisors may decide to skip student self-registration and use the **Add Student** link on the right side of the Dashboard. However, we recommend that you allow the students to complete this step for themselves. It helps them feel a sense of ownership to the online tools and resources provided for them as part of TechYES.

## **Managing Students**

The TechYES online tools gives Advisors flexibility in managing student accounts.

### **Add Students to a Group**

To add one or more students to a group, click the box in front of their name(s) on the Dashboard. Select a group from the drop-down **Action menu**. Once the group is selected, the student(s) will automatically be added to it.

### **Student Login**

Once the student registration process has been completed, TechYES students and Advisors can log into their accounts from either the "members" TechYES home page (members.genyes.com), or from your school's Welcome page located at your school's custom URL.

Once logged into their accounts, students have access to the resources and tools appropriate to their TechYES course. When work is completed, students should click the **Logout** link (upper right corner of page) to make sure that no one else can access or enter data using their account.

### **Forgotten Username or Password**

Click on **Reset your password** link on the Login section of your TechYES Welcome Page. It will ask you to supply your email address. If the user has valid email address in their profile, a

link will be emailed to that address. Click on this link in the email to login and enter a new password. Alternately, the Advisor can find the student's name on the Advisor Dashboard and click on it. Click on **Edit Profile** and it will show you the login name used by the student, and give you an option to enter a new password. You can then tell the student what their new password is.

### **Editing Student Profiles**

Students can edit their own user settings from their Dashboard. Click on the **Profile** link in the upper right corner of the screen and their profile will be displayed. To edit the profile, click the **Edit Profile** button. The Advisor may also edit student settings by clicking on a student name and selecting the **Edit Profile** button.

### **Archiving Students**

Students may be removed from the active list of students on the Advisor Dashboard by archiving them. For a single student, click the Archive button in the student Profile. For multiple students, check their names in your Dashboard view and select **Archive** from the dropdown **Action** list near the top of the Dashboard.

After the school year ends, you may wish to archive the current students and start the new year with a clear Dashboard. During the year, you may wish to remove students who leave the class by clicking the **Archive** button in the student Profile. However, archiving student accounts removes them and all their project and certification data from the Reports. Be sure to generate any needed reports before you archive students.

If you need to retrieve student accounts, you can restore them by clicking on the link under the Archived Accounts heading on the right side of the Dashboard.

### **School Profile Settings**

The settings for your TechYES class can be changed by clicking on the **School Settings** link in the upper right corner of the Dashboard. Here, you can decide which TechYES features you'd like activated or deactivated. Everything is turned 'on' by default. Unchecking a box and clicking 'save' will remove that feature.

These school settings affect all the Generation YES programs a school has. TechYES settings allow the Advisor to simplify the student and Peer Mentor Dashboards if you have decided to not use the online Evaluation and Project planning tools.

### **TechYES Project Manager**

The **Project Manager** was designed to help Advisors and Peer Mentors evaluate and approve TechYES Projects. Here, Peer Mentors can claim projects to evaluate and perform the evaluation. Advisors can track the whole process and record their own evaluation of student projects. The Project Manager can be used by TechYES schools to replace or supplement the paper forms found in the Student Guide.

Students do not see the Project Manager from their Dashboard, but have a simpler interface that allows them to start new projects or edit existing ones. The **Project Manager** includes the following options:

- New** – Click to start a new project.

- **Unclaimed** – Shows all the projects that have not yet been claimed or assigned to a Peer Mentor for evaluation.
- **Pending** – These are projects which are still being evaluated and not yet approved.
- **Mentor Approved** – Shows a list of all the projects which have been approved by Peer Mentors and are waiting for final evaluation from the TechYES Advisor.

## **New Projects**

Students can create new projects from their Dashboard. If you are not using individual student accounts, TechYES Advisors and Peer Mentors can click on the **New** link to create a new project. The Advisor or Peer Mentor can enter a project name, description, and check off the technologies that will be used to construct the project. These can be changed later if needed.

The new project can be assigned to a student through the drop-down list of existing student accounts. If students at your school are not being given their own accounts, you can still add projects by adding the student as a “New Student.” However, these student accounts are called “passive” accounts, and cannot be used by students to log in and edit their own projects. Click **Create Project** will assign the project to the student.

## **Unclaimed Projects**

Clicking **Unclaimed** will show every student’s TechYES project that has been created, yet not approved or claimed by a Peer Mentor to begin the evaluation. Peer Mentors are able to select a project and click the **Claim Project** link. This will assign the project to the Peer Mentor for evaluation. The project will move from this list to the Pending Projects list.

## **Pending Projects**

Projects that have been claimed or assigned to Peer Mentors, yet have not been evaluated and approved are listed here. A Peer Mentor will be able to see only a list of the projects they have claimed, while an Advisor will see all projects claimed by all Peer Mentor. This feature ensures that all TechYES projects are on an organized path towards certification.

## **Mentor Approved Projects**

Once a project has been evaluated and approved by the student and Peer Mentor, it is moved to this list. This section of the Project Manager shows all the projects that are awaiting evaluation by a TechYES Advisor. This screen shows the project name, the student’s name, the date the project was created, the technologies used, and if the student created a detailed project plan. Clicking on the project name gives more detailed information on the specific project.

Once projects have received final approval from the TechYES Advisor, they no longer show up in the Projects section, but can be seen on the Dashboard in green next to the student name.

## **Certificate Manager**

The Certificate Manager allows an Advisor to manage which students are certified as technology literate. Certificates are ready to be issued once a student has two TechYES projects that have been approved by the Advisor, and all other certification steps have been completed. The **Certificate Manager** includes the following options:

**Pending** – Shows students who have completed two projects successfully

**Approved** – Shows students who are fully certified, and if the certificates have been issued from Generation YES.

### **Pending Certifications**

This list shows all students who have completed two projects. This is the screen where the Advisor gives the final approval that a student not only created two projects, but they have satisfactorily demonstrated knowledge of web safety, ethics, and information literacy. The Advisor should check the boxes next to the students' names and then select **Issue TechYES Certificate** from the drop down **Action** list when ready to approve students. Advisors will be asked to agree that the selected students have met the TechYES criteria for Certification. Once the Advisor clicks the **Agree** button, the students are moved to the Approved list in the Certificate Manager and Generation YES receives a notice that certificates are ready to be issued.

Generation YES recommends that Advisors certify the majority of students at one time. This allows the largest amount of certificates to be mailed at once and lessens the likelihood that certificates will be misplaced. In addition, please make sure that student names are spelled correctly and that the address of the school in the School Settings is correct.

### **Approved Certifications**

This list shows students who have been TechYES Certified. The "Certified" column indicates students who have been certified by the TechYES Advisor. The "Shipped" column indicates whether the certificate has been mailed from the Generation YES office. Please allow a two-week turnaround from the time you certify students to the time you wish to receive TechYES Certificates.

### **Advisor Quick-Add**

The Advisor Quick-add button is a fast way to add students and their project names simply to request Certificates. If you choose not to use the online project tools, this will create "passive" accounts for the students and immediately place them on the **Pending Certification** list with both projects approved. These passive student accounts cannot be used by students so Advisors should be cautious about using them if there is a chance that you will want students to log in at any point in the future.

### ***Learn (Curriculum)***

The Learn section contains all the curriculum and associated resources for the TechYES class or club. All TechYES programs include Units 1-3 of curriculum plus a unit on preparing Peer Mentors (Unit 0). If your school site has purchased the optional TechYES TLC, there will be 11 additional units in the Learn section. Activities and resources can be accessed by clicking on the top-level unit titles. See Chapter 15 of this Implementation Guide for details on the TechYES Curriculum.

### **Show/Hide Curriculum Units**

To customize the units that students can see in their Learn section, TechYES Advisors can show or hide curriculum units individually. Click on the Unit heading to see the Hide or Show button.

## ***TechYES Toolkit***

The Toolkit contains electronic versions of all TechYES content and resources that aren't part of the curriculum. These include:

- o **Videos** – video clips to show the TechYES students, parents, or administrators
- o **Resources** – electronic versions of the resources found in the printed Implementation Guide, such as student contracts, sample letters, etc.
- o **Peer Mentor Guide and Certificates**
- o **Implementation Guide** (PDF)
- o **TechYES Custom School Link Link** – HTML code to place a link to the custom TechYES Welcome Page directly on the school website. Each TechYES school has a unique URL where students, Peer Mentors, and Advisors can go to log in to manage projects.

## ***Blog***

The secure TechYES Blog allows the Advisor and Peer Mentors to communicate and share information anytime, anywhere. The TechYES Advisor can ask questions, make announcements or require Peer Mentors to blog about their work with students. TechYES blog entries are private between the Peer Mentors and Advisors and are not available on any public web page.

Peer Mentors add blog entries from their Peer Mentor Dashboard, and these entries are accessible in their profile from the Advisor's Dashboard. In addition, the blog can function as a bulletin board. Mentors and Advisors can choose to post an entry as a question that will display on every Peer Mentor's Dashboard and allow Peer Mentors and Advisors to post comments and responses. The TechYES Advisor can also make his or her blog posts into announcements that will display on every Peer Mentor's Dashboard. The **BlogRoll** provides an overview of all the blog posting done by Advisors and Peer Mentors.

## ***Wiki***

The TechYES Wiki is an editable webpage that TechYES Advisors and Peer Mentors can use to create articles and help resources for the school. To edit the Wiki, Peer Mentors or Advisors click on the Wiki link on their Dashboard to contribute and edit articles. TechYES Advisors approve all articles before they are published. Be sure to click **Publish Wiki** if you want *all* TechYES students to be able to view the wiki. You will be asked if you are sure you want the wiki to be made public. Clicking 'okay' will allow anyone to click on the **Wiki** link on your school's Welcome Page see what has been published.

## ***Technology Literacy Reports***

The Advisor can access their school's TechYES data by clicking on the Reports link. Reports can be generated on students, Peer Mentors, completed projects, and certification. Clicking on the Peer Mentor or student reports link allows the Advisor to see individual student data and compare it to all TechYES schools. Clicking on the **Project Description** link shows a detailed description of every completed TechYES project at your school.

All these reports can be customized by selecting any range of dates. This feature allows the Advisor to more accurately chart the evolution of their TechYES program.