

2016 - 2017 Educator Criteria Checklist

We're so excited to connect with you as a ClassFlow Educator! In order to become a ClassFlow Educator, we'll need to see some of the evidence of your use of ClassFlow. Please use this helpful checklist to prepare for your [ClassFlow Educator Application](#) submission.

Evidence of use of ClassFlow

- Screenshot of completed ClassFlow Profile** - Please make sure you include your name and an image. This will be especially helpful as you share resources in the Marketplace.
- Screenshot of Folders in My Resources** - Including this will help insure that you are familiar with how to organize all of those resources in ClassFlow.
- Cloud Storage** - This is a great check point to make sure you are familiar with the options available with cloud storage.
- Link to lesson published in the Marketplace** - (it may be a free or paid version). The ClassFlow Lesson Builder is a robust tool full of many great features. Your lesson will need to demonstrate your familiarity with the following **four required elements**:
 - Activities** (include at least one activity)
 - Assessments** (include a sample of 3 types of assessment)
 - Tagging** (in order to find your lessons in the marketplace, and to help others find them should you post them publicly, it is essential that you tag appropriately. Make sure you include your subjects and grade levels as well as your Public Display Name)
 - Actions** (include 2 actions such as drag and drop to container or show and hide)

Other lesson elements that you may choose to include may be the demonstration of your use of:

- Bing Resources-Image or Web Page
 - Youtube Video
 - Adding from the Resource Pack
 - Adding from Computer
 - Use of highlighter pen or shapes
 - Use of Math Tools
 - Teacher/Student cards
 - Notes
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- Demonstrate familiarity with Revealer and Spotlight Tools** with short answer

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- Screenshot of Results Viewer** - This will demonstrate your use of gathering real time data through the assessment tools
- Screenshot of Report Options** - This will demonstrate your ability to generate the reports associated with the assessments and other elements in ClassFlow
- Description of application of information from Results Viewer and Report Options** - We want to make sure that your awareness of this information will help in guiding instruction.
- Screenshot of assignment with a rubric attached that is being sent to students (Teacher view-Assignment Builder)** - This will show that you know how to build a rubric and send it to students with an assignment.
- Screenshot of grading the assignment using a rubric (teacher view - Assignment scoring)** - This demonstrates your use of ClassFlow to the point of assigning and grading with a rubric.
- Demonstrate familiarity with badging** in ClassFlow through short answer.
- Description of your ClassFlow conversation with a colleague.**
We'd love to know as much as possible about your Sharing and Showing session. For example, if at all possible, we'd love it if you would share how many colleagues you shared with, what portion of ClassFlow you shared, what you helped show them how to do with ClassFlow, where the session took place (teacher's lounge, EdCamp, classroom, etc.) when the session took place (during lunch, after school, during planning, etc.).
And if you need ideas on how to Share and Show, well here you go!

SHARING

We'd love for you to share one thing that you learned about ClassFlow or one way in which you use ClassFlow. This could be as simple as sharing the Results Viewer or sharing the Activities, or even sharing your lesson from the Marketplace.

SHOWING

We'd love for you to show a colleague how to do one thing with ClassFlow. For example, possibly show them how to use creative polling or how to add resources from the Marketplace to your my Resources folder.

WHEN AND WHERE

It does not matter when and where you Share and Show. The idea is to help spread **#classflowlove** as easily as possible. We've had some teachers share during planning periods, some during lunch, others during their staff Tech Tuesday meetings, or their Technology Tailgates. You can be as creative as you want. The only requirement is that you share one thing and show one thing with at least two colleagues. If you have additional questions about a Share and Show Session, email us at edprograms@classflow.com or reach out to [@classflowbeth](https://twitter.com/classflowbeth) on Twitter.