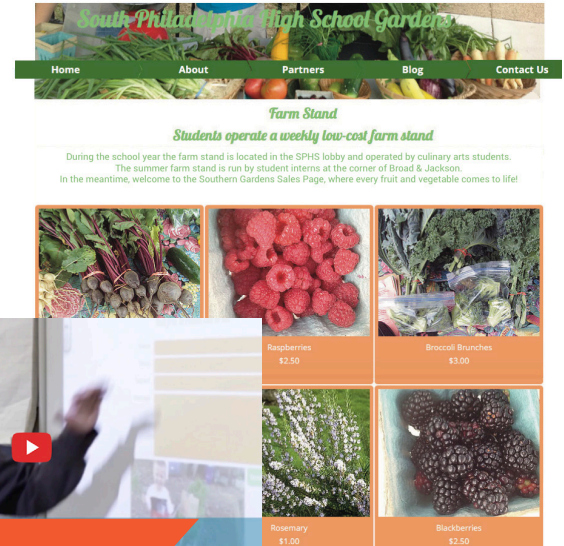


# Milestone #6: How to Submit a Winning Project

Using the content you share with us, Digitability will create a competition showcase video for your classroom. Our team will use the \$200 Work Simulation Rubric to choose a winner.



You can also compete for an additional \$100 Community Choice Prize using the Digitability Social Kit.

## Engage your community!

Identify a community organization or business to collaborate with your class on their project. Getting input from employees about their workplace, will help students develop the real-world skills they need to obtain employment.



## Take lots of photos and videos!

We've included all of the resources you need to collect great project assets. The more content you can share with us, the better your chances of winning will be!



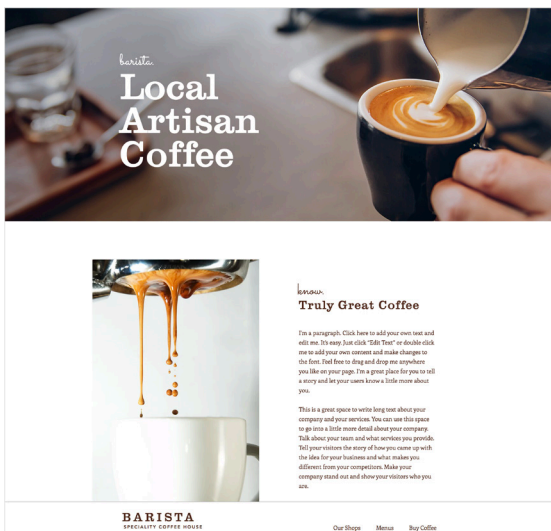
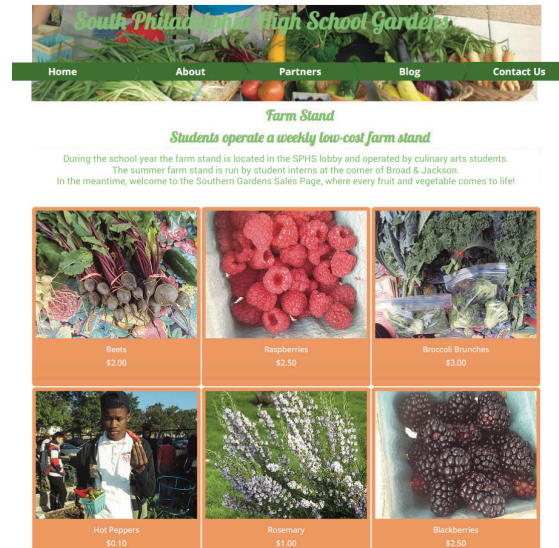
## Tell us your classroom stories!

We've included questions in this kit that you will be asked to answer when submitting your project. You'll want to draft your answers as you work through each phase of the work simulation lesson plans.

# Sample Project Ideas

## Southern Gardens

This classroom used a community garden started by a neighborhood not-for-profit organization to create their work simulation project. Students created a website that listed items grown in the garden and sold at an after school market. They listed market hours, prices and included a recipe blog.

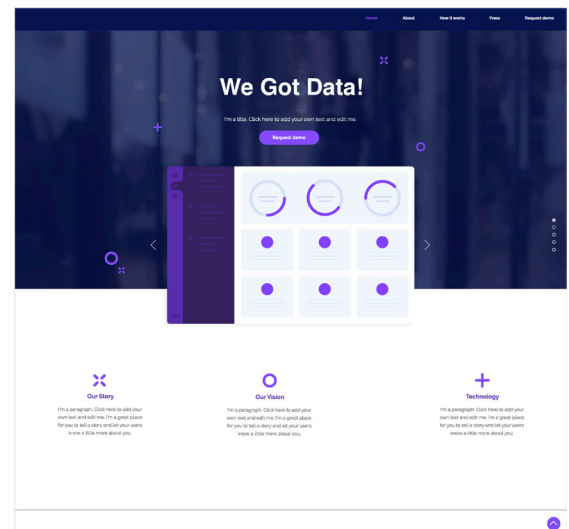


## Hot Coffee Express

This classroom collaborated with a neighborhood coffee shop to create a website for a coffee business they started. Teachers submitted their coffee orders via a web-form that was emailed to students. They organized their coffee-making supplies and teacher delivery orders each morning and afternoon.

## We Got Data!

This classroom partnered with a local hospital system to simulate the data entry process for patient records. Students organized and reported on their data entry and identified errors on paperwork.



# Teacher Verification Form



Please write in your first and last name, then initial each box, and finally sign and date at the bottom of the page.

I \_\_\_\_\_, am the teacher submitting a  
Digitability Work Simulation Competition Project. I certify that:

☐

All materials submitted were created by my students, with the educational support of me myself, any support staff, school personnel or outside community partners.

☐

I have collected signed permission slips for all students who are included in photos, videos, and other media assets submitted for this competition. Either they are 18+ years of age and have signed the photo release form, or their parents have signed allowing them to be filmed, photographed, etc.

☐

Each statement submitted to the competition is true to the best of my knowledge.

---

Signature

---

Date

# Photo Release Form



Dear Parent/Guardian:

Digitability is an award-winning, special education program preparing students for today's tech-driven and social workplaces. We are very excited to be supporting your child's transition education.

Throughout the school year, we will host competitions that showcase the work teachers are doing with their students across the country. Your child's classroom will participate in these competitions and have the opportunity to win new technology and prizes. These competitions will include the use of photos and videos of participating students shared by their teacher.

As we work with your child's classroom to support their implementation of Digitability, we kindly request that you grant or decline permission for your child to be photographed and/or filmed. If you have any questions about this form or the Digitability program, please feel free to contact us at: [info@digitability.com](mailto:info@digitability.com).

Thank you! We look forward to preparing your child for their transition to independence!

***As a parent or guardian of this student, I hereby consent to the use of my child's image, video, voice, taken during the course of their participation in Digitability, to be used on the Digitability website, social channels or other print materials. I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.***

\_\_\_ Yes, I give consent for Digitability to photograph/film my child.

\_\_\_ No, I do not authorize Digitability to photograph/film my child.

Student's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

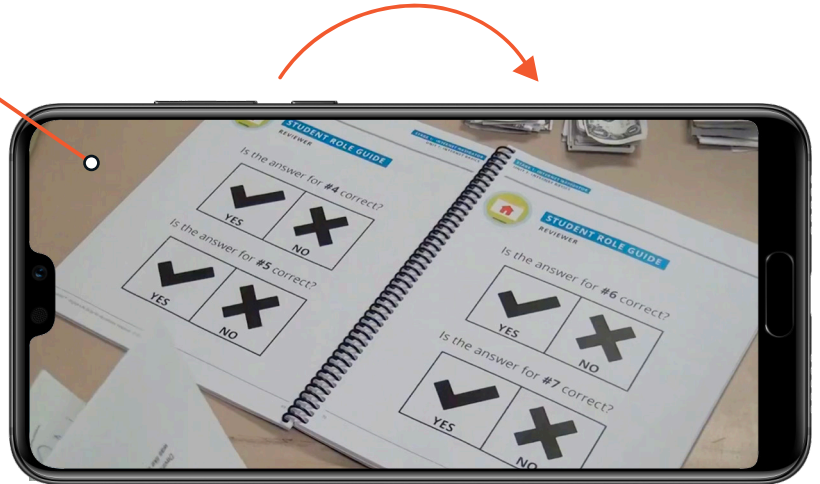
Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Student Signature (if 18+ years old) \_\_\_\_\_

# Taking “Good” Video

## Taking Landscape Videos

Landscape videos and images are when you position your phone or camera in long ways. This allows your assets to be used when Digitability is creating a video for your project.



## Video Quality

Videos should be well lit and high quality.

## The Rule of Thirds

Videos and Images should use the rule of thirds, a rule of photographic composition. They should not be perfectly centered, rather, the subject of the video should be off to the left or right.



## Subjects

## Varied Assets

Videos and images should be a mix of students working, website images and different completed supplements. Variety is incredibly important.

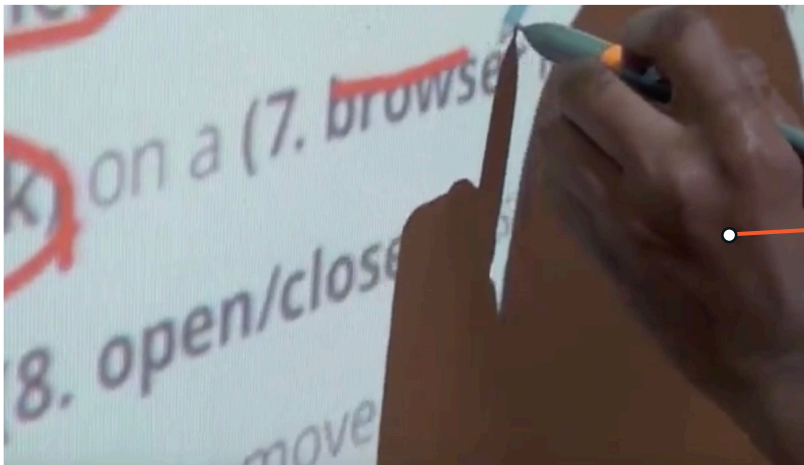
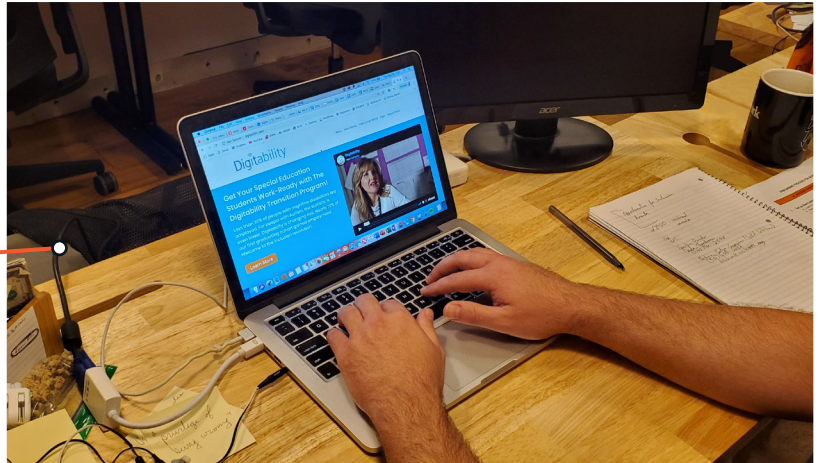


## Unable to Get Student Photo/Video Permission?

If you can not get permission to take photos of students, you can still participate, but taking pictures of the work they are doing. Here are some examples:

### Pictures without a Face

Images of computers, hands, and screens.



Images of the projection screen from students presenting.

Photo/video of you as the teacher sharing how you think the program has impacted your students.



THE INTERNET: INTERNET BASICS  
LEARNING TO INTERACT SAFELY ONLINE

**T3 TAG WRITING PROMPT**  
1.TAG.3

Name: ANDREW DANN WOOD  
Date: \_\_\_\_\_

The Internet can be used to do many things. The (1. website/Internet) is a computer network that connects people all over the world. This means that people all over the world can view and interact with the same (2. websites/search) and with each other. One thing that you can do on the Internet is to explore websites. When you first access a website you will be on the (3. Internet/homepage), or the website's first page. The homepage is a (4. icon/webpage) that looks different but is a part of website. There are (5. icons/websites) or pictures that stand for something else on the website that you can click on to see photos, videos, and more. You can even click on blue, underlined text called a (6. web pages/hyperlink) that will connect you to different websites. You can also use different web services to send mail, listen to music and even hold things like your photos so you can share them with others. Finally, you can use the Internet to (7. chat/share) with friends, share photos and videos, and (8. search/share) and learn about anything you want.

SCORE: Student correctly answered 6 / 8 vocabulary terms with 75 % accuracy.

Digitability™ - Be Work Ready! © 2019

THE INTERNET: INTERNET BASICS  
LEARNING TO INTERACT SAFELY ONLINE

**T2 TAG WRITING PROMPT**  
1.TAG.2

Name: Nicole Wilson  
Date: 9/9/19

**WORD BANK**

hyperlink icons search website internet web pages homepage chat

The Internet can be used to do many things. The (1. Internet) is a computer network that connects people all over the world. This means that people all over the world can view and interact with the same (2. websites) and each other. One thing that you can do on the Internet is to explore websites. When you first access a website you will be on the (3. homepage) or the website's first page. The homepage is a (4. icon) that looks different but is a part of a website. There are (5. icons) or pictures that stand for something else on the website that you can click on to see photos, videos, and more. You can even click on blue, underlined text called a (6. hyperlink) that will connect you to different websites. You can also use different web services to watch videos, post photos, and much, much more. Finally, you can use the Internet to (7. chat) with friends, share photos and videos, and (8. search) and learn about anything you want.

SCORE: Student correctly answered 6 / 8 vocabulary terms with 75 % accuracy.

Digitability™ - Be Work Ready! © 2019

Showing student work examples (we will make sure the names are covered).

Quotes from students where we will not include names.

I'm capable of being a web designer because i can work together with people in this position and im well organized. I'm capable of doing research online, downloading images, I learn that some images and videos will be more interesting than others.

For more assistance on taking good video and photography without using a students face contact your Digitability implementation coach.

# Digitability Social Kit



Like



Love



Haha



Yay



Wow



Sad



Angry



# How to Share Your Project From Digitability

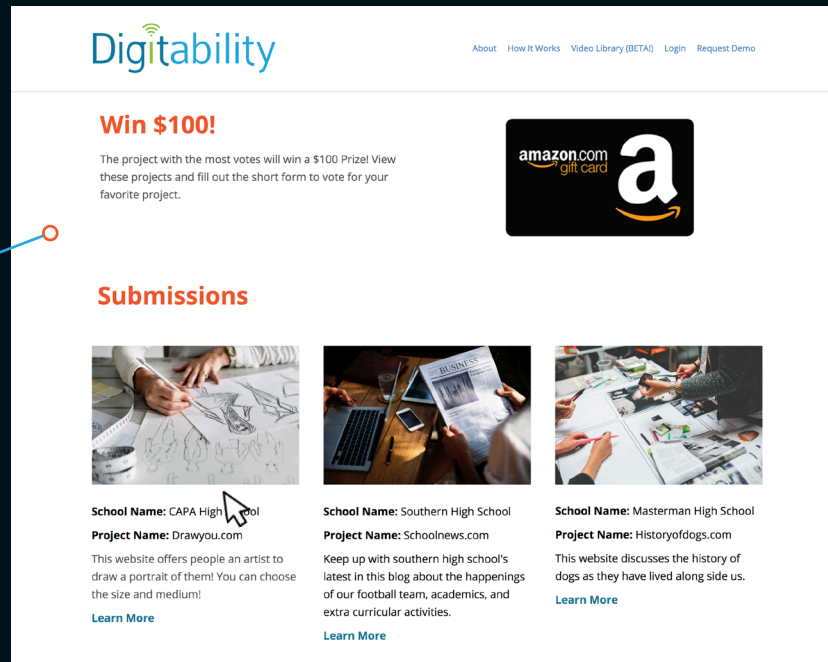
## Step 1

Visit this website address

digitability.com/ws20/ ☆

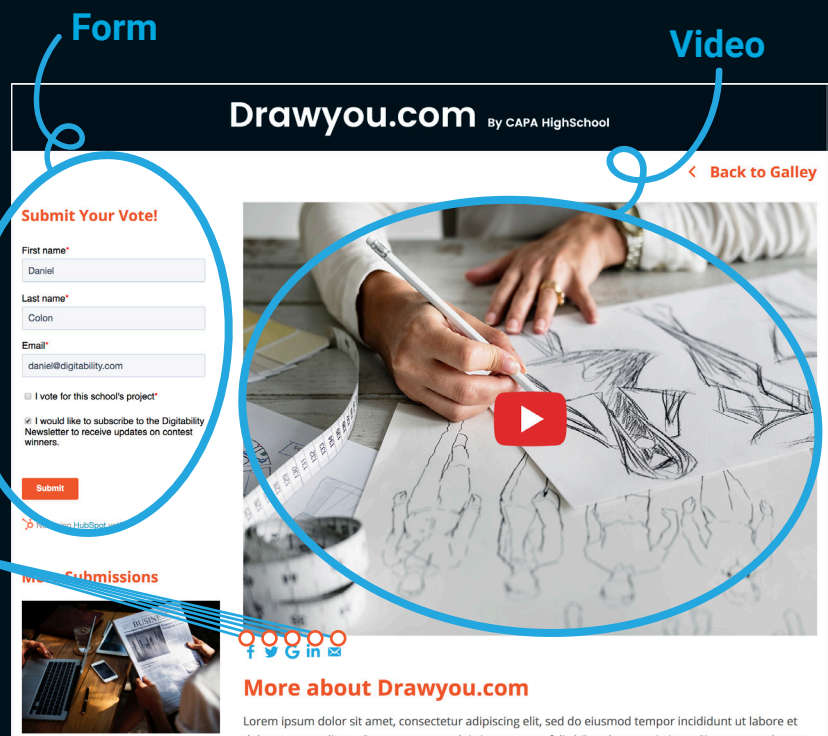
## Step 2

You will be taken to a landing page with all the submitted projects in a gallery.



## Step 3

When you click a submission you will be taken to a profile page with a video, voting form and information about the project.



## Step 4

To share this page with your friends and family, click a social icon under the video.

# Posting on Facebook

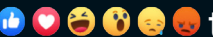
The project with the most votes will win a \$100 Prize! Below, you will learn how to make an effective Facebook post. This will help you share your project on as many social channels as you currently have and encourage your friends, family and community to vote and share on their channels, as well.

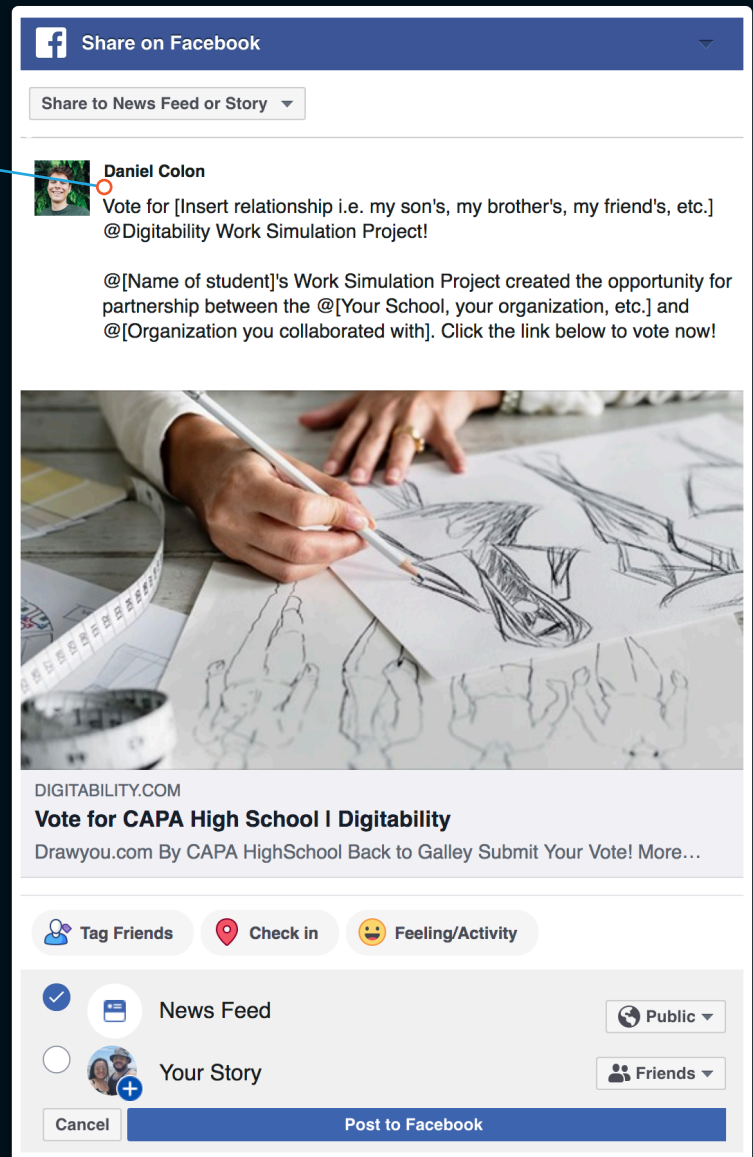
## Text

Digitability has provided a suggested caption. Be sure to tag the company/organization you collaborated with, your school, friends, family, and Digitability in the post. (ex. @digitability)

Add #worksimcompetition, #workready, and #digitability at the end.


## Like, Comment, and Share

Like or react  to the post, comment, and share with your friends and family. This will spread all the great work you created during the work simulation.




Share on Facebook




Share to News Feed or Story

 **Daniel Colon**  
Vote for [Insert relationship i.e. my son's, my brother's, my friend's, etc.] @Digitability Work Simulation Project!

@[Name of student]'s Work Simulation Project created the opportunity for partnership between the @[Your School, your organization, etc.] and @[Organization you collaborated with]. Click the link below to vote now!



DIGITABILITY.COM  
**Vote for CAPA High School | Digitability**  
Drawyou.com By CAPA HighSchool Back to Galley Submit Your Vote! More...

 Tag Friends  Check in  Feeling/Activity

☒ News Feed ☐ Your Story Public Friends

Cancel **Post to Facebook**

**Reminder:** The showcase piece with the most votes will win the **\$100 prize!**

amazon.com  
gift card

\$100



# Posting on Twitter

The project with the most votes will win a \$100 Prize! Below, you will learn how to make an effective Twitter post. This will help you share your project on as many social channels as you currently have and encourage your friends, family and community to vote and share on their channels, as well.

## Text

Digitability has provided suggested caption. Be sure to tag the company/organization you collaborated with, your school, friends, family, and Digitability in the post. (ex. @digitability)

Add #worksimcompetition, #workready, and #digitability at the end.

## Comment, Retweet, Like

Commenting, retweeting and liking a post keeps other people looking at a post. Share with your own network to boost the views on your classes project. You can also copy the link to the tweet and share through text message.



## Images

If the image from the page does not appear in your pop up, please add an image! Posts that have an image are more successful than ones without.

**Reminder:** The showcase piece with the most votes will win the **\$100 prize!**



# Posting on Instagram

The project with the most votes will win a \$100 Prize! Below, you will learn how to make an effective Instagram post. This will help you share your project on as many social channels as you currently have and encourage your friends, family and community to vote and share on their channels, as well.

## Text

Digitability has provided suggested caption. Be sure to tag the company/organization you collaborated with, your school, friends, family, and Digitability in the post. (ex. @digitability)

Add #worksimcompetition, #workready, and #digitability at the end.

## Like, Comment, Share

Liking, Commenting, and Sharing a post keeps other people looking at a post. On Instagram you can share to your story, share to someone's direct message, and even copy the link to share through text message.



Note: In order to share on Instagram, you will need to copy the suggested caption and post it with an image from your submission.

**Reminder:** The showcase piece with the most votes will win the **\$100 prize!**

amazon.com  
gift card

\$100





# Posting on LinkedIn

The project with the most votes will win a \$100 Prize! Below, you will learn how to make an effective LinkedIn post. This will help you share your project on as many social channels as you currently have and encourage your friends, family and community to vote and share on their channels, as well.

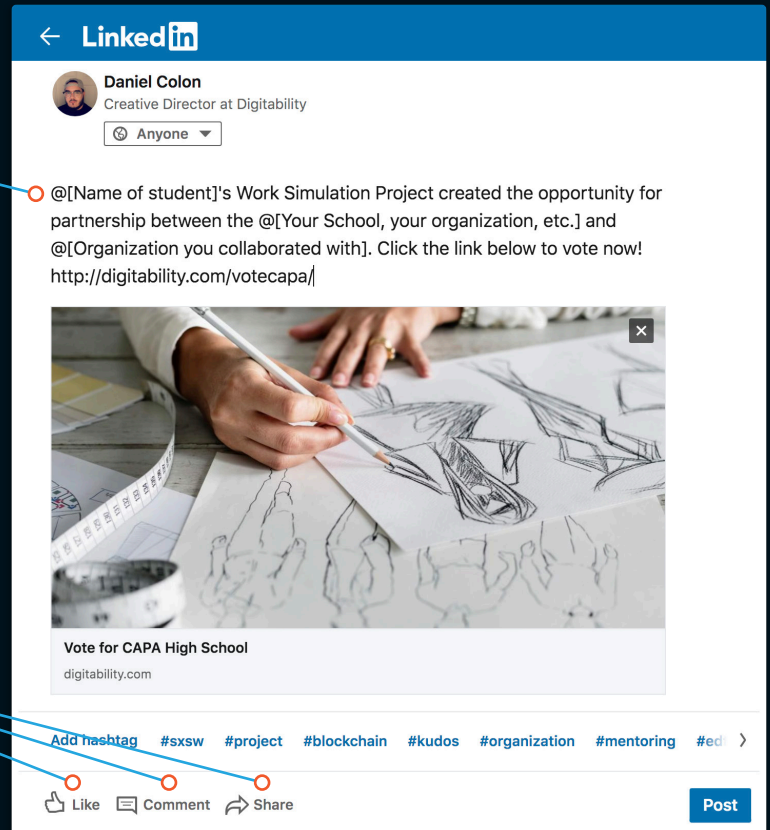
## Text

A fun and concise caption with the company/organization you collaborated with, your school, friends, family, and Digitability tagged. (ex. @digitability)

Add #worksimcompetition, #workready, and #digitability.

## Like, Comment, Share

Liking, Commenting, and Sharing a post keeps your network looking at a post. On LinkedIn you can share with your network and groups you are a part of and even copy the link to share through text message.



**Reminder:** The showcase piece with the most votes will win the **\$100 prize!**

amazon.com  
gift card

\$100





# Phase 1: Planning the Work Project

Describe the concept of your work simulation. What will your students create?

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How will your students connect with an outside organization to develop content for their project?

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How did you differentiate this project so every student had a job based on the skills they needed to develop?

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# Phase 1: Planning the Work Project

Describe the experience students had when evaluating and applying for a job.

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How are you engaging students with the community and employment opportunities?

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What else can you tell us about your Phase 1 Planning the Project experience that we can showcase in your competition piece?

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# Phase 2: Working Together

**Describe the jobs that students were hired for? Tell us a story about one or more student who learned something new from getting hired?**

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**How did you and your fellow teachers and support staff model workplace behavior during this work simulation?**

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**Tell us about how students collaborated independently?**

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# Phase 2: Working Together

Describe the jobs that students were hired for? Tell us a story about one or more student who learned something new from getting hired?

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How did Phase 2 Working together impact or develop student social, communication and problem solving skills? Please give us specific examples or stories about students in your classroom that we can highlight in your competition piece.

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What else can you tell us about your Phase 2 Working Together experience that we can showcase in your competition piece?

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# Phase 3: Demo Day

**Tell us about your overall experience with Demo Day!**

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**Who did you invite to Demo Day? Names, titles, organization and roll in supporting this work simulation project. Did they all sign a photo/video release?**

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**Tell us about the different supports students needed to prepare for demo day and which supplements you used to help make them successful (sentence starters, brainstorming etc,)**

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# Phase 3: Demo Day

What else can you tell us about your Phase 3 Demo Day experience that we can showcase in your competition piece?

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# Phase 4: Building Your Resume and Interviewing Skills

Digitability will be creating a video from all of the materials you share with us about your classroom work simulation project.

You will receive a social kit with everything you need to know about sharing your project on social media.

You will also receive letters for parents about competition and voting (photo permission)

We'll be asking you to vote and get your friends and family to vote.