

# Procedures for Building and Submitting Phase III Exhibits

## Preparation

1. Take time to visit exhibits on the Apple Learning Interchange. Our favorite example is:  
[http://ali.apple.com/ali\\_sites/ali/exhibits/1000440/](http://ali.apple.com/ali_sites/ali/exhibits/1000440/)
2. Take time to visit the posted Cyber Connection Exhibits  
<http://www.newbraunfels.txed.net/TechDept/CyberConn/CyberConn.html>
3. Meet with your campus Instructional Technology Specialist or Lisa Howard to pick up an Exhibit Building toolkit CD. Please note guidelines regarding copyright and specifications
  - a. Media Specifications
  - b. Media Use Guidelines
4. Explore the "Exhibit Map" graphic organizers
5. Carefully read through the Exhibit Rubric noting all categories and descriptions.

## Exhibit Building

1. Follow the Exhibit Maps!
2. Use the template!! Do not worry about type font and size as it will automatically adjust to correct settings when uploading to the ALI exhibit builder.
3. Follow the Organizing and Naming guidelines
  - a. Name all "assets" with campus initials, your initials, and short description. Ex. CSMGstation1.jpg
  - b. Organize all content into folders
    - i. Movies QT folder - all Quicktime files

- ii. JPG folder - all pictures files jpg format 320X240
  - iii. Music folder - all clips of original music and/or links to copyright free music (freeplaymusic.com)
  - iv. Documents - all files to be attached as assets (.cwk, .doc, .pdf)
  - v. Thumbnails folder - mini versions of jpg's
  - vi. Other Stuff folder - whatever doesn't fit in any other folder category.
4. Keep track of all AUP permissions and original photos and video footage.
  5. Meet with your Campus Instructional Technology Specialist routinely to keep on track, then meet with them again when you are ready to upload.
    - a. Plan to meet at least once to upload text and create components and sections.
    - b. Plan to meet a second time to compress video, create poster frames, and prepare photos.
    - c. Plan to meet a third time to upload assets.
    - d. Please note - in order to protect all the exhibits the campus Instructional Technology Specialist will not share the username/password account information for the ALI Builder.
  6. Once your exhibit is uploaded, meet with a co-worker who teaches a similar class/grade and have them review your exhibit with you using the rubric to score your work.

### Submitting Your Exhibit

1. Once you feel you are ready to submit your exhibit - Do Not Click the Submit button, but instead send an email to Melissa Garffer [mgarffer@newbraunfels.txed.net](mailto:mgarffer@newbraunfels.txed.net).

2. Then burn a CD with your exhibit folders, template, and all other documentation (ex. Permission letters to post work)
3. Submit a copy of your CD, along with other Phase III documentation listed on the Proficiency Phases Website <http://www.newbraunfels.txed.net/TechDept/CyberConn/profprogram.html>. Send this to the NBISD Technology Department and identify it as a Phase III submission.
  - a. Pre and Post test
  - b. Platform Preference Form
4. If your exhibit needs any changes, which is not unusual, remember to resubmit your CD with the documented changes.

#### Questions?

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