

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Follow the directions below to complete the *Introduction of Self* assignment and submit it.

**Step 1** Open *Sakai*. Click on **Resources** in the left hand toolbar. Open up the document *Introduction of Self* assignment and follow the directions in the document. Type your answers into the Microsoft Word document itself.

After you have completed your answers for #1-6, delete everything in the document aside from your answers and the questions themselves.

**Step 2** Create a new document by clicking on **File, New**. Cut and Paste the header and your answer to question #6 into this new document. Now you should have two documents; one with the header “Introduction of Self: Reflection Questions” and one with “Introduction of Self: Video Prompt Questions.”

**Step 3.** Once you have completed the assignment, save the document in **Resources** in you're my Workspace directory. Title the first file *Introduction of Self* and the second one *Video Prompt Questions*.

**Step 4.** Once you have completed and saved the *Video Prompt Question* save both files into **Resources** in My Workspace in *Sakai*.

**Step 5** In order to save documents into *Sakai*, click on **My Workspace** in the upper left hand corner. Click on **Resources** in the left hand toolbar. Click on the **Add** drop down box next to the file folder title My Workspace. Click on **Upload Files**.

**Step 6** To upload files, click on **Browse** and find the file titled *Introduction of Self*. Find the file in your directory, highlight it and then click **Open** in the bottom right hand corner. Be sure that the title of the document is correct in the Display Name box. Click on **Upload Files Now** button and you should then see the document in your My Workspace page.

**Step 7** Do the same process for the file titled *Video Prompt Question*.

**Step 8** Your Video Prompt Question will be used as a script for you to give a 1:30 minute, verbal reply, on camera, within the next few weeks. This video will be seen by you, your advisor, and teachers ONLY. This video is going to be used by you to see how much you have improved over the next quarter of Experiential work. We know that asking you to be videotaped is a very sensitive issue so be assured that we are not going to share this video beyond the persons listed above. Your taping session will be completed in a quiet area of the school by a staff member and you will be able to add it to your My Workspace page after it is completed. If you have questions/comments/concerns please talk with your advisor and any classroom teacher. Please be prepared to give your taped reflection during the weeks of March 3 – 20<sup>th</sup>. Your video reply needs to be under one minute and thirty seconds.