Templates for Artifact Creation

Have Your Handouts Ready!

The following slide deck will reference the following handout:

NICE Artifact Template.

Introduction

- To support you in creating your portfolio, the NICE team at the PAR2A Center has developed a set of templates designed to simplify the submission process. These templates include:
    - Review Recommendation
    - Portfolio Submission Form
    - About Me
    - Media Release
    - Artifact Template
- You will receive all templates via email within 72 hours of completing your registration and payment.
- This learning activity focuses on the **Artifact Template**, which forms the core of your portfolio submission. The other templates are relatively straightforward and have been covered in previous learning activities.

Guidelines for Using the Templates

- These templates are made to be accessible and not to be edited- this includes changing fonts and colors. Basic text editing such as bold, italics, underline, bullets, hyperlinks etc. may be used.
- Font may be no smaller than a 12 point. Larger is encouraged to ease readability.
- Text that is *italic (slanted)* can be deleted.
- Templates that are submitted with major changes such as colors, fonts, etc. will be returned without reviews.
- You will duplicate the blank artifact template for each artifact.
- If you have questions about your edits, please contact your mentor.

Artifact Template

- You will receive a slide deck titled "**NICE Artifact Template**" in Microsoft PowerPoint format. This artifact template can be used through various cloud-based platforms. If you require the template in a different format, please contact the **NICE team at the PAR^{2}A Center** for assistance.
- **<u>For each selected artifact, you must use the template provided by the PAR^{2}A Center.</u>**
- You can follow along this learning activity with this handout - **<u>NICE Artifact Template</u>**.

Template Sections

The template has the following sections:

1. Title slide
2. Template Introduction
3. Competencies Addressed
4. Artifact Questions
5. Documentation
6. Additional Information
7. Explanation

The only slide that can be deleted is the template introduction slide titled ***Welcome to the Artifact Template.***

Section 1: Artifact Title

- In the slide titled "Artifact Title " in the template , you are required to insert the title of your artifact. Your title should be unique to each of of your artifacts.

- You must create a specific title for each artifact and your last name.
- It is best practice to name your artifact and file the same name.

- For example : My artifact is about <u>Back to School</u> and my name is Dr. <u>Ritu Chopra</u>
  Example Artifact Names could be :
  - Chopra Standard 4: Back to School
  - Back to School R Chopra
- You must include your name, your mentor's name, and a date in the title slide.

  - The date should be close to your submission date.

Section 2. Template Introduction

As you'd see **NICE Artifact Template** handout, this slide in the template contains a reminder of how the template works.

This is the only slide that may be deleted from the template.

Section 3. Competencies Addressed Slide

In this slide of the template (see **NICE Artifact Template** handout), you are required to list the competencies you are addressing in the artifact. See the image of the slide below.

List the competencies using their code and text. For example:

- DBI.2.K6: Differences between concept development and skill development, and the effect of deafblindness on each

- DBI.2.K7: Impact of deafblindness on communication development, including communicative intent/function and the progression from pre-emergent/pre-symbolic communication to symbolic/proficient language

- DBI.2.K8:Forms of expressive and receptive communication used by individuals who are deafblind

Section 4. Artifact Questions

This section of the **NICE Artifact Template** includes a series of multiple-choice questions. **Please review the options provided and delete any that do not apply to your response, leaving only those that are relevant.**

- What are the documentation formats?
- In what settings was the documentation depicting or related to a specific student collected?
- In what settings was the documentation involving assignments or other study generated
- What level of collaboration was involved in activities depicted in teh documentation

Section 5. Documentation

- You will insert your documentation in this slide of the NICE Artifact template.
- Documentation (see handout Documentation Information and Formats) can be added to your Artifact Template in many ways.
  - Hyperlinks
  - Inserted Pictures
  - Inserted Videos
  - Written directly into the slide (indicate the artifact type)

If for any reason, the documentation cannot be added, please communicate with your mentor.

6. Additional Information

The Additional Information slide of the **NICE Artifact Template** is an optional space where you can include any relevant context or details that may be missing from the documentation.

Include citations in this slide if they are not already incorporated within the documentation

Section 7. Explanation

- "There are two slides for your explanation, each containing one question.
- Please respond to each question on its respective slide.

Saving & Naming the Completed Artifact Template

Once you have completed all the sections of the your artifact template, you will need to save and name it as described below.

As stated earlier,it is best practice to name your artifact and file the same name.

For example : My artifact is about Back to School and my name is Dr. Ritu Chopra

Example Artifact Names could be :
- Chopra Standard 4: Back to School
- Back to School R Chopra

Take a Look!

Take a moment to explore this [sample artifact](#).

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For more information on Intervener Microcredentials and NICE certification, contact Dr. Ritu Chopra at the PAR^{2}A Center

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https://paracenter.org/