**Remote TOK IA Presentations**

**READ CAREFULLY – more than once! And thanks for sticking with this fluid situation!**

Hello! I hope this finds you all safe and healthy! We have gotten more clarification from IB and need to move forward to get the TOK IAs submitted as soon as possible. IB had changed the due date – so we don’t have the time they previously they said they would give us – not in our control.

**General Info:**

* At this point, this is only for the completion of the IB components of TOK. If you would like to receive your IB Diploma, you must pass TOK.
  + Additionally, IB will mark ALL IAs. No longer will it be a sampling to check my work. An IB examiner will read and mark every TK/PPD. The score will be used to calculate your Diploma score in a new matrix (what is this new system, you ask? – see Mr. Wilder for clarification).
* Presentations will move to a recorded format-audience participation and follow up discussion are no longer required. How you format and edit these videos will be up to you – BUT every person in your group will need to end up with a file that is either .mpeg4 or .mov. This will be in case IB ends up asking for more information during the marking process. See due dates for how the process of sharing your presentation with me – essentially, load it on to YouTube or Vimeo, make it private, but share the link with me to access/view.
* At this point in time (but this may change based on directives from OSPI & ISD), the IA is optional, not required, for any Skyline grade – just for IB and your Diploma. Again, this may change, and then you will need to do it for a Skyline grade. So keep this in mind as you proceed – at any point this could be converted in to part of your Skyline grade.

**ASAP-like before Monday (I will work this weekend to make this happen for you):**

1. If you have already had your planner approved by Maners - Fill out the Google Form linked on the March 13th class blog post – one per group

* Please note – before submission read the Teams post that lists all the “taken” main KQs; if you submit something similar on the Google Forms as your main KQ it will not get approved. The Teams post will be regularly updated with taken KQ ideas

**OR**

2. Get your planner approved via e-mail, then after approval, the fill out the Google Form

**If you have already done the above, or when you finish the above**

3. Read the March 22nd blog post on creating good knowledge questions, revisit the examiners comments, and take another look at the IB provided samples (all are either in post or linked in post).

4. Continue to develop your presentation

5. Submit comments, questions, and concerns to the discussion forum in Microsoft Teams

* Please go in and access Teams – instructions and links to help you below. This will be very important as I cannot post everything on the public class website.

**March 30:**

1. Zoom conferencing for Q & A regarding all IA issues

* See scheduled times below

2. You need to log on to Zoom this day at your class time

* instructions below to help you
* I will send Zoom links via e-mail the evening before or morning of meetings, these will not be posted on the website for privacy reasons

3. Draft of Outline and Script Due to turnitin.com by noon – **one per group** with other member’s names in the tii submission title

* **Make sure your Main KQ is clearly identified and bolded in your script**
* **Make sure you have checked out the Teams post with the Main KQs that groups have already been working on – as you cannot double up**

4. Main KQ – Approval

* I will be using your draft to approve your Main KQ via comments under instructor feedback on tii by March 31st
  + If you do not get it approved with this submission you must submit the KQ again via instructions in the instructors feedback on tii
* Instructor feedback will be limited to approval of the main KQ only at this point due to time constraints

5. Continue to develop your presentation

6. Submit comments, questions, and concerns to the discussion forum in Microsoft Teams

**March 31:**

1. Look at the other boxes on ManageBac and start to draft what will go in each

* This may be the ONLY thing IB sees of your presentation – so spend time accordingly
* ALL the boxes should total no more than 500 words (outline=350-other 4=150)
* All members will put all the same information in to their own tab on ManageBac
* See IA PPT slides in Teams>files – the end goes through what should be in each box; also refer to notes you too in class on March 12th (most did right in the purple packet)

2. Continue to develop your presentation

3. Submit comments, questions, and concerns to the discussion forum in Microsoft Teams

4. If your main KQ has not already been approved via email or instructors comments on tii, resubmission of your Main KQ is due at noon, instructions in comments on tii

**April 1:**

1. Zoom conferencing for Q & A – discussion time for IA issues

* I will send Zoom links via e-mail the night before or morning of meetings, these will not be posted on the website for privacy reasons

2. Continue to develop your presentation

**3. Presentations finalized by today so that you can refine paperwork, start filming and uploading your videos by the end of this week. Please leave time for technology to fail. We are on a VERY tight timeline for the due date.**

**April 3: Final Outline and Script due to tii by noon**

* **one per person, not per group** – please put partners names as the tii submission title

**April 3: ALL boxes under ‘Presentation Tab’ due on ManageBac by noon**

* **one per person, not per group** – and yes, it will be fine that it is exactly the same… that is why you picked your members via ManageBac on March 12th
* this is when I will grab them for PDF download – so any changes made after this on the ManageBac system will not make it to IB, so can’t be late

**April 3 (or 4 is an option – it isn’t a school day so can’t require, but have to start grading on Sunday to get them all done on time):**

* **Links of presentations on YouTube or Vimeo** (or something else Maners can access without having to download) **shared with Ms. Maners via e-mail**
* **AND received a GOT IT reply from Maners before noon on April 4th.** 
  + **No reply from Maners means she did not get your e-mail** (which will mean she cannot guarantee you will get completion of TOK for your Diploma)
  + **Leave ample time for technology to fail…**
* **Remember EVERY MEMBER must have a copy of the file in case IB asks for them later. The two file formats that are acceptable are .mpeg4 or .mov. Keep files until IB scores are released in July.**

**Zoom Conferencing Times**

* Period 2 & 3: 10 to 11:00
* Period 6 & 7: 1 to 2:00

Please create your own Zoom account. You will need to give it access to your microphone (& camera if you choose). Zoom is not connected to Skyline or District approved, and is optional (you can always communicate with me via posts in Teams). You may call in a time that is not your class period for Q & A Sessions (**only**), HOWEVER, I will be talking with everyone who is in the “assigned” classes first, and you will be last in the queue… I cannot guarantee you will be able to join, or that I will be able to talk with you during that session. Therefore, it is a very real possibility you will get kicked off or that you will wait/listen to me talk to others and not get your questions answered. Additionally, in order to manage time and my e-mail in box, these Zoom sessions will be the main way to get information, not via individual texts. HOWEVER, if you cannot make it to a Zoom meeting I will be checking Microsoft Teams discussion boards at least once a day.

**Microsoft Teams**

Other questions that do not come up during the Zoom meetings should be posted to your class in Microsoft Teams… You are already enrolled in to a Teams group based on your TOK class period. You need to use your Microsoft365 login via the school district to access it. But do note, I have never used teams, so I will be learning as I go… have patience!