

## Reflection Paper

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<b>1. What have you completed since your last report?</b>			
<i>A week before course started an email was sent from Dr. Pan. With questions to start planning/thinking about the practicum/capstone project topic/theme- Since this is a short semester I needed to have a topic/subject ready to start writing Part 1 Project Proposal. It was overwhelming for me To read an email a week Before the semester started. I got nervous and upset Since I had so many projects Going on at the same time, Including the upcoming MTT-Exam. I had to balance My time by weighting the Importance of the projects at the time.</i>	<i>Completed? If not, tell why and give solution.</i>	<i>Planned Task Duration (hrs)</i>	<i>Actual Task Duration (hrs)</i>
Review Syllabus and Course Calendar	Yes	1 hour	1 hour
Decide for an Idea and email Dr. Pan with a topic proposal which it had to be approved by him.	Yes but it did not get approved. I got confused, and felt discouraged about the feedback	1 hour	2 hours- I had a hard time deciding about topic. Then had to change it for another one. Total of 2 hours
Read Assigned Pages to be ready for Class discussions	Yes	1 hour	2 hours and thirty minutes- I have to re-read in order to comprehend the content.
Attend live sessions through Blackboard (on Mondays @ 6pm and Thursdays @6pm)	Yes and No, I have been attending to most of the live sessions but my schedule conflicts with work. Solution: I listen to the recorded	1 hour	2 hours- but I do have another class on the same days at 7pm so I have to connect to the other class while still listening to Dr. Pan (multitask)

	class sessions		
Write and Submit Project 1: Project Proposal	Yes, I was able to finish but submitted a bit late. I was actually taking the Master Technology Teacher Exam to get certified and had to balance my time to study and pass the exam.	1 hour	5 hours- I had to elaborate more after reviewing the Rubric
<i>Estimated chances of on time completion: 98 %</i>			
<b>2. What are the project tasks you plan to complete next week? List each task and estimate the time to complete.</b>			
<i>Task Item</i>		<i>Planned Task Duration (hrs)</i>	
Update project plan based on feedback from instructor		1 hour	
Create the flowchart and Rubric for the Edmodo training activity. Save it in PDF to be downloaded and printed by the learners.		2 hours	
Begin to work on module 1 by embedding the Edmodo YouTube video to Home page.		20 minutes	
Add screen shots with descriptions and indicators/pointers by using Snagit 11 Editor software.		1 hour	
Proceed with following modules if time permits. Upload the PDF files of the flowchart and the rubric on the homepage of the training.		20 minutes	
<b>3. What have you learned since you submitted your previous synopsis? In other words, given a second chance, what would you do differently? And, what advice would you give your fellow classmates?</b>			
I would've emailed more than one topic idea for Project so I can get more chances in getting one approved and start writing Project 1 Proposal sooner so I could turn it in on time. I would let my professor know about the other class I have to attend on the same day at 7 o'clock.			

## Reflection 1

A week before course started, an email was sent from the instructor to start planning and thinking about the practicum capstone project topic/theme. Since this is a short semester I needed to have a topic/subject ready to start writing Part 1 Project Proposal. It was overwhelming for me because I had many projects going on at the same time; including the MTT Exam. After our first live session with Dr. Pan, I learned to balance my time, so I felt a lot better and started analyzing for Project 1 Proposal. That same week I had a meeting at the central office with Raymondville ISD. The purpose was to plan for the upcoming In-service in August. This year, the administrators decided to focus only on educational technology. I was questioned by the Curriculum Designer of what educational tool could be useful in inciting more student involvement and class discussions with content classes? Immediately I thought of Edmodo and I explained how this tool can be implemented in class to promote learning with interactive tools such as posting class discussions questions, assignments, quizzes, videos, links etc. The Curriculum Designer liked the idea and he assigned me in training all the Raymondville ISD teachers to use Edmodo. It was there that I knew I had a topic for my Part 1 Project Proposal. I was able to write the proposal and will be creating an online training on how to use Edmodo to facilitate students to participate and learn within this social interactive web 2.0 tool.

I have already created the webpage for the online training, designed the template and colors of it. I also uploaded some images and created all the pages for the different steps.

The next project task I plan to start working to be completed for next week, is the following; to update my project plan based on feedback from instructor. Also create a flowchart and rubric for the Edmodo training activity. I know that creating the flow map will take at least 2 hours for it takes time to plan and write step by step instructions so teachers can have a printed copy of the instructions in case they feel disoriented. Also creating a Rubric takes time to plan and reflect on the goals and objectives for the small

activity teachers will be doing during the training. I will be saving these two documents in PDF file so they can be uploaded and linked to the web-based training so they can have access to follow it or in case they would like to print them. I will also embed a YouTube video to the home page of the web-based training to get the teachers enthusiastic in learning about Edmodo. The last thing I would like to do is to take screen shots of the first steps and edit them or add indicators such as arrows by using Snagit 11 Editor software.

What I would've done differently in order for me to start working on the Project 1 Proposal Plan was to email more than one topic idea to professor. More than one so I can get more chances in getting one approved and start writing Project 1 Proposal sooner so I could turn it in on time.

Since I submitted my previous report I have learned to plan, plan, plan and plan. In order create a successful online training I have to be planning all the time. For example, I need to think of the targeted audience, the step by step instructions, the hard copies, the required tools and technology to complete training. In other words, an instructional designer has to be well prepared and stick to the goals and objectives before, during and after the created online trainings. Also an instructional designer has to be prepared with Plan B and C if possible to carry on with the training and reach the goals and objectives.

## Appendix I

### Updated Timeline

#### Timeline

WEEK	DATE	ACTIVITIES/MILESTONES
1	6/12/13	Complete and submit preliminary project plan-Proposal on a PDF file by submitting it to SME through blackboard
2	6/17/13	Review module outlines with SME Begin to design the Weebly page (pick colors, images, buttons, etc.) and save it.
3	6/24/13	Create the flowchart and Rubric for the Edmodo training activity. Save it in PDF to be downloaded and printed by the learners. Update project plan based on feedback from instructor Begin to work on module 1 by embedding the Edmodo YouTube video to Home page. Add screen shots with descriptions and indicators/pointers by using Snagit 11 Editor software. Proceed with following modules if time permits. Upload the PDF files of the flowchart and the rubric on the homepage of the training.
4	7/01/13	Develop and test Weebly template for the course and all modules Have module 1 multimedia component ready for SME review
5	7/08/13	Add the screen shots to each module. Start recording instructional videos with Camtasia for each of the Modules
6	7/15/13	Create assessments for each module on Polldaddy.com. Embed quizzes to Weebly page in the modules  Identify and address any unplanned gaps, issues, remove unnecessary designs or objects that might cause distractions to learners.
7	7/22/13	Send final instructional unit to SME for review. Make necessary changes after feedback has been received.
8	7/29/13	Participants reviews web-based instructional unit