

Reflection Paper 3

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Paper Due Date: July 1, 2013

1. What have you completed since your last report?			
<i>Task Item [copied from last report]</i>	<i>Completed? If not, tell why and give solution.</i>	<i>Planned Task Duration (hrs)</i>	<i>Actual Task Duration (hrs)</i>
Add step by step screen shots for Modules 2 and 3 with descriptions and indicators/pointers by using Snagit 11 Editor software.	Yes	3 hours	4 hours
Proceed with following modules if time permits.	NO-This was a complicated week for my family and me. On Monday and Tuesday my husband was ill in bed and I took care of him. Then, on Wednesday morning my grandfather past away. I had to help out with funeral services and other family issues. Unexpected things changed my plans.	6 hours	0 hours
Develop and test Weebly template for the course and all modules	NO- reason explained above.	1 hour	0 hours
Upload the PDF files of the flowchart and the rubric on the homepage of the training	Yes	1 hour	1 hour
Have module 1, 2 and 3 multimedia component ready for SME review	NO- even though I modified modules, I didn't finish them. Reason explained	4 hours	0 hours

	above.		
Write and turn in Reflection #3	Yes	2 hours	1 hour
Read Assigned Pages to be ready for Class discussions	Yes	1 hour	1 hour
Attend live sessions through Blackboard (on Mondays @ 6pm and Thursdays @6pm)	Yes- but only to one session (on Monday) Due to funeral and burial services. -However I listened to the recorded session.	3 hours	2 hours

Estimated chances of on time completion: 90% Even though right now it looks unrealistic, I have no choice. I will have to input extra time on this Project this week. I have to finish this Project even if it's a short semester and other unexpected events have been aroused. I have been assigned by my school district to conduct training for Raymondville ISD Teachers on Edmodo during this coming In-service in August. I will schedule a formative evaluation with a small group; 5 core teachers from Myra Green Middle School. They have been contacted and will be conducting this formative evaluation before the end of July. Before this, I will send finished modules for a SME Review.

2. What are the project tasks you plan to complete next week? List each task and estimate the time to complete.

<i>Task Item</i>	<i>Planned Task Duration (hrs)</i>
Deliver Midterm Debriefing on 7/05/13	7 - 12 minutes
Proceed to add and edit the other modules if time permits.	6 hours
Have module 1, 2 and 3 multimedia component ready for SME review	4 hours
Read Assigned Pages to be ready for Class discussions	
Develop and test Weebly template for the course and all modules	1 hours
Create Assessments; Entry Behavior Test, a Pretest, a Practice Test (for modules 1-3)	4 hours
Attend live sessions through Blackboard (on Mondays @ 6pm and Thursdays @6pm)	3 hours
Write and turn in Reflection #4	1 hour
Make changes/edit Project after SME Review	3 hours

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?	
<p>This week was very difficult for me, for had an unexpected death in the family. My plans changed completely. I had to managed time with my school projects, family and funeral services. I guess we can never be prepared for this kind of changes, even good Instructional designers pass through difficult times and they have to modify plans in order to achieve their objectives. We are in the middle of the semester, meaning the end is near. In other words I have to be 100% inputting effort to this project. I don't think I could've done anything different, unexpected things happen in life. The only thing I learned is to be there for my family. I'm getting my Master's degree to accomplish my goals as a person and help my family, and pausing helps me to reconnect with the importance of life. Now that this difficult week past already, I'm ready to re-focus and continue with my project. This time I have to dedicate even more time to the project if I want to be successful with the training I'll be conducting on late August.</p>	

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 for Module 1 with descriptions and indicators/pointers by using Snagit 11 Editor software.
4	7/01/13	Add step by step screen shots for Modules 2 and 3 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 Develop and test Weebly template for the course and all modules Have module 1, 2 and 3 multimedia component ready and email it to Dr. Pan for SME review Write and turn in Reflection #3 Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m. Deliver Midterm Debriefing on 7/05/13
5	7/08/13	Add the screen shots to each module. Start recording instructional videos with Camtasia for each of the Modules Have module 1, 2 and 3 multimedia component ready for SME review

		<p>Read Assigned Pages to be ready for Class discussions</p> <p>Develop and test Weebly template for the course and all modules</p> <p>Create Assessments; Entry Behavior Test, a Pretest, a Practice Test (for modules 1-3)</p> <p>Write and turn in Reflection #4</p> <p>Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.</p> <p>Make changes/edit Project after SME Review</p>
6	7/15/13	<p>Create assessments for the rest of the modules on Polldaddy.com. Embed quizzes to Weebly page in the modules</p> <p>Identify and address any unplanned gaps, issues, remove unnecessary designs or objects that might cause distractions to learners.</p> <p>Write and submit Reflection #5</p> <p>Complete Part II Project: Instructional Solution & Design Document (due 7/15)</p> <p>Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.</p>
7	7/22/13	<p>Send final instructional unit to SME for review. Make necessary changes after feedback has been received.</p> <p>Complete Part III : Lessons Learned 1000 word formal writing synopsis.</p> <p>Write and submit Reflection #6</p> <p>Deliver Final Presentation on Blackboard (7/22)</p> <p>Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.</p>
8	7/29/13	<p>Meet for class on Mon. on Collaborate at 6:00 p.m.</p> <p>Participants reviews web-based instructional unit</p>
