

## Reflection Paper 4

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Paper Due Date: July 8, 2013

<b>1. What have you completed since your last report?</b>			
<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>
Deliver Midterm Debriefing on 7/04/13	No it was a National Holiday and had plans with the family-However, I did recorded my presentation by using myBrainshark and posted the link of it on the Discussion/Make up Thread. I had to do it on myBrainshark instead of Blackboard due to the repeated technical difficulties presented on the recording day. I hope it's taken into consideration. If not, I still decided recorded it to reflect on my current project.	7 - 12 minutes	Presentation is 11 minutes and 24 seconds, but it took me 3 hours total in creating the PowerPoint, reading and reflecting on questions, writing a script and recording, re-recording of many videos, and technical difficulties presented (specially on the ones on Blackboard).
Proceed to add and edit the other modules if time permits.	Yes	6 hours	12 hours
Have module 1, 2 and 3 multimedia component ready for SME review	Yes	4 hours	6 hours-multimedia component were emailed to a SME- a teacher who is very knowledgeable with Edmodo/she has also done trainings on it.
Read Assigned Pages to be ready for Class discussions	Yes	1 hours	1 hour
Develop and test Weebly template for the course and all modules	Yes	1 hours	3 hours- created links and templates for each page to have a smooth flow. Kept it simple to avoid distractions or confusions during training.
Create Assessments; Entry	Yes	4 hours	2 hours I have only

Behavior Test, a Pretest, a Practice Test (for modules 1-3)			created one so far. I created the Behavior test on Google Docs forms and embedded to homepage.
Attend live sessions through Blackboard (on Mondays @ 6pm and Thursdays @6pm)	No	3 hours	However, I listened to the recorded session on Blackboard.
Write and turn in Reflection #4	Yes	1 hour	2 Hours- a lot to reflect on.
Make changes/edit Project after SME Review	Yes	3 hours	4 hours- after my SME Review I had to go back to every page of each step of the training and modify them. Her suggestions; to remove all unnecessary images and animated clipart because it could cause distractions to learners.

*Estimated chances of on time completion: 100%- I have scheduled a Small Group-Formative evaluation with five core area teachers. They have volunteered to meet face to face and take the training at my house. I already made arrangements to bring extra tables and chairs to provide a school-setting environment. Fiber optic wireless Internet will be provided along with earphones and hardcopies of the flow map and questionnaires to obtain feedback. This Small Group Formative evaluation will be taking place on July 20<sup>th</sup>, 2013. That means I have to finish training before this day and then edit it, modify it after evaluation has been made.*

**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>
Create three practice assessments for modules 1, 2 and 3 by using Polldaddy.com or Google Docs-Forms. Embed quizzes to Weebly page in the modules	4 hours
Add screen shots to module 2, 3 and 4.	6 hours
Continue recording instructional videos with Camtasia for module 2, 3 and 4.	6 hours
Identify and address any unplanned gaps, issues, remove unnecessary designs or objects that might cause distractions to learners. Refer to my WBS to relate Objectives	1 hour

Write and submit Reflection #5	
Meet for class on Mon. on Collaborate at 6:00 p.m. (Thursday has been canceled to be able to work on Project II	
Complete Part II Project: Instructional Solution & Design Document (due 7/15)	
- have questionnaire ready to receive feedback, have hard copies of flow map-training diagram for the Face to Face Formative evaluation with five teachers. It will be on 7/20	
<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>	
<p>I realized that this week I have accomplished most of my timeline goals. My project is shaping up. I feel more confident in finishing this project on time. However, I felt mortified I wasn't able to present my Midterm Debrief for I was absent to the online meeting. I had to choose between family time and responsibility (especially because it was done during a National Holiday, when all of my relatives who are very patriotic had the day off including those who attend UTB). The day after, I read the Syllabus about the Midterm Debriefing-make up guide lines, I felt even worst. The instructions are to record presentation ahead of time and to post it on Blackboard before the actual presentation day. That was not going to be possible for I have decided to join my family for the 4<sup>th</sup> of July on the same day. But, I still decided to record a presentation of my Midterm Debrief for personal reflection. After trying 4 times or more in recording on Blackboard and not succeeding, I decided to do it on another Web 2.0 tool- myBrainshark and uploaded the link to Blackboard on the Discussion-Make up session; hopefully I'll get questions or comments. I learned that I have to make fast decisions and submit presentation on time; or to pre-record presentation in case of any inconvenience on that day. However, after recording this video presentation and watching it, it helped me to realize I have done a lot in so little time. Even though I'm not finished with the project, I can see the great impact this will make to the teachers of Raymondville I.S.D. during the training. I feel more confident in the outcome. I'm actually excited and will continue working hard to create a successful training.</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	Continue adding screen shots to each module. Record and edit instructional videos with Camtasia for module 2, 3 and 4.  Have module 1, 2 and 3 multimedia component ready for SME review

Read Assigned Pages to be ready for Class discussions

Create Assessments; a Practice Test (for modules 1-3)

Write and turn in Reflection #5

Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.

Make changes/edit Project after SME Review

- 6**      7/15/13      Finish adding the screen shots to each module. Continue recording instructional videos with Camtasia for each of the Modules
- Create three practice assessments for modules 1, 2 and 3 by using Polldaddy.com or Google Docs-Forms. 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.
- Write and submit Reflection #5
- Meet for class on Monday on Collaborate at 6:00 p.m. –Class on Thursday has been canceled so I can work on Part II Project: Instructional Solution & Design Document
- Complete Part II Project: Instructional Solution & Design Document (due 7/15)**
- have questionnaire ready to receive feedback, have hard copies of flow map-training diagram for the Face to Face Formative evaluation with five teachers. It will be on 7/20

- 7**      7/22/13      Send final instructional unit to SME for review. Make necessary changes after feedback has been received.  
Complete Part III: Lessons Learned 1000 word formal writing synopsis.  
Write and submit Reflection #6  
Deliver Final Presentation on Blackboard (7/22)
- Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.

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**8**

7/29/13

Meet for class on Mon. on Collaborate at 6:00 p.m.

Participants reviews web-based instructional unit

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