

Reflection Paper 5

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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>
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	Yes	4 hours	5 hours- This task was a challenging mission. Most of the tools which I have used before, have decided to charge or ask upgrade if the user wants to embedded the quiz to a website and receive graded feedback. Google Docs-forms doesn't have that function. It's meant for surveys or questionnaires. After searching for several hours I found a site to create and receive graded quizzes for FREE it's ClassMarker
Add screen shots to module 2, 3 and 4.	yes	6 hours	6 hours
Continue recording instructional videos with Camtasia for module 2, 3 and 4.	yes	6 hours	8 hours (made many mistakes while recorded, then edited-took a lot of time)
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	yes	1 hour	1 hour-had to review it more than once
- have questionnaire ready to receive feedback, have hard copies of flow map-training diagram for the	yes	4 hours	6 hours-designing questionnaires can be time consuming- especially if I want to

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?

I learned to search for Web tools and have a list of more than one tool- that will be efficient with my project. I spent 3 hours searching for the “best” tool that would help me with my instructional unit. After this I created a page in my e-portfolio to list the website address, the Web 2.0 tool and its specific description. This will help me in the future to manage my time better. I know we have to be documenting and writing for the Part 2 of the project, but I didn’t do well on that part. I stayed focus in finishing the training to be able to conduct the last evaluation.

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

- 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 **Complete Part II Project: Instructional Solution & Design Document (late)**

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.

Conduct group evaluation with 5 teachers from the target audience (will be on July 20)

8 7/29/13 Meet for class on Mon. on Collaborate at 6:00 p.m.

Participants reviews web-based instructional unit
