

Reflection Paper 6

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Paper Due Date: July 22, 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>
Complete Part II Project: Instructional Solution & Design Document	YES	10 hours	15 Hours- this project was TIME CONSUMING. I had to analyze and reflect on the development of the project so I could put everything together in a document. It was helpful though, it was a work to ensure I was following the instructional design model and organizing everything to provide the right tools to the specific target audience.
Conduct group evaluation with 5 teachers from the target audience (will be on July 20)	YES	1 hour	2 hours-1 hour in setting up everything (putting the tables, printing and having hard copies of materials ready) and 55 minutes of the actual training.
Complete Part III: Lessons Learned 1000 word formal writing synopsis	NO	5 hours	1 hour-I started working on it, but didn't finish. Had to input time to Project 2 and the group evaluation. Will finish later this week (before the 25 th)
Deliver Final Presentation on Blackboard (7/22)	NO	15 minutes	0- again I was very busy completing Part 2-Design Document.
Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.	NO	1:30 minutes	0
<i>Estimated chances of on time completion: 99% This was an extremely busy week for me, but feel a lot better, I did accomplish several parts of the project.</i>			
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>
Finish e-training: with NEW screenshots and videos	10 hours
Complete Part III: Lessons Learned 1000 word formal writing synopsis	
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>I felt accomplished in having the instructional materials and training for the last evaluation-the group evaluation. It was a success; learners did enjoy it and are eager to use this Web 2.0 tool in the classroom. However, regards to the training; I'm currently re-taking screenshots and videos since Edmodo changed their look (webpage design) and some features. In other words, the screenshots of the given step instructions in the evaluation, do not match the NEW Edmodo's design. I know it will take time to re-do those instructional visual aids, but I have no choice. I don't want to confuse the learners on the day of the actual training. With this I learned to check time to time if the subject of my instructional unit will be changing or updating to a newer version. I guess that is technology and all I can do is follow it, monitor for any modifications or changes so I continue using it.</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	<p>Create the flowchart and Rubric for the Edmodo training activity. Save it in PDF to be downloaded and printed by the learners.</p> <p>Update project plan based on feedback from instructor</p> <p>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.</p>
4	7/01/13	<p>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.</p> <p>Upload the PDF files of the flowchart and the rubric on the homepage of the training</p> <p>Develop and test Weebly template for the course and all modules</p> <p>Have module 1, 2 and 3 multimedia component ready and email it to Dr. Pan for SME review</p> <p>Write and turn in Reflection #3</p> <p>Meet for class on Mon. & Thurs. on Collaborate at 6:00 p.m.</p> <p>Deliver Midterm Debriefing on 7/05/13</p>
5	7/08/13	<p>Continue adding screen shots to each module. Record and edit instructional videos with Camtasia for module 2, 3 and 4.</p> <p>Have module 1, 2 and 3 multimedia component ready for SME review</p> <p>Read Assigned Pages to be ready for Class discussions</p> <p>Create Assessments; a Practice Test (for modules 1-3)</p> <p>Write and turn in Reflection #5</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>Finish adding the screen shots to each module. Continue recording instructional videos with Camtasia for each of the Modules</p> <p>Create three practice assessments for modules 1, 2 and 3 by</p>

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**

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

Complete Part III: Lessons Learned 1000 word formal writing synopsis.

Write and submit Reflection #6
