## **Technology-Enabled Activity Planning Document**

## Overall Plan

This document may help you estimate the time and planning for incorporating this new tech into your practice or work.

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| **Title:** |  |
| Tool: | MS Teams |
| Idea: | MS Teams provides an excellent platform for collaboration and communication. My Idea is to create a Team with all the students in my class. I currently have students in and out of country. I am hoping that by providing appropriate contents and opportunities for collaboration, students will build a community that they can rely on for help.  Specific students will he identified as “Administrators” and they will take on the responsibility of initiating, moderating and escalating discussions as necessary. |
| Curriculum integration: | This toolset can be used for:   1. I will post a question in Team, and require that each student respond to this. Questions will require critical thinking and responses will have minimum length requirements. 2. Students will als be asked to reflect on the discussions during the term. |

## Tasks

Now**,** identify what tasks are going to be involved in your planning and preparation and estimate how much time it will take to complete. Enter an ‘X’ in any column next to a task your creation will entail, and then predict how long it will take you to do (in hours).

|  |  |  |
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| **[ X ]** | **Task** | **Est. time (in hrs)** |
| x | Gather User Requirements | 1 week |
| x | Identify Administrators | 1 Week |
| x | Train Administrators | 1 day |
| x | Create Team Site | 1 day |
| x | Initiate Discussions | 1 Day |
| x | Review and Refine | Ongoing |