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

This document may help you plan your creation, as well as encouraging you to estimate how much time you will need to invest.

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| --- | --- |
| Title: | Zoom Virtual Office Hours |
| Tool using: | Zoom Meeting Software |
| Idea: | I will utilize the Zoom meeting software to provide weekly office hours or drop-in time to support research and other library-related queries. This will address my learner challenges at meeting students at their point of need. |
| Curriculum integration: | Using Zoom to assist with research needs will enable students to meet knowledge practices based on the [*ACRL’s Framework for Information Literacy for Higher Education*](http://www.ala.org/acrl/standards/ilframework): (Research as Inquiry)* formulate questions for research based on information gaps or on re-examination of existing, possibly conflicting, information;
* determine an appropriate scope of investigation;
* deal with complex research by breaking complex questions into simple ones, limiting the scope of investigations;
* use various research methods, based on need, circumstance, and type of inquiry;
* monitor gathered information and assess for gaps or weaknesses;
 |

Now**,** identify what tasks are involved in your creation and estimate how much time it will take to complete them. It’s not a commitment to a particular approach, rather a guide for you to anticipate what will be required.

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)** |
|   | Generate ideas |   |
|  x | Conduct research |  2-3 hrs |
|   | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) |   |
|   | Write script |   |
|   | Find graphics (don’t forget to attribute!) |   |
|   | Create graphics |   |
|   | Record & edit audio |   |
|   | Record & edit video |   |
|   | Write copy (text) |   |
|  x | Design website (or style web authoring tool, like Scalar or Prezi) |  10 hrs |
|   | Write code |   |
|  x | Identify and remedy any accessibility barriers (e.g. captioning) |  5 hrs |
|   | Review for errors |   |
|   | Other:Creating promotion of service to students | 15 hrs |
|   | Other:Connect with faculty willing to post meeting link in their course shell |  Undetermined (3 weeks maybe) |
|   | Other: |   |
|   | Other: |   |