

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.

Title:	Getting Started Survey
Tool using:	Microsoft Forms
Idea:	<p>Learner challenge: How do I decide which technology to start with?</p> <p>As a Digital Learning Specialist, I often find that instructors are overwhelmed by the options they have when it comes to technology and are unsure of where to start. Upon meeting with them we are able to focus our attention on the most important aspects and then build from there. My main goal is to help instructors feel comfortable with online teaching and for them to not get overwhelmed by keeping it simple. My idea for using Microsoft Forms is to create a survey that I can send out prior to meeting with an instructor so I can get a better understanding of their course and what they are hoping to learn prior to our meeting. I typically have some sort of idea beforehand but this will allow me to gather further necessary details and will allow for more of our meeting time to be directed at learning the technology rather than gathering information.</p>
Curriculum integration:	<p>This will be an initial skills assessment but I hope that it could also be used for confidence building and for measuring success. I hope that instructors will be able to reflect on their initial skills assessment and be able to see how far they have come and how much they have learned.</p>

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).

[X]	Task	Est. time (in hrs)
X	Generate ideas	30

X	Conduct research	60
X	Storyboard	15
X	Write script	15
	Find graphics (don't forget to attribute!)	
	Create graphics	
	Record & edit audio	
	Record & edit video	
X	Write copy (text)	30
	Design website (or style web authoring tool, like Scalar or Prezi)	
	Write code	
X	Identify and remedy any accessibility barriers (e.g. captioning)	15
X	Review for errors	15
X	Other: Make any necessary changes after first responses	15
	Other:	

	Other:	
	Other:	