## **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: | Office 365 a set of tools for you.  Revised to upload a pdf |
| Tool using: | Office 365, Teams, Video (unsure format at this point), one page, zoom  Screen cast-o-matic |
| Idea: | Develop a method of informing students re availability of and how to use microsoft suite.  Inform of access and availability  Demonstrate how to access links  Revised to how to change the pages from Mac to a pdf for submission |
| Curriculum integration: | Enable the students to apply Office 365 to group work during class as well as submission of documents for evaluation (links) and an alternative to the bongo video submission for final verbal exam.  Revised to enable students to submit evaluations in a timely fashion |

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)** |
|  | Generate ideas  10 min | 10 min |
|  | Conduct research discuss with IT to ensure it would be supported.  Communicate with faculty to ensure they are well versed with the technology and identify potential barriers.  Poll students to see what their current level of understanding re office 365 is.  Communicate with coordinators re. what is currently provided re office 365 for students in program orientation.  Investigate current sources at the college re Office 365, (what is provided on the orientation link)(what is provided in our program orientation). | 4 hr |
|  | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) | 1 hr |
|  | Write script  Point form | ½ hr |
|  | Find graphics (don’t forget to attribute!) | 2 hr |
|  | Create graphics  A one page graphic using one of the tools learned in the “experimenter” module or one found in office 365. | ½ hour |
|  | Record & edit audio | n/a  4 hours |
|  | Record & edit video | 2 hr  4 hours |
|  | Write copy (text)  Draft of recording plan | 1 hr |
|  | Design website (or style web authoring tool, like Scalar or Prezi) | n/a |
|  | Write code | n/a |
|  | Identify and remedy any accessibility barriers (e.g. captioning) quick accessibility check on documents | 5 min |
|  | Review for errors  Student and staff feedback (trial with an early adopter and a resister for feedback) | 2 hr |
|  | Make Revision based on feedback | 2 hr |
|  | Pilot  Pilot in on section for one semester. |  |
|  | Other: |  |
|  | Other: |  |