## **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: | Parallel Zoom Sessions |
| Tool using: | Zoom (embedded virtual-meeting tool in the course shell) |
| Idea: | The basic idea is to allow students the option of attending class virtually via Zoom. The challenge is increasing regular attendance for a class on Fridays at 8 am. Many just don’t have time and energy to attend that early; Zoom will allow many obstacles students face to be overcome easily.  |
| Curriculum integration: | -Use of technology for digital literacy-Use of technology for the purpose of communication-Use technology effectively to various purposesInteract with others for various purposes  |

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 |   |
|   | Conduct research |   |
|   | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) |   |
|  X | Write script |  5 hours (this would be part of any class, so it’s not really additional time) |
| X  | Find graphics (don’t forget to attribute!) |  1 hour (this would also be part of any class, so not additional with the use of the technology) |
|   | Create graphics |   |
|   | Record & edit audio |  |
|  X | Record & edit video |  20 minutes (Zoom has a record function, and it usually takes 20 minutes for the video to process and to link it in the course shell.) |
|   | Write copy (text) |   |
|   | Design website (or style web authoring tool, like Scalar or Prezi) |   |
|   | Write code |   |
|  X | Identify and remedy any accessibility barriers (e.g. captioning) |  Access to the internet may be a problem, but closed captioning is a part of Zoom. |
|   | Review for errors |   |
| X  | Other: Create links to meetings in the course shell. |  20 minutes or so. |
|   | Other: |   |
|   | Other: |   |
|   | Other: |   |