## **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: | Zoom Drop-in |
| Tool using: | Zoom |
| Idea: | Students can join classes virtually from different locations. Zoom has various features like polls, break-out rooms, annotate for student engagement.  |
| Curriculum integration: | * Digital literacy
* Collaboration
* Presentations
 |

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 |  1 hour |
|   | Conduct research |   |
|   | [Storyboard](https://en.wikipedia.org/wiki/Storyboard) |   |
| X  | Write script |  1 hour |
| X  | Find graphics (don’t forget to attribute!) |  30 minutes |
|   | Create graphics |   |
|   | Record & edit audio |   |
|  X | Record & edit video |  30 minutes |
|   | Write copy (text) |   |
|   | Design website (or style web authoring tool, like Scalar or Prezi) |   |
|   | Write code |   |
|   | Identify and remedy any accessibility barriers (e.g. captioning) |  Zoom has a close captioning feature |
|   | Review for errors |  1 hour |
|   | Other: |   |
|   | Other: |   |
|   | Other: |   |
|   | Other: |   |