

Design Report: Hyperdocs

INST 6350- Instructional Design Process 1

Instructor: Yanghee Kim

Chaeli Bell, Ashlena Johnson, and Tami Ewell

1- Individual Tasks and Time

Individuals	Tasks	Time
Chaeli Bell	Steps and Learning Objectives, Practice Activities	2.5 hours
Ashlena Johnson	Instructional Sequence Pre-instructional activities Lesson Development	2.5 hours
Tami Ewell	Creation of DD document Comments on Revisions Instructional Activities Delivery System Checklists Course Module (Hyperdoc) Revisions to Document and hyperdoc	5.5 hours

2- Comments on Revisions since Analysis Report

Since our analysis report, we have changed student to learner when we refer to the teachers taking the course on creating a hyperdoc to distinguish them from the students they will be creating the hyperdoc for.

3/4- Learning Objectives and Sample Assessment for Each Objective

Steps and Substeps Subordinate skills, entry steps, and goal statement	Learning Objective (behavior, criterion, and context)	Sample Test Item
<p>Goal The learner will be able to use the principles of instruction (Engage, Explore, Explain, Elaborate, and Evaluate) to create their own hyperdoc for students to use in the classroom.</p>	Using a Google Doc (CN), learners will create a Hyperdoc (B) containing 1 or more tables, 1 or more hyperlinks and 1 or more images that follows the principles of instruction (CR).	<p>Final product full checklist</p> <p><u>Title</u> ___ The document has a title ___ The title has been changed to desired font. ___ The title has been changed to desired font size.</p> <p><u>Format</u> ___ The task directions are typed with no grammatical</p>

		<p>errors.</p> <p><input type="checkbox"/> The task directions are the desired font.</p> <p><input type="checkbox"/> The task directions are the desired font size.</p> <p><input type="checkbox"/> The task directions are centered.</p> <p><u>Table</u></p> <p><input type="checkbox"/> There is a table inserted onto the Google Doc</p> <p><input type="checkbox"/> The columns are the desired width.</p> <p><input type="checkbox"/> The rows are the desired heights.</p> <p><input type="checkbox"/> There are the necessary number of rows.</p> <p><input type="checkbox"/> There are the necessary number of columns.</p> <p><input type="checkbox"/> A text font size and font type have been selected.</p> <p><u>Hyperlink</u></p> <p><input type="checkbox"/> Website link has been inserted.</p> <p><input type="checkbox"/> When link is clicked on the viewer is taken to the correct website.</p> <p><input type="checkbox"/> Add 3 working hyperlinks.</p> <p><u>Picture</u></p> <p><input type="checkbox"/> An image is inserted that relates to the hyperdoc content.</p> <p><input type="checkbox"/> The image is the appropriate size for the hyperdoc.</p>
<p>Entry Level Skills Create a Google Doc and name the document.</p>	<p>Using a Google Doc (CN), learners will type a self introduction (B) containing their name, where they are from, and a hobby (CR).</p>	<p>Learners will post the link to a created Google Doc with some basic information about themselves typed on the document (name, where they are from, hobbies, etc.).</p>

1- Type and format title	Using a blank Google Doc (CN), the learner will type and format a title (B) that is relevant to their Hyperdoc topic (CR).	Checklist: <input type="checkbox"/> The document has a title. <input type="checkbox"/> The title has been changed to desired font. <input type="checkbox"/> The title has been changed to desired font size. <input type="checkbox"/> The title is centered.
1.1- Type title 1.2- Select title 1.3- Select desired font 1.4- Select desired font size 1.5- Center title 1.6- Unselect title and press enter key		
2- Type and format task directions	Using a Google Doc with the title already typed (CN), the learner will type and format task directions (B), that are relevant to their Hyperdoc topic (CR).	Checklist: <input type="checkbox"/> The task directions are typed with no grammatical errors. <input type="checkbox"/> The task directions are the desired font. <input type="checkbox"/> The task directions are the desired font size. <input type="checkbox"/> The task directions are centered.
2.1- Type task directions 2.2- Select task directions 2.3- Select desired font 2.4- Select desired font size 2.5- Center task directions 2.6- Unselect task directions and push enter		
3- Insert table	Using a Google Doc(CN) the learner will insert a table (B) with the appropriate number of columns and rows for their Hyperdoc (CR).	Checklist: <input type="checkbox"/> There is a table inserted onto the Google Doc the appropriate number of columns and rows.
3.1- Select Table-Insert Table 3.2- Drag mouse to select desired table size		
4- Format table	Using a Google Doc with an inserted table (CN) the learner will adjust the widths of the columns and heights of the rows (B) making sure to have at least 3 columns and 3 rows. (CR)	Checklist: <input type="checkbox"/> The columns are the desired width. <input type="checkbox"/> The rows are the desired heights. <input type="checkbox"/> There are the 3r of rows. <input type="checkbox"/> There are the 3 columns. <input type="checkbox"/> A text font size and font type have been selected.
4.1-Change columns to desired widths 4.2- Change rows to desired heights 4.3- Press tab key to add rows 4.4- Select Table to add columns 4.5- Edit text font and size		
5- Insert hyperlinks	Using a Google Doc with an inserted table (CN) the learner will copy a website link and insert the link into the table (B), when the link is clicked on the learner will be taken to the correct website (CR).	Checklist: <input type="checkbox"/> Website link has been inserted. <input type="checkbox"/> When link is clicked on the viewer is taken to the correct website. <input type="checkbox"/> Add 2 working
5.1- Copy website link 5.2- Select insert link (Ctrl+K) 5.3- Paste link in link box 5.4- Type desired text for link		

in text box 5.5- Push apply 5.6- Repeat steps for additional links		hyperlinks.
6- Insert picture	Using a Google Doc with an inserted table (CN) the learner will insert a picture (B) that is adjusted to fit the page (CR).	Checklist: ___ An image is inserted that relates to the hyperdoc content. ___ The image is the appropriate size for the hyperdoc.
6.1- Click on desired location for picture 6.2- Select Insert-Image 6.3.1- Upload picture 6.3.2- Search for picture 6.4.1- Choose image to upload and open 6.4.2- Select picture 6.5- Drag corners of picture to resize 6.5- Wrap text		

5- Delivery System

Computer based following the e-complete model. Learners will access the hyperdoc, which will serve as a module for learning, through a link on a website. Learners will be able to move through the system independently. Feedback will be provided through task checklists.

6- Instructional Sequence (order that the objectives will be taught)

Objective	Practice activity	Feedback
Objective 1: Type and Format Title	After creating and naming their Google Doc, learners will type the title “All about Dogs”. They will then use the formatting tools to center the title, change the font to Bree Serif , and change the font size to 24 point.	Checklist __ Create Google Doc __ Title it “All about Dogs” __ Center title in document __ Change font to Bree Serif __ Change font to 24 point
Objective 2: Type and format task directions	Learners will type the directions “Follow the hyperlinks to learn all about dogs. Complete each section of the table after you learn all about dogs.” They will then	Checklist __ Type “Follow the hyperlinks to learn all about dogs and complete each section of the table after you learn all about dogs.”

	use the formatting tools to center, change the font to Arial, and change the font size to 14 point.	<input type="checkbox"/> Center the instructions <input type="checkbox"/> Change font to Arial <input type="checkbox"/> Change font to 14 point
Objective 3: Insert table	Learners will insert a table that is at least 3 rows by 3 columns.	<p>If you choose to change the size of your table that will be explained in later steps. The critical part right now is to add a table.</p> <p>Checklist</p> <input type="checkbox"/> Insert table <input type="checkbox"/> Table has 3 rows <input type="checkbox"/> Table has 3 columns
Objective 4: Format table	Learners will be able to change the width, height, and number of rows and columns. Learners will add headings to the top row of their table. The first column, first row should read "Links." The second column, first row should read "What I already know." The third column, first row should read "What I learned." The three table headings should be bolded. Learners will use their knowledge from task 2 to alter the font to 14 point and Times New Roman Font	<p>If you have forgotten how to change to font and size go back to task 2.</p> <p>Checklist</p> <input type="checkbox"/> First column/first row reads "Links" <input type="checkbox"/> Second column/first row reads "What I already Know" <input type="checkbox"/> Third column/first row reads "What I learned" <input type="checkbox"/> Table headings are bold <input type="checkbox"/> 14 point font <input type="checkbox"/> Times New Roman Font
Objective 5: Insert hyperlinks	Learners will add two working hyperlinks. Learners will first hyperlink: http://www.dogtrainingbasics.com/ and name it "Training Dogs." The first hyperlink should be in the first column, second row. They will then add the second hyperlink http://www.humanesociety.org/animals/dogs/tips/dog_care_essentials.html and name it "Caring for dogs." The	<p>You should see the names of the hyperlinks, not the web address in your table. You can change the font and size of your hyperlinks once they are added.</p> <p>First Hyperlink:</p> <input type="checkbox"/> Add a hyperlink to first website <input type="checkbox"/> Hyperlink is working <input type="checkbox"/> Hyperlink is named "Training Dogs"

	second hyperlink should be in the first column, third row.	<p><input type="checkbox"/> First Hyperlink is in the first column/second row</p> <p>Second Hyperlink:</p> <p><input type="checkbox"/> Add a hyperlink to second website</p> <p><input type="checkbox"/> Hyperlink is working</p> <p><input type="checkbox"/> Hyperlink is named "Caring for dogs"</p> <p><input type="checkbox"/> Hyperlink is in the first column/ second row</p>
Objective 6: Insert picture	Learners will add one picture of a dog. Learners can either search for a picture of a dog or upload a personal picture of a dog. The image should be appropriately sized, by clicking and dragging the corners, and placed near the instructions.	<p>Placing the image by the instructions may interfere with the centered justification. If this happens, move the image into a position where the title and instructions are on one side of the page and the image is on the other with the table under the title, instructions, and image.</p> <p>Checklist</p> <p><input type="checkbox"/> Insert one image</p> <p><input type="checkbox"/> Image is of a dog</p> <p><input type="checkbox"/> Resized the picture to fit next to instructions.</p>

7- Pre-instructional Activities

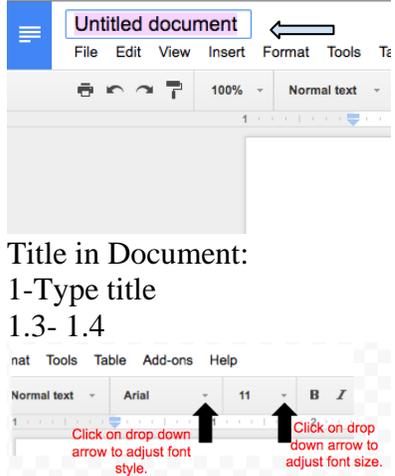
Motivation	The course will begin with the learning reading the following paragraph to introduce the topic. The classroom is warm, it is after lunch time, you can see that eyelids are very heavy as you are trying to review for tomorrow's exam. Every teacher has had these teaching moments when we could do a dance on our heads and our students wouldn't be engaged in our lecture. These are the moments when we need a new instructional strategy to engage our students. Creating a hyperdoc to enhance classroom instruction is
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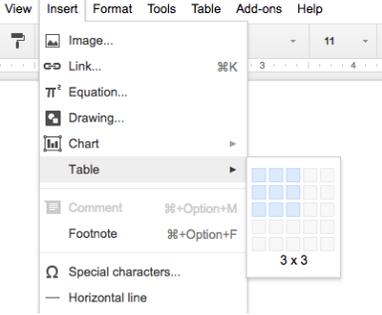
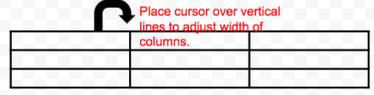
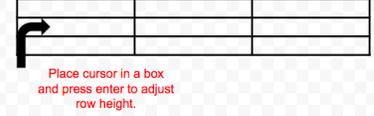
	the answer. Technology is at our fingertips and this is a great way to implement it into your classroom in a controlled way.
Objectives	During this 30 min course you will create a hyperdoc that can be used in your classroom. You will leave with a student friendly hyperdoc that is aligned to your curriculum and have the knowledge to create more hyperdocs.
Entry Skills	To succeed and get the most out of this course you will need to have a Google account and understand the basics of Google docs such as creating a document, how to select text, where to change font, size, naming a document, etc.
Materials	Learners will need to be prepared with a content/concept they would like to use a hyperdoc to teach their students and websites and images related to the content/concept.

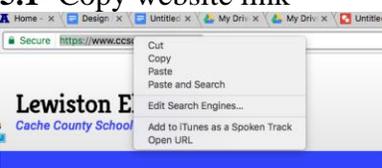
Instructional Activity	Motivation	Objectives	Entry Skills
Introduction to course and what a Hyperdoc is. Course Module	Learners will read a scenario that will illustrate the possibilities of a hyperdoc in their instruction.	After reading the introduction, learners will understand what a hyperdoc is and how they could use it in their instruction.	Learners will need to click on the link for the course and scroll through the document.
Creation of a Google Doc	Learners will use a tool they are already familiar with in a new way.	Prior to starting the hyperdoc portion of the course, learners will demonstrate their competency with creating a Google Doc by creating one about themselves.	<ul style="list-style-type: none"> • Creating a new Google Doc • Typing on the Google Doc
The E's of Instruction	Learners will review the principles of effective instruction. Current teachers and those in a teacher	Learners will review the 5 E's of instruction using the following website .	Learners will need to click on the link for the website and scroll through the information.

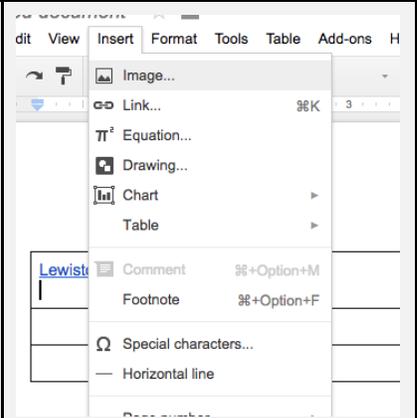
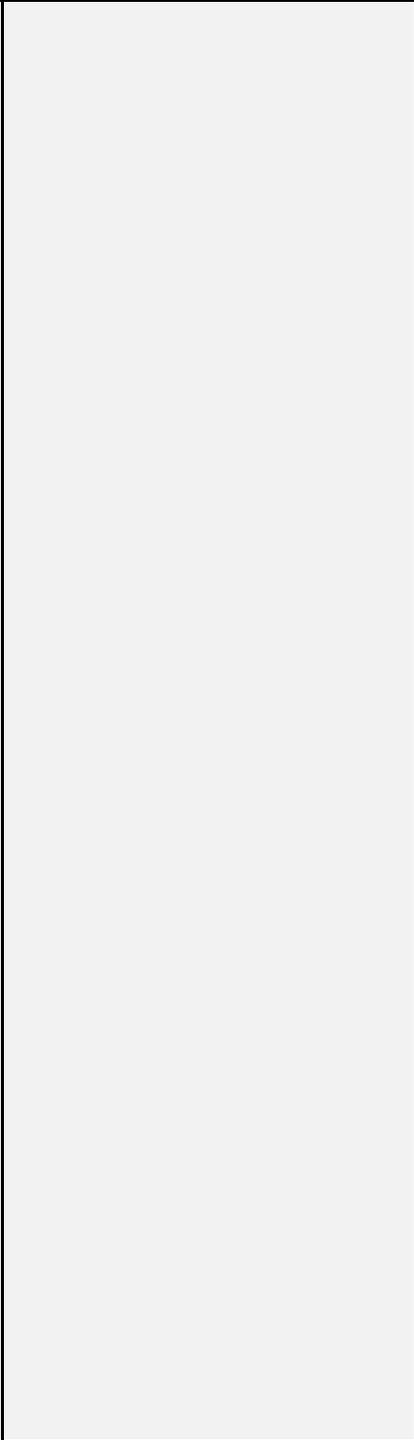
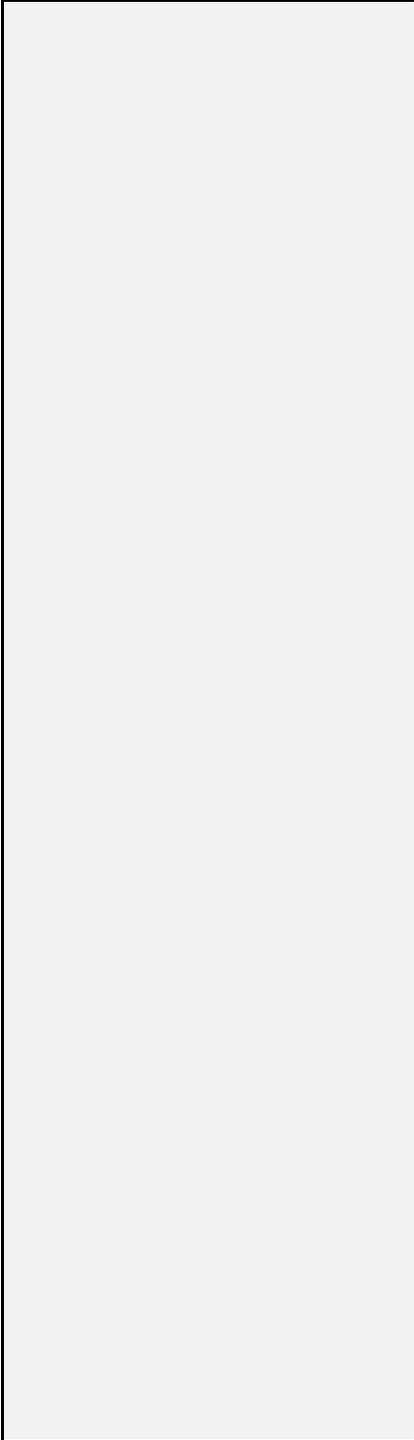
	program will already have a foundation in instruction and curriculum development so this will be a review.		
Creation of scripted Hyperdoc	Learners will follow the instructions on the Course Module Hyperdoc on how to create a hyperdoc. Learners will be told what will go on their hyperdoc with specific instructions.	Learners will demonstrate the basics of a hyperdoc by creating a scripted hyperdoc about dogs.	<ul style="list-style-type: none"> • Creating a new Google Doc • Typing on the Google Doc
Creation of individual hyperdoc	After practicing with a scripted hyperdoc and learning the basic features, learners will be able to practice what they have learned by creating a hyperdoc on a topic of their choosing.	After creating a scripted hyperdoc, learners will create a hyperdoc of their own creation on a topic of their choice.	<ul style="list-style-type: none"> • Creating a new Google Doc • Typing on the Google Doc

8- Lesson Development

Objective	Content	Examples/ Non examples
Objective 1: Type and Format Title	Screen shots Title: All about Dogs Font: Bree Serif Size: 24	 <p>Title in Document: 1-Type title 1.3- 1.4</p> <p>1.5-Center title</p>

		
<p>Objective 2: Type and format task directions</p>	<p>Screen Shots</p> <p>Task Directions: Follow the hyperlinks to learn all about dogs. Complete each section of the table after you learn all about dogs.</p> <p>Font: Arial</p> <p>Size: 14</p>	<p>2.1- Type task directions</p> <p>2.2- Select task directions</p> <p>2.3-2.4 Select desired font and size</p>  <p>2.5- Center task directions</p> <p>2.6- Unselect task directions and push enter</p>
<p>Objective 3: Insert table</p>	<p>Screen Shots</p>	<p>3.1- Select Table-Insert Table</p> <p>3.2- Drag mouse to select desired table size</p> 
<p>Objective 4: Format table</p>	<p>Screen Shots</p> <p>Table Size: 3 rows by 3 columns</p> <p>Table Headings: 1-Links, 2- What I already know, 3- What I learned</p>	<p>4.1-Change columns to desired widths</p>  <p>4.2- Change rows to desired heights</p>  <p>4.3- Push tab to add rows</p> <p>4.4- Select Table to add</p>

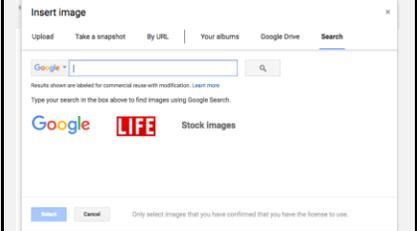
		<p>columns</p>  <p>Right click in box to pull up this option. Here you can insert columns and rows.</p> <p>4.5- Edit text font and size (Refer back to task 2)</p>
<p>Objective 5: Insert hyperlinks</p>	<p>Screen Shots</p> <p>Hyperlink 1: Training Dogs http://www.dogtrainingbasics.com/</p> <p>Hyperlink 2: Caring for Dogs http://www.humanesociety.org/animals/dogs/tips/dog_care_essentials.html</p>	<p>5.1- Copy website link</p>  <p>5.2- Select insert link (Ctrl+K)</p> <p>5.3- Paste link in link box</p>  <p>This is what will pull up when you press Ctrl + K. You will right click in the link box and select paste to add your website.</p> <p>5.4- Type desired text for link in text box</p> <p>5.5- Push apply</p>  <p>Place cursor in the text box and insert desired text for link.</p> <p>When you have entered your desired link and text, press apply.</p> <p>5.6- Repeat steps for additional links</p>
<p>Objective 6: Insert picture</p>	<p>Screen Shots</p>	<p>6.1- Click on desired location for picture</p> <p>6.2- Select Insert-Image</p>



6.3.1- Upload picture



6.3.2- Search for picture

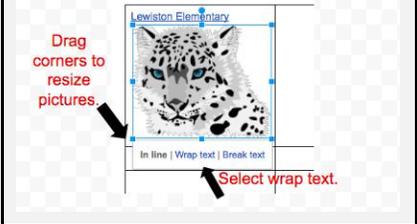


6.4.1- Choose image to upload and open

6.4.2- Select picture

6.5- Drag corners of picture to resize

6.5- Wrap text



Wrap up-

Pretest
[Pre-Instructional Survey](#)

The learner will be sent a google survey previous to the class to determine skills they have previously/partially mastered with

	<p>regards to using Google Docs and their understanding of a hyperdoc. This will enable us to be more efficient in our instruction.</p>
<p>Post test</p>	<p>The learner will be instructed to use the knowledge learned during the instructional practice activities to create a hyperdoc using the concept/content they were instructed to have available when they began the course. The learner will use the following checklist to make sure they have all the necessary pieces to their hyperdoc.</p> <p style="text-align: center;">Final Project Checklist:</p> <p><u>Title</u></p> <p><input type="checkbox"/> The document has a title</p> <p><input type="checkbox"/> The title has been changed to desired font.</p> <p><input type="checkbox"/> The title has been changed to desired font size.</p> <p><u>Format</u></p> <p><input type="checkbox"/> The task directions are typed with no grammatical errors.</p> <p><input type="checkbox"/> The task directions are the desired font.</p> <p><input type="checkbox"/> The task directions are the desired font size.</p> <p><input type="checkbox"/> The task directions are centered.</p> <p><u>Table</u></p> <p><input type="checkbox"/> There is a table inserted onto the Google Doc</p> <p><input type="checkbox"/> The columns are the desired width.</p> <p><input type="checkbox"/> The rows are the desired heights.</p> <p><input type="checkbox"/> There are 3 of rows.</p> <p><input type="checkbox"/> There are 3 columns.</p> <p><input type="checkbox"/> A text font size and font type have been selected.</p> <p><u>Hyperlink</u></p> <p><input type="checkbox"/> Website link has been inserted.</p> <p><input type="checkbox"/> When link is clicked on the viewer is taken to the correct website.</p> <p><input type="checkbox"/> Add 2 working hyperlinks.</p>

	<p><u>Picture</u></p> <p>_____ An image is inserted that relates to the hyperdoc content.</p> <p>_____ The image is the appropriate size for the hyperdoc.</p>
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Reflection

After some discussion, we felt that the checklist was the most effective form of feedback for our project because we wanted this learning concept to be as independent as possible for teachers/ student teachers who have very little time and are often on a tight schedule. The checklist was very helpful in making sure we had all of the details and objectives covered. We also decided it would be a good idea to have the learners create a scripted hyperdoc first so they would be focused on the task and not on the content. Then, for the final project, they will create a hyperdoc on a topic of their choosing and one that will be more relevant and interesting to them. One of the things that was the most helpful, was to create a hyperdoc with the instructions so we could see what it would look like and what we needed to add to clarify instructions.