

# On the Job Training (OJT)

## Context and Conditions

This project was created for the Office of E-Learning within Information Technology Systems Division during the Spring 2008. The Office of E-Learning deployed a survey to gather information regarding support for the online platform, Blackboard Vista. An overwhelming number of faculty wanted additional support for the students. In response to the survey, interactive video tutorials were created for the students. The videos will be available for the students on the E-Learning Support web page as well as in a Skillport class.

## Scope

This was an individual project, which includes design, development, and evaluation. The final product will be placed on the student support web site as well as within a Skillport shell. These modules were based on the Learning by Doing model.

## Role

I served as the instructional designer and developer for this project. First during the analysis phase the learners and context were analyzed and the instructional goal was identified for each module. Once the learning objectives were identified for each module, instructional strategies were identified. A script was created for each module; this script laid out the interactivity portions of the module. Adobe Captivate was used for the development of each module. Once the modules were created, a formative evaluation was completed.

## Reflection

This was the second time that I created a self-instructional module using Adobe Captivate. I went back and re-visited my first module which was created in MIT 500. I made note of the changes that I wanted to make. I also took a Skillport class on Captivate to be sure I was aware of all the features. I felt that I was able to complete these modules in a more effective and efficient manner.

Domain of Instructional Design			
Competencies	Job Description	Artifacts	Justification
Conduct analysis of jobs/tasks and content	Conduct task analyses	MIT 500 – <i>Instructional Systems Design: Theory and Research</i> - Universal Reader	These artifacts demonstrate my ability to analyze a job or task and break them into smaller components in order to map out the

		OJT- <i>Blackboard Student Orientation</i> - Computer Based Training	learning tasks to be completed to achieve the desired goal..
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**The Domain of Development**

<b>Competencies</b>	<b>Job Description</b>	<b>Artifacts</b>	<b>Justification</b>
Demonstrate ability to produce audio scripts and audiotapes.	<p>Designs and develops sophisticated WBT courses with substantial interaction capabilities, which could include the use of graphics, audio, animation, scenarios, and simulations to aid in the learner's ability to apply skills on the job</p> <p>Preparing detailed e-learning storyboards and scripts</p>	OJT- <i>Blackboard Student Orientation</i> - Computer Based Training	This artifact demonstrates my ability to manipulate audio files and embed them in Computer Based Training.
Demonstrate the ability to produce still and motion photographic instructional materials, including knowledge and competencies in: film characteristics, camera operation, exposure, darkroom processes, lighting and color photography.	<p>Designs and develops e-learning courses using multiple authoring software tools</p>	OJT- <i>Blackboard Student Orientation</i> - Computer Based Training	These artifacts demonstrate my ability to develop and incorporate a variety of multimedia, such as still and motion graphics by using Adobe Fireworks, Dreamweaver, Photoshop, and Captivate
Design and produce interactive multimedia systems.		OJT- <i>Blackboard Student Orientation</i> -	These artifacts demonstrate my ability to produce learning modules

		Computer Based Training	that allow the user to interact with the training by including interactive components such as click boxes and interactive assessments that allow the learners to learn by doing.
Demonstrate knowledge and ability to design and produce self-instructional modules, training manuals, instructor's guides and job aids.	<p>Develop and design training materials, including: Leader Guides, Participant Guides, Assessments, Agendas, job aids, etc</p> <p>Develop and deliver technology-related training and handouts and job-aids for faculty and staff</p>	OJT- <i>Blackboard</i> <i>Student Orientation</i> - Computer Based Training	Various job aids, manuals, guides, and assessments were developed for these artifacts. MIT 500 and Blackboard Student Orientation are self instructional modules.