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MIT 500

Project Report II

Instructional Strategies

Sequence of Instruction

The instruction provided in this module is divided into units of instruction for each of the desired tasks, opening, replying and saving an e-mail and sending and saving an attachment via e-mail. Each section begins with the presentation of the desired goal upon completion of the unit of instruction. Step by step instructions then move the learner through the steps required to complete the task.   A check list is provided at the end of each section to reinforce the steps presented. Screen shots and captions provide visual reinforcement of written steps.

Informing the Learner of the Goal

Instructional goals are presented at the beginning of the self instructional module and reinforced individually as each section of instruction is presented.

Attention of the Learner

The attention of the learner is held through their direct interaction with the written material and their own personal computer allowing them to complete each task. Written material should present concise information, showing a clear sequence of steps required.

Presenting the Problem

The problems are presented in a print format. Overall goals are presented at the beginning and then broken down into units in each section. Step by step instructions and reinforcement at the end of each section allow for the learner to assess skill level as he progresses throughout the module.

Structure and Content of Instruction

The terminal objectives in this module include primarily rules and concrete concepts. Instructional strategies for teaching concrete concepts, according to Gagne, state that the learner must be presented clear examples that will assist to guide the learner to discover the concepts, encourage learners to think on their own, provide feedback for accuracy and provide practice in order to understand the concept. Mayer's theory allows us to address the strategies as presented by Gagne by using screen shots in the printed material which will act as examples, full, large screen shots along with smaller buttons and icons duplicated on this side for further reinforcement. Margin notes and arrows direct the learner to discover alternative ways to accomplish tasks. Feedback is provided as the learner practices each step in the task and does or does not accomplish the goal.

The external conditions as stated by Gagne when teaching rules should provide guidance to the learner as the underlying concepts are reviewed and understood. Can the learner identify the concepts involved in order to understand the rule? Guidance should also be provided by stating the proper procedure for completing the task and reinforcing this process with examples.   Identification of icons throughout the module represents the mastery of the concepts. Icons are presented throughout the module in margin notes and pictures with captions as recommended by Mayer's theory.   These icons then serve as "stepping stones" to assist the learner as he/she walks through the process involved in completing each step or task, whether it would be opening, saving, or sending an e-mail.   As we apply Mayer's theory in developing our instructional module, guidance is provided through the use of sample screen shots. Within the screen shots, graphic representations, such as bolded arrows, are used to keep the learner on task. All of the above reinforces the ideas presented in Mayer's theory.

Teaching and Assessing the Terminal Objective

The terminal objectives will be taught in a step-by-step format. These steps will be organized into chunks to promote organization of the material. (**S**.**O**.**I**-**O**rganizing Selected Material) After each set of steps (chunks) are completed, the learner will assess themselves by performing the actions using a computer containing the GroupWise program. Reviews will also be placed at the end of each "chunked" section to reinforce proper performance. At the end of the module the learners will complete a summative assessment which includes the identification of icons and other GroupWise e-mail components. Work can be reviewed with the program coordinator.

Performance Objectives

Teachers will demonstrate their ability to send an attachment using GroupWise. (Rule)
Terminal Objective #1: Given a personal computer containing the GroupWise Email program, students will successfully send attachments via email to other people. 80% accuracy is required.

Step		Sub-step		Performance Objective	Parallel Test Item
1	Demonstrate locating the GroupWise program			Given a personal computer containing the GroupWise email program, students will demonstrate locating and opening the program by clicking on the GroupWise Icon, using the mouse.	
		1.1	Identify desktop	Given the screen of a personal computer and the task of finding the desktop icon, students will identify the desktop icon by finding it and clicking on it.	On the screen shot below, circle the desktop item.
		1.1.1	Discriminate between desktop and program	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		1.2	Identify GroupWise Icon	Given the screen of a personal computer and the task of finding the GroupWise icon, students will identify the GroupWise icon by finding it and clicking on it.	On the screen shot below, circle the GroupWise icon.

		1.2.1	Discriminate between icon for GroupWise and icons for other programs.	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
2	Demonstrate locating New Mail Message Icon (rule)			Given a personal computer containing the GroupWise email program, students will demonstrate locating the New Mail Message Icon by clicking on it within the program.	
		2.1	Identify New Mail Message Icon	Given the screen of a personal computer and the task of finding the New Mail Message icon, students will identify the New Mail Message icon by finding it and clicking on it.	On the screen shot below, circle the New Mail Message Icon
		2.1.1	Discriminate between New Mail Message Icon and other Icons	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		2.2	Execute Click	Given a mouse, execute click by pushing down once on the left mouse key.	
3	Demonstrate locating the			Given an open GroupWise program, find the word, "Address" located near	

	textbox for typing email address (rule)			the top left of the email screen that next to a white space. Single left click on that space.	
		3.1	Identify the textbox for typing email address	Given the screen of a personal computer and the task of finding the email address textbox, students will identify the email address textbox by finding it and clicking on it.	On the screen shot below, circle the email address textbox.
		3.1.1	Discriminate between address box and other text boxes	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		3.2	Demonstrate locating the Address Book Icon	Given a computer displaying a "create new email" screen within the GroupWise system, the student demonstrates locating the Address Book Icon by single left-clicking on the picture of an address book near the top left of the email screen.	
		3.2.1	Identify address book icon	Given the screen of a personal computer and the task of finding the address book icon, students will identify the address book icon by finding it and clicking on it.	On the screen shot below, circle the address book icon.
		3.2.1.1	Discriminate between address book icon and other icons on the screen.	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	

		3.3	Demonstrate typing name in "Search List" box	Given a computer screen displaying an open address book search screen, the student will demonstrate typing the name by typing in the first and last names in the appropriate boxes.	
		3.3.1	Identify Search List Box	Given a personal computer and the task of finding the Search List Box, students will identify the Search List Box by finding it and clicking on it.	On the screen shot below, circle the Search List Box.
		3.4	Execute double click on highlighted name.	Given a mouse, execute double click by pushing down twice on the mouse button on the left.	
4	Demonstrate typing email address (rule)			Given a computer displaying "create new email" screen within the GroupWise system, the student will demonstrate typing the email address by typing the receivers address in the address text box.	
5	Demonstrate locating the attachment icon (paperclip) (rule)			Given a computer displaying the "create new email" screen within the GroupWise system, the student will demonstrate locating the attachment icon by clicking on it.	
		5.1	Identify attachment icon (paperclip)	Given the screen of a personal computer and the task of finding the attachment icon, students will identify the attachment icon by finding it and clicking on it.	On the screen shot below, circle the attachment icon.

		5.1.1	Discriminate between attachment icon and other icons.	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		5.2	Execute click	Given a mouse, execute click by pushing down once on the left mouse key.	
<td colspan="6" style="background:yellow"></td>					
6	Demonstrate inserting an attachment (rule)			Given a computer containing the GroupWise email program opened to the "attach" screen and a mouse, the student will demonstrate inserting an attachment by (a) clicking on the "browse" button (b) selecting the file to be attached (C) saving the file and (d) inserting the file into the email message.	
		6.1	Demonstrate locating file to attach.	Given a computer containing the GroupWise email program opened to the "attach" screen and a mouse, the student will demonstrate locating the file to attach by (a) clicking on the browse button (b) clicking on the file to be attached.	

		6.1.1	Identify drive where file is located	Given the screen of a personal computer and the task of finding the file drive, students will identify the file drive by finding it and clicking on it.	On the screen shot below, circle the file drive needed.
		6.1.1.1	Discriminate between desired drive and other drives	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		6.1.2	Identify pull down arrow to locate drive where file is attached.	Given the screen of a personal computer and the task of finding the pull down arrow, students will identify the pull down arrow by finding it and clicking on it.	On the screen shot below, circle the pull down arrow.
		6.1.3	Execute click on the file to highlight	Given a mouse, execute double click on file by clicking twice on left mouse buttons while hovering over the file that needs to be attached.	
		6.1.4	Execute click on attach button	Given a mouse, execute click on attach button by clicking once with the left mouse key while hovering over the attach button.	
		6.2	Demonstrate attaching file	Given a personal computer, with the GroupWise email system opened to an attachment screen, the student will demonstrate attaching the file by clicking on the attach button.	

Teachers will demonstrate their ability to open, read and save an attachment using GroupWise (Rule)

Terminal Objective #2: Given a personal computer containing the GroupWise e-mail program, students will demonstrate opening the GroupWise program, opening an e-mail, opening an attachment and saving an attachment using the mouse. 80% accuracy is required.

Step		Sub-step		Performance Objective	Parallel Test Items
1.	Demonstrate locating the GroupWise Program			Given a personal computer containing the GroupWise e-mail program, students will demonstrate locating and opening this program by clicking on the GroupWise icon using the mouse.	
		1.1	Identify desktop	Given a personal computer and the task of finding the desktop icon, students will identify the desktop icon by finding it and clicking on it.	On the screen shot shown below, circle the desktop icon.
		1.1.1	Discriminate between desktop and program	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		1.2	Identify GroupWise Icon	Given a personal computer and the task of finding the GroupWise icon, students will identify the icon by finding it and opening it.	On the screen shot shown below, circle the GroupWise icon.
		1.2.1	Discriminate between icon for GroupWise and icons for other programs	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
2.	Demonstrate opening an e-mail message containing an attachment			Given a personal computer containing the GroupWise e-mail program, students will demonstrate opening an e-mail message containing an attachment by double clicking on the subject line of a message containing a paperclip.	

		2.1	Demonstrate locating subject line	Given the screen of a personal computer monitor, a mouse and an open GroupWise program, students will be able to locate the subject line by noting the "Subject" heading at the stop of the screen. The list of one line items below are each individual e-mails and each line listed is considered a subject line. Click on one to highlight the typed subject line.	
		2.1.1	Identify subject line	Given a personal computer and the task of finding the subject, students will identify the subject line by finding it and opening it.	On the screen shot shown below, circle the subject line in an e-mail.
		2.1.1.1	Discriminate between subject line and other written type	Given a subject line and other written type, students will discriminate between the subject line and other type by grouping them by their similarities and differences.	
		2.2	Execute double click	Given a mouse, execute double click by pushing down twice on the left mouse button.	
3.	Demonstrate opening an attachment			Given a personal computer containing the GroupWise e-mail program, students will demonstrate opening an attachment by double clicking on the attachment icon in the lower half of the e-mail message.	

		3.1	Demonstrate locating attachment icon (paperclip)	Given a personal computer containing the GroupWise e-mail program, students will demonstrate locating the attachment icon (paperclip) by moving the mouse to the right side of the screen to find the paperclip.	
		3.1.1	Identify attachment icon (paperclip)	Given a personal computer and the task of finding the attachment icon, students will identify the icon by finding it and opening it.	On the screen shot shown below, circle the attachment icon.
		3.1.1.1	Discriminate between attachment icon and other icons	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		3.2	Execute double click	Given a mouse, execute double click by pushing down twice on the left mouse button.	
		3.3	Identify the "X" button to close	Given a personal computer and the task of closing a program, students will identify the button by finding it and clicking on it.	On the screen shot shown below, circle the button that will close a program.
		3.4	Execute click	Given a mouse, execute click by pushing down once on the left mouse button.	
4.	Demonstrate saving an attachment			Given a personal computer containing the GroupWise e-mail program and a mouse, students will demonstrate saving an attachment by clicking the mouse in the following sequence: (1) "File," (2) Save as," then giving the file a name and location to be saved.	
		4.1	Demonstrate clicking on "save as"	Given a personal computer containing the Groupwise e-mail program and a mouse, students will click once on "File" on the	

				far upper left toolbar, then click once on "Save as"	
		4.1.1	Identify "save as"	Given a personal computer and the task of finding the "save as" feature, students will identify "save as" by finding it and clicking on it.	On the screen shot shown below, circle the button to save a program..
		4.1.2	Execute click	Given a mouse, execute click by pushing down the left mouse button one time.	
		4.2.1	Demonstrate use of pull down arrow in the "save in" box to locate your personal drive	Given a personal computer containing the GroupWise e-mail program and a mouse, students will click once on the arrow to the right of the "Save in" box at the top of the window. A list of drives should appear, including one which reads your personal name.	
		4.3.1	Execute click on your name	Given a mouse, execute click by pushing down on the left mouse button one time over your name.	
		4.2.2	Demonstrate use of the pull down arrow in the "save in" box to locate "3.5 Floppy A"	Given a personal computer containing the GroupWise e-mail program and a mouse, students will click once on the arrow to the right of the "Save in" box at the top of the window. A list of drives should appear, including one which reads "3.5 Floppy A"	
		4.3.2	Execute click on "3.5 Floppy A"	Given a mouse, execute click by pushing down on the left mouse button one time over "3.5 Floppy A".	
		4.4	Identify the "X" button to close	Given a personal computer and the task of finding the "X" button, students will identify the button by finding it and clicking on it.	On the screen shot shown below, circle the button to close a program.
		4.5	Execute click	Given a mouse, execute click by pushing down once on the left mouse button.	

5.	Demonstrate replying to an e-mail			Given an personal computer containing the GroupWise e-mail program and a mouse, students will demonstrate replying to an e-mail by clicking "Reply," typing in a message and clicking on "Send"	
		5.1	Demonstrate locating "reply" button	Given a personal computer containing the GroupWise e-mail program, students will demonstrate locating the "Reply" button by moving the mouse to the right hand side of the screen and clicking on it.	
		5.1.1	Identify "reply" button	Given a personal computer and the task of finding the "reply" button, students will identify the "reply" button by finding it and clicking on it.	On the icons shown below, circle the "reply" button.
		5.2	Demonstrate typing message in text box	Given a personal computer containing the GroupWise e-mail program, students will demonstrate typing a message in the text box by typing on the keyboard.	
		5.2.1	Identify area to type in message	Given a personal computer and the task of finding the area in an e-mail to type the message, students will identify the area to type the message by typing a message in this area.	On the screen shot shown below, circle the area in which to type an e-mail message .
		5.3	Execute "send"	Given a mouse, execute click by pushing down on the left mouse button one time over the "Send" button..	
		5.4	Identify the "X" button to close	Given a personal computer and the task of finding the "X" button, students will identify the button by finding it and clicking on it.	On the screen shot shown below, circle the button to close a program.
		5.5	Execute click	Given a mouse, execute click by pushing down once on the left mouse button.	

6.	Demonstrate forwarding an e-mail			Given an personal computer containing the GroupWise e-mail program and a mouse, students will demonstrate forwarding an e-mail by clicking "Forward," typing in an address and clicking on "Send"	
		6.1	Demonstrate locating "forward" button	Given an personal computer containing the GroupWise e-mail program and a mouse, students will demonstrate locating the "Forward" button by moving the mouse to the right side of the screen until the "Forward" button is visible.	
		6.1.1	Identify "Forward" button	Given a personal computer and the task of finding the "Forward" button, students will identify the "Forward" button by finding it and clicking on it.	On the screen shot shown below, circle the "Forward" button.
		6.1.1.1	Discriminate between "Forward" button and other buttons	Given a series of buttons, students will discriminate between buttons by grouping them by their similarities and differences.	
		6.1.2	Execute click	Given a mouse, execute click by pushing down the left mouse button one time.	
		6.2	Demonstrate typing in address	Given a personal computer containing the Groupwise e-mail program, students will type in a known address in the text box.	
		6.2.1	Identify "To" box in which to type address	Given a personal computer and the task of finding the "To" box in which to type address, students will identify the "To" box by finding it and clicking on it.	On the screen shot shown below, circle the box in which to type an address.

		6.2.2	Discriminate between "To" box and other boxes	Given a series of boxes, students will discriminate between boxes by grouping them by their similarities and differences.	
		6.3	Demonstrate locating the Address book	Given a personal computer containing the GroupWise e-mail program, students will demonstrate locating the Address Book by moving the mouse to the right hand side of the screen until the Address Book button is visible.	
		6.3.1	Identify Address Book Icon	Given a personal computer and the task of finding the Address book icon, students will identify the Address book icon by finding it and opening it.	On the screen shot shown below, circle the Address Book Icon.
		6.3.2	Discriminate between Address book icon and other icons	Given a series of icons, students will discriminate between icons by grouping them by their similarities and differences.	
		6.4	Demonstrate typing name in "Search List" box	Given a personal computer containing the GroupWise e-mail program, students will demonstrate typing the last name of the person they are searching for in the "Search List" box	
		6.4.1	Identify location of "Search box"	Given a personal computer and the task of finding the "Search box", students will identify the "Search box" by finding it and typing in it.	On the screen shot shown below, circle the space in which to type a name to search for an e-mail address.
		6.5	Execute double click on highlighted name	Given a mouse, execute double click by pushing down twice on the left mouse button on the highlighted name.	

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7.	Demonstrate pressing "Send"			Given a personal computer containing the GroupWise e-mail program, students will demonstrate pressing "Send" by moving the mouse over the "Send" button and pressing the left mouse button once.	

Pre - Assessment

1. On the screen shot shown below, circle the desktop icon.

2. On the screen shot shown below, circle the Groupwise icon.

3. On the screen shot shown below, circle the subject line in an e-mail.
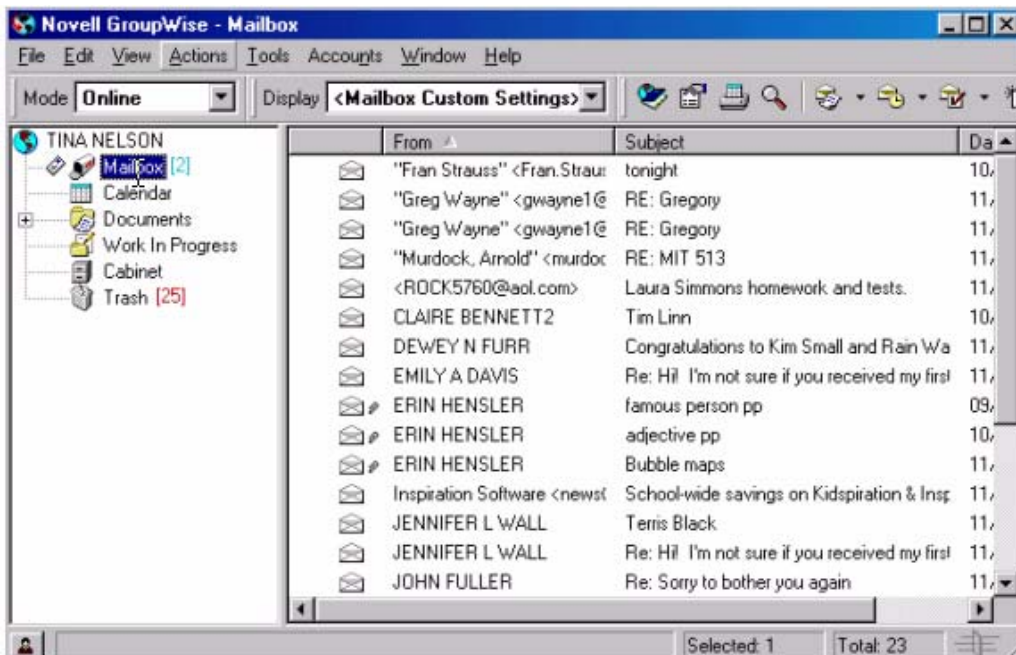
4. On the screen shot shown below, circle the attachment icon

5. On the screen shot shown below, circle the button to close a program.

6. On the screen shot shown below, circle the button to save a program.
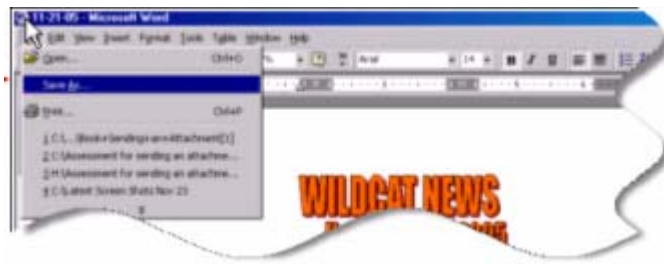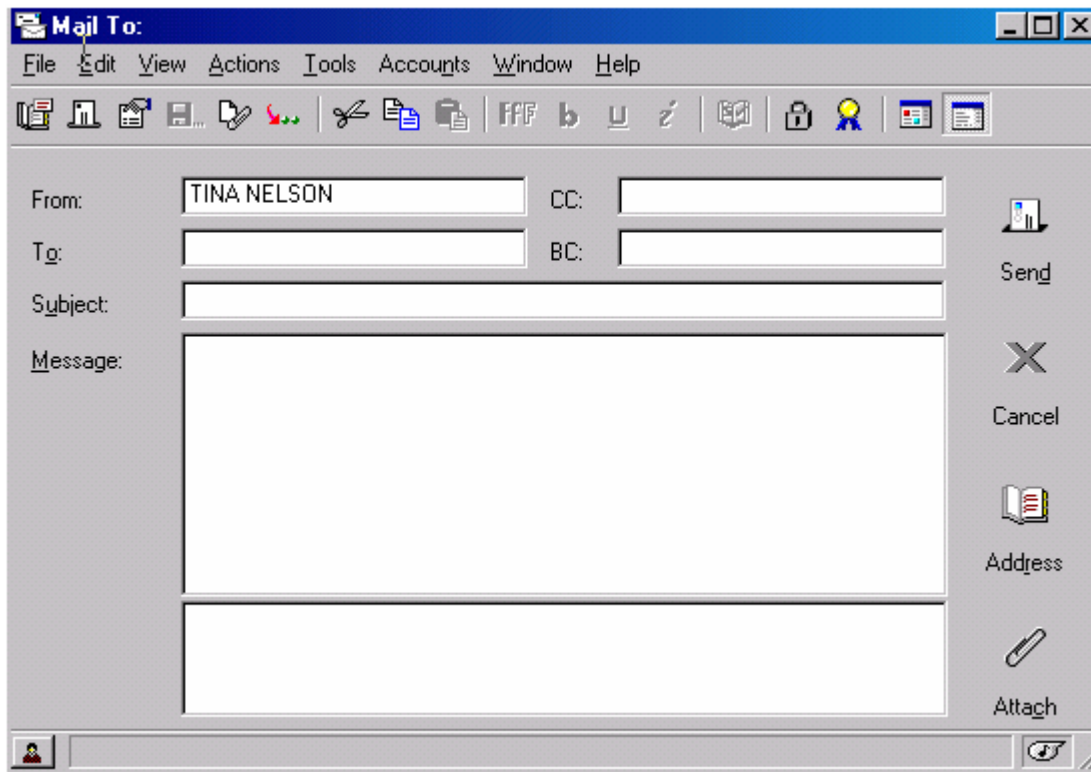

7. On the icons shown below, circle the "reply" button.

8. On the screen shot shown below, circle the area in which to type an e-mail message .
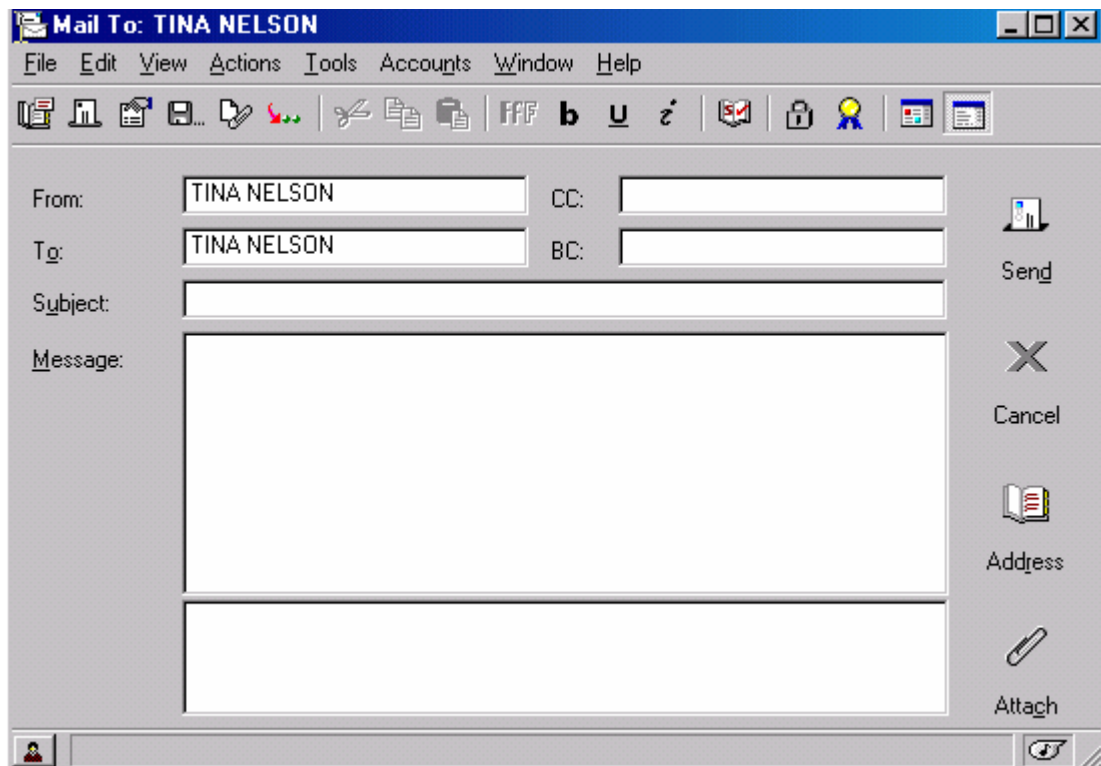
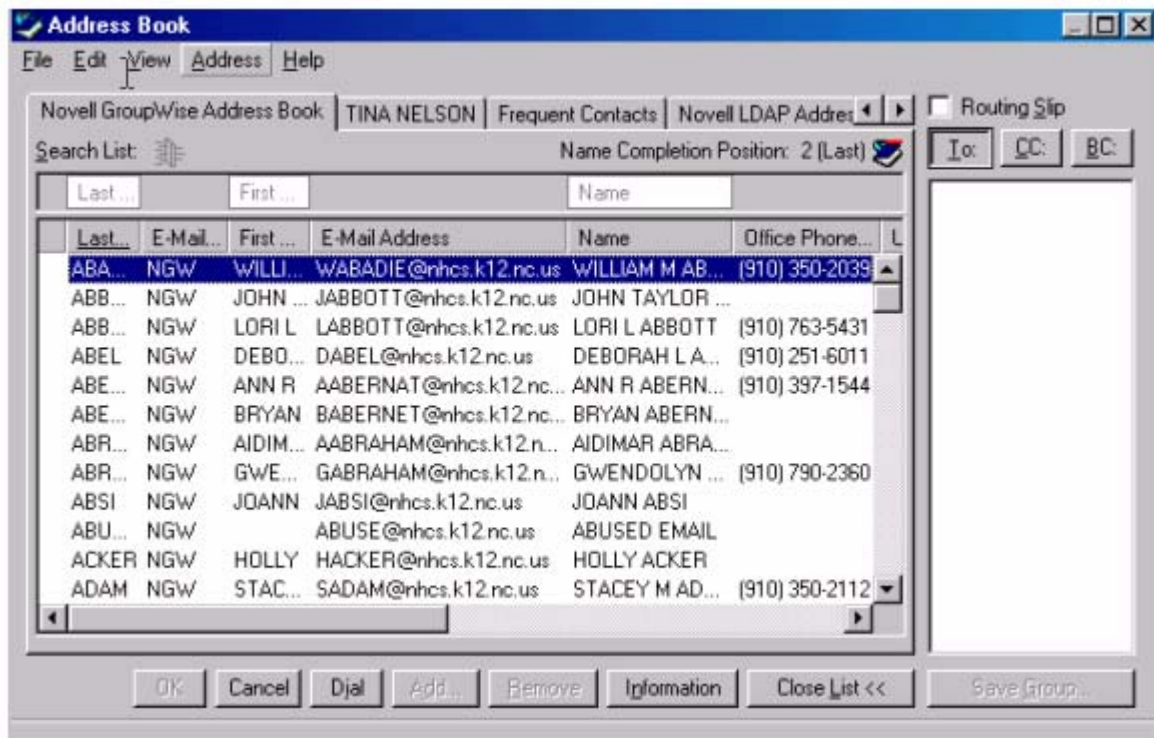9. On the screen shot shown below, circle the "Forward" button.

10. On the screen shot shown below, circle the box in which to type an e-mail address.

Mail To:

File   Edit   View   Actions   Tools   Accounts   Window   Help

From: TINA NELSON   CC:

To: BC: Send

Subject:

Message: Cancel

                                                  Address

                                                  Attach

11. On the screen shot shown below, circle the Address Book Icon.

12. On the screen shot shown below, circle the space in which to type a name to search for an e-mail address.

13. On the screen shot below, circle the New Mail Message Icon.

14. On the screen shot below, circle the pull down arrow.
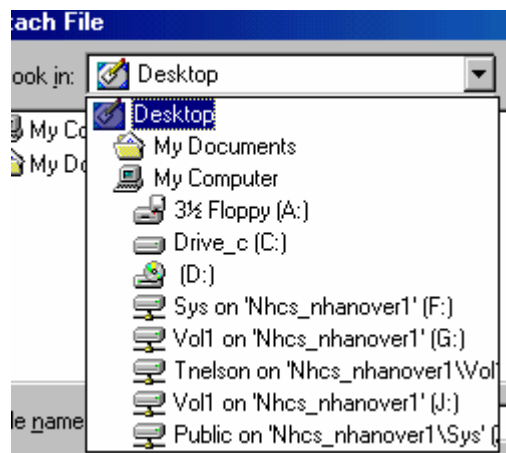
Post Assessment of Terminal Objectives

Directions: Match the written description with the icon or screen shot.

_____1. Subject line
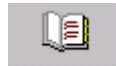
_____2. Desktop icon

_____3. Groupwise icon

_____4. Attachment

_____5. Close

_____6. Save

_____7. Reply

_____8. Forward

_____9. Address book

_____10. New mail message icon

_____11. Pull down arrow

_____12. Message area

_____13. Search area

_____14. Address area
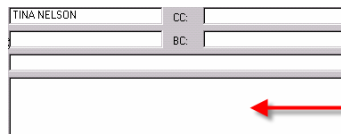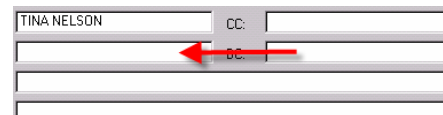
_____15. File drive

A..

B.

C.

D.

E..

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.