

UMBC Instructional Systems Design Class Registration 101  
Design Document

Prepared by: ELM TRIO (Group B)  
Monica Cross-Proctor  
Emily Kraynak  
Llacey Simmons

Prepared for: Professor Ahmad  
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## Introduction

Company A has identified the need for an on-line learning program to support the UMBC's Instructional Systems Design (ISD) program is unique in that it offers both a Graduate Certificate and a Masters of Arts advanced degree. Group B ELM TRIO has identified the need for developing a training tutorial for new ISD students on how to access, navigate and enroll in classes for their respective program. While some students may have had previous experience with the various learning modalities with which to take classes, many have not, and this can lead to unexpected challenges. Additionally some students may only be accustomed to taking courses in the traditional face-to-face instructor setting, while some students may be under the impression that taking a course online is an easier route and not as comprehensive because they are not required to meet physically in the traditional brick and mortar class setting. Hence a clear understanding of the types of courses offered, what they entail, and how to request permission to take a course should lead to a smoother enrollment process. The goal of this project is to develop for students a general overview and tutorial of the various modalities with which to take a course – what they are, what to expect, and how to get help – before they enroll in an ISD course.

*The intention of this design plan is to establish a blueprint from which the on-line training tutorial will be developed. It is very important that we establish and agree to course objectives, information presentation methods, and functionality at the beginning of the development process. Please read through this document very carefully before providing feedback*

This document is composed of three main sections in addition to this introduction:

1. *Training and Background Analysis*—This section describes the purpose of informing and educating new ISD students on how to enroll in a course at UMBC, in addition to reviewing information about the audience. The purpose of the section is to confirm details about the tool and the audience that serve as a basis for structuring the course.
2. *Design Strategy*—This section introduces the course performance objectives, prerequisites, and the learning hierarchy for the course. It also details the technical specifications, functionality, and assessment standards for the course.
3. *Module/Lesson Summaries*—The final section reviews the objectives, lessons, and other details for each module and lesson within the course.

## **Training and Background Analysis**

### **Technical Specifications**

The technical specifications are as outlined. Captivate will be the web development tool used. The graphics software used will be as follows:

Graphic Design

Adobe Photoshop

PowerPoint

This course can be accessed through UMBC's Intranet web browser, after first signing into the school's desktop remote serve website, myUMBC.

### **The Audience**

The audience for this course is limited to graduate students enrolling in the Masters of Instructional Systems Development program at the University of Maryland, Baltimore County. This assumes that the audience has already been accepted into the ISD program.

It is envisioned that this course will be implemented into program's the orientation requirements beginning Fall 2014 semester.

## Design Strategy

### Overview

The UMBC Instructional Systems Development: Class Registration 101 course will be simulation based, whereby the learner can follow the steps needed to navigate to the course schedule, register/remove classes from their class schedule, and locate class resources using Blackboard. This course will be divided into three modules, with specific lessons for each module to guide the learner in mastering all components related to registering for classes within the ISD certificate or Masters programs.

Each module will contain assessment questions to gauge the learner's knowledge of the information presented in the module.

The estimated time to complete this course is 45-60 minutes.

## Prerequisite Skills

In order to access, familiarize, and complete the actions displayed in the online modules, students must have access to the Internet and the myUMBC portal. It is assumed that the learner will have a working username and password to access the myUMBC portal. This requires that the students have enrolled in the program and/or University.

The trainings will provide a detailed overview of the registration system and processes, so it cannot be assumed that the students have utilized a similar (or UMBC's) registration system prior to enrolling in the program.

## The Learning Hierarchy

The course will be organized in three sequential modules, with 3 lessons within each module. The following structure will be followed during design of the course:

### Module 1: The Class Schedule

In this module, the learner will learn how to navigate to the class schedule via the Internet as well as how to classify class types as either, in person, hybrid, asynchronous, or synchronous. In addition, the process of requesting registration will be introduced.

Lesson 1: Navigating to the Class Schedule  
Lesson 2: Understanding the Class Schedule  
Lesson 3: Requesting Permission to Register

## **Module 2: Class Registration**

In this module, the focus will be on using the class registration system, as accessed through the myUMBC portal. The learner will explore looking up a class to register, adding, and removing/modifying a class from their UMBC class schedule.

Lesson 1: Course Look-up  
Lesson 2: Add a Course  
Lesson 3: Remove a Course

## **Module 3: Getting Ready for Class**

In this module, the learner will navigate to the myUMBC portal to access the class registration system and will learn how to print a final copy of the class schedule. In addition, using the class schedule to then navigate to the UMBC library website to purchase required texts as well as accessing course documents on Blackboard will also be introduced.

Lesson 1: Printing out the Final Class Schedule  
Lesson 2: Locating Required and Recommended Texts  
Lesson 3: Navigating to Blackboard

The specific details including objectives for each module and lesson is detailed in the Module/Lesson Summary Table at the end of this document.

## **Instructional Delivery Methods**

The course will be delivered by way of the internet. The lessons will be developed in Captivate and will utilize screenshots, simulations, and roll over areas in order to highlight and explain the different fields, possibilities, and actions within the myUMBC course registration pages.

Each module will require the students to answer a set of knowledge check questions that will test back to the lesson objectives. These questions will be in the form of multiple-choice, fill-in-the-blank, true/false, and matching. Feedback will be provided if an answer is incorrect.

## Assessment

The knowledge check quizzes will be instructionally sound to ensure that the assessment questions are testing back to the objectives. *Module 1: The Class Schedule*, *Module 2: Class Registration* and *Module 3: Getting Ready for Class* will enhance learner retention of material and help to transfer learning toward successfully enrolling into a course. There will be three assessments for each module respectively. Each assessment will consist of the following questions: fill-in-the-blank, multiple-choice, true/false and matching as it relates to the content learned in the given module.

Learners will be given immediate feedback upon completing each test item.

A list containing each test item, and the learner's performance on each item, will be provided upon completion of each assessment. Feedback will be provided to direct the learner to review the section(s) of the course that correspond(s) to incorrectly answered test items.

## Evaluation

This course will utilize an evaluation in the form a post-course student assessment of the learning experience using the Kirkpatrick's Level Model of Evaluation. This model measures the reactions, learning, behavior, and results of the learner. For the purpose of this course project only Level 1 and Level 2 will be utilized.

The Level 1: Reaction end of course assessment will consist of a comprehensive survey of the student's satisfaction with the overall course and its content. Level 2: Learning will comprise of evaluation task tied directly to the performance objectives and the learning experience. For instance the student should be able to effectively demonstrate and apply the lessons learned during this course.

Group B ELM TRIO will provide a post-course assessment survey combining Levels 1 and 2 of the Kirkpatrick Model of Evaluation. As such, it will ask students questions about their satisfaction with the course (Level 1) as well as what they learned from it (Level 2). Learners will access the post –course assessment via their UMBC Intranet e-mail.

## Module/Lesson Summaries

Module 1: The Class Schedule	
Module Introduction/Overview of the Course	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to the course               <ul style="list-style-type: none"> <li>Intended audience</li> <li>Navigation guidelines</li> <li>Module 1 overview</li> </ul> </li> </ul>
Lesson 1: Navigating to the Class Schedule	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>Given a sequence of navigation steps, the new ISD student should be able to organize the steps in order to accurately access the UMBC ISD class schedule.</li> <li>Given a sample class schedule, the new ISD student should be able to identify which are offered during the Spring semester.</li> <li>Given a list of classes, the new ISD student should be able to identify the class name and class number.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to UMBC ISD class schedule and its purpose</li> <li>Features               <ul style="list-style-type: none"> <li>Navigate to the class schedule</li> <li>View the various classes offered for the Spring semester</li> </ul> </li> <li>Benefits               <ul style="list-style-type: none"> <li>Being able to schedule classes around work and personal schedules</li> <li>Determining the sequence of classes that one needs to take to complete the certificate of Masters programs</li> </ul> </li> </ul>
Lesson 2: Understanding the Class Schedule	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>Given scenario-based questions, the new ISD student should be able to identify the type of class being described.</li> <li>Given a feature name or description, the new ISD student should be able to identify which class type may be preferred by a fictional student.</li> </ul>	<ul style="list-style-type: none"> <li>Brief descriptions of the following class types:               <ul style="list-style-type: none"> <li>In-person</li> <li>Hybrid</li> <li>Asynchronous</li> <li>Synchronous</li> </ul> </li> </ul>



Lesson 3: <b>Requesting Permission to Register</b>	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>Given a class name and number, the new ISD student should be able to sequence the steps needed to request permission to register.</li> <li>Given a class name and number, the new ISD student should be able to identify how the ISD enrollment form should be completed.</li> </ul>	<ul style="list-style-type: none"> <li>Outline the steps of the registration process:             <ul style="list-style-type: none"> <li>- Locating classes to take</li> <li>- Identifying the class number</li> <li>- Completing the ISD enrollment form</li> <li>- Sending e-mail to advisor with class number and delivery method</li> </ul> </li> </ul>

Module 2: <b>Class Registration</b>	
Module Introduction	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Module 2               <ul style="list-style-type: none"> <li>- Navigation guidelines</li> <li>- Module 2 overview</li> </ul> </li> </ul>
Lesson 1: <b>Course Look-up</b>	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>• Given a class schedule, the new ISD student should be able to look up various classes using the class number.</li> <li>• Given a class number, the new ISD student should be able to navigate to the myUMBC portal and access the course registration site.</li> <li>• Given a class number, the new ISD student should be able to determine if a class is open and available to be added to the student's class schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Navigating to the myUMBC portal and accessing the course registration site</li> <li>• Looking up a class using the class number (this assumes permission has been granted to register)</li> <li>• Determining if the class is open for registration vs. closed/waitlist</li> </ul>
Lesson 2: <b>Adding a Course</b>	
Instructional Objectives	Content/ Topics
<ul style="list-style-type: none"> <li>• Given a class schedule, the new ISD student should be able to add a course to the student's class schedule.</li> <li>• Given a class number, the new ISD student should be able to add the class to the student's class schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Adding a class to the class schedule               <ul style="list-style-type: none"> <li>- How to add the class to the cart</li> <li>- How to "check-out" and add the class to the class schedule</li> </ul> </li> </ul>
Lesson 3: <b>Removing a Course</b>	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>• Given a class schedule, the new ISD student should be able to remove a course to the student's class schedule.</li> <li>• Given a class number, the new ISD student should be able to remove the class to the student's class schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Removing a class from the class schedule               <ul style="list-style-type: none"> <li>- How to look up the class schedule and locate a class to be removed</li> <li>- How to add the class to the cart in order to remove the class from the class schedule</li> </ul> </li> </ul>

Module 3: <b>Getting Ready for Class</b>	
Module Introduction	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Module 3               <ul style="list-style-type: none"> <li>Navigation guidelines</li> <li>Module 3 overview</li> </ul> </li> </ul>
Lesson 1: <b>Printing Out The Final Class Schedule</b>	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>Given a myUMBC login, the new ISD student should be able to navigate to the class registration portal.</li> <li>Given the class registration site the new ISD student should be able to view and print out the final class schedule for the semester.</li> </ul>	<ul style="list-style-type: none"> <li>Navigating to the myUMBC portal and accessing the course registration site</li> <li>Locating the class schedule</li> <li>Viewing and printing the class schedule</li> </ul>
Lesson 2: <b>Locating Required and Recommended Texts</b>	
Instructional Objectives	Content/ Topics
<ul style="list-style-type: none"> <li>Given a class schedule, the new ISD student should be able to navigate to the UMBC library website.</li> <li>Given a class number, the new ISD student should be able to locate the required and recommended texts for the course.</li> </ul>	<ul style="list-style-type: none"> <li>Navigating to the UMBC library website</li> <li>Looking up the class recommended and required textbook</li> <li>Purchasing the needed texts using the UMBC library</li> </ul>
Lesson 3: <b>Navigating to Blackboard</b>	
Instructional Objectives	Content /Topics
<ul style="list-style-type: none"> <li>Given a class schedule, the new ISD student should be able to remove a course to the student's class schedule.</li> <li>Given a class number, the new ISD student should be able to remove the class to the student's class schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Removing a class from the class schedule               <ul style="list-style-type: none"> <li>How to look up the class schedule and locate a class to be removed</li> <li>How to add the class to the cart in order to remove the class from the class schedule</li> </ul> </li> </ul>