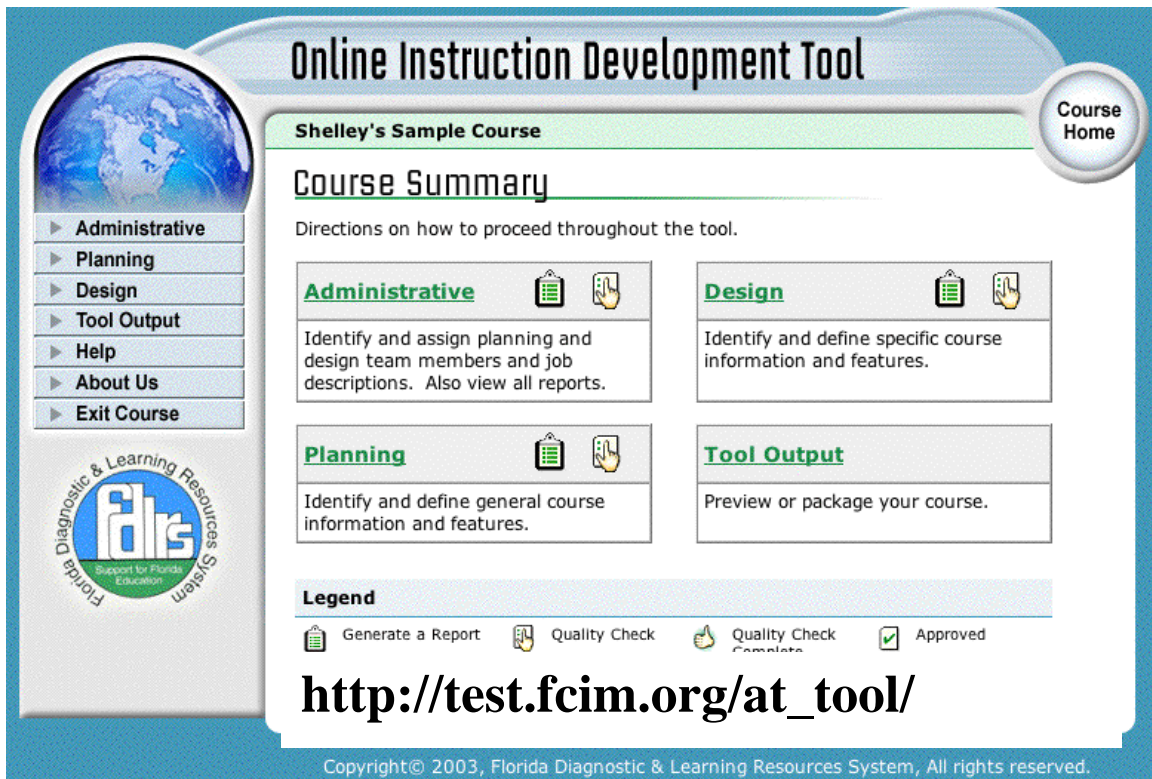


Online Instruction Design Tool



Online Instruction Development Tool

Shelley's Sample Course

Course Summary

Directions on how to proceed throughout the tool.

Administrative Identify and assign planning and design team members and job descriptions. Also view all reports.

Design Identify and define specific course information and features.

Planning Identify and define general course information and features.

Tool Output Preview or package your course.

Legend

Generate a Report Quality Check Quality Check Complete Approved

http://test.fcim.org/at_tool/

Copyright © 2003, Florida Diagnostic & Learning Resources System, All rights reserved.

The Online Instruction Design Tool (OIDT) is an online program to assist FDLRS training staff in developing lessons and modules for online delivery.

Features:

- User-friendly for novice website developers
- Allows for simple lessons or more complex module development
- Components are automatically correlated Ex: Objectives to Topics and Topics to Activities
- Web module navigation is automatically built by the tool
- The final product can be loaded online as is or placed within a Learning Management System

The screenshot shows the 'Online Instruction Development Tool' interface. At the top, it displays 'Shelley's Sample Course' and a 'Course Home' button. The main content area is titled 'Administrative' and is divided into two columns. The left column, 'People', includes sections for 'Authors/Subject Area Experts', 'Reviewers', 'Approvers', and 'Developers', each with a brief description of their role. The right column, 'Reports and Reviews', includes a 'Select a report to review' instruction and a list of report types: 'Administrative Report', 'Planning Report', 'Design Report', 'Quality Check Report', 'All Notes Report', and 'Media Report'. A 'Notes' box on the right shows 'Last Post 1/19/2005' and a 'Note Index' link. A sidebar on the left contains navigation links: 'Administrative', 'Planning', 'Design', 'Tool Output', 'Help', 'About Us', and 'Exit Course'. The Florida Diagnostic & Learning Resources System logo is also visible.

The Administrative Section has two parts, People and Reports and Reviews. People – enter information about people who will be contributing to the development of content, reviewing and approving the module. Reports and Reviews – printable overviews of all the content within a specific section.

The screenshot shows the 'Next Steps' navigation section. It contains two radio button options: 'Save and add another team member' and 'Save and return to the team member list'. Below these options are three buttons: 'Continue', 'Cancel', and 'Delete'. A callout box points to the 'Delete' button with the text: 'Select and view the item to have the Delete option available.'

Next Steps – the Next Steps section is a quick way to move through each part within a section. When working with an item within a section, the work activity can be saved, cancelled or deleted using the buttons on Next Steps navigation section.

The Planning Section contains information for the development team and information participants will see to learn about the module prior to beginning.

Planning

Identify and define general course information

Course Description

The course description provides an overview of a summary of topics included, and what will be

Intended Audience

Intended audience provides information about whom the course is targeted and any prerequisite

Course Delivery Model

The course delivery model provides a description of how the course will be delivered to participants. The choices include online and in-class meetings.

Submission of Assignments

Submission of assignments describes how requirements will be delivered to the instructor. They may be in-class, or a combination of the two methods.

Course Timeline

The course timeline indicates whether the course has a fixed definite beginning and ending dates and deadlines for assignments, whether it can be accessed at any time, allowing participants to go through the material at their own pace.

Name of Instructor

If the online professional development activity has a single facilitator, one or more instructors can be listed.

Instructor Expectations

Instructor expectations define the participant's expectations of the instructor regarding the online course. They can be met through the Internet, only in person, or a combination of the two.

Learning Management System Requirements

The learning management system is the program used to operate the course online. The learning management system requirements define the

In some parts, of the Planning section, developers enter information into text boxes.

Selections are also made by checking boxes or clicking radio buttons.

Content in some parts are shown to participants when the module is published and some parts are to assist developers during the design process.

Enter information in this area to capture plans and ideas about how the module will be distributed within a Learning Management System.

If it will not be used within a LMS, this section can remain empty.

Design

Identify and define specific course information

Course Overview

The course overview encompasses a general description of the course

Topics, Subtopics, and Objectives

List the major topic(s), subtopic(s), and objectives related to the subtopic covered in the course

Activities

List the activities that will be used in the course

Assessments

List the assessments that will be used in the course

Media List

Add, Edit, or Delete media elements used in the course

The Design Section is where **content participants will read and interact with** is contained.

The OI DT is a container for content and helps developers make their lessons available over the Internet.

It does not include word processing features such as spell checking and other editing tools. It is best for developers to **prepare content within a word processing program and then paste it into the Tool** for the module creation.

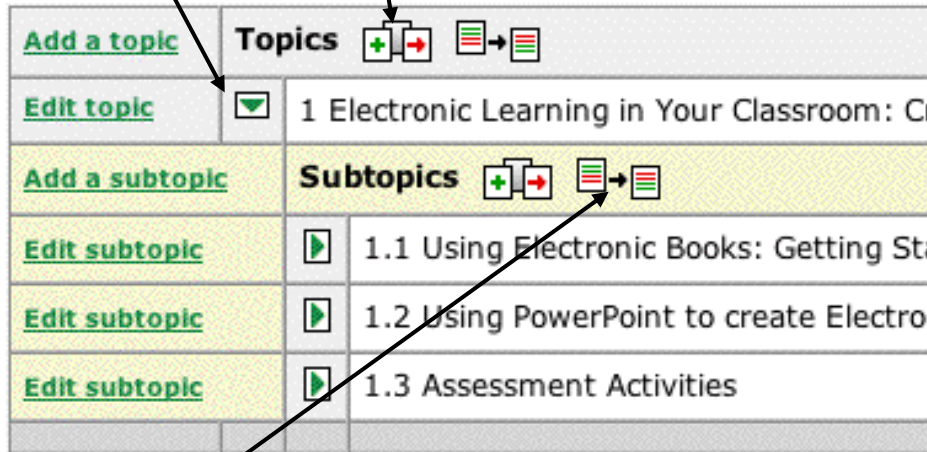
Trainers that decide to make lessons or modules available online need to think about GOOD PROFESSIONAL DEVELOPMENT first. How should the information be succinctly described for potential participants? What are the objectives? How many topics and subtopics are involved and how would the information best be “chunked” for clear presentation?



The new thoughts come into play when designers think through how to visually present things they may normally speak during a workshop. Also, thought needs to be given to the kinds of activities that are made available to participants.

Within the Design Section, developers can click the arrows near an item to see the items related to it, that are subordinate.

Copy or Move Wizard – allows developers to copy or move parts of content to another place within the module.

[Return to the Design page.](#)



| | |
|--------------------------------|--|
| Add a topic | Topics  |
| Edit topic | <input type="checkbox"/> 1 Electronic Learning in Your Classroom: Cr |
| Add a subtopic | Subtopics  |
| Edit subtopic | <input type="checkbox"/> 1.1 Using Electronic Books: Getting Sta |
| Edit subtopic | <input type="checkbox"/> 1.2 Using PowerPoint to create Electron |
| Edit subtopic | <input type="checkbox"/> 1.3 Assessment Activities |

Sequence Tool – allows developers to re-order content items within a section.

The green arrows are opened (click to point down) to view subordinate information within the Design Section. Objectives related to topics can be viewed. Subtopics related to Topics can be viewed and edited. This structure is also in place for adding and editing both Activities and Assessments.

When new items have been added, users must return to the main view of the hierarchy to see the new item listed under the appropriate section.

Tool Output: Online Course Creator



Step 3 of 3

Please choose the delivery method. Click on the thumbnail to get a full sized preview.

[Return to the Tool Output page.](#)

Current Theme: Professional
Current Scheme: Green

Preview

Package



Please note, if you make any changes in the course planning and design areas, you will need to re-do the wizard so that the site gets re-compiled. Otherwise, any changes you make will NOT show up in the preview.

[Previous](#)

[Next](#)

Developers can select the Theme and Scheme, which is the styling of the page where the content will be placed. After those choices are made, the module can be **Previewed** within a Web Browser. The module can be previewed at any time during the development process. This is very helpful to see how things really look on the web page.

Package can also be selected. Making this selection gathers all the module content and creates a ZIP file. This ZIP file can then be placed where it will be viewed by others, edited within a web-editing program, or hosted on a server for online delivery.

Creating a Tutorial in the OI DT

Materials needed:

- OI DT Handout
- Images zip file, uncompressed
- Content rtf file
- Current version of Internet Explorer on Windows or Firefox on Macintosh with all pop-up blockers turned off
- An account on the OI DT - The OI DT is for FDLRS staff only. Email Steve Griffin at steveg@fcim.org to request an account.
- Log into the OI DT at http://test.fcim.org/at_tool .
- Server space to host your course. If you do not have server space available, email David Davis at david@fdlrstech.com to have a server account set up for you. You will also need ftp software such as WSFTP for Windows or Fetch for Macintosh.

Overview

This tutorial will guide you step by step through setting up a course in the Online Instruction Development Tool (OI DT). It does not cover all the features of the OI DT, but it does cover all the basic tools needed to create an online course.

Let's get started!

Course Overview

Login to the OI DT

Click on the "Design" button in the left column.

Click on "Course Overview".

Click on the "Edit" button to edit the course overview contents.

Type the following:

Picasa for Windows is a free image editing software program from Google. It can be used with images from digital cameras, scans, off the web, or even images created in a paint program. Features include a library for browsing images on the computer, image enhancement tools, and image sharing tools. This tutorial will introduce you to Picasa, with a focus on preparing images to use on the Web.

Click on "Update".

Click on "OK".

Click on "Save and return to the Design main menu list".

Click "Continue".

Adding Topic 1.

Click on "Topics, Subtopics, and Objectives".

Click on "Add a topic".

In the Topic Title box type "Picasa Installation".

Scroll down a bit.

Where it asks "Will this topic have subtopics?" click on "Yes".

Now move up a bit and click on the "Edit" button for the Topic Information.

In the word processing windows, type the following:

This module will review the basics for obtaining Picasa and installing it.

Click on "Update".

Click on "OK".

Scroll to the bottom. Select "Save and return to the main list".

Click on "Continue".

Adding the first subtopic under Topic 1

On topic 1, click on "Add a subtopic".

In the subtopic title box type "Where to get Picasa".

Click the "Edit" button for subtopic information.

In the word processing window, type the following:

Picasa can be found at (<http://www.picasa.google.com>). The Picasa home page describes many of the program's features, system requirements, and includes a link to download the program.

Click on "Update".

Click on "OK".

Scroll to the bottom. Select "Save and return to the main list".

Click on "Continue".

Adding an objective.

For subtopic 1.1, click on "Add an objective".

In the objective text box type "To find Picasa on the Internet."

Scroll to the bottom. Select "Save and return to the main list".

Click on "Continue".

Adding a second subtopic under Topic 1

On topic 1, click on "Add a subtopic".

In the subtopic title box type "Installation issues".

Click the "Edit" button for subtopic information.

In the word processing window, type the following:

The Picasa installation Wizard will guide you through the basic installation. There are two items to keep in mind when first installing Picasa.

1. If you have a previous version of Picasa and it has already set up a library of your images, install the new version before you uninstall the old version. After the new version is installed, start it. You will be asked if you want to import your existing library database. Select yes if you do. Once your new version of Picasa has imported your library, you can uninstall the old version.

2. When you first install Picasa it will ask you if you want it to scan your computer for images and create a library for you. Be careful here. Unless you give it some limits, Picasa will add every image on your hard drive to the library. It doesn't move the images but it does list the folders they are in, and you have more images on your computer than you realize. I recommend

you restrict the search to your "My Pictures" folder or your "My Documents" folder.

Click on "Update".

Click on "OK".

Scroll to the bottom. Select "Save and return to the main list".

Click on "Continue".

Add another objective.

For subtopic 1.2, click on "Add an objective".

In the objective text box type "To install Picasa on a computer."

Scroll to the bottom. Select "Save and return to the main list".

Click on "Continue".

That is all the subtopics and objectives for Topic 1. Click on "Return to the Design page".

Now we are going to add some learning activities to the subtopics we just entered.

Click on "Activities".

Click on the triangle in front of "1 Picasa Installation" to drop down the subtopics list.

Click on "Add an activity" for subtopic 1.1.

In the title box type "Download Picasa"

Click on the "Edit Page" button.

In the word processor, type the following:

Go to the Picasa home page (<http://www.picasa.google.com>) and download the free Picasa software. Don't install it yet. That is part of the next subtopic.

Click on "Update".

Click on "OK".

In the estimated time box, type "15".

Select "Save and return to the main list"

Click on "Continue".

Add another activity.

Click on "Add an activity" for subtopic 1.2.

In the title box type "Install Picasa".

Click on the "Edit Page" button.

Type the following:

Install Picasa on your computer. Remember to pay attention to how Picasa is set to scan your computer for images.

Click on "Update".

Click on "OK".

In the estimated time box, type "20".

Select "Save and return to the main list"

Click on "Continue"

Click on "Return to the Design page".

Adding an assessment.

Click on "Assessments".

Click on the triangle in front of "1 Picasa Installation" to see the drop down list of subtopics.

Click on "Add an assessment" in front of subtopic 1.2.

In the title box type "Installation".

Select "individual" on the type of assessment.

Click on the "Edit" button for the directions.

Type the following:

Complete a reflection activity on the Picasa installation. Were there any problems? What would you do differently when installing on another computer? Email your reflection activity to _____ .

Click on "Update".

Click on "OK".

In the "Method of Feedback" box, type "Email".

Select "Save and return to the main list".

Click on "Continue".

Click on "Return to the Design page".

Congratulations! You just finished a complete topic, with learning activities and an assessment. Now let's preview the actual module.

Previewing a course.

Click on "Tool Output" on the left main menu.

Click on "Online Course Creator".

Select a theme, then click on "Next". Note that if you have run this wizard before you can choose "Continue" to keep your current settings or choose "Restart the Wizard" to select new settings.

Select a color scheme, then click on "Next".

Select "Preview", then click on "Next".

The preview of your work will open up in a new window. Explore what you have done so far. You can preview your work at any time to check on how it looks.

Take a 10 minute break then start on Topic 2.

Adding Topic 2.

Return to the Design Page.

You can copy and paste the content in this activity from the content.rtf file. You will need to open the file up in a word processor. See the TIP below.

Click on "Topics, Subtopics, and Objectives".

Click on "Add a topic".

In the Topic Title box type "Picasa Interface".

Scroll down a bit.

Where it asks "Will this topic have subtopics?" click on "Yes".

Now move up a bit and click on the "Edit" button for the Topic Information.

In the word processing windows, type the following:

This module will review the basic interface elements and tools of Picasa.

Click on "Update".

Click on "OK".

Scroll to the bottom. Select "Save and return to the main list".

Click on "Continue".

Adding the first subtopic under Topic 2

On topic 2, click on "Add a subtopic".

In the subtopic title box type "Library Browser".

Click the "Edit" button for subtopic information.

In the word processing window, type the following:

The Library view includes three sections; the folder list, the picture tray, and the light box. Let's look at each section.

The folder list includes all the folders containing images that Picasa scanned during installation. They are sorted by date of creation. Clicking on a folder displays those images in the light box. You can make changes in the Folder Manager under the Tools menu.

The picture tray is where you collect images to work on as a collection or group. When you select a picture in the light box it is put in the picture tray. You add pictures to the tray by pressing the Hold button and selecting more pictures, or by dragging and dropping. Options include Print, Email, Collage, Hello, Blogger, Order, and Export.

The light tray displays all the images in the currently selected folder from the folder list. You can use the View menu to change the thumbnail size, or use the slider, bottom right of the light box. Double clicking on a thumbnail will open it up in the light box. That image is now ready for editing.

Go to the Picasa Library Overview

(http://picasa.google.com/help/userguide_organize.html) for more information on how to use the Library. Use the Back button in your browser to return here.

TIP: You can copy the text above from the "Content" rtf file. After you copy the text be sure to minimize the word processing window that you copied the text from.

Adding a Graphic

Move the cursor to the beginning of the text you just typed.
Click on the "Image Manager" button or press CTRL+G.
Double-click on the folder icon that starts with the letter "c" to open it. This is the image folder for your course. The shared folder appears in every course for shared graphics.
When you are inside the image folder, click on the "Upload Image" tab.
Click on the "Browse" button.
Find the file "picasaMain.jpg" on your computer and double-click on it.
Click on the "Upload" button.
Select the "picasaMain.jpg" image in your image manager folder.
Click on the "Insert" button.
Your image will still be selected. An image properties box will be open. Find the "ToolTip" box and type "Screenshot of the main interface of Picasa". This will be the alt text for screen readers.
Find the "Alignment" property. This is a drop down menu. Select various alignment properties to see how they look. Pick one to keep.
Click on "Update".
Click on "OK".
Scroll to the bottom. Select "Save and return to the main list".
Click on "Continue".

Adding an objective.

For subtopic 2.1, click on "Add an objective".
In the objective text box type "To locate images on a computer."
Scroll to the bottom. Select "Save and return to the main list".
Click on "Continue".

Adding a second subtopic under Topic 2

On topic 2, click on "Add a subtopic".
In the subtopic title box type "Tools".
Click the "Edit" button for subtopic information.
In the word processing window, type the following:
The Picasa tools are very user friendly. Double click on a thumbnail of an image to open that image in the light box and the image editing tools. All the changes you make to an image in Picasa do not change the original file. You must export an image from Picasa to keep the changes. There are three tool categories: Basic Fixes, Tuning, and Effects.

Go to the Picasa Editing Overview
(http://picasa.google.com/help/userguide_edit.html) for more information on each of the Picasa tools. Use the Back button in your browser to return here.

Adding a Graphic

Move the cursor to the beginning of the text you just typed.

Click on the "Image Manager" button or press CTRL+G.
Double-click on the folder icon that starts with the letter "c" to open it. This is the image folder for your course. The shared folder appears in every course for shared graphics.
When you are inside the image folder, click on the "Upload Image" tab.
Click on the "Browse" button.
Find the file "picasaEdit.jpg" on your computer and double-click on it.
Click on the "Upload" button.
Select the "picasaEdit.jpg" image in your image manager folder.
Click on the "Insert" button.
Your image will still be selected. An image properties box will be open. Find the "ToolTip" box and type "Screenshot of the edit interface of Picasa". This will be the alt text for screen readers.
Find the "Alignment" property. This is a drop down menu. Select various alignment properties to see how they look. Pick one to keep.
Click on "Update".
Click on "OK".
Scroll to the bottom. Select "Save and return to the main list".
Click on "Continue".

Add another objective.

For subtopic 2.2, click on "Add an objective".
In the objective text box type "To locate and recognize Picasa tools."
Scroll to the bottom. Select "Save and return to the main list".
Click on "Continue".

Adding a third subtopic under Topic 2

On topic 2, click on "Add a subtopic".
In the subtopic title box type "Export/save options".
Click the "Edit" button for subtopic information.
In the word processing window, type the following:
The Picture Tray control includes buttons for sharing images in a variety of ways. You can print images, email them, create collages, upload to blogs, and export images. Picasa never changes your original image files so you have to export your images in some manner to save the changes. When you export an image you will be asked for a folder name to place the image in. Picasa saves the image with the original file name. You can choose to change the size of the image before you save it.

Adding a Graphic

Move the cursor to the beginning of the text you just typed.
Click on the "Image Manager" button or press CTRL+G.
Double-click on the folder icon that starts with the letter "c" to open it. This is the image folder for your course. The shared folder appears in every course for shared graphics.
When you are inside the image folder, click on the "Upload Image" tab.

Click on the "Browse" button.
Find the file "picasaExportScreen.jpg" on your computer and double-click on it.
Click on the "Upload" button.
Select the "picasaExportScreen.jpg" image in your image manager folder.
Click on the "Insert" button.
Your image will still be selected. An image properties box will be open. Find the "ToolTip" box and type "Screenshot of the export interface of Picasa". This will be the alt text for screen readers.
Find the "Alignment" property. This is a drop down menu. Select various alignment properties to see how they look. Pick one to keep.
Click on "Update".
Click on "OK".
Scroll to the bottom. Select "Save and return to the main list".
Click on "Continue".

Add another objective.

For subtopic 2.3, click on "Add an objective".
In the objective text box type "To export images out of Picasa."
Scroll to the bottom. Select "Save and return to the main list".
Click on "Continue".

That is all the subtopics and objectives for Topic 2. Click on "Return to the Design page".

Now we are going to add some learning activities to the subtopics we just entered.

Click on "Activities".
Click on the triangle in front of "2 Picasa Interface" to drop down the subtopics list.
Click on "Add an activity" for subtopic 2.1.
In the title box type "View Images"
Click on the "Edit Page" button.
In the word processor, type the following:
1. Select a folder in the folder list and practice changing the thumbnail view size.
2. Add more than one image to the picture tray.
Click on "Update".
Click on "OK".
In the estimated time box, type "15".
Select "Save and return to the main list"
Click on "Continue".

Add another activity.

Click on "Add an activity" for subtopic 2.2.
In the title box type "Edit an Image".
Click on the "Edit Page" button.
Type the following:
1. Select an image on your computer. Go to the Basic Fixes tools and use the

crop tool to cut out parts of the picture.

2.Go to the Tuning tools and adjust the highlights and shadows.

3.Go to the Effects tools and explore some of the different effects.

Click on "Update".

Click on "OK".

In the estimated time box, type "20".

Select "Save and return to the main list"

Click on "Continue"

Add another activity.

Click on "Add an activity" for subtopic 2.3.

In the title box type "Export an Image".

Click on the "Edit Page" button.

Type the following:

Select a thumbnail image and make sure it appears in the Picture Tray.

Click Export and save the image on your computer.

Click on "Update".

Click on "OK".

In the estimated time box, type "15".

Select "Save and return to the main list"

Click on "Continue"

Click on "Return to the Design page".

Adding an assessment.

Click on "Assessments".

Click on the triangle in front of "2 Picasa Interface" to see the drop down list of subtopics.

Click on "Add an assessment" in front of subtopic 2.3.

In the title box type "Image Editing".

Select "individual" on the type of assessment.

Click on the "Edit" button for the directions.

Type the following:

Using the following answer options:

A. Basic Fixes

B. Tuning

C. Effects

Answer these questions:

Where is the "Highlights Slider?"

Where is the "I'm Feeling Lucky" tool?

Where is the "Film Grain" tool?

Email your answers to _____ .
Click on "Update".
Click on "OK".
In the "Method of Feedback" box, type "Email".
Select "Save and return to the main list".
Click on "Continue".
Click on "Return to the Design page".

Congratulations! You just finished a complete topic, with learning activities and an assessment. Preview your work using the "Tool Output" wizard, then take a 10 minute break and start on Topic 3.

Directions for Topics 3 & 4

You had step-by-step instructions for topics 1 and 2, but now you are on your own. Below is the content information for topics 3 and 4. You have to input this yourself. Topic 3 is fairly simple with no graphics, and topic 4 is just a list of resources.

Topic 3: Images for the Web

This module includes information on planning for using images on web pages.

Subtopic 1: Type of image

Content:

There are several standard image file formats used on the Internet; including jpeg, gif, and png. Of these formats jpeg is probably the most common. If you are planning on using an image on a web site, exporting and saving that image as a jpeg file is recommended. Picasa makes this easy in that it automatically saves images as jpegs. You can use a slider to change the image quality of the jpeg. Usually a setting of 45% to 50% works well.

Obj:

To select an appropriate image format for the web

Learning Activity: Adjust JPEG Quality

Select an image and export it. Adjust the image quality to 45%, then save the image.

Subtopic 2: Size of image

Content:

Computer screens consist of many very small pixels of light. In general, screens range from 72 to 96 pixels an inch. If you want an image to appear to be about two inches across on your screen, then change the image size to 144 dpi wide when you export it. Most screens are set to be either 800 pixels wide, or 1024 pixels wide, so plan your images accordingly. For example, if an image should take up half the screen width, go with 400 or 512 dpi wide.

Obj:

To save an image in an appropriate size for the web

Learning Activity: Change Image Size

Export an image from Picasa, with the size of the width set to take up $\frac{1}{4}$ of the computer screen. Practice different size adjustments and note the amount of space the image takes up on a screen.

Assessment: Image Size

Answer the following questions.

1. Approximately what width should an image be to take up $\frac{1}{3}$ of a screen set at 800 pixels wide?
2. Approximately what width should an image be to appear about 1 and $\frac{1}{2}$ inches wide on a typical computer screen?

Email your answers to _____ .

Topic 4: Extras

Additional resources for working with images on the Web.

Picasa Help and FAQ

<http://picasa.google.com/support/>

Working with images on the web.

<http://depts.washington.edu/trio/train/howto/pieces/images/index.shtml>

Clip art for Teachers

<http://www.clipartforteachers.com/ClipArt.com><http://www.clipart.com>

Congratulations! You have finished an electronic training module. Take a break and then you will download the module to your computer.

Downloading a Finished Module/Course

Downloading is very similar to previewing a course. In fact, the first steps are the same.

Click on “Tool Output” on the left main menu.

Click on “Online Course Creator”.

Select a theme, then click on “Next”. Note that if you have run this wizard before you can choose “Continue” to keep your current settings or choose “Restart the Wizard” to select new settings.

Select a color scheme, then click on “Next”.

Select “Package”, then click on “Next”. The OI DT will create a zip file that includes all your course files and media.

Click on the link “download the packaged file”.

The download window will open up. Click on “Save” and save the file to your desktop.

Extracting the Files

Once the file (which will have a number for the name) is on your desktop you need to extract the files. There are several ways to do this. One way is to open the zipped folder and select “Extract all files” under Folder Tasks on the left. This will take you through a wizard for extracting zipped files and folders.

Once you have extracted the files, open the folder. Inside you will find another folder. This is your primary folder. Open this folder. You should now see all your course files.

Double click on the file names “index” to start your course.

The primary folder that actually contains your files should be renamed to the same name as your course. This folder can then be uploaded to a server to be accessible on the Internet or burned to a CD and shared, or copied to a USB drive.