



2. Design Tools

Design Brief - Example EWP RPILSM Shell

Course ID: EWP
Delivery Format: RPILMS
Creation Date: 03/21/07
Revision Date: 06/08/07

Development Team:
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Overview:

Scope: Revise EWP LSM shell to support Troy and Hartford originating distance courses.

Goal: Update the existing shell to: allow faculty to effectively maintain the LMS site used to support their course(s), establish branding through quality, support students' educational experience, assess appropriate use of shell by faculty and CST, assess students' use and learning, and meet quality standards required for accreditation.

Performance Level: Application

Target Audience: D EWP, RPILMS Shell users, Course Support Staff, Faculty, Students

Prerequisites: None.

Minimum Requirements: Minimum operating system and hardware requirements:

Windows 2000, or XP
Microsoft Internet Explorer or Netscape Navigator with JavaScript 1.2 or higher.
200 MHz Pentium processor
128 MB of RAM (256 MB recommended)
8xX CD-ROM readable drive required, DVD readable drive optional
Sound Card and Speakers
Headset with a built in microphone
Minimum cable or DSL connection.
Windows Media Player 9 or higher
Courses using Elluminate: link to http://www.rpi.edu/ewp/distance/services/spec_elluminate.html

Compatible Browsers

(Windows):

- Microsoft Internet Explorer 6 SP1; 6 SP2; 7
- Netscape 7.2
- AOL 9
- Mozilla 1.7x
- Firefox 1.0x, 1.5x, 2.0 SP1 Hotfix 2

(Macintosh):

- Mozilla 1.7 OS X only
- Firefox 1.0.x OS X only
- Safari 1.2, 1.3, 2.x and 2.x for Intel x86 platform

Plug-in: Java Runtime 1.5.07 or lower

Applications: MS Word; MS PowerPoint; Adobe Acrobat Reader; Adobe Acrobat Distiller;



2. Design Tools

RPILMS

100 – LMS Tools - Technologies

Performance Level: Comprehension.

Objectives: Identify LMS tools and other technologies, describe their use and applications.

Strategy: Based on past semesters student feedback, and RPI LMS standards, select and identify specific use for the tools and technologies to be included in the shell.

1A0 – Discussions Tool

Performance Level: Comprehension.

Objectives: Identify recommended use for the Discussions tool.

Application: Organized by categories:

1. Course Support will include the following topics:
 - a. *Technical issues:* centralized area where student report LMS and course specific technical issues
 - b. *Feedback Blog:* conditionally released to the CST to be used as a journal to keep track of potential and on-going issues.
2. Student Support will include:
 - a. *Student Lounge:* topic reserved for the students where they will be able to introduce themselves to the other students, contact peers (e.g., to form homework/study groups, etc.) or discuss the course.
 - b. *How to use discussions:* Part of the Orientation section, allows students to get familiar with the Discussions tool.
3. Course Discussions:
 - a. *Anonymous Q&A:* topic that allows students to anonymously post questions about the course, including questions about course materials, assignments, additional course materials, etc. Students can also answer questions from peers if they think they may be helpful to them..

1B0 – Assessments Tool

Performance Level: Comprehension.

Objectives: Identify recommended use for the Assessments tool.

Application:

1. *Practice Quiz:* Part of the Orientation section for courses that use the Assessments tool
2. *Internal Course Evaluation Survey:* based on Quality Matters and Exemplary criteria, conditionally released quiz that will be used once the semester is over to evaluate template use. All courses that use the template will be subject of this internal review.

1C0 – Assignments Tool

Performance Level: Comprehension.

Objectives: Identify recommended use for Assignments tool.

Application:

1. *Practice Assignments:* Part of the Orientation section for courses that use the Assessments tool

1D0 – Calendar

Performance Level: Comprehension.

Objectives: Identify recommended use for Calendar tool.

Application:

1. *Practice Using the Calendar:* Part of the Orientation section for courses that use the Calendar tool



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1E0 – Who’s on line?

Performance Level: Comprehension.

Objectives: Identify recommended use for Who’s on line tool.

Application:

1. *Who’s on line? PDF:* Part of the Orientation section for courses that use the Who’s on line tool

1F0 – Chat

Performance Level: Comprehension.

Objectives: Identify recommended use for Chat tool.

Application:

1. *Practice Chat PDF:* Part of the Orientation section for courses that use the Chat tool

1G0 – Announcement Tool

Performance Level: Comprehension.

Objectives: Identify recommended use for Announcement tool.

Application:

Used in addition to the Announcement textbox on the homepage. Whereas the Announcement textbox is used for long term reminders, the Announcement tool is used for last minute, critical announcements.

200 – User Interface

Performance Level: Synthesis.

Objectives: Design a user interface and navigational pattern that support course objectives, and course delivery mode.

Strategy: Base user interface on current, recommended standards and users feedback.

2A0 – Homepage

Performance Level: Synthesis

Objectives: Within the limitations of the RPILMS, design a homepage that reflects and supports course objectives, and course delivery mode.

Application: The homepage will have no more than 8 icons. Users will have direct access to:

- Midterm Evaluation: URL conditionally released
- Orientation: Practice unit for first time users. Will conditionally release other units. Will be hidden when completed.
- Syllabus: Link to Word document. Opens in a new browser window
- Course Materials: Link to Folder that contains all course materials. Display may vary based on template page used.
- Contacts: Link to HTML page that list information and outline roles and responsibilities of CST. Opens in a new browser window
- Resources: Link to Folder that contains Designer, Instructor, and Student resources.
- Announcements: used for reminders: Midterm Evaluations, assignments due dates, etc. ... May not be used by all courses





2. Design Tools

2B0 – Course template

Performance Level: Synthesis

Objectives: Within the limitations of the RPILMS, integrate LMS tools and establish page display in a way that reflects and support the course objectives, and course delivery mode.

Application: Layout: Icons only, alignment above. General settings: Course Menu: Icons and text, horizontal, display as a drop-down list. Tools that are not used in a course must be removed.



2B0.a – Student Orientation

Description: Completing this unit will conditionally release the rest of the folders. Provides guidance, clicksheets, and practice to RPILMS tools used in the course.

Format:



2B0.b – Course Materials

Description: Provides access to weekly materials (course notes, videostreams, ...) and tools used (discussion topics, dropbox, ...) Provides links to additional materials (documents, URL, ...)

Format:

○ Options One: 15 folders holding 15 weeks. Each week with two subfolders. Each subfolder represents a session. Each session holds the videostream and materials for that specific session. Designer note reads: *Delayed. Class meets twice/week*

○ Option Two: 15 folders holding 15 weeks. Each folder represents a session and holds the videostream and materials for that specific session. Designer note reads: *Delayed. Class meets once/week*

○ Options three: Table of contents format Link(s) to Live component(s) (live stream and/or Elluminate) + 15 folders holding 15 weeks. Each week with two subfolders. Each subfolder represents a session. Each session holds the videostream and materials for that specific session. Designer note reads: *Live. Class meets twice/week*



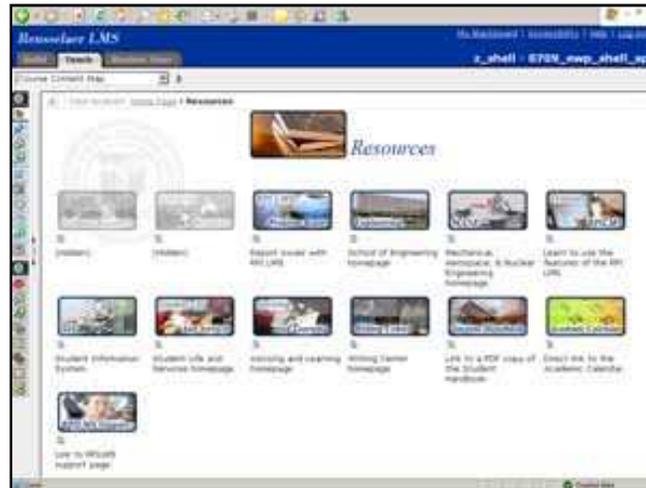


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2B0.c – Resources

Description: Provides access to resource materials for designers (conditionally released), instructor (conditionally released), and students.

Format: Screengrabs of main resource page and specific resource page.



300 – EWP RPILMS Shell Specific Content

Performance Level: Application.

Objectives: Provide RPILMS users, faculty, CST, and student with the information and support they need to effectively use the RPILMS.

Strategy: Create a series of documents and activities that will facilitate effective use of the RPILMS.

3A0 – Student Orientation

Performance Level: Application.

Objectives: Within requirements set by distance learning application, describe effective use of various tools; provide practice opportunities for effective use of various tools.

Strategy:

It will conditionally release the course content. To be able to access remaining course content, students will be expected to complete the Orientation. For each of the teaching tools, provide PDF documentation and, when appropriate, practice activities.

3A0.a – Discussions Tool

Objectives: Practice using the Discussions tool.

Strategy: *How to use Discussions:* Students are asked to post a discussion item (including an attachment)

3A0.b – Assessments Tool

Objectives: Practice using the Assessments tool.

Strategy: *Practice Quiz:* Students are asked to complete a short quiz about RPI that displays most commonly used quiz features.



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3A0.c – Assignments Tool

Objectives: Practice using the Assignments tool.

Strategy: *Practice Assignments:* Students are asked to download and upload an assignment.

3A0.d – Calendar

Objectives: Describe effective use of the Calendar tool.

Strategy: Students are provided with a PDF document that describes effective use of the Calendar tool.

3A0.e – Who's on line?

Objectives: Describe effective use of the Who's on line tool.

Strategy: Students are provided with a PDF document that describes effective use of the Who's on line tool

3A0.f – Chat

Objectives: Describe effective use of Chat tool.

Application: Students are provided with a PDF document that describes effective use of the Chat tool

(Note: there are more entries for this section which are not included)