Course Manual:

In order to teach this training course you will need to follow this manual for the proper order of the materials.

Read through the Instructional Goal, Instructional Analysis and Performance Objectives documents to gain a better understanding of the course and the learners that are being targeted with this specific training. The Instructional Strategies document can be used as a basic overview of how the course should be ordered and paced.

At the first class have the students take the Pretest quiz from the Assessment Instruments document. The quiz can be given as a paper test or an online test, as long as each student answers the questions for themselves and not as a group.

After the pretest hand out the Course Checklist to each of the students. This will allow them to follow along and mark their own progress as the course progresses.

The Jing Instruction Manual is to be used by the instructor as an overview of the instructional steps and a visual aid. Ideally, the steps taught would also be displayed on a large screen for the class to see and each student should then follow along on their own computers.

After each student has completed creating their online account in the Jing program, pause to administer the Practice Test #1 from the Assessment Instruments document. As there is no grade associated with this practice, the quiz can be given for the group to answer orally, rather than using paper or an online quiz system.

Continue through the Jing Instruction Manual through the point that they have stopped recording their first test videos. At this point pause to administer the Practice Test #2. Like the first practice test, this one can be given to the class to answer as a group.

When you reach the end of the instruction manual, review the Course Checklist with the class and answer any questions the students may have that the list mentions but they are still unclear about.

After reviewing the checklist, administer the Posttest to each student. Like the Pretest, this quiz can be given as a paper test or an online test, as long as each students answers the questions themselves and not as a group.

Once the Posttest has been collected, give the students the assignment for their Final Project Portfolio. The students are to use the information they have learned in the class to create a five minute demo of any program they would like on their computers. This should be done individually so that each student has a single video to submit, but groups can work together for ideas or to help with unclear points. Collect and grade the final projects as described in the Assessment Instruments document.

At the end of the course have the students fill out the Formative Evaluation for the course itself. This information should be collected and compiled in order to find points in the instruction that can be improved upon for the next class.