

## SAMPLE:

This is a sample of a lesson plan and companion document that I provided to employees at a medical school responsible for setting up the learning management system for students for a specific type of learning event, called a TBL. Some information, such as specific contact information, has been removed to maintain privacy. Some steps have been removed for brevity.

## LESSON PLAN: Intedashboard

<b>Date &amp; Time:</b>	08/17/2022 4:00 – 4:45 PM
<b>Delivery Type:</b>	Synchronous
<b>Target Audience:</b>	OMSE Staff
<b>Topic:</b>	Introduction to Intedashboard (Intedash, part 1)
<b>System</b>	Intedashboard and Keystone 1.23
<b>Instructor:</b>	Erin Morris

### Session Objectives and Goals

By the end of this session, the learners will be able to:

1. Describe how students engage in a TBL (Team-Based Learning) event
2. Recognize the steps needed to create a TBL event in Intedashboard.
3. Explain how to connect the Intedashboard link to the Keystone event.

Objective	Supporting Knowledge	Activity
Describe how students engage in a TBL event.	General understanding of a synchronous session. No previous understanding of TBL necessary.	Trainer explains TBL and component pieces: ReqPrep, IRAT, TRAT, Application Exercises, and discussion.
List the major components needed to build a TBL event for students.	Understanding of Keystone learning events.	Show and tell: Keystone Event + Intedashboard module
Recognize the steps needed to create a TBL event in Intedashboard.	Understanding of major components of a TBL	Show and tell: Keystone Event + Intedashboard module
Explain how to connect the Intedashboard link to the Keystone event.	Understanding of learning events and event resources (links)	Show and tell: Keystone Event + Intedashboard module

### Timeline

Time	Length	Description
4:00 – 4:05 PM	5 min	Introduction and ice-breaker
4:05 – 4:10 PM	5 min	TBL Review
4:10 – 4:12 pm	2 min	Quick review of TBL setup needs in Keystone
4:12 – 4:40 pm	28 min	Intedash setup walkthrough
4:40 – 4:45 pm	5 min	Questions & Announcement

## Outline

1. **Icebreaker (5 min, 4:00- 4:05):** Slide 1 – annotate practice; which animal best embodies your mood right now?
2. **About TBL (5 min, 4:05-4:10):** Instructor to review primary components of TBL and how students engage with each one.
3. **TBL Setup in Keystone (2 min, 4:10 – 4:12):** Review event needs.
4. **TBL Setup in Intedashboard (28 min, 4:12 – 4:40 pm):** Walk through setting up a module in Intedashboard. Give the companion document to OMSE staff to follow along in real time. Encourage them to take notes on their sheets as they go.
5. **Questions (5 min, 4:40 – 4:45 pm):** What questions do you have?
6. **Announcement:** Next time you'll be the driver.

## COMPANION DOCUMENT (ABBREVIATED): How to Setup a TBL Event for MD Gateway Students

Note: All TBL events require a tech check and a pedagogy check. Be sure you set these up a few days in advance to allow for the check to occur. After you have finished setting up the event, please send an email to [email address 1] and to [email address 2] to request the checks. It will be helpful to include the name of the module and provide a link to the event in Keystone in your email. Please also provide a deadline for when you would like to request the checks are completed.

### Part 1: The Keystone Learning Events

1. Create the learning events (ReqPrep + Sync) in Keystone
2. Ensure the Sync Event has the following attributes, in addition to standard setup:
  - a. Title = \*SyncF2F: TBL: *Session Title*
  - b. Event type: TBL
  - c. Duration: duration of time as specified by the instructor
  - d. Accurate start date and time
    - i. DO NOT check end date and time; it will default to the duration specified under event type
  - e. Associated Learners: All learners enrolled in course
  - f. Color: green
  - g. Event options: the only box that should be checked is “Learner attendance is required for this Learning Event:
    - i. **⚠ DO NOT check the box that reads “Trigger Team-Based Learning (TBL) Scoring Tool for this Event.”** The Keystone team does NOT recommend use of this tool at this time.
  - h. Event Description:
    - i. You will be given a detailed event description that should include the overall concepts as well as a timeline and student expectations for engagement.
    - ii. Ensure the thread badges at the top of the page are accurate.
  - i. Curriculum Tags:
    - i. Ensure the appropriate course objectives, WUSM Keywords, and other tags are selected
  - j. Event Resources:
    - i. During Class:
      1. A link to Intedashboard: [www.intedashboard.com](http://www.intedashboard.com)
      2. Some instructors may also wish to provide slide for the discussion. Please do not post the version that contains answers to the IRAT and TRAT as these are competency-contributing.

- ii. After Class:
  1. ID Studio encourages instructors to post an answer key of the application exercises so that students may use them as a study tool later. Application exercises are non-competency-contributing. Please ensure that the answer key is gated so that it does not appear until AFTER the conclusion of the event.

## Part 2: The Intedashboard Module

Use the documentation for the role *Teacher* to best support you.

7. Log on to [www.intedashboard.com](http://www.intedashboard.com)
8. Find the course and click to enter.
  - a. Courses will be named to correspond to the courses in Keystone and will be named as follows: *Course Name (YYYY Start)*. For example, *Molecules to Society (2022 Start)* will correspond to the Module 1: Molecules to Society course in Keystone for the students enrolled in the curriculum period, *Phase 1 2022 Start*.
9. Click the green **New Module** button.
  - a. Name the Module using the following naming convention: *Mod##\_Title of Session\_TBL\_YYYY*. For example, *Mod01\_Giving Feedback\_TBL\_2022*
  - b. For the period, set the start and end date to be the date of the session. The period helps organize all of the TBL sessions in a course in order.
  - c. Description: leave blank
  - d. Click **Save**. This will return you to the course's dashboard.
10. Find your TBL on the dashboard. It should look something like the below. Click the green **New Activity** button to begin adding the TBL components.



11. Build the IRAT and TRAT together in the new window.
  - a. ....settings removed for brevity.

**NOTE: IRAT/TRAT questions MUST be single-response multiple-choice questions. The WUSM Dean of Assessment recommends exactly four options for IRAT/TRAT questions.** Occasionally, IRAT/TRAT questions may have more than four, but this will be rare and approved in advance.

- b. IRAT Point Settings: each question is worth 1 point
- c. TRAT Point Settings: Select the box that says "Set all questions with the same attempt points" and choose the following options:
 

Attempt 1:	3 points
Attempt 2:	2 points
Attempt 3:	1 point
Attempt 4:	0 point

## TRAT POINT SETTINGS

- Set all questions with the same attempt points (only questions with at least 4 options)

Attempt Number	Score
Attempt Number 1	<input type="text" value="3"/>
Attempt Number 2	<input type="text" value="2"/>
Attempt Number 3	<input type="text" value="1"/>
Attempt Number 4	<input type="text" value="0"/>

- d. Choose the green **Go to Optional Settings** button.
- e. IRAT Settings – Check only the boxes listed below. Leave all others unchecked.
- Students can change their answers
  - Students can navigate to previously answered questions (checked by default; grayed out)
  - Instructions – paste the following:  
You are responsible for completing the IRAT individually in class. Do not begin until you are instructed to do so. This assessment is closed-resources; you must complete this assessment from memory.
- f. TRAT Settings – Check only the boxes listed below. Leave all others unchecked.
- Team members can see what the reporter sees
  - Teams can navigate to previously answered questions (checked by default; grayed out)
  - Instructions – paste the following:  
All teams must complete the TRAT in class. Do not begin until you are instructed to do so. Only one team member, the team reporter, may submit answers on behalf of the group. Teams must agree on one answer per question. If you are not the team reporter, you will be able to follow along on your own screen. After each response, be sure to check your answer. Teams will have an opportunity to try again if they answer the question incorrectly, for a reduced number of points. This assessment is closed-resources; you and your team members must complete it from memory.
- g. Click the green **Review your Activity** button to proceed.
- h. Review the settings you created. If all appears as intended, scroll down and click the green **Go to Publish your activity** button.
- i. Publish IRAT Activity Settings:
- Type: Synchronous
  - Activity Duration: Typically 1 minute per question (could vary, please check with your instructor or the ID Studio contact for the course)
- j. Publish TRAT Activity Settings:
- Type: Synchronous
  - Activity Duration: Typically 2 minutes per question (could vary, please check with your instructor or the ID Studio contact for the course)
- k. Scroll down and select the green **Publish Activity** button. When prompted, select **Publish Activity and Exit**. You will then return to the dashboard. Your activity will now contain both the IRAT and the TRAT and will look something like the below:

	NAME ↑	TYPE	MODALITY	STATUS	VISIBILITY	ACTIONS
☰	Mod00_Erin's Example_IRAT-TRAT_2022	IRAT	Synchronous	Not Started	👁	Go to Dashboard Actions ▾
	Mod00_Erin's Example_IRAT-TRAT_2022	TRAT	Synchronous	Not Started	👁	Go to Dashboard Actions ▾

Once you have published the IRAT/TRAT questions, you should not edit them further, unless the tech check reveals critical errors. Please make sure you check your questions for typos and other errors before publishing!

12. Create the application exercise. Application exercises are NOT limited to multiple choice questions and will likely include many free-text response options and occasionally images.
  - a. Click the green **New Activity** button at the top of your module.
  - b. Basic Settings:
    - i. Module: ensure the appropriate module is selected
    - ii. Activity type: Application
    - iii. Name: *Mod##\_Session Title\_Application\_YYYY*. For example, *Mod01\_Giving Feedback\_Application\_2022*
    - iv. Description: leave blank
  - c. Select the green **Go to Questions** button to proceed.
  - d. Select the **Create New Question** button to begin adding questions.

... Additional steps available, removed for brevity.