

Technology-Enabled Activity Planning Document

This document may help you plan your creation, as well as encouraging you to estimate how much time you will need to invest.

Title:	Collaborative Research Lab Note Taking
Tool using:	Google Docs
Idea:	<ul style="list-style-type: none"> Encourages collaboration and community building by making the students responsible to each other, not just themselves. This in turn should increase engagement. Google Docs allows students to remain anonymous (if they chose to be) which addresses their hesitancy to speak up or "go first"
Curriculum integration:	<ul style="list-style-type: none"> Practice proper spelling, grammar, punctuation. Knowing their classmates need to understand the notes as well will encourage clear written communication The more they practice writing, the better! Note taking will also reinforce all concepts taught in lab.

Now, identify what tasks are involved in your creation and estimate how much time it will take to complete them. It's not a commitment to a particular approach, rather a guide for you to anticipate what will be required.

Enter an 'X' in any column next to a task your creation will entail, and then predict how long it will take you to do (in hours).

[X]	Task	Est. time (in hrs)
	Generate ideas	
X	Conduct research (check for existing note taking templates)	2
	Storyboard	
X	Write script (script in this case is developing notes to introduce concept/activity in-class)	1
	Find graphics (don't forget to attribute!)	

X	Create graphics (in this case any screenshots, slides, etc. to help introduce the concept in class)	1.5
	Record & edit audio	
	Record & edit video	
	Write copy (text)	
	Design website (or style web authoring tool, like Scalar or Prezi)	
	Write code	
X	Identify and remedy any accessibility barriers (e.g. captioning)	1
X	Review for errors	1
	Other: Consider - how much time will I need to check group notes for appropriateness/convert to PDF when finished (is this step necessary) as part of time management/planning. Maybe this is part of the research stage?	0.5
	Other:	
	Other:	
	Other:	