

Instructional Design Plan for
Computer Software Skills and Technology Integration Course for Elementary Teachers
Richard B. Goldsmith
Trevecca Nazarene University

Introduction to this Instructional Design Plan

A private elementary school in the Phoenix metro area plans to deploy Apple Macintosh laptops for each student in the intermediate elementary grades for the 2022-2023 school year. As a result, the intermediate-level elementary teachers at this school need technical skills and classroom technology integration training. Instructional designers conduct a needs assessment report when "the introduction or rollout of a new product (Morrison et al., 2019, p.31). The intermediate-level elementary teachers at this school need technical skills training on how to use the computer software on these laptops. Further, these teachers need additional technical skills training on how to teach computer software skills to their students and "how to integrate this technology into their curricula" (Morrison et al., 2019, p. 30). A prior task analysis addressed the instructional problem of computer software technical skills training. Additional training sessions will need to address screencast software training and teaching technology integration skills to elementary teachers.

Instructional Design Plan

This instructional design plan employs Gagne's Nine Levels of Learning within a technology integration course that will instruct teachers on techniques for integrating computer technology into classroom learning and instruction. Additionally, these teachers will develop pedagogical methods for teaching computer software skills to their students. To achieve these two goals, teachers will learn the computer software skills they will need to teach their students. Next, they will practice these skills and then screencast themselves as they teach these computer skills. This course has fourteen total objectives, with two of these objectives detailed below in the following tables.

Instructional Design Plan Using Gagne’s Nine Events of Instruction (1)

Objective 1.1.1: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts. (Attitude Concept/Application)

Objective 1.1.2: The learner will demonstrate how to modify font, size, and color in the MS Word template. (Recall/Procedure/Application)

Design Sequence	Description	Objective(s)	Time	Instructional Strategy	Media (Technology, Worksheets, etc.)
Gain Attention	Pre-instructional Strategy	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic. Additionally, the instructor should use a Lorem Ipsum Generator to create a one-page document in MS Word that is double-spaced using Curlz MT font, 24 in font size, and the font color in color yellow.</p> <p>Teach & Train The instructor should welcome teachers to their first training session in this video. Next, the instructor should display a one-page document in MS Word that is double-spaced using Curlz MT font, 24 in font size, and the font color in yellow. Next, the trainer will ask the learners to predict what would happen if an entire Microsoft Word</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>document used the Curlz MT font, 24 in font size, and the font color was yellow.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Inform Learners of Objectives	Pre-instructional Strategy	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic. Additionally, the instructor should use a Lorem Ipsum Generator to create a three-paragraph document in MS Word. Each paragraph within the document should be in a different font, size, and color.</p> <p>Teach & Train First, display a three-paragraph document to the learners. Next, highlight how each paragraph within the document is a different font, size, and color. Additionally, specifically focus the learner's attention to features unique to each paragraph (e.g., each paragraph contains words in a different font, size, and color; some paragraphs are easier to read than others). Finally, explain to the learners that they will demonstrate how to modify font, size, and color in a Microsoft Word template.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

Stimulate Recall of Prior Learning	Pre-instructional Strategy	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>Teach & Train In this video, the instructor will show several web pages from various sources and settings (e.g., an online department store, an elementary school, and a clothing store) and ask the learner to identify unique features of the web page font, size, and color. Then, have the learner consider the readability of each web page.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>
Present Stimulus Material	Initial Presentation	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>Teach & Train First, review with the learners that they will demonstrate how to modify fonts in a Microsoft Word template. Next, explain to the learners that they will view a training screencast video created by the course facilitator. In this video, the instructor will review how the learners will demonstrate how to modify font, size, and color in a Microsoft Word template. Next, explain to the learners that they will view a training screencast video created by the course facilitator. Then, as they watch the tutorial video, they must develop a mental model of the procedures. However, since the tutorial is a video, learners can rewatch it as they complete the process in this lesson. Lastly, learners will apply their mental model by demonstrating the procedure using the Microsoft Word template.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Provide Learner Guidance	Initial Presentation	1	4 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word fonts. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>Teach & Train In this video, the instructor will demonstrate how to access the Microsoft Word template for the exercises Next, the learner will visualize how to complete the following procedures by watching the tutorial screencast. Furthermore, underline the word "font" anywhere in the template. Additionally, modify the font to Arial in line 2 of the template. Then, alter the font color to Red in line 3 of the template. Next, change the font size to 24 in line 4 of the template. Lastly, modify the font, color, and size to course facilitator specification in line 5 of the template.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Elicit Performance	Generative Strategy	1	5 min	<p>Objective: The learner will demonstrate how to modify font, size, and color in the MS Word template. (Recall/Procedure/Application)</p> <p>Instructional Strategy: The instructional strategy includes the learner viewing a training screencast video, developing a mental model, then applying this mental model by demonstrating the procedure using the Microsoft Word template.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>In this video, the instructor will demonstrate how to access the Microsoft Word template for the exercises. Next,</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>underline the word "font" anywhere in the template. Additionally, modify the font to Arial in line 2 of the template. Then, alter the font color to Red in line 3 of the template. Next, change the font size to 24 in line 4 of the template. Lastly, modify the font, color, and size to course facilitator specification in line 5 of the template.</p> <p>The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.</p> <p>Teach & Train First, the learner visualizes how he or she would modify the font, size, and color in a Microsoft Word template. Second, each learner practices changing the font, size, and color in a Microsoft Word template. Finally, the Microsoft Word template contains the learner directions embedded within the document.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Provide Feedback	Generative Strategy	1	5 min	<p>Learners will create a screencast. Each screencast will have learners (teachers in real life) instruct on the Microsoft Word software skills they learned in the section lesson objectives. The intended audience for the teacher-created screencasts will be their students.</p> <p>Additionally, learners will attach a copy of their screencast and completed Microsoft Word template through the LMS. Next, learners will directly include questions or comments about the lesson in their screencast.</p> <p>Finally, the instructor will provide feedback on each learner's screencast and Microsoft Word template.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

Assess Performance	Post-Instructional	1	2 min	The instructor will evaluate each screencast based on the Microsoft Word software skills they learned in the section lesson objectives. Additionally, the instructor will evaluate each modified Microsoft Word according to the lesson objective. Lastly, the instructor will provide constructive and specific feedback to each learner through the LMS.	Computer with internet or mobile device LMS system
Enhance Retention and Transfer	Post-Instructional	1	1 min	In the feedback section for each learner, the instructor will instruct learners to upload their screencast videos to their classroom homepages. Next, teachers will use their screencasts to instruct students on the Microsoft Word software skills they learned in the lesson objectives.	Computer with internet or mobile device LMS system

Instructional Design Plan Using Gagne's Nine Events of Instruction (2)

Objective 2.1.1: The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures. (Attitude Concept/Application)

Objective 2.1.1: The learner will demonstrate how to modify a picture in the MS Word template. (Recall/Procedure/Application)

Design Sequence	Description	Objective(s)	Time	Instructional Strategy	Media (Technology, Worksheets, etc.)
Gain Attention	Pre-instructional Strategy	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p>	Computer with internet or mobile device LMS system MS Office software Screencast software Screencast video

				<p>Design & Develop:</p> <p>The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic. Additionally, the instructor should use a Lorem Ipsum Generator to create a one-page document in MS Word that is double-spaced using Times New Roman font, 12 in font size, and the font color in color black. Next, the instructor will add four pictures to the document with varied justifications. Finally, the instructor will position two photos, so they interfere with the readability of the text.</p> <p>Teach & Train</p> <p>The instructor should welcome teachers to their second training session in this video. Next, the instructor should display a one-page document in MS Word that is double-spaced using Times New Roman font, 12 in font size, and the font color in color black. Next, the instructor will ask the learners to predict what would happen if an entire Microsoft Word document used photos that interfered with text readability.</p> <p>Delivery:</p> <p>This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Inform Learners of Objectives	Pre-instructional Strategy	1	2 min	<p>Objective:</p> <p>The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures. (Attitude Concept/Application)</p> <p>Instructional Strategy:</p> <p>Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic. Additionally, the instructor should use a Lorem Ipsum Generator to create a three-paragraph document in MS Word. Each paragraph within the MS Word document is double-spaced using Times New Roman font, 12 in font size, and the font color in color black. Next, the instructor will add six pictures to the document with varied justifications. Finally, the instructor will position four photos to interfere with the readability of the text.</p> <p>Teach & Train First, display a three-paragraph document to the learners. Next, highlight how each paragraph within the MS Word document contains photos that interfere with the readability of the text. Additionally, explain to the learners that they will demonstrate how to modify a picture in the MS Word template. (Procedure/Application)</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Stimulate Recall of Prior Learning	Pre-instructional Strategy	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p>	Computer with internet or mobile device LMS system MS Office software Screencast software Screencast video

				<p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>Teach & Train In this video, the instructor will show several web pages from various sources and settings (e.g., an online department store, an elementary school, and a clothing store) and ask the learner to identify unique features and positions of the web page photos. Then, have the learner consider the readability of each web page.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Present Stimulus Material	Initial Presentation	1	2 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>Teach & Train First, review with the learners that they will demonstrate how to modify pictures in a Microsoft Word template. Next, explain to the learners that they will view a training screencast video created by the course facilitator. In this video, the instructor will review how the learners will demonstrate how to modify</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>pictures in a Microsoft Word template. Next, explain to the learners that they will view a training screencast video created by the course facilitator. Then, as they watch the tutorial video, they must develop a mental model of the procedures. However, since the tutorial is a video, learners can rewatch it as they complete the process in this lesson. Lastly, learners will apply their mental model by demonstrating the procedure using the Microsoft Word template.</p> <p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Provide Learner Guidance	Initial Presentation	1	4 min	<p>Objective: The learner will display a willingness to learn the procedures and attributes associated with MS Word pictures. (Attitude Concept/Application)</p> <p>Instructional Strategy: Instructional strategies include applying the performance by identifying new examples of the concepts. Additionally, learners practice recall strategies through repetition, rehearsal, and review.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic.</p> <p>Teach & Train In this video, the instructor will demonstrate how to access the Microsoft Word template for the exercises. Next, the learner will visualize how to complete the following procedures by watching the tutorial screencast. First, access the Insert tab in the menu. Then, choose the Insert Pictures tab in the menu. Next, locate four online pictures of your favorite hobby. Finally, Insert each online image into the template.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Elicit Performance	Generative Strategy	1	5 min	<p>Objective: The learner will demonstrate how to modify a picture in the MS Word template. (Recall/Procedure/Application)</p> <p>Instructional Strategy: The instructional strategy includes the learner viewing a training screencast video, developing a mental model, then applying this mental model by demonstrating the procedure using the Microsoft Word template.</p> <p>Design & Develop: The instructor will create a screencast video using the built-in-Retina display, built-in HD Camera, speaker audio, and system audio. This video will use Microsoft Word and screencast software, such as Camtasia or Screencast-o-Matic. In this video, the instructor will demonstrate how to access the Microsoft Word template for the exercises. Next, the learner will visualize how to complete the following procedures by watching the tutorial screencast. First, access the Insert tab in the menu. Then, choose the Insert Pictures tab in the menu. Next, locate four online pictures of your favorite hobby. Finally, Insert each online image into the template. The Microsoft Word template contains the learner directions embedded within the document for ongoing feedback to the learner during the process.</p> <p>Teach & Train First, the learner visualizes how he or she would modify the pictures in a Microsoft Word template. Second, each learner practices changing the pictures in a Microsoft Word template. Finally, the Microsoft Word template contains the learner directions embedded within the document.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>

				<p>Delivery: This lesson will be in a video format and uploaded to the school's LMS system and into the course module.</p>	
Provide Feedback	Generative Strategy	1	5 min	<p>Learners will create a screencast. Each screencast will have learners (teachers in real life) instruct on the Microsoft Word software skills they learned in the section lesson objectives. The intended audience for the teacher-created screencasts will be their students.</p> <p>Additionally, learners will attach a copy of their screencast and completed Microsoft Word template through the LMS. Next, learners will directly include questions or comments about the lesson in their screencast.</p> <p>Finally, the instructor will provide feedback on each learner's screencast and Microsoft Word template.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p> <p>MS Office software</p> <p>Screencast software</p> <p>Screencast video</p>
Assess Performance	Post-Instructional	1	2 min	<p>The instructor will evaluate each screencast based on the Microsoft Word software skills they learned in the section lesson objectives. Additionally, the instructor will evaluate each modified Microsoft Word according to the lesson objective. Lastly, the instructor will provide constructive and specific feedback to each learner through the LMS.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p>
Enhance Retention and Transfer	Post-Instructional	1	1 min	<p>In the feedback section for each learner, the instructor will instruct learners to upload their screencast videos to their classroom homepages. Next, teachers will use their screencasts to instruct students on the Microsoft Word software skills they learned in the lesson objectives.</p>	<p>Computer with internet or mobile device</p> <p>LMS system</p>

Conclusion

This instructional design project includes instruction that is efficient and effective. Effective instruction is developed by carefully structuring and presenting lessons that engage the learner and contain lesson content essential to learner success. Therefore, evaluation instruments measure the success of this online course concerning the learners, lessons, instructional

strategies, and evaluations. Upon completing this online course, teachers will gain the essential Microsoft Word and PowerPoint software skills needed for student success with their new laptops. Learners will also demonstrate their new skills using a screencast software and collaborating with colleagues.

References

Morrison, G. R., Ross, S. J., Morrison, J. R., & Kalman, H. K. (2019). *Designing Effective Instruction*. Wiley; 8th edition.