

Assignment 4: Design Plan

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PREINSTRUCTIONAL ACTIVITIES

Motivation: *Describe how you will gain and hold attention (for the instructional unit).*

An introductory handout will be provided which will cover the following: (1) why this activity is important, (2) how it is beneficial to the learner, and (3) how to use it for various purposes. An example of how the final product should look like will be shown during presentation; a sample file will be included and a screenshot will be illustrated in the instructional materials. The learner will be able to organize a wide range of content types in a single, polished PDF Portfolio by the completing the lesson.

Objectives: *List and describe how you will inform the learners about what they will learn in the unit.*

The goal of the lesson will be stated to the learners and will be described in the introductory handout and in the instructional materials. Given some sample files, learner will use Adobe Acrobat 9 or higher to develop a PDF portfolio. The objectives the learner should accomplish in this lesson include: 1) Open Adobe Acrobat 9 Pro; 2) Assemble a PDF Portfolio; 3) Customize Properties; 4) Publish the PDF Portfolio. Subsequent steps will follow each objective to clearly guide learner on completing the lesson. Narrative description and screenshot illustrations will be provided and it will be assumed that basic computer skills will be present in learner. Learner will then be assessed with a checklist if they are able to create a PDF portfolio from beginning to end without any assistance.

Media selection: *Describe the media to be used for the unit.*

The media to be used to create this instructional lesson will be text and images. The media will have step-by-step instructions on how to assemble a PDF portfolio. Images will be screenshots that will illustrate the software interface and major steps in the assembling and customizing the PDF portfolio. The learner will need to have some basics skills to begin the activity such as: 1) Login to computer and 2) Locate program. Learner will use a computer and the Adobe Acrobat 9 Pro software to complete this activity.

CONTENT PRESENTATION

The content of this lesson will be presented in a printed format, as a step-by-step guide for the learner. This guide will include a narrative description and screenshot illustrations of each step the learner will need to complete in order to create a PDF portfolio. This guide will include the learner goal and objectives of the lesson. Each objective will be broken down into sub steps with screenshots to visually aid the learner on how to complete lesson.

LEARNER PARTICIPATION *(describe activities or practice)*

The learner given a username and password will log in to the computer. Then the learner will be given written instructions and an image of the icon will be shown to locate the Adobe Acrobat 9 Pro program. Once the program is open, the learner will follow the next steps of instruction and image, and navigate to the sample files provided and add them to the PDF portfolio. Once they've assembled the portfolio, the learner will continue to follow the guided steps and customize the portfolio properties by: (1) Selecting one of four basic layouts, (2) Providing sample text to add a welcome page, (3) Selecting a color scheme, and (4) Specifying file details to be displayed. Finally, the learner will save the document as a published PDF portfolio to the location specified in the document.

Each step of instruction and illustration will be followed with time allotted for learner to practice completing the step successfully. After all steps have been completed, learner will be assessed in completing activity from start to finish without any assistance.

ASSESSMENT *(if appropriate; self-assessment is a valid option)*

Adobe Acrobat 9 PDF Portfolio Observer Checklist

This assessment will gauge a learner's performance and is a checklist to be used by an observer. The observer will watch a learner as they follow the stepwise procedures necessary to assemble a PDF Portfolio utilizing the Adobe Acrobat 9 Pro software without any assistance from beginning to end.

Entry Skills	
<input type="checkbox"/>	Learner has logged in to computer, within 60 seconds
<input type="checkbox"/>	Learner located Adobe Acrobat 9 Pro program, within 30 seconds
Open Adobe Acrobat 9 Pro	
<input type="checkbox"/>	Learner has clicked on Adobe Acrobat 9 Pro icon to open program, within 30 seconds
Assemble a PDF Portfolio	
<input type="checkbox"/>	Learner has navigated to the sample files provided, within 90 seconds
<input type="checkbox"/>	Learner has navigated to sample files, within 90 seconds
<input type="checkbox"/>	Learner has added sample files to the PDF Portfolio, within 90 seconds
Customize properties	
<input type="checkbox"/>	Learner has selected a layout, within 90 seconds
<input type="checkbox"/>	Learner has added sample text to welcome page, within 90 seconds
<input type="checkbox"/>	Learner has selected a color scheme, within 90 seconds
<input type="checkbox"/>	Learner has selected columns with file details to display, within 90 seconds
Publish the PDF Portfolio	
<input type="checkbox"/>	Learner saves the document, within 30 seconds

After successfully completing the above assessment, the learner should have a PDF portfolio that contains multiple files assembled into an integrated PDF unit.

FOLLOW-THROUGH ACTIVITIES

Memory aids: *Describe any memory aids (job aids or take-home items) that will be developed to aid retention and transfer of skills.*

Features of Adobe Acrobat 9 will be highlighted in a handout to remind the learner of how to use the software. It will feature screenshots of the four main objectives along with a few instructions on how to assemble multiple files in to a PDF. The four objectives featured are: 1) open Adobe Acrobat 9 Pro; 2) assemble a PDF Portfolio; 3) customize Properties; 4) publish the PDF portfolio. The learner will be able to access the instructional material at any time. This will allow the learner to remember the basic steps needed to create a polished PDF Portfolio containing multiple files for any occasion.

Transfer: *Describe anything you will include to facilitate transfer of the skills to the work context.*

Learner will have the instructional materials as a reference and will be able to utilize skills learned on the job. Learner will be provided with a quick tips guide on what they could use the Adobe Acrobat 9 Pro for and examples of how PDF portfolios have been used in different settings. Learner will also be provided with a list of links to videos and examples that can be an easily accessible resource for them at any time.