

Resource Development Project Specifics

Web-based Resource Development – Learning Objects

Saskatchewan Learning has formed a partnership with your school division to develop web-based instructional resources for free and open use by Saskatchewan educators. The school division team will work closely with Saskatchewan Learning personnel to develop resources to support Core Curriculum. In some cases the resources will be of a survey nature, coming from a number of Grade levels or curricular areas. Saskatchewan Learning will provide server space, technical advice, curricular expertise, training in selected software packages, and funding to the school division. The school division will keep a current version of their project on the Saskatchewan Learning server, and will electronically deliver an edited final version to Saskatchewan Learning on or before June 1, 2004. The resources must be fully-functional HTML documents. Media files, graphics, and both the source code and compiled versions of FLASH (or other) animations must be included. After quality checking, most projects will be linked to the Evergreen Curriculum and will be freely available to everyone. Specifically, the school division agrees to:

1. use the funding to:
 - **release teachers** for extended blocks of time to research and write the HTML documents
 - provide the appropriate hardware, software tools, and workspace required to complete the project.
 - release teachers to attend, and cover expenses for, various meetings and in-service opportunities that are made available for the project developers
2. ensure that the writing team attends the @task meeting and either Northern or Southern Exposure
3. continually proof the product, removing spelling and/or grammatical errors
4. check the product for bias and equity
5. ftp a current version of the project to the Saskatchewan Learning **server at least once a week**
6. obey Canadian digital copyright laws
7. clearly indicate the source of graphics and images used in the project
8. obtain written copyright clearance (world-wide, open internet, educational purposes (including downloading), long-term) for any and all copyrighted materials included in their project
9. agree to similar copyright clearance for any and all materials developed by the school division for the project
10. identify a 'team leader' who will:
 - o be an active member of the school-based team
 - o be the primary contact to Saskatchewan Learning
 - o attend any and all meetings called by Saskatchewan Learning
 - o make certain that all team members; join the Saskatchewan Learning listserv, bookmark and regularly visit the **wblr** site, and participate in any new communication efforts by Saskatchewan Learning
 - o develop and deliver a project time-line to Saskatchewan Learning by September 26, 2003
 - o be prepared to describe and demonstrate project progress at the Northern Exposure meeting
 - o be prepared to discuss the project with your own school staff
 - o provide liason to the School Division regarding the budget for the project
 - o complete and submit a progress report before October 31, 2003
 - o complete and submit a second progress report before February 28, 2004

General Conditions:

1. Saskatchewan Learning has an evaluation document that will be used to assist development throughout the year. The school team will work closely with a Saskatchewan Learning consultant using this document as a guide.
2. These projects develop a collection of Learning Objects for the curricular area or professional development area contracted. These objects may include module plans, lesson plans, lessons, activities, and assessment instruments. The projects **DO NOT** develop an actual course that students would be able to take—that will require additional work by a teacher contracted to teach a specific course.
3. When the project is based on a curricular area, the content of these projects will include any and all required modules or units, and as many optional modules or units as possible, but for specific curriculum projects, enough optional modules to fulfill the requirements for 'a complete (usually 100 hour) course.'
4. Saskatchewan Learning understands that the classroom teachers involved will have various levels of expertise in web development and multimedia production. Experience tells us that their skills and knowledge are more than adequate for these projects, and that this professional development growth opportunity is very positive and worthwhile. **We do not want** school divisions to contract with non-teachers to develop these materials. **We do expect** every team member to develop basic web design skills.
5. The delivered project will be in a 'standard' HTML format that can be easily edited, revised or updated by Saskatchewan Learning or teachers using the resources.
6. The delivered project **will NOT be a database**.
7. Upon delivery, Saskatchewan Learning will screen projects for required elements and functionality. If a project (or part thereof) is identified as questionable, it will be sent back to the school division for revision. It is an expectation of this partnership that the original team will make whatever changes Saskatchewan Learning suggests. Saskatchewan Learning consultants may also make (minor) changes to the documents where necessary.
8. Saskatchewan Learning will hold back 40% of the total funding until the project has been completed to Saskatchewan Learning's satisfaction.
9. The partner school division and Saskatchewan Learning share joint ownership of the projects.

Required Elements

Projects are designed to be shown on an 800 X 600 monitor. Projects are designed to be easy to modify. Projects use alt tags on all images. Projects use high-contrast foreground/background colours. Projects attempt to be non machine-specific. Projects use a minimum of vertical scrolling, and no horizontal scrolling. Files to be downloaded are offered in a choice of formats. Projects are reasonable in their use of internet bandwidth. All filenames are lowercase, with no spaces and no special characters. Projects do not use frames. FLASH animations, rich media, animated graphics, and sounds are used only to enhance the learning experience.

Foundation – these are the *givens* for all projects

Projects must reinforce Core curriculum philosophy (initiatives and components)

- provide for a variety of instructional approaches (not a textbook on screen)
- demonstrate consideration of different learning needs
- provide for gender equity, adaptive dimension, multicultural perspectives where appropriate and possible
- employ multiple resources
- contain appropriate assessment and evaluation

Table of Contents

The Main page or Home page or Table of Contents page will have the following elements:

- Title of Project (i.e. – “Chemistry 20”)
- Introduction (i.e. – “These resources were developed ...”, special instructions, prerequisites, etc.)
- Credits (list all the people involved in the project)
- FAQ (Frequently Asked Questions)
- Specifications – information about browsers, pluggins, and players
- Learning objects grouped according to curriculum (Modules must have a specific link to the appropriate part of the Curriculum)

Do NOT use a “Splash” page as your index!

Learning Objects

Every object will have the following elements:

- Title (i.e. – “Introducing the Factor Theorem’)
- Module the object belongs to (i.e. – “Concept C: Polynomials and Rational Expressions”)
- Foundational Objectives of the module
- Learning Objectives
- Instructional Methods employed (a list for this specific object)
- Student Assessment (how will you do this?)
- Instruction (the lesson materials – links to other pages, multimedia clips, instructions, Help files, glossary, FAQ, etc.)
- Activities (what the student does - provide choices whenever possible). Activities should challenge the student to learn instead of merely telling the student information.
- Link back to Table of Contents

Glossary

Define the terms or special words used in your resources. You *may* choose to have your students develop their own Glossary following a model that you clearly describe.

Additional Components

You are encouraged to add other features to your projects as you see fit, but do not include items that would be part of an online course, like chat or whiteboards.

(Date)

(Signature of Lead teacher)

(Signature of Director)