

## IU2: The Task Analysis and Instructional Objectives

### Introduction:

Instructional unit 2 focuses on the steps to creating a PBWorks account, learning the basic functions and features of a wiki page, and forming concepts of how to incorporate a wiki into a classroom. In this instructional unit I will provide a first-level task analysis and an in-depth task analysis based upon the specific goal created during instructional unit 1. These analyses will familiarize the participant with what they will be accomplishing during the training and provide them with a visual (flowchart) that shows a step-by-step process they will follow in order to accomplish the specific goal. The instructional goal will also be classified into one of the four learning domains with specific examples as to why it belongs in that domain.

### Specific Goal:

Progreso East Elementary faculty and staff will be able to register for a PBWorks account, apply basic features and functions of wiki pages, and describe various ways to implement wikis in class.

### First-Level Task Analysis:

The following steps outline the basic process for creating a wiki page:

- Step 1: Create a PBWorks account
- Step 2: Manage settings
- Step 3: Edit FrontPage
- Step 4: Upload images and files
- Step 5: Embed videos
- Step 6: Invite people to join wiki page
- Step 7: Participate in answering and discussing prompt “How will you implement a wiki page in your class?” based on examples provided in the instructional guide.

## In-depth Level Task Analysis:

The flowchart provided on the last page of this instructional unit outlines the main tasks and subordinate skills needed to complete the instructional unit.

## Domain of Learning Goal:

Participants will complete three of the four common types of intellectual skills outlined in our textbook which forming concepts, applying rules, and solving problems (Dick, Carey, & Carey 2009). The instructional goal of this unit has participants following a step-by-step process to complete the task of creating a PBWorks account and editing a wiki page. It also has participants forming their own concepts of how they would like to use a wiki in their classroom and discuss them with their fellow colleagues.

## Peer Evaluation:

One of the participants of the training was asked to complete an evaluation of the task analysis. Not being a computer savvy person, the participant confessed that she was hesitant to complete the training on her own. Once reviewing the first-level task analysis and the flowchart she noticed the steps and directions were very concise, which made it easier for her to comprehend.

## Summary:

In this instructional unit 2 I was able to create a first-level task analysis based on the specific goal created in instructional unit 1. The first-level task analysis provided an outline of basic steps to create and edit a wiki page. An in-depth task analysis was made in the form of a visual (flowchart), which outlined the basic steps and their corresponding sub-steps needed to complete the training. I also classified my instructional goal into one of the four learning domains and provided a brief peer evaluation of the task analysis. For instructional unit 3 I will develop performance objectives for each one of the identified tasks and will contain a condition, a behavior, and criteria.

## References:

Dick, W., Carey, L., Carey, J., & et al, (2009). *The systematic design of instruction*. (7 ed.). Allyn & Bacon.

Step 7: Participate in answering and discussing the prompt "How will you implement a wiki in your classroom?" based on examples provide in the instructional guide.

7A: Review examples in the instructional guide

7B: Choose the wiki that you would like to implement

7C: Discuss with everyone why you chose that example

Step 6: Invite people to join wiki page

6A: On the top right side of the page click on invite more people

6B: Enter the email addresses of the people you would like to invite

6C: To set up student accounts click the link in the yellow comment box

6D: choose how many students need an account and the permission

6E: Fill in name, change their user name if you wish, give students their passwords

Step 5: Embed videos

5A: Click on Edit on the top left side of the page

5B: Click on insert on the editing tool bar

5C: Click on Video

5D: Click on Other

5E: Paste the URL of the video you wish to upload

Step 4: Upload images and files

4A: On the top right side of the page click on upload files

4B: Browse your files on your computer

4C: Select the file you wish to upload and click choose

4D: To view files, click pages & files in menu bar

4E: Click link named, All Files, on the left side of the page to view all uploaded files

Step 3: Edit FrontPage

3A: Click Edit

3B: Click box next to FrontPage and rename page to Homepage

3C: Click edit, delete pre existing text, and add example menu bar

3B: Highlight homepage, click add link, and type address of your wiki page, hit enter

3E: Highlight syllabus, click add link, hit enter, open page, click create new page

3F: Repeat step (3E) to activate hyperlink and page for the rest of the menu bar, and click save

Step 2: Manage settings

2A: Click Settings in the menu bar at the top of the page

2B: Change colors of you page and logo under basic settings

2C: Manage workspace security, notifications, and classroom accounts under access controls

2D: Manage license setting and option to delete workspace under advanced settings

Step 1: Create a PBWorks

1A: Navigate to PBworks website and click get started

1B: Choose your type of organization and basic FREE account

1C: Choose your address and enter your name, email, and create password

1D: Check e-mail for conformational and activate your account

1E: Choose workspace security, accept terms of service, and click take me to my workspace

Entry Level Skills

ES 5: Upload pictures and documents

ES 4: Working E-mail

ES 3: Basic Reading and Writing Skills

ES 2: Create Word Documents and PowerPoint Presentations

ES 1: Navigate through the Internet