

EDTC 6321-02V: Instructional Design IU3

Spring 2021

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Introduction

This instructional unit covers the review of a training which shows how to embed Google Slides presentations onto a class page on the Our Lady of the Assumption website. This formative assessment includes a subject matter expert review, a one-on-one evaluation, and a small group evaluation. These were conducted in-person and with first-draft materials created for instructional unit 3. Those materials built on the performance objectives identified and later condensed in instructional units 1 and 2. The feedback collected in this formative assessment was used to revise the first-draft materials.

Goal Statement

The purpose of the training is instructing volunteer teachers at Our Lady of the Assumption to publish and embed their Google Slides presentations onto a class web page on the parish website. The learners will be able to change text on the web page as well and publish all changes made to the web page.

SUBJECT MATTER EXPERT REVIEW

Introduction

The subject matter expert does not work with the web console the parish uses, but he does work with a content management system, which includes embedding content. He also helps others use the content management system.

I met the subject matter expert at his home. He observed as I completed the steps which are planned to be part of a screencast. I also showed him first-draft materials, which showed where arrows and other shapes would highlight areas. There was not a working model of the quizzes, so those were presented as the storyboard first-draft materials. He said the training included easy-to-follow steps and helpful visual cues for learners.

Steps	SME's comments	My Response
Step 1: Copying a Google Slides presentation embed code.	How familiar are learners with Google Slides?	Being familiar and able to make Google Slides presentation is a pre-requisite for the training.
Step 2: Adding an embed code to a parish class web page.	They need to scroll all the way to the bottom of the screen to log in?	I'll emphasize that by zooming into the bottom of the screen when that step is explained.
Step 3: Add hyperlink to Google Slides presentation to web page.	They're the usual keyboard shortcuts?	Yes. I can add a textbox reminding them about the keys to press.
Step 4: Publish changes to parish class web page.	No comments.	No revisions to materials.

Synopsis

The subject matter expert reinforced the need to emphasize parts of the screen being referenced. While the keyboard shortcuts are common, his comment reminded me they're not necessarily common to everyone. Because of that, I will add on-screen reminders of the keyboard shortcuts in addition to the audio mentions and plan to include those also in any future screencast trainings. The SME said the best way to learn the process was by doing it. This confirmed the choice of having learners complete a checklist of actions, instead of a quiz, as the final assessment.

ONE-TO-ONE EVALUATION

Introduction

The evaluation was conducted with the Our Lady of the Assumption director of parish education, who oversees the volunteer teachers. She was introduced to the Google Workspace apps this past year, while creating class lessons. I reviewed the lesson with her in her office. She was at her computer as I talked her through the training. I ended the lesson by giving her a print-out of the reference sheet.

Steps	My observations	My Response
<p>Step 1: Copying a Google Slides presentation embed code.</p> <p>Start Time: 9:19 a.m. End Time: 9:22 a.m.</p>	<p>The learner's eyes were going everywhere on the screen, looking for menus and options.</p>	<p>This confirmed the decision to highlight areas with light and shapes, when mentioning them in the training screencast.</p>
<p>Step 2: Adding an embed code to a parish class web page.</p> <p>Start Time: 9:23 a.m. End Time: 9:27 a.m.</p>	<p>The learner did not save the log-in information emailed to her before the training.</p>	<p>Send an email from a known parish email address to the learners about the training and mention log-in information will come from an unfamiliar email address.</p>
<p>Step 3: Add hyperlink to Google Slides presentation to web page.</p> <p>Start Time: 9:27 a.m. End Time: 9:29 a.m.</p>	<p>The learner's eyes were going everywhere on the screen, even with a dialog box in the center of the screen and the hyperlink already highlighted.</p>	<p>This screencast of this step will also need to include zooms to the proper areas and shapes to draw attention to the relevant information.</p>
<p>Step 4: Publish changes to parish class web page.</p> <p>Start Time: 9:30 a.m. End Time: 9:32 a.m.</p>	<p>The learner seemed more comfortable when changing text and seeing a toolbar pop up with common features, like bold and alignment. There was less of a delay finding the publish button, and she didn't have any hesitancy publishing content.</p>	<p>The publish button could still benefit from emphasis by zooming into it or adding a shape to highlight it.</p>

Synopsis

An important lesson started before any training. The learner deleted the website log-in information sent to her by the website provider. At first, she said she didn't get it, but when the email was re-sent, she realized she deleted it. She said she thought it was junk mail. Since these trainings are done remotely, an introductory message from a parish email address should be sent to the learners about the upcoming training and the pre-requisite information that will be arrive from another email address.

There were times when I gave instructions, like "Select the File menu on the top left," but they weren't understood. I don't know how much to attribute to my own speaking and wearing a mask. I've spoken in-person with the learner before with a mask and often had to repeat myself.

I've trained others on other content management systems and they were most hesitant about the publishing step. That was not the case here. Those other instances involved a website with much higher web traffic, so that may have been a factor.

SMALL GROUP EVALUATION

Introduction

The small group included three people with more than a 30-year gap between the youngest and oldest, which is representative of the volunteer teachers' age span. One was a former parish volunteer teacher. The other two are public school teachers with children in the parish education program. Many of the volunteers are often public school teachers as well. They were familiar with Google Workspace apps.

I met with them in person. Unfortunately, due to power outages caused by the winter storm, I was only able to present my first-draft materials on a tablet. I asked open-ended questions about the materials and process.

As a result of the one-to-one evaluation, I told the small group about plans to email learners from a known parish email about getting their log-in information separately from an unfamiliar email address. Due to the power outages, I was unable to update the first-draft materials with some of the extra zooms and highlights mentioned in the one-on-one evaluation. While I told the group about the planned changes, the group members still emphasized the need for them.

Steps	My observations	My Response
Step 1: Copying a Google Slides presentation embed code. Start Time: 11:32 a.m. End Time: 11:36 a.m.	When keyboard shortcuts were presented, one group member asked and answered her own question by commenting, "Not every (browser) lets users right click."	No revisions to materials.
Step 2: Adding an embed code to a parish class web page.	They asked if they had to scroll all the way to the bottom of the screen to log into the website.	Start screencast on wide shot of screen and zoom into bottom area with login option.

<p>Start Time: 11:37 a.m. End Time: 11:42 a.m.</p>	<p>They asked where they could reset their password if they lost the original email.</p> <p>One group member suggested using "hover" instead of "placing your mouse over."</p> <p>The multiple gear options in the quiz question caused confusion.</p>	<p>The log-in information is part of the pre-requisite knowledge for the training. I won't add password reset information into the lesson, but I will add it to the reference handout.</p> <p>I'll use the word "hover" when referring to mouse-over actions.</p> <p>I'll use an image showing the placement of each of answer options to better differentiate between them.</p>
<p>Step 3: Add hyperlink to Google Slides presentation to web page.</p> <p>Start Time: 11:42 a.m. End Time: 11:46 a.m.</p>	<p>Group members said the areas of focus should be emphasized as much as possible and suggested using a "gigantic mouse" icon.</p>	<p>I will make the mouse larger during the screencast and use shapes to highlight relevant areas.</p>
<p>Step 4: Publish changes to parish class web page.</p> <p>Start Time: 11:47 a.m. End Time: 11:50 a.m.</p>	<p>They were comfortable with the basic toolbar options available for text changes and didn't have any questions.</p>	<p>No revisions to materials.</p>

Synopsis

None of them were aware of the Google Slides Publish to Web option. During the introduction, they wanted to clarify this was not for a Google Classroom. I had been using the phrase "parish class web page," which could be interpreted as a Google Classroom. But this was an error on my part of the interview. The materials themselves specifically state the parish website. The small group emphasized the need to highlight the relevant parts of the process as much as possible. As suggested by one group member, I will use the word "hover" to describe mouse-over actions.

They suggested giving instructions on how to have two browsers open side by side, so learners could see the checklist while performing the actions. To eliminate this need, I will add the checklist itself to the sample page learners will be updating.

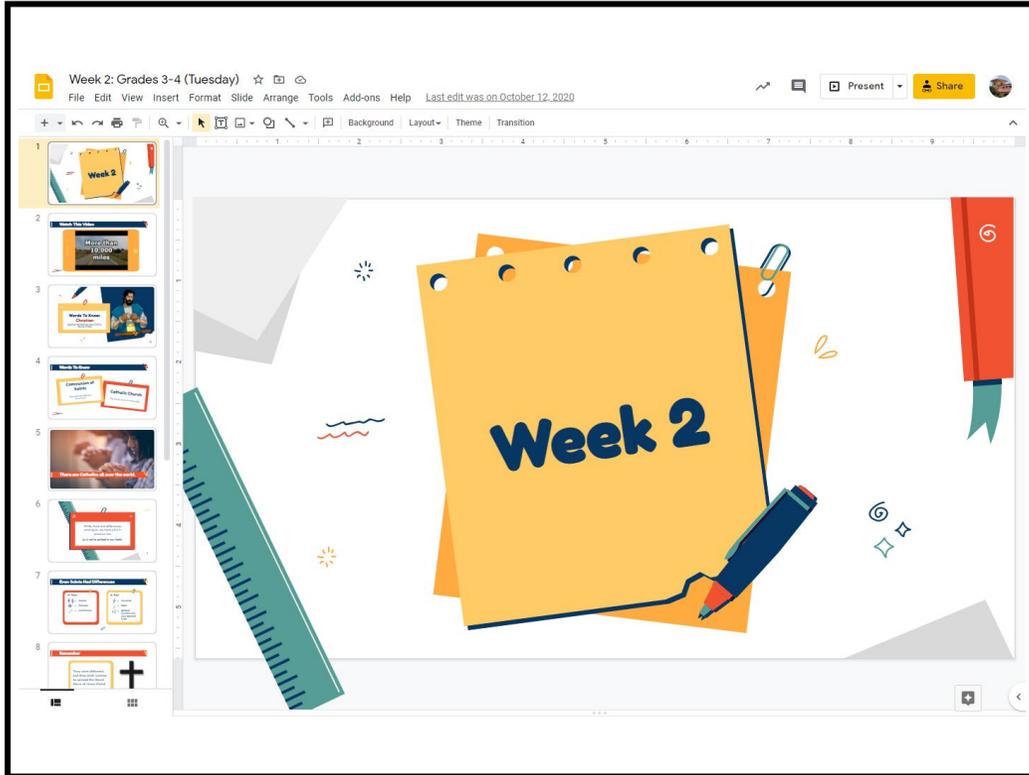
The biggest reaction happened when I mentioned the post-training materials of a video and handout. They relaxed and sat back, saying the handout would be of great benefit to anyone needing a review.

Revised Draft of Instructional Materials (on the following pages with **revisions in yellow**)

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

1

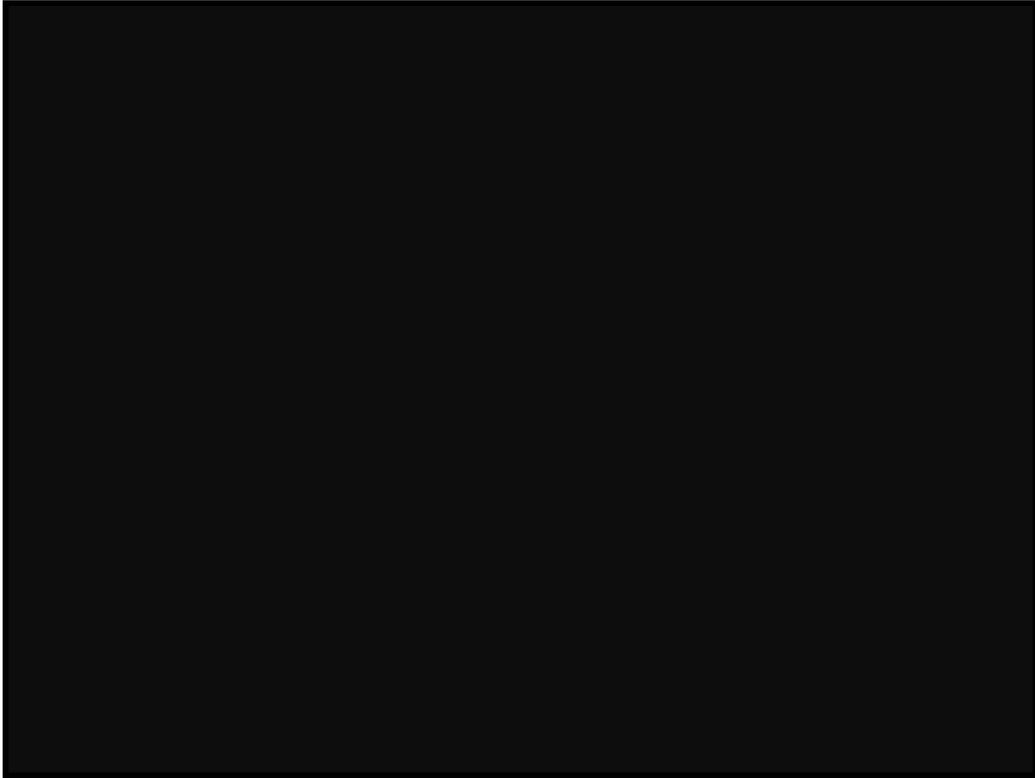


Video:

Screenshot of Google Slides presentation

Audio:

You've created a Google Slides presentation. But as much work as you put into it, it can't help anyone



Video:

Black screen

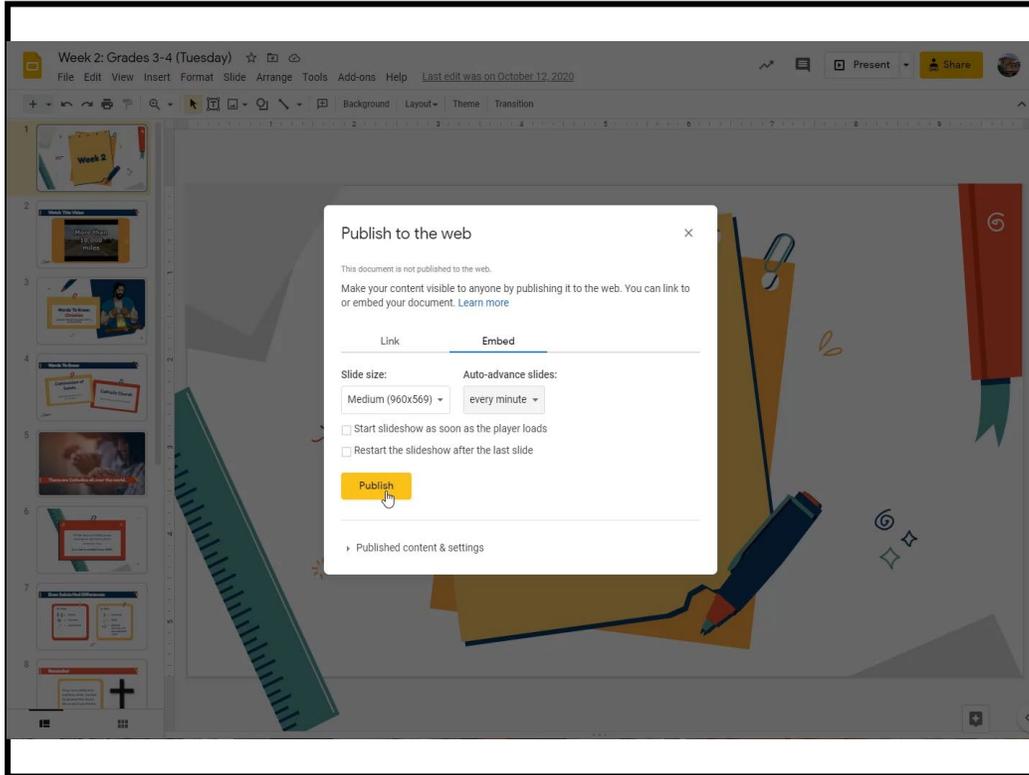
Audio:

if they can't find it.

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

3



Video:

Screenshot of Publish to Web menu

Audio:

This training will add a new skill to your Google Slides knowledge, letting you publish your presentation online.

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

4

The screenshot shows a website with a purple navigation bar at the top containing links for HOME, WEEKLY BULLETIN / NEWS, MINISTRIES, LITURGY / SACRAMENTS, FAITH FORMATION, and ABOUT. The main content area is titled "Week 2" and includes instructions for navigating a slideshow. A sidebar on the right lists "Faith Formation" categories: Adult Faith Study, CCE (Religious Classes), CCE Classes, Sample Classroom (highlighted in purple), and FORMED. The central part of the page features an embedded Google Slides presentation with a slide titled "Week 2" showing a yellow notepad, a blue pencil, and a red ruler. The Google Slides interface at the bottom of the slide shows "Slide 1" and various controls.

Video:

Screencast of Our Lady of the Assumption website with a Google Slides presentation embedded.

Audio:

And then I'll show you how to share it on the parish website.

BUT FIRST!

Video:

Text: But first!

Audio:

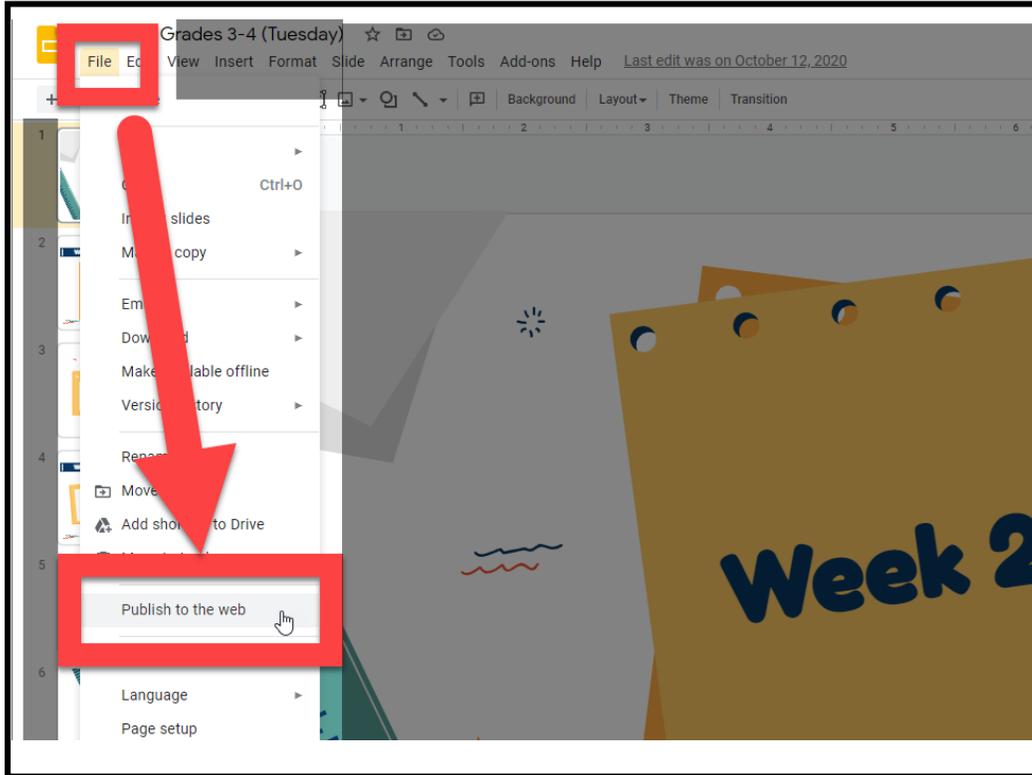
Before we start, make sure you have the website log-in information sent to your parish email account on hand.

And have a Google Slides presentation you made earlier open in browser window. You'll need those to complete the training.

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

6

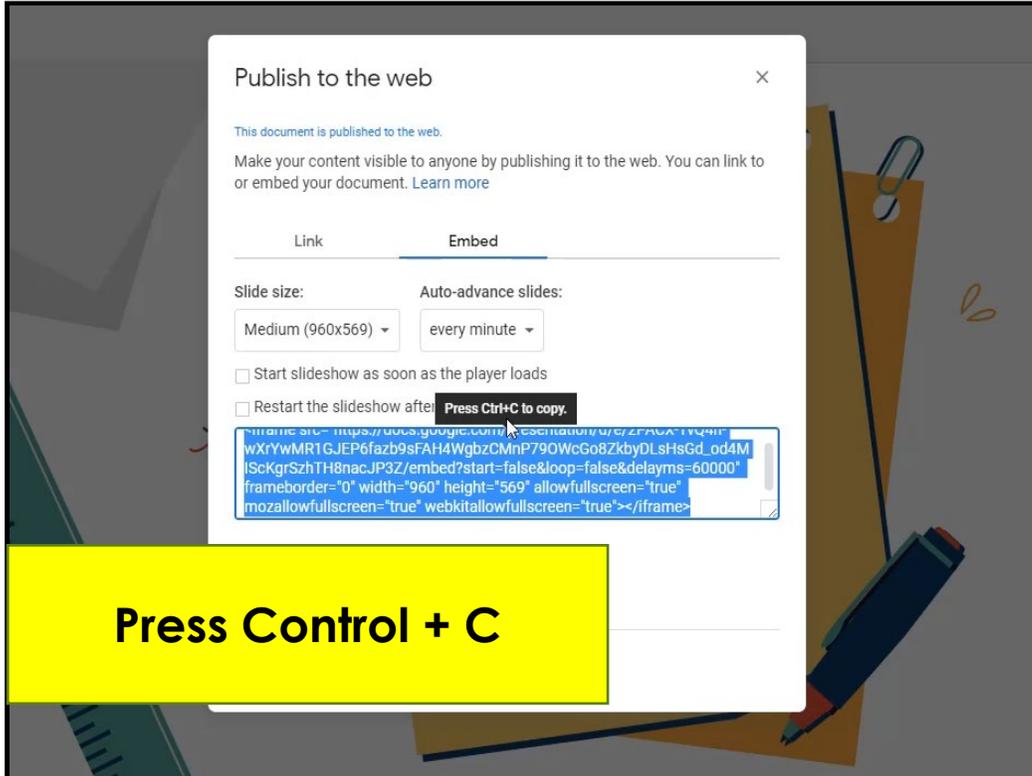


Video:

Screenshot of Google Slides File menu with mouse pointing to Publish to the Web option.

Audio:

With a previously completed Google Slides presentation open, click on the File menu, choose Publish to the Web.



Video:

Screencast of dialog box and mouse selecting options mentioned in script

Audio:

A dialog box will appear. Click on the Embed tab.

You can choose the time for auto-advance. I recommend selecting one-minute. Click the Publish button.

A dialog box will appear asking if you want to publish. Choose OK.

An embed code will appear. As the screen tip states, press control plus C on your keyboard to copy the code.

Where will you find the Publish to Web option on Google Slides?

- * Tools menu
- * Present button
- * File menu
- * View menu

Video:

Forms with multiple choices:

Where will you find the Publish to Web option on Google Slides?

Tools menu
Present button
File menu
View menu

Audio:

Complete this quick review before we continue.

What keyboard shortcut will you use to copy the embed code?

- * Control + C
- * Control + V
- * Alt + Prt Sc
- * Shift + C

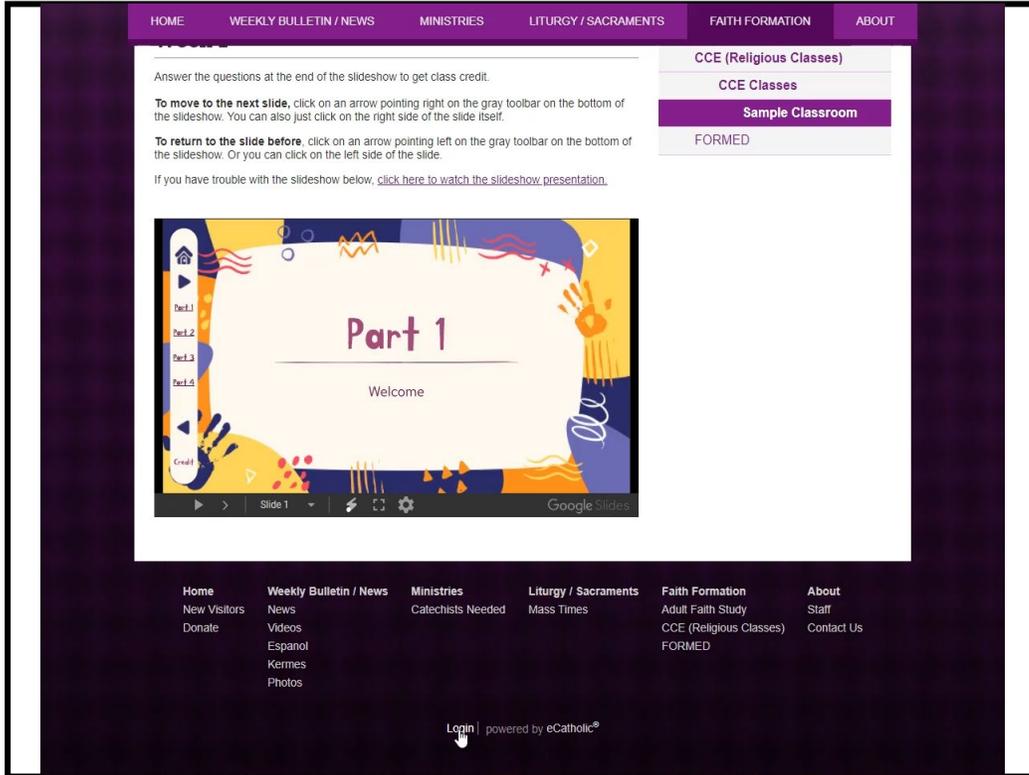
Video:

Forms with multiple choices:

What keyboard shortcut will you use to copy the embed code?

- Control + C
- Alt + Prt Sc
- Control + V
- Shift + C

Audio:

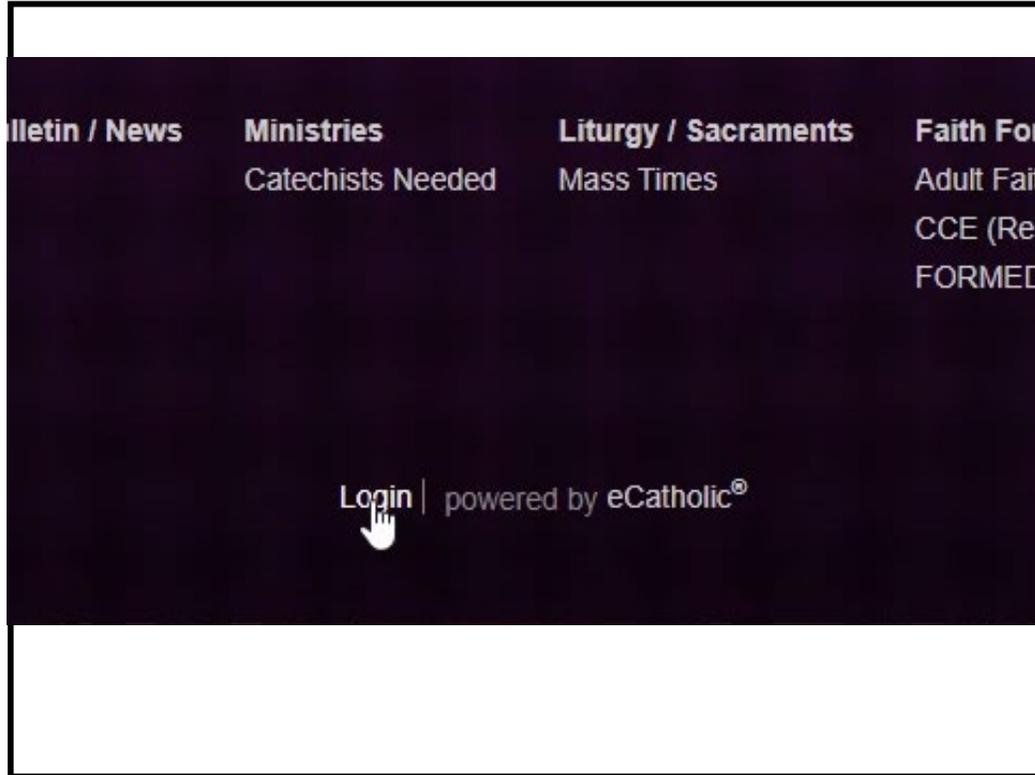


Video:

Screenecast of ladyofassumption.org class list web page. Mouse opens a class page, then navigates to the bottom of the page to click on the Log In option.

Audio:

The embed code will be added to the class web page on the parish website. To change the website, you need to



Video:

Screencast zooms to bottom of screen as oversized mouse icon hovers over Login option.

Audio:

log into the site.

Scroll to the very bottom of the screen and click on Login.

REMINDER

Video:

Text: REMINDER

Audio:

Reminder: Check your parish email account to get your log-in information.



Video:

Screencast of a mouse hovering over class web page's Google Slides presentation, revealing the toolbar.

Audio:

Hover the mouse over the embedded Google Slides presentation on the page. The presentation is highlighted and a small menu appears on the top right. Click on the gear icon.

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

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Week 1

Answer the questions at the end of the slideshow to get class credit.

To move to the next slide, click on an arrow pointing right on the gray toolbar on the bottom of the slideshow. You can also just click on the next slide.

To return to the slide before, click on an arrow pointing left on the gray toolbar on the bottom of the slideshow. Or you can click on the left side of the slide.

If you have trouble with the slideshow be sure to check the "Help" link in the bottom right corner.

Adult Faith Study
CCE (Religious Classes)
CCE Classes
Sample Classroom

EMBED SETTINGS

Paste embed code here

```
https://www.google.com/presentations/embed?shsGd_od4MIScKgrSzhTH8nacJP3Z/embed?start=false&loop=false&delayms=3000&frameborder=0&width=960&height=569&allowfullscreen=true&mozallowfullscreen=true&webkitallowfullscreen=true</iframe>
```

How to auto-resize iframe

No Resizing Width Only Width & Height

Press Control + A

Video:

Screencast of class web page's Google Slides presentation being updated.

GFX: Box with words: Control + A

Audio:

A dialog box appears. Click inside the embed text box. Press Control plus A to highlight all the text.

Press backspace or delete to remove all the text.

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

15

Week 1

Answer the questions at the end of the slideshow to get class credit.

To move to the next slide, click on an arrow pointing right on the gray toolbar on the bottom of the slideshow. You can also just click on the next slide.

To return to the slide before, click on an arrow pointing left on the gray toolbar on the bottom of the slideshow. Or you can click on the left side of the slide.

If you have trouble with the slideshow be sure to check the help page.

Adult Faith Study

CCE (Religious Classes)

CCE Classes

Sample Classroom

EMBED SETTINGS

Paste embed code here

```
WwTtWtRtG0cF0r2z03tA7tHtGzCPr750tRc00zky0c  
sHsGd_od4MIScKgrSzhTH8nacJP3Z/embed?  
start=false&loop=false&delayms=3000"  
frameborder="0" width="960" height="569"  
allowfullscreen="true" mozallowfullscreen="true"  
webkitallowfullscreen="true"></iframe>
```

How to auto-resize iframe

No Resizing Width Only **Width & Height**

CANCEL SAVE

Press Control + V

Video:

Screencast of class web page's Google Slides presentation being updated.

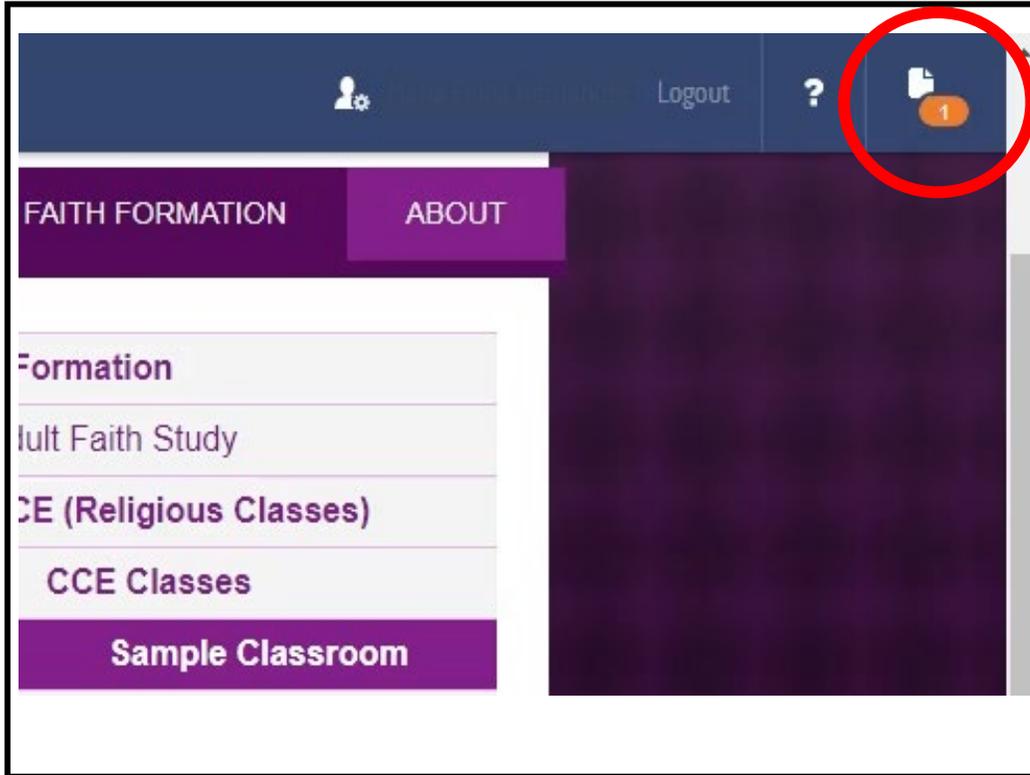
GFX: Box with words: Control + V

Square appears around Save button

Audio:

Paste the embed code you copied from the Google Slides presentation by clicking in the box and pressing Control plus V on your keyboard.

Then click the Save button. The presentation is now updated.



Video:

Close-up of top right screen with number in orange shape.

Audio:

On the top right of the website, you'll notice an orange shape with a number appeared.

The website is showing the number of pages which have unpublished changes.

We have a few more steps before we get to publishing.

The username to log into the parish website is:

- your parish email address
- your first initial and last name
- In the email sent to your parish email account
- The classroom number assigned to you

Video:

Quiz form with question:

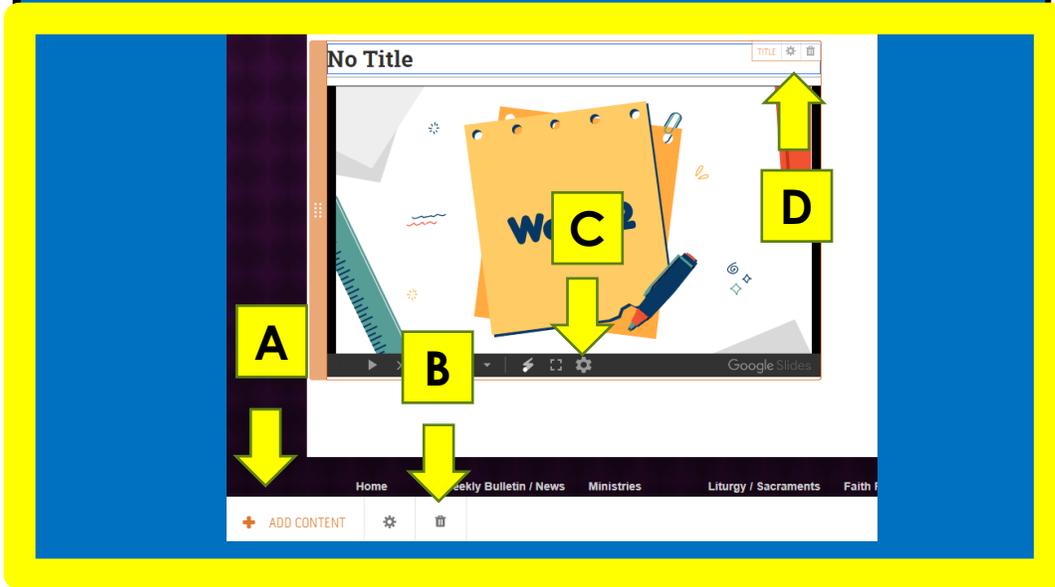
The username to log into the parish website is:

- your parish email address
- your first initial and last name
- In the email sent to your parish email account
- The classroom number assigned to you

Audio:

Time for another quick review.

To update a presentation on the web page, put your mouse over the presentation and then click on:



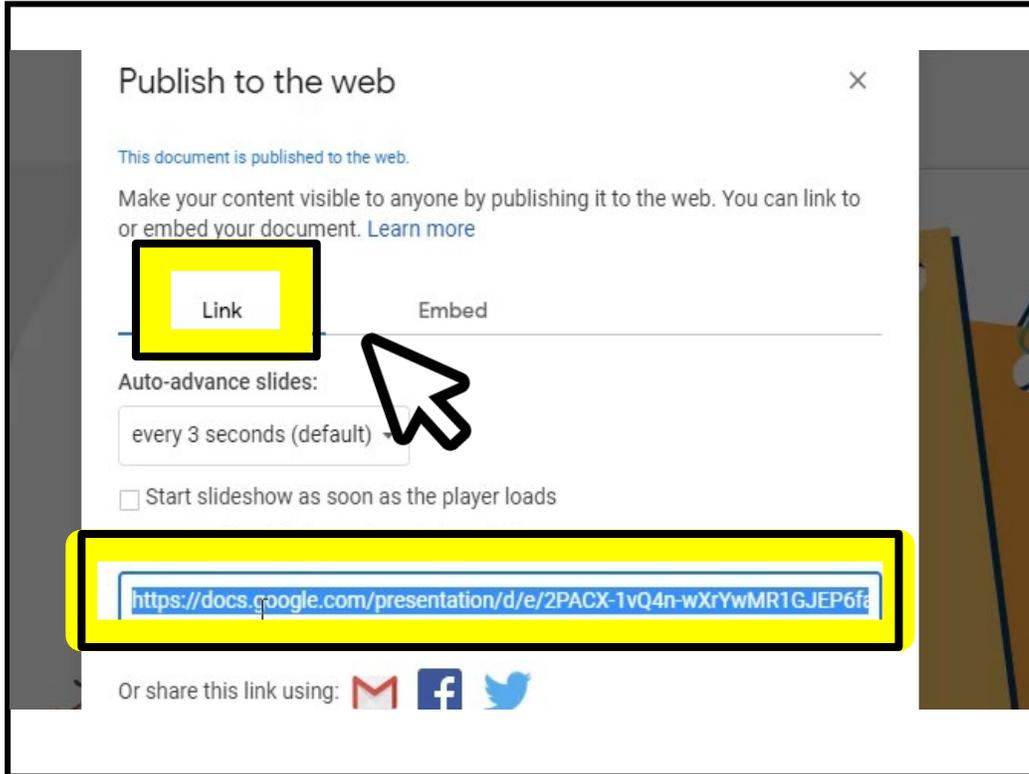
Video:

Quiz form with question:

To update a presentation on the web page, put your mouse over the presentation and then click on the:

Screenshot including options A, B, C, and D with arrows pointing to different areas

Audio:



Video:

Screencast of hyperlink on class web page, then returning to the Google Slides presentation embed dialog box.

Add shapes and arrows to highlight areas.

Audio:

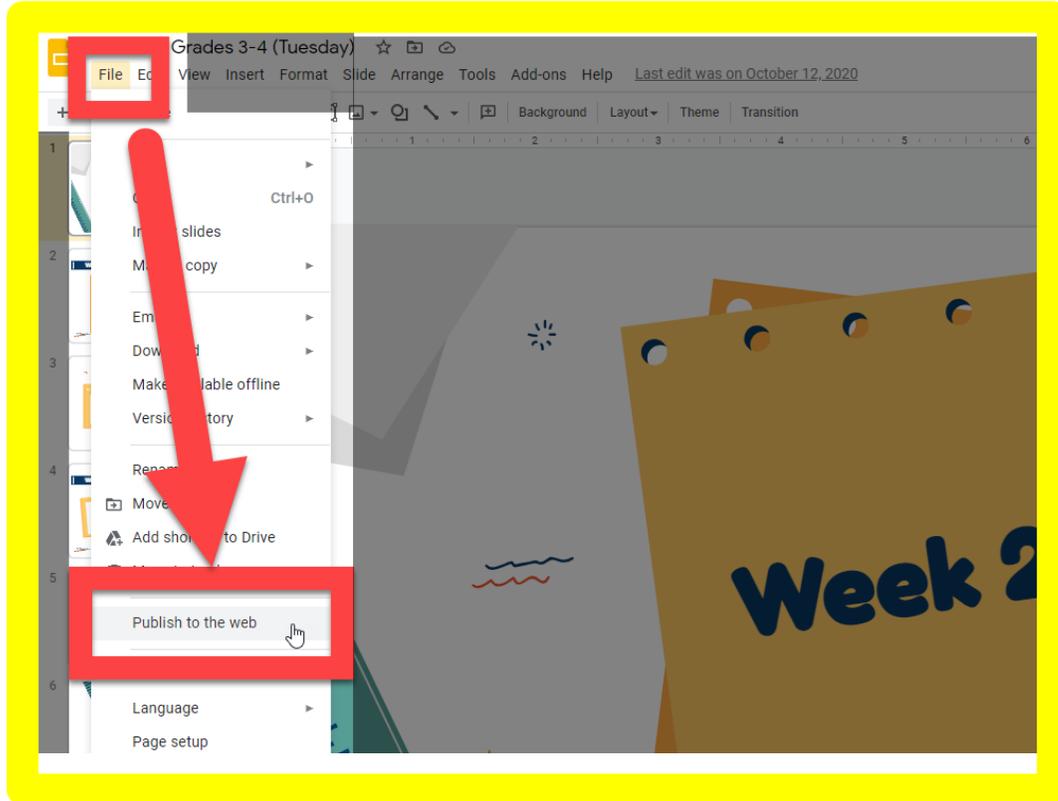
Class web pages also include a link to the Google Slides presentation as a backup.

The link to the presentation is provided in the same dialog box as the embed code. Click on the link tab.

PROJECT TITLE: How to post a Google Slides presentation onto a class web page

PAGE:

20



Video:

Screenshot of Google Slides File menu with mouse pointing to Publish to the Web option.

Audio:

Remember: You got there by choosing File, then Publish to the Web.

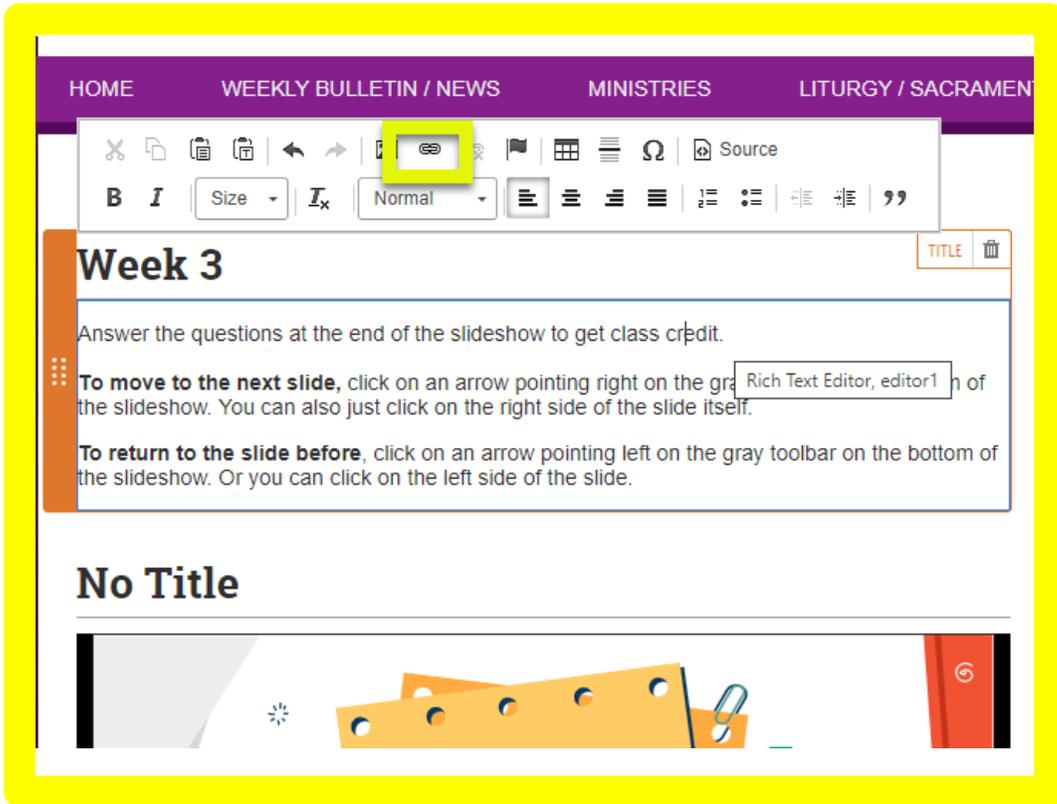


Video:

Screencast Google Slides presentation embed dialog box, with shape highlighting link.

Audio:

If the link isn't highlighted, click once on it. Then press Control plus C on your keyboard to copy it.



Video:

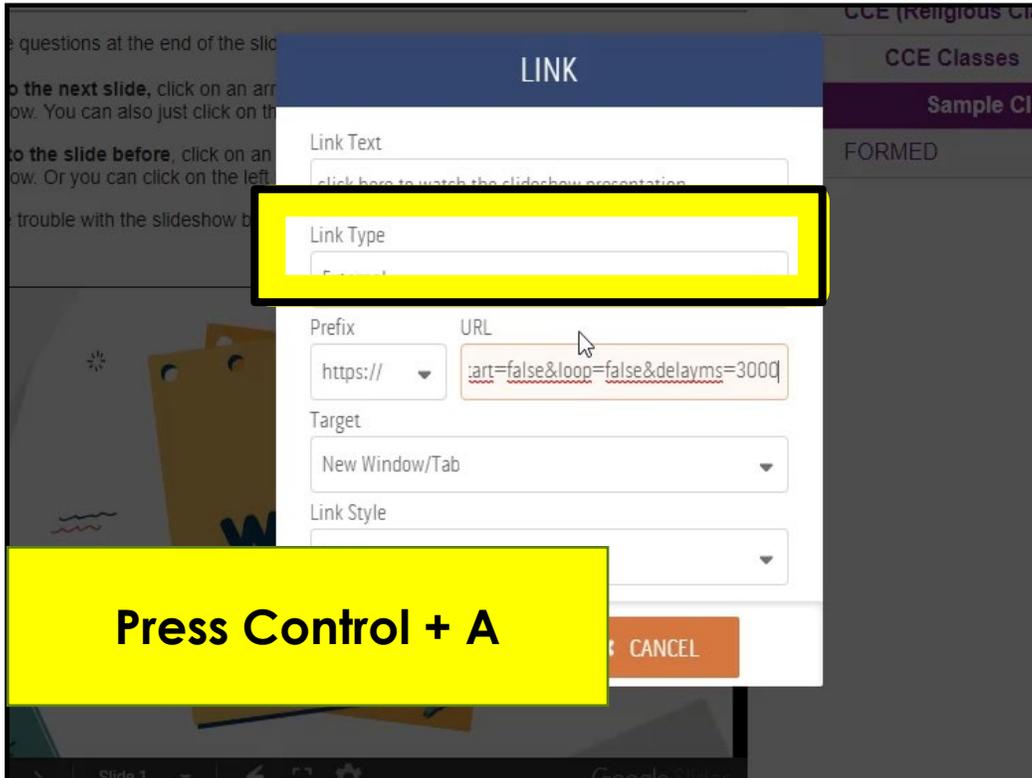
Screencast of link option on class web page.

Zoom into link icon on toolbar.

Audio:

Return to the class web page. **Click in** the area you want to change. You'll notice the text box is highlighted. Click and select the words you want to use as a hyperlink.

A toolbar will appear. Click on the link icon.



Video:

Screencast of link dialog box.

GFX: Box with words: Control + V

Audio:

A dialog box will appear.

Make sure link type is set to External. Delete what's in the URL box.

Press Control plus V to paste the new presentation URL. Click OK.

Where is the link to the Google Slides presentation provided?

- Within the embed code itself
- In the same place the embed code is shown, (File > Publish to Web)
- In the Google Slides View menu
- On the web page gear icon

Video:

Quiz form with question:
Where is the link to the Google Slides presentation provided?

- Within the embed code itself
- In the same place the embed code is shown, (File > Publish to Web)
- In the Google Slides View menu
- On the web page gear icon

Audio:

Review time.

Before clicking on the link icon on the toolbar to update the hyperlink:

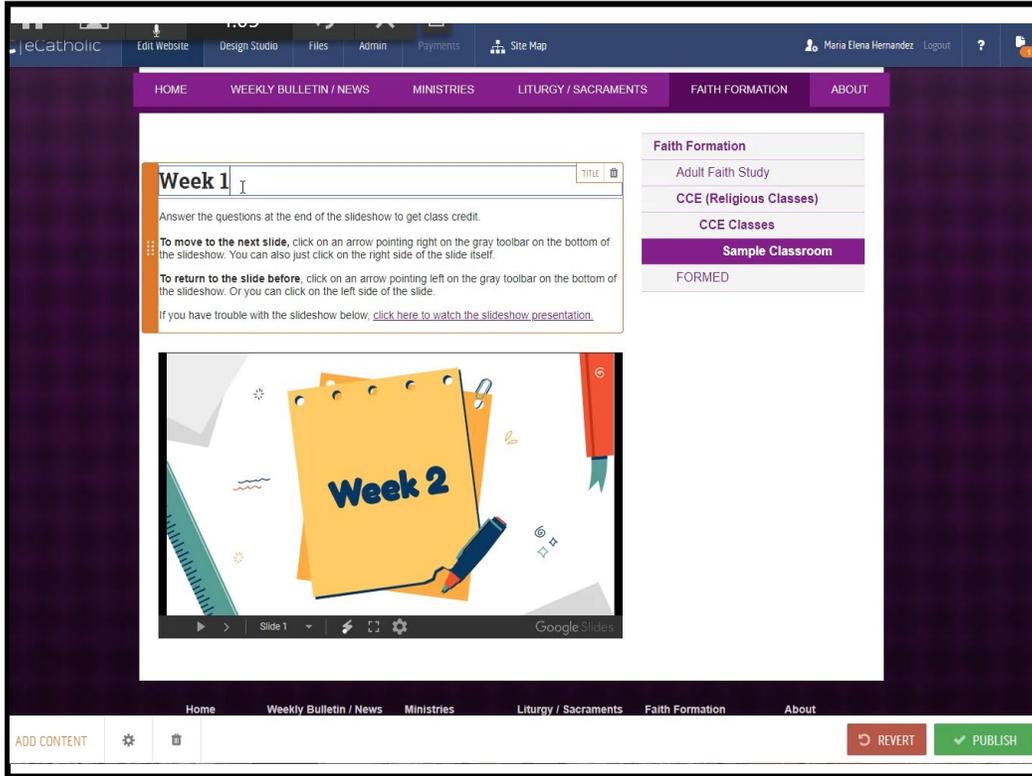
- Highlight the words that will be a link
- Choose the +Add Content button on the bottom of the website
- Click on the Source icon on the toolbar
- Click on the gear icon on the bottom of the website

Video:

Quiz form with question:
Before clicking on the link icon on the toolbar to update the hyperlink:

- Highlight the words that will be a link
- Choose the +Add Content button on the bottom of the website
- Click on the Source icon on the toolbar
- Click on the gear icon on the bottom of the website

Audio:



Video:

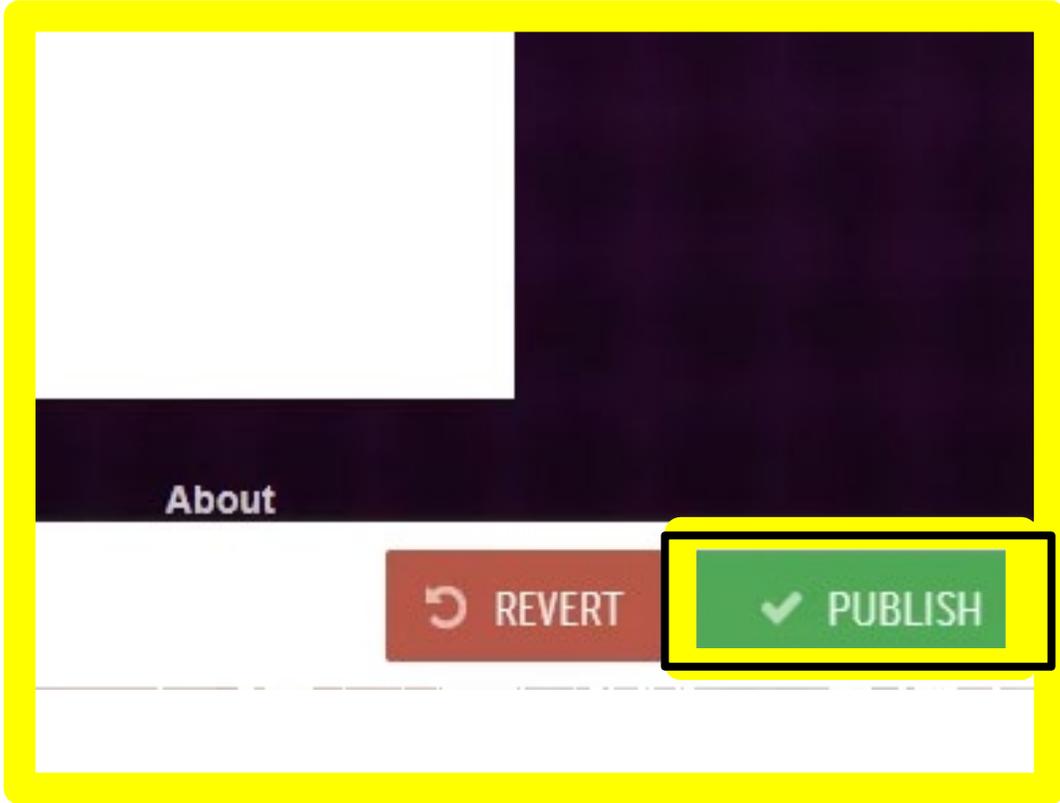
Screenecast of title being changed and words within a textbox being updated.

Audio:

To make any changes to text needed on the web page, click on the area to change. Replace any information needed.

A toolbar appears for textboxes with basic formatting options.

When you're done making updates

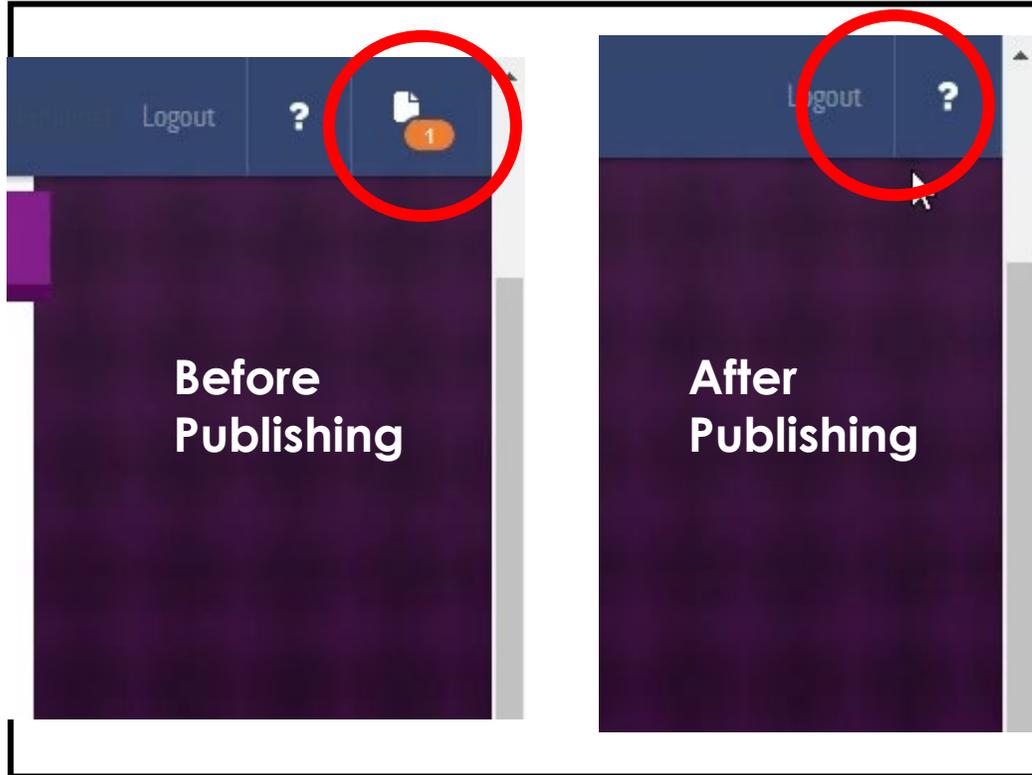


Video:

Screencast **zooms into**
Publish button being selected.

Audio:

click the green Publish button
on the bottom right of the
website.



Video:

Screenecast of web page without orange box with unpublished page number, **compared to earlier screen with number of pages with unpublished changes.**

Audio:

You'll notice the icon showing unpublished page changes has now disappeared.

YOUR TURN

**Click here to visit a
sample page to update**

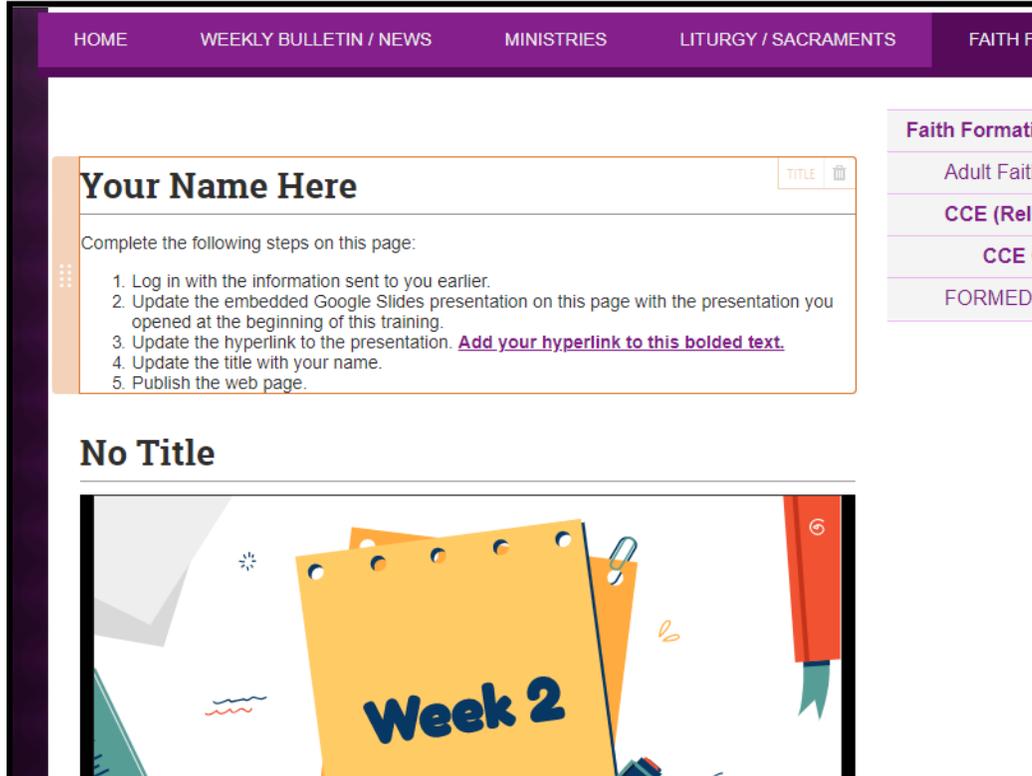
Video:

Bright-colored screen with white text: Your Turn and link to Sample Page

Audio:

Now you'll update a class web page.

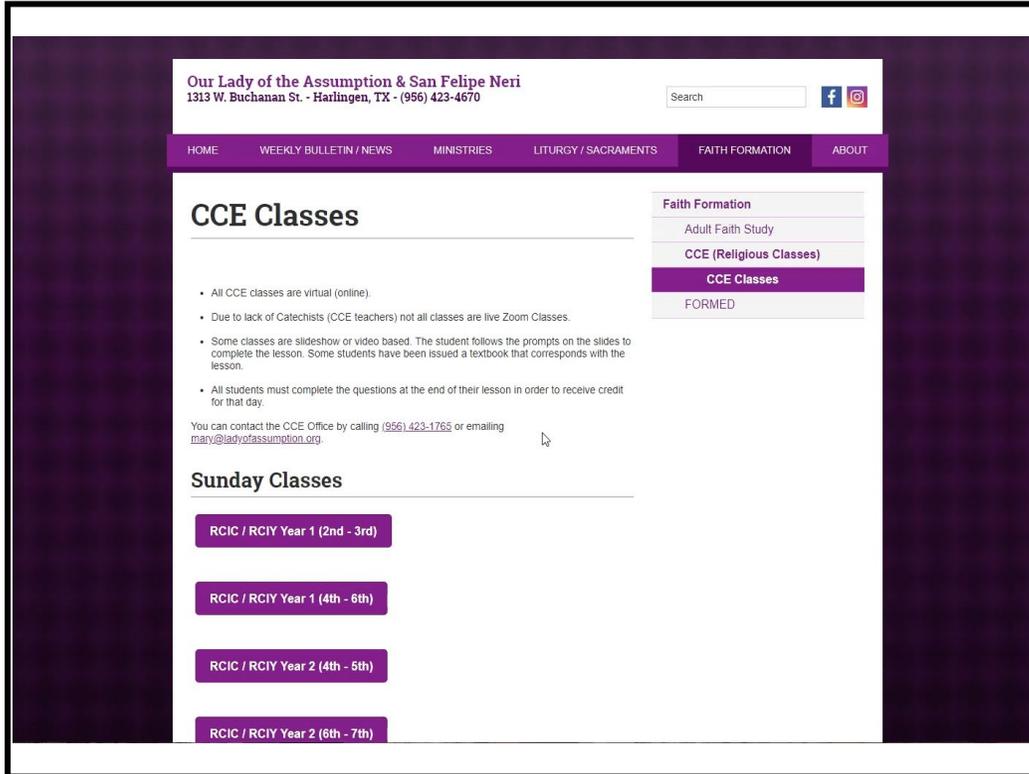
1. Go to Sample page (click here).
2. Log in with the information sent to you earlier.
3. Update the embedded Google Slides presentation you opened at the beginning of this training
4. Update the hyperlink to the presentation.
5. Update the text title with your Name.
6. Publish the web page.



Video:

Screenshot of what sample page will look like. It includes checklist items for learner to complete.

Audio:

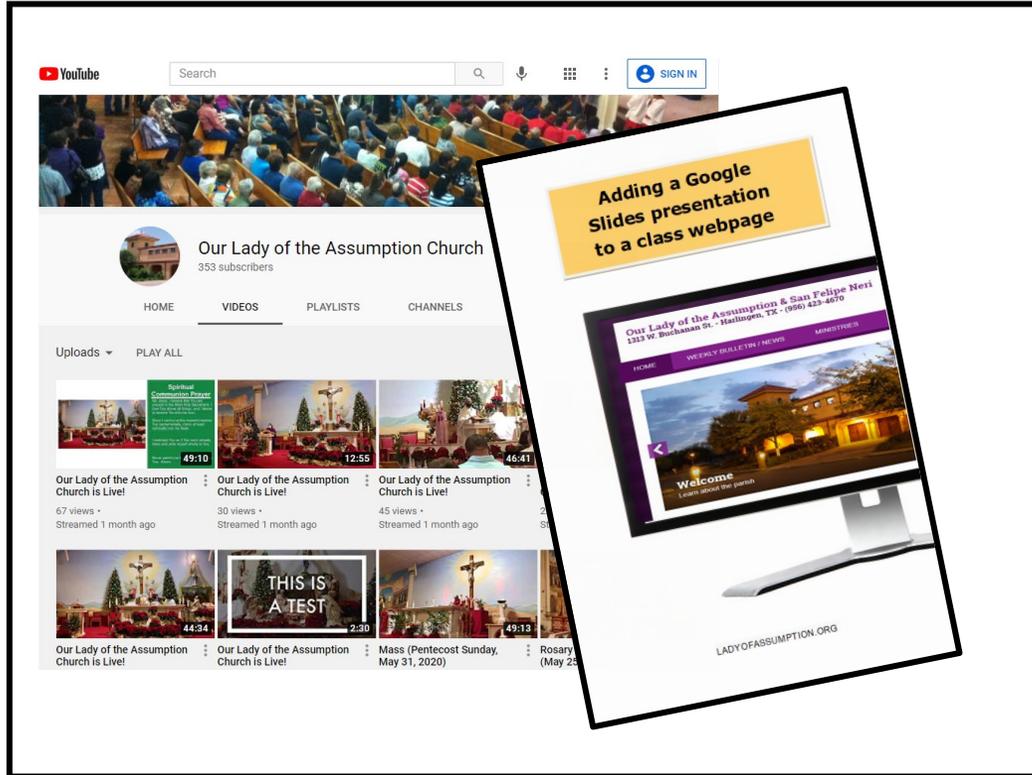


Video:

Screenshot of list of CCE classes

Audio:

Now that we've reviewed publishing a Google Slides presentation and updating a class page with the embed code and link, you'll be able to post your latest lessons on your class page.



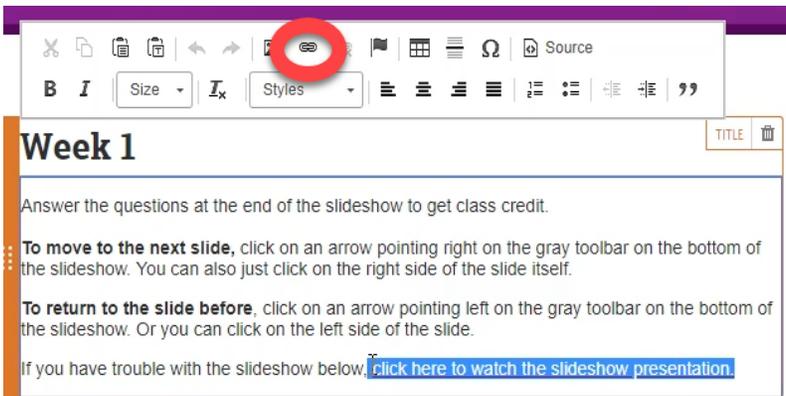
Video:

Screenshot of video on parish's YouTube channel and image of reference handout

Audio:

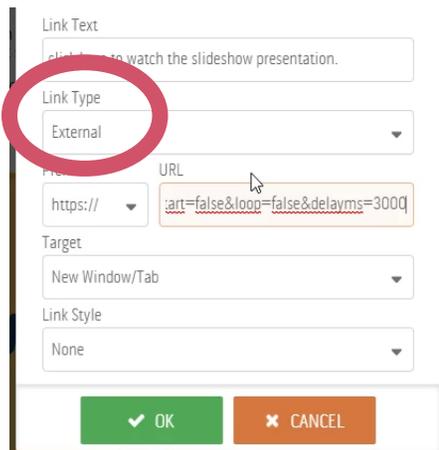
A video reviewing this lesson will be posted on the parish's YouTube channel. The link, along with a reference handout for the steps, will be sent to your parish email account after the training is complete.

Thank you very much for your time.



9. Return to the class webpage. **Highlight the text** you where you want to update the link.

10. **Click on the link icon** on the toolbar.

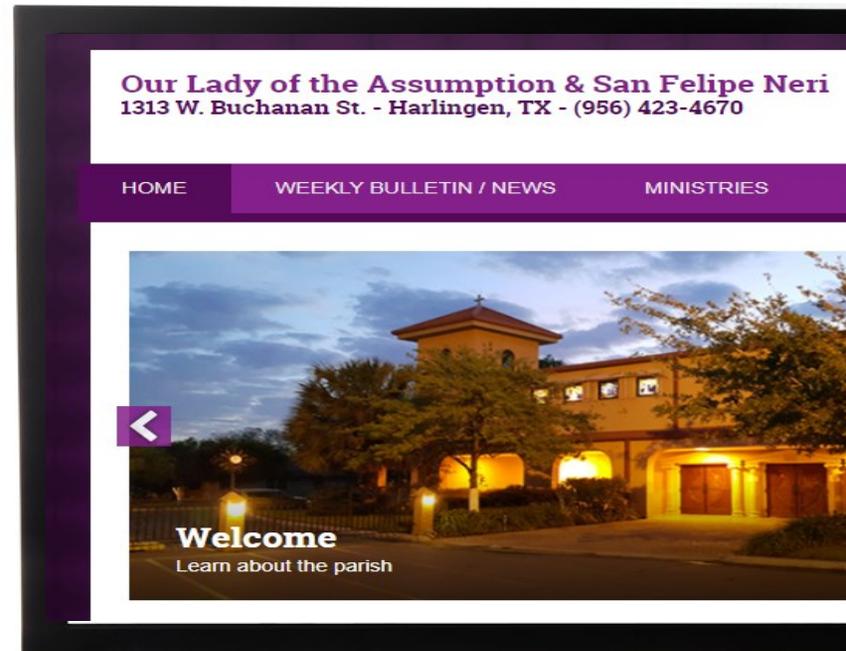


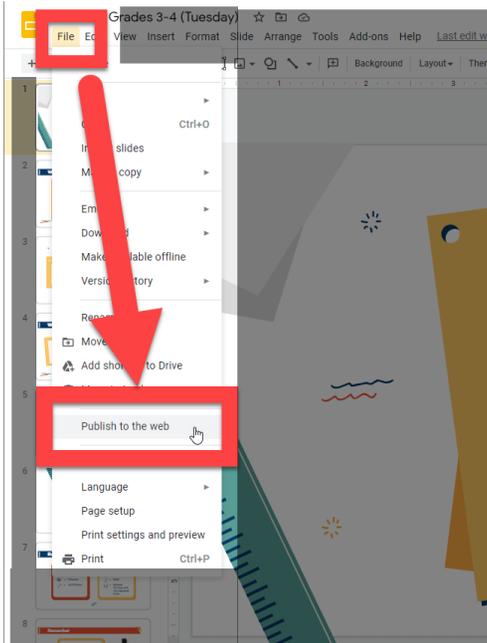
11. Make sure link type is set to External. Delete what's in the URL box. **Press Control + V** to paste the new presentation URL. **Click OK.**

12. Make any changes to the text or title of the page.

13. **Click the Publish** button.

Adding a Google Slides presentation to a class webpage



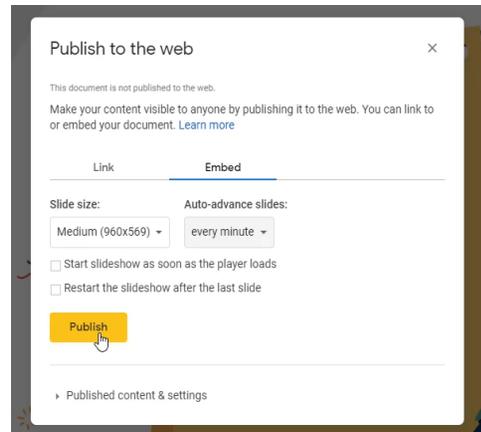


1. In a Google Slides presentation, **click on the File menu and choose Publish to the Web.**

2. On the dialog box that appears, **click on the Embed tab.** (Recommendation: Choose one minute on the Auto-Advance dropdown option).

3. **Click the Publish button.** Another window will appear asking if you want to publish. Choose OK.

4. **Press Control + C** on your keyboard to copy the embed code that appears.



Published

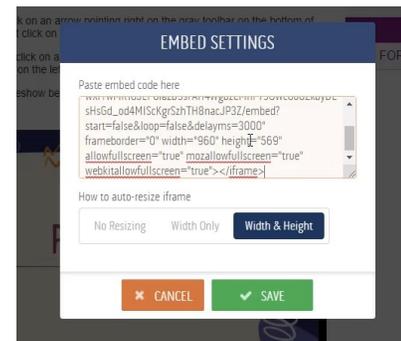


5. **Go the class web page.** Scroll to the bottom of the page and **click Login.**

Forgot your password? Click on the Login option at the bottom of LadyofAssumption.org and select Reset Password.



6. Move your mouse over the embedded Google Slides presentation on the page. **Click on the gear icon** on the top right corner.



7. **Delete the old embed code.** Press **Control + V** on the keyboard to paste the new embed code.

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