

## INF 3280, 2014

### Mandatory Assignment 1-4

After these assignments, you should be able to

- develop learning material and
- teach, supervise and assess users.

The assignments build on each other and are to be carried out by pairs of students.

#### **Assignment 1. Skill training. Written and oral**

Select a topic for others to learn. You can freely choose the starting level of your IT users' competence, and then pick a topic which they could learn in less than half an hour. The topic should be somewhat challenging for the user to understand, and it should introduce at least one new concept.

Suitable sized topics (with possible concepts): setting up automated back-ups (back-up), mailmerge (merge field), advanced page numbering (sections), table of contents (heading styles), automatic mail filtering (filters), bibliography (references, citations), graphs in spread sheets (graph types, series, range), upload media files to internet sites (media formats), advanced searches (logical operators). Too small and trivial topics would be sending e-mails, formatting text with button choices, summarising columns in spreadsheets, converting a file to pdf-format, setting the alarm on a phone. A complete software tool like an office application would be too large, but an app or utility program with one main function could be OK.

It should be practically feasible to run the software in the lab at Ifi. If you choose software which is not installed there, make sure that it can be downloaded and installed on the students' private computers or phones.

Decide the starting level and the learning aim of the training. The learning aim should include both skills and understanding of concepts.

Understanding will be addressed in Assignment 2 – 4, while the training to be developed in Assignment 1 should target skills.

Written deliverables:

- Training material consisting of directions, instructions, and at least one reason for the usefulness of the functionality. This material could be on a sheet, a video, a projector presentation or a combination. The material should include at least 2 exercises for hands-on training.
- ½ page with reasons for your choice of media, based on Chapter 2. Also tell how you selected the alternative expressions of the functionality in the directions.

Submit material and reasons by means of Devilry. *Deadline 6<sup>th</sup> February.*

Oral deliverables:

Use the training material for training of the other students in the tutor group during the classes from 10<sup>th</sup> Feb. The students are supposed to behave like they are on the starting level which you assumed for somebody following your training.

Supervise the learners by walking around in the classroom helping out those who are stuck or have questions. The training should take 10-15 minutes in total, including the exercises and possible presentation. It can be terminated when all students have completed the first exercise and time has passed 15 minutes.

### **Assignment 2. Concepts. Written**

Select 1-3 information or IT concepts which are new to the learners and which are central to your topic. Write a definition of each concept (Section 5.5 or 7.1) and make functional or structural models (1-2 pages).

Submit by Devilry. *Deadline 20<sup>th</sup> February.*

### **Assignment 3. Material for learning problem-solving. Written**

Make training material consisting of a short presentation (1 slide) and a practical exercise or another type of assignment for learning some type of problem solving related to your topic (max. 1 page). Chapter 6, Section 7.2, 7.4 and 8.1.

Submit by Devilry. *Deadline 6<sup>th</sup> March.*

### **Assignment 4. Training for transfer. Written and oral**

Revise the material from Assignment 1 – 3 according to feedback. Combine it into a coherent set of material suited for training aimed at maximising transfer of competence from training to work, see Chapter 10.

Written deliverables:

- The training material

Submit by Devilry. *Deadline 13<sup>th</sup> March.*

Oral deliverables:

Train the tutor group such that transfer is maximised. This training will take place during the classes from 17<sup>th</sup> March. The training should take 20 minutes in total, every activity included.