

**George Mason University**  
**College of Education and Human Development**  
**Instructional Design and Technology (IDT)**

EDIT 575 DL1: e-Learning Design Applications  
2 Credits, Spring 2019

**Faculty**

Name: Patty Gilbert McDonald, Ph.D.  
Office Hours: By Appointment  
Office Location: Virtual  
Office Phone: 781-367-1512 (Cell Phone)  
Email Address: pgilber2@gmu.edu

**Prerequisites/Corequisites**

None

**University Catalog Course Description**

Provides basic knowledge of available applications for creating, delivering, managing and tracking e-learning experiences. Students learn to create instructional products using the latest e-learning design applications.

**Course Overview**

This course provides an overview of the design capabilities of Adobe Captivate for instructional design practice. The Adobe Captivate Software contains a powerful array of tools and features used within instructional design. EDIT 575 will focus on using basic photo editing software to design various projects in Adobe Captivate. The philosophy of this course is that as an instructional designer, it is important to know the range of capabilities of design tools and to cultivate curiosity and a broad knowledge of software tools in creating an instructional design project.

Through progress on technical assignments and other assignments, you will demonstrate an understanding of basic technical tasks of GIMP (photo editing) and Adobe Captivate. You meet the of course objectives by creating a series of technical assignments and two instructional design projects.

**Course Delivery Method**

This course will be delivered online (76% or more) using the asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on Friday, January 18<sup>th</sup>, 2019.

**Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.**

## *Technical Requirements*

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supported-browsers](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers)

To get a list of supported operation systems on different devices see:

[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#tested-devices-and-operating-systems](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems)

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- Given that this course will introduce various tools used within e-learning, 2 major applications will be required:
  - GIMP: To download this application, visit the GIMP website (<http://www.gimp.org>). This application will be used to introduce students to basic photo editing. **Note:** This is a Windows and Mac based application.
  - Adobe Captivate: To download this application, visit the Adobe Captivate website (<https://www.adobe.com/products/captivate/download-trial/try.html>). **Note: This software only provides a 30-day trial version. Please do not download and install a copy until directed to do so.**
- The following software plug-ins for PCs and Macs, respectively, are available for free download: [Add or delete options, as desire.]
  - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
  - Windows Media Player:  
<https://support.microsoft.com/en-us/help/14209/get-windows-media-player>
  - Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

## *Expectations*

- Course Week:  
Because asynchronous courses do not have a “fixed” meeting day, our week will start on Sunday and finish on Saturday with the following exceptions/additions
  - Week 1 will begin on Tuesday, January 22 and end on Saturday, January 26
  - Dr. McDonald will produce short lectures that will need to be reviewed weekly.
  - 2 optional synchronous class sessions will be offered via the Blackboard Collaborate tool which is included in your Blackboard course.
  - Week 8 is a one day event in which the final assignment will be due on March 10, 2019 and prior to GMU's Spring Break (and before your Captivate 30 day license expires)
- Log-in Frequency:

Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 3 times per week.

- Participation:  
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence:  
Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues:  
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:  
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- Instructor Support:  
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. These meeting will be conducted with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- Netiquette:  
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- Accommodations:  
Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

### **Learner Outcomes or Objectives**

After this course, students will be able to:

- Identify best practices in e-learning design
- Select e-learning applications to support instructional strategies for education/training
- Use the main features and functions of the relevant software application for their optimal instructional uses

### **Course Outcomes**

- Identify how and where to obtain images on the web
- Modify images using various tools within GIMP

- Create a Microsoft PowerPoint and import the presentation into Adobe Captivate
- Implement voice narration and script to an Adobe Captivate Project
- Investigate a Web 2.0 tool and describe how it works
- Design an Adobe Captivate Simulation project
- Attach a quiz to an Adobe Captivate project

**Professional Standards (2012 International Board of Standards for Training, Performance and Instruction (IBSTPI):**

1. Instructional Design Competencies (IBSTPI)

This course adheres to the standards for instructional design competency of the International Board of Standards for Training, Performance, and Instruction (IBSTPI).

EDIT 575 will use the following competencies:

- Professional Foundations 1: Communicate effectively in written & oral form
- Professional Foundations 3: Update and improve knowledge, skills, and attitudes pertaining to the instructional design process and related fields.
- Planning & Analysis 7: Identify and describe target population and environmental characteristics.
- Planning & Analysis 9: Analyze the characteristics of existing & emerging technologies & their potential use
- Design & Development 10: Use an instructional design and development process appropriate for a given project.
- Design & Development 15: Develop instructional materials.
- Design & Development 16: Design learning assessment.
- Evaluation & Implementation 17: Evaluate instructional and non-instructional interventions.
- Management 22: Plan and manage instructional design projects.

The complete list of IBSTPI standards is located at [http://www.ibstpi.org/Competencies/instruct\\_design\\_competencies.htm](http://www.ibstpi.org/Competencies/instruct_design_competencies.htm)

**Required Texts**

None

**Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor.

**Grading**

Technical Assignments			
Week	Topic	Points	Due
Week 1 - 1/22-1/26	Technical Assignment #1 Voice Thread Introductions	5	Saturday, 1/26 by 11:59pm

<b>Week 2 - 1/27-2/2</b>	Technical Assignment #2 Image Cropping/Selection	5	Saturday, 2/2 by 11:59pm
<b>Captivate Project #1</b>			
<b>Week</b>	<b>Topic</b>	<b>Points</b>	<b>Due</b>
<b>Week 1 - 1/22 - 1/26</b>	Captivate Project #1/Part I Topic Selection	5	Saturday, 1/26 by 11:59pm
<b>Week 2 - 1/27 - 2/2</b>	Captivate Project #1/Part II Microsoft PowerPoint draft with edited images	5	Saturday, 2/2 by 11:59pm
<b>Week 3- 2/3 - 2/9</b>	Captivate Project #1/Part III Microsoft PowerPoint draft with narration	5	Saturday, 2/9 by 11:59pm
<b>Week 5- 2/17 - 2/23</b>	Captivate Project #1 Final Submission	30	Saturday, 2/23 by 11:59pm
<b>Captivate Project #2</b>			
<b>Week</b>	<b>Topic</b>	<b>Points</b>	<b>Due</b>
<b>Week 3- 2/3 - 2/9</b>	Captivate Project #2/Part I Web 2.0 Selection	5	Saturday, 2/9 by 11:59pm
<b>Week 6- 2/24 - 3/2</b>	Captivate Project #2/Part II Draft of Simulation	5	Saturday, 3/2 by 11:59pm
<b>Week 7 - 3/3 - 3/9</b>	Captivate Project #2/Part III Feedback to Peers	5	Wednesday, 3/6 by 11:59pm
<b>Week 8 - 3/10</b>	Captivate Project #1 Final Submission	30	Sunday, 3/10 by 11:59pm
<b>Total 100 Points</b>			

## Grade Scale

<b>Grade</b>	<b>Total Points</b>
A+	97-100 Points
A	94-96 Points
A-	92-93 Points
B+	90-92 Points
B	85-89 Points
B-	80-84 Points
C	70-79 Points
F	0-69 Point

\*\*\*Note: A+ are given to those students who exceed (go over and beyond the assignment requirements)\*\*

### *Late Work Policy*

I will accept assignments up to one week late, except for the Captivate Project Part 1 and II, for a 20% deduction off the final grade. Captivate Project Part 1 and II cannot be submitted late as the schedule was built around the 30-day software trial limitation and extensions cannot be granted. All due dates for each assignment are provided to you in the schedule with this course syllabi. Please bookmark these dates on your personal calendar.

## Professional Dispositions

See <https://cehd.gmu.edu/students/policies-procedures/>

## **Core Values Commitment**

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

## **GMU Policies and Resources for Students**

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/> ).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .**