

Technology Tutorial Assignment

Basic Information

DUE DATES:

- Sign-up for Technology: **Day 7, Week 3** (on Super Wiki)
- DRAFT Technology Tutorial: **Day 7, Week 7** (Link from Super Wiki)
- Peer Review of One Tutorial: **Day 4, Week 8** (Link from Super Wiki)
- FINAL Technology Tutorial: **Day 7 of Week 8** (Replace link from Super Wiki)
- Reflection Paper: **Day 7 of Week 8** (Submit via Assignment in Week 8)
- Team Evaluation: **Day 7 of Week 8** (Submit via Assignment in Week 8)

PERCENTAGE OF GRADE: 20%

OBJECTIVES:

1. Learn a technology that is new to you
2. Create a tutorial explaining the steps to learn/use the technology
3. Reflect on your learning and teaching process

DELIVERABLES:

1. Written tutorial OR narrated video - using a tool like VoiceThread, Prezi, or Screencast); The tutorial should take the user ~15-20 minutes to read/view.
2. Feedback for one other tutorial linked from Super Wiki
3. Reflection paper
4. Team Evaluation

Description

This assignment provides an opportunity for you to learn a new technology. The technology can be hardware, software, a programming language, a social networking tool, or any technology that is sufficiently complicated to require a tutorial. The point of the assignment is to learn something new, to put together a tutorial to teach others about the technology (see Step 4 below for difference between "learning" and "using" tutorials), and to contribute constructive feedback to the tutorials of others.

Your audience is your fellow students in the LIS 488 class. The technology you choose should be:

1. **Substantial.** It must be more complicated than scanning documents or basic HTML. It could be as ambitious as php (php.net), as organizational as MySQL (mysql.com), as paranoid as security (sans.org), as fun as Second Life (secondlife.com), or it could be some other new service, hardware, or technology/library-related web service. Also see <http://www.w3schools.com/sitemap/default.asp> for learning possibilities. If you have questions about the choice of topics, please ask me or post to the discussion group.
2. **Ambitious.** For students for whom much of the technology this semester is new, an introduction to a new technology is sufficiently ambitious. For students who have considerable technology skills, this assignment expects a greater challenge. Do not choose a topic you already know, but one that challenges you. Conversely, if you have a technology skill, and want to build a web service to practice that skill, go for it.

Steps

SIGN UP:

1. Go to the Super Wiki and replace "TECHNOLOGY NAME" with the technology you want to learn. Then replace "Student Name" with your name. **Please work in groups of 2-4.** Propose a technology or area of technology in the Tech Tutorial Discussion/Help forum. Or if someone has already posted a technology on the wiki, I recommend emailing that person first to confer about schedules and the ability to work together remotely. Your topic does not have to be unique, that is, **more than one group can choose something similar.** You can propose general ideas or areas on the Tech Tutorial Help forum and see who else might be in a similar mindset. And you can email me for ideas, although I will probably re-post your email on the TT Help forum. All names must be on the Super Wiki with a technology **no later than Day 7 of Week 3.**

LEARN:

2. Learn your technology. You will want to investigate different learning options like books, websites, video tutorials. You may find that some of the things you try will work better than others and that getting help from people you know will also help. Keep track of what worked and what didn't and why. You will spend time on resources that don't work. That's part of the learning process – discovering how you learn best.
3. Work towards a product. Most people find that the learning sticks best when you have a product that you are working towards. For example, if you are learning Excel, work towards building a spreadsheet for a budget or list of books. If you are learning Photoshop, work on repairing archive photos, making promotion posters, or image-related artwork. If you are learning a program language, work towards a program that does something you need. Then you can use your product as an example in your tutorial. Depending on your technology, developing an end-product may not make sense. Check with me if you aren't sure.

TUTORIAL:

4. Create a tutorial on this technology for your peers to learn from. Your tutorial can be in almost any format (document, PowerPoint, website, screencast/video, etc.) or combination of methods. Your tutorial must explain how to **learn and/or use** the technology. A “learning” tutorial will spend time explaining which resources to consult (and which to avoid) and a recommended order for attempting different phases of the learning process. A “using” tutorial will actually instruct the user how to do specific actions in the technology. Most tutorials will be a combination, with an emphasis on the “using” part. But there are some technologies that are so complex that you may want to spend more time explaining all the things the technology can do as opposed to teaching just a few simple things. You may include references to other tutorials (such as <http://www.w3schools.com/>) in your tutorial.
5. In the tutorial, explain (in text and/or through your voice):
 - a. **Pre-requisites** for learning this technology (skills, computing specs, registration/account, fee-I recommend you choose something free, but not required);
 - b. **Value** of technology;
 - c. **Relevance** for libraries and/or archives;
 - d. **Steps** necessary to get started if a neophyte were to learn this technology (including referral to other professional tutorials if/where appropriate (such as <http://www.w3schools.com/>), and;
 - e. **Resources** for continuing learning this technology (approximately 5 resources).
6. Double check the instructions and the grading rubric to ensure you’ve covered everything.
7. Link to your **DRAFT tutorial** from the Super Wiki **by Day 7 of Week 7**.

TUTORIAL PEER REVIEW:

8. Try out two of your peers' tutorials.
9. Write feedback about the tutorial and your experience trying the technology. Add a note on how you might use this technology in your work and career, either now or in the future.
10. You must link to your peer review in the Super Wiki using your name as the link after the tutorial you reviewed **by Day 4 of Week 8**.

FINAL TUTORIAL:

11. Update your tutorial based on the peer review from your fellow student and from me.
12. Double check the instructions and the rubric below to be sure you cover everything.
13. Link to your **FINAL tutorial** from the Super Wiki **by Day 7 of Week 8**.

REFLECTION PAPER & TEAM EVALUATION:

14. Submit your reflection paper in the “Technology Tutorial” Assignment Module in Week 8.
15. Submit your team evaluation in the “Technology Tutorial” Assignment Module in Week 8.
Use the templates to guide your writing.

HELPFUL HINTS:

- Do not procrastinate. This will take longer than you think.
- Have friends or family review your tutorial as you draft it to help you see what you might not be thinking about.
- Pay attention to the peer review feedback. I will grade you on the degree to which you responded to the feedback in your FINAL tutorial. If you didn't choose to make recommended changes, please say why in your Reflection Paper.

Grading Rubric

Your assignment will be evaluated according to the following rubric.

Deliverable	Unsatisfactory	Satisfactory	Excellent
Topic	- Trivial, not a stretch - Irrelevant to library and archives applications	- Ambitious, substantial topic - Somewhat relevant to LIS	- Very ambitious - Important technology - Very relevant to libraries and archives
Tutorial	- Steps to learning not clear - No pre-requisites - Little value - Difficult to read, watch, and/or listen to	- Steps to learning are clear and exciting to learner - Good value to learner - Sufficient resources provided - Clear pre-requisites - Easy to follow design	- Steps to learning are clear and exciting to learner - Value is compelling - Excellent resources for further learning - Clear pre-requisites
Reflection Paper	- Brief discussion about worth of topic - Limited learning - No demonstrable product - Few, poor resources	- Sufficient discussion about worth of topic - Good learning process - Appropriate number of resources	- Excellent, well-written discussion of topic - Substantial learning demonstrated - Excellent resources
Peer Review	- Limited comments - Feedback not useful - Feedback not clear	- Substantive comments - Feedback was useful - Feedback was clear	- Substantive comments with references - Feedback exceptionally useful - Feedback very respectful and intelligent
Team Evaluation	- Hard to reach, uncooperative or hostile - Contributed work late or not at all - Sloppy work	- Accessible - Did their part but did not initiate ideas or offer anything extra - Work contributed was presentable	- Accessible and cooperative - Contributed significant content - Contributed well designed, presentable work