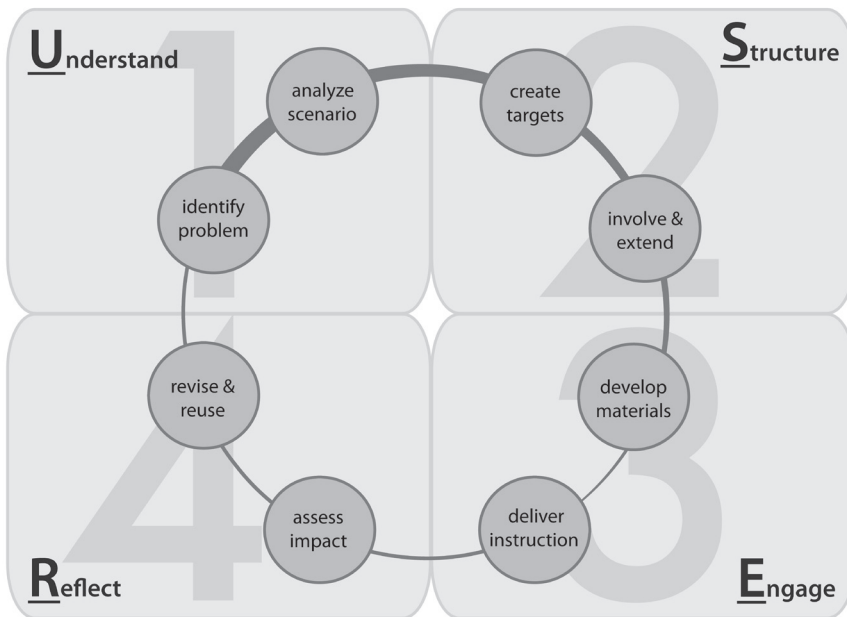


Templates and Planning Documents

The USER Method



1. **Understand.** In the first phase, investigate the learning scenario.
 - a. Start by **identifying the problem** that instruction can solve by asking, *What is the challenge learners face, and how can I help them meet it?*
 - b. Follow up by **analyzing the scenario**, or characterizing the qualities and confronting the challenges of each element of instruction: *learner, content, context, and educator*. Listing these specifics provides insight into the learning community and how the instructional environment can be shaped to facilitate a positive experience.
2. **Structure.** In the second phase, define what you want participants to accomplish and outline the strategies you will use to facilitate learning.
 - c. Begin by **creating targets**—*goals, objectives, and outcomes*—that help you organize content and interaction and evaluate the impact of instruction.
 - d. Identify methods to **involve** learners using delivery techniques, technologies, and activities, and **extend** the interaction by supporting students along the continuum of learning.
3. **Engage.** In the third phase, create your instructional products and implement the learning interaction.
 - e. **Develop the materials** of instruction. This involves developing an instructional message, then creating and revising learning objects using a prototyping process.
 - f. **Deliver instruction** by developing an implementation plan, then capturing and sustaining learner attention throughout the interaction.
4. **Reflect.** In the fourth phase, consider whether targets have been met and how you might improve and repurpose your instructional product.
 - g. **Assess the impact** of instruction by investigating the evidence of learning.
 - h. Finally, consider how you can **revise and reuse** content, materials, and strategies in the future.

USER Planning/Reflection Template

Use this template to structure your approach and reflect on the USER method during instructional planning.

USER METHOD PLANNING TEMPLATE	
1. UNDERSTAND	
a. Identify Problem	
b. Analyze Scenario:	
Learner	<i>Characterize:</i>
	<i>Confront:</i>
Context	<i>Characterize:</i>
	<i>Confront:</i>
Content	<i>Characterize:</i>
	<i>Confront:</i>
Educator	<i>Characterize:</i>
	<i>Confront:</i>
2. STRUCTURE	
c. Create Targets	<i>Goal(s):</i>
	<i>Objective(s):</i>
	<i>Outcome(s):</i>
d. Involve and Extend	<i>Involve:</i>
	<i>Extend:</i>
3. ENGAGE	
e. Develop Materials	<i>Object(s):</i>
	<i>Message:</i>
f. Deliver Instruction	<i>Implement:</i>
	<i>Capture & Sustain:</i>
4. REFLECT	
g. Assess Impact	<i>Formative:</i>
	<i>Summative:</i>
h. Revise and Reuse	<i>Revise:</i>
	<i>Reuse:</i>

Technology Toolkit Evaluation Template

Use this template to record characteristics, outcomes, caveats, and instructional affordances of tools for incorporation into your technology toolkit.

TOOL:			Instructional Affordances	Customization	Communication	Collaboration	Visualization	Sharing	Productivity	Portability	Documentation	Assessment	Play
Characteristics	Outcomes	Caveats											
			Learner										
			Instructor										