

# THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)

# **Guidelines for the Demo Version**



Tool for creating instructional planning activities systematically, professionally, and creatively towards 21st century education

Transforming teachers.....inspiring learners...

#### A. INTRODUCTION

CIDS is a system for creating simple, high-quality instructional planning activities (*lesson plans or other terms used to describe teachers' classroom preparation*). It is time- and work-effective while sustaining and enhancing teachers' professionalism towards 21st century learning skills.

These guidelines provide information on the procedures for using CIDS as a guest. The features of this demo version have been preset and will be shared by all guest users. To avoid errors, guests are advised to use only the recommended features. Below is information on the features. Please read carefully and follow the instructions so that the process of instructional planning can be carried out successfully.

- The guidelines will be more in the form of infographics.
- Information icons consisting of brief descriptions of the specific task followed by short video clips demonstrating various aspects of creating a simple instructional planning activity (IPA) will be available on every planning page.
- Most of the features are customizable; however, for the demo version, certain features are inactive. Please do not change any settings.
- Subject content has been set in the system for demonstration purposes regardless of users' country of origin or their teaching fields.

Upon completing the task, users may register to create a free ID to access the full version of CIDS.

#### **B. TERMINOLOGIES**

The most common terminologies used to create a simple instructional planning activities are as follows:

- MIW Multiple Integration Worksheet is a weekly planning content (subject content and competences required by students) gathered from items selected by users in the model. Users may select items from it to create several IPAs for the week.
- IPA- Instructional Planning Activities daily lesson plan derived from selected items of MIW
- Record refers to a complete set of teacher lesson plans (MIW & IPAs) created.
- **Instructional Timetable** a schedule of preset teaching timetable for setting of date and time of the Daily Lesson Plans. Please do not change the settings.

## C. YOUR TASK

## ✓ Create New Record

- ✓ Follow the procedural flow of the ASIE Instructional Design Model. Follow topic **E: Planning Features** (page 3 onwards).
- ✓ Select the required contents from the planning items of the model. **Component 1 Analyze** (Knowledge) - Instructional profile.

- ✓ **Component 2 Strategize** (Developing Skills, Building Character, Instilling Meta-Learning these are competencies and sub-competencies required by learners that is infused in the instructional planning).
- ✓ Create Instructional Planning Activities (IPA)
  - Select classes from the instructional timetable
  - Fill in the activity
  - Save IPA
  - Sent for endorsement

## ✓ Task completed.

- o You may try to enhance your IPA with some other optional features.
- o You may create another IPA to fully familiarize yourself with the system.
- ✓ Register for free access to the full version.

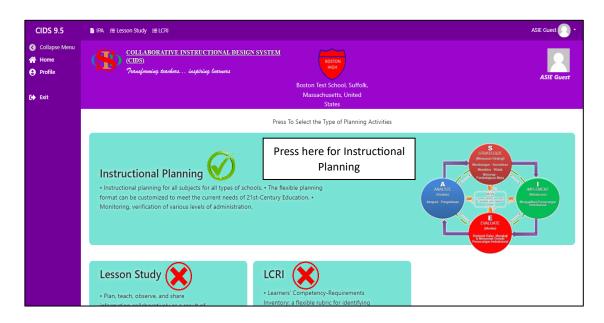
#### D. THINGS TO AVOID:

- Do not use the menus, sub-menus, or featured items marked by a cross.
- Do not delete other users records in the record list.
- Do not use the "Change Settings" features.

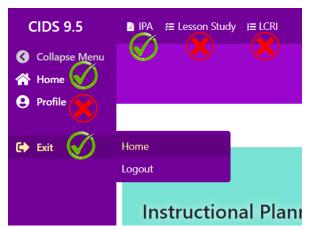
## **E. PLANNING FEATURES**

Demo version will only provide the important features for instructional planning indicated by arrows or symbols as follows. Please follow instruction strictly to avoid errors.

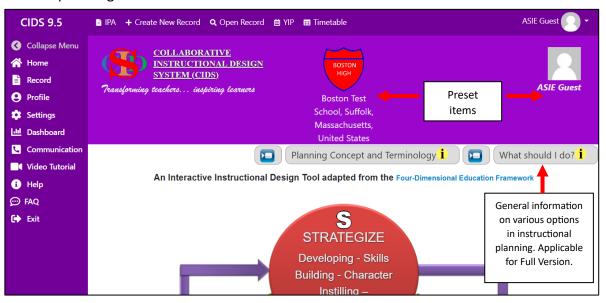
**1.** Home – press Instructional Planning to start the application – do not press other options

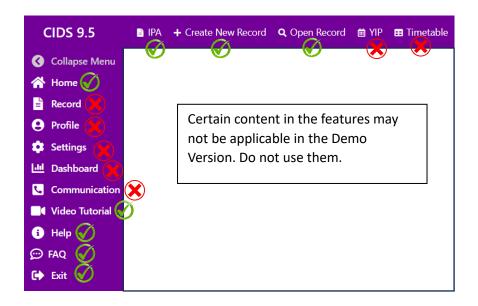


## 2. Menu & Submenu - DOS & DON'TS

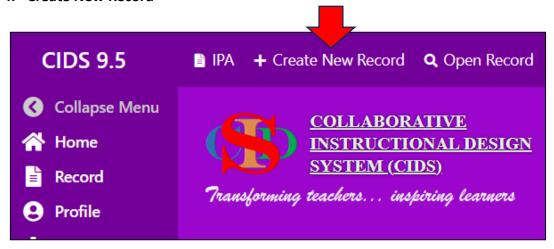


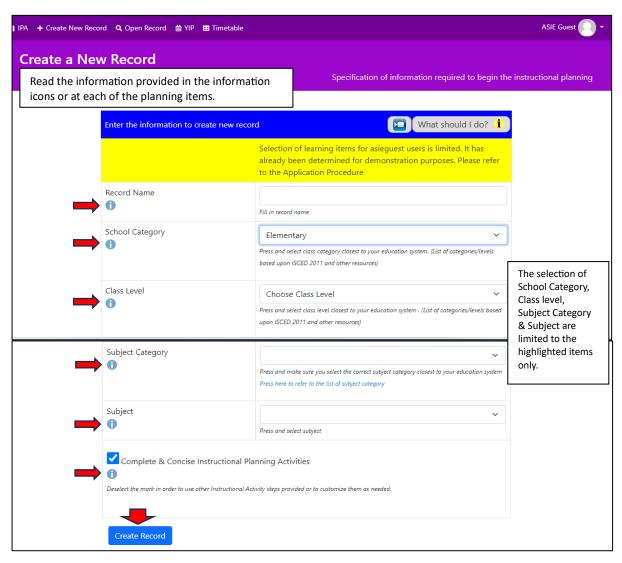
**3.** The **ASIE Instructional Design Model** – represent a procedural flow of instructional planning





## 4. Create New Record

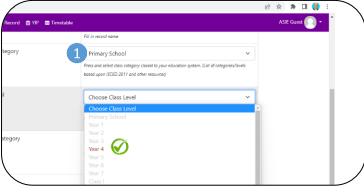


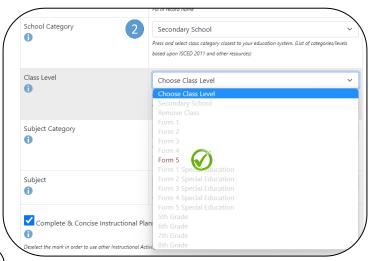


## **Example:**

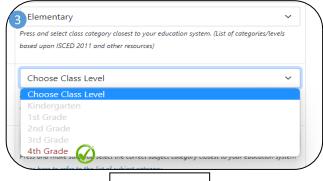
## **School Category, Class level**



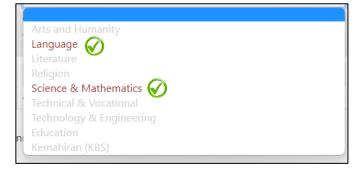








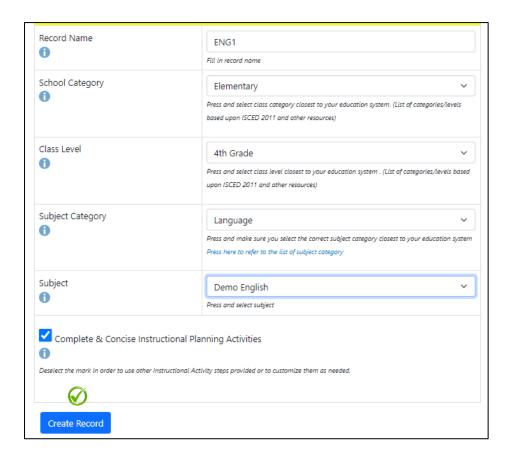
# **Subject Category**

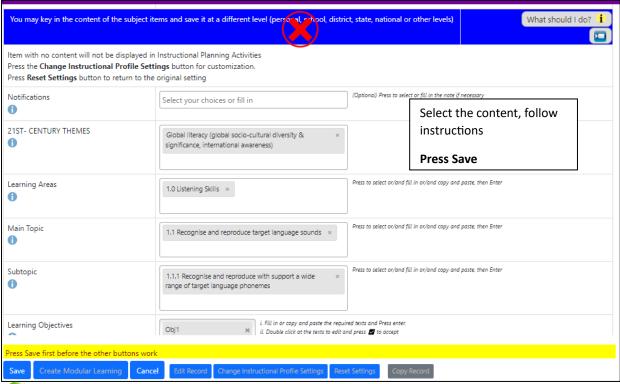


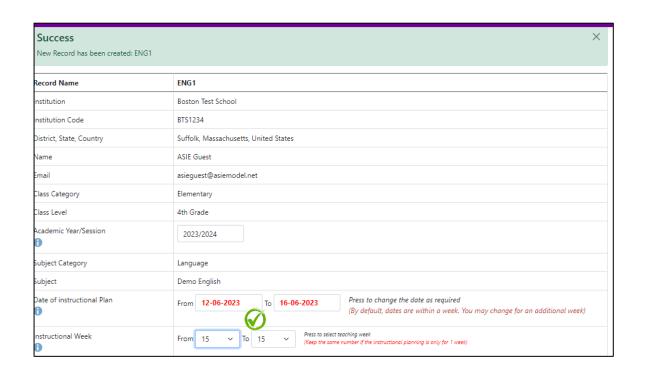
# Subject

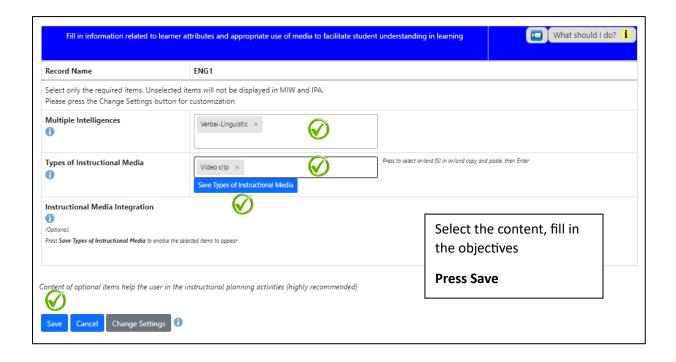


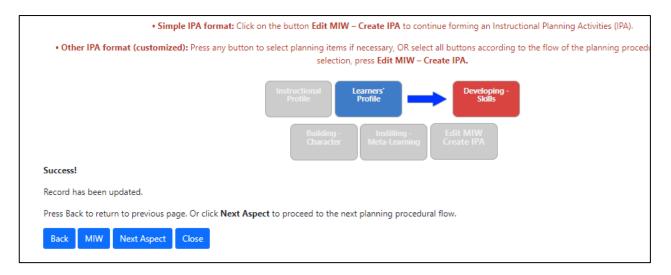
## 5. Select content & Press Create Record



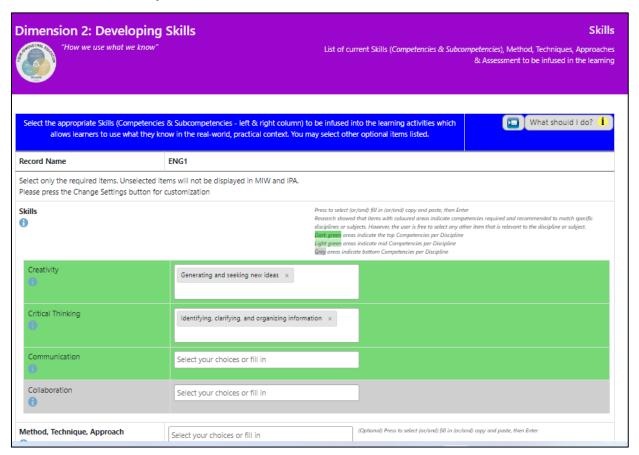


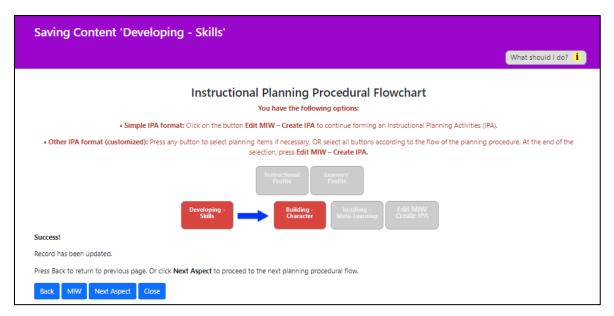




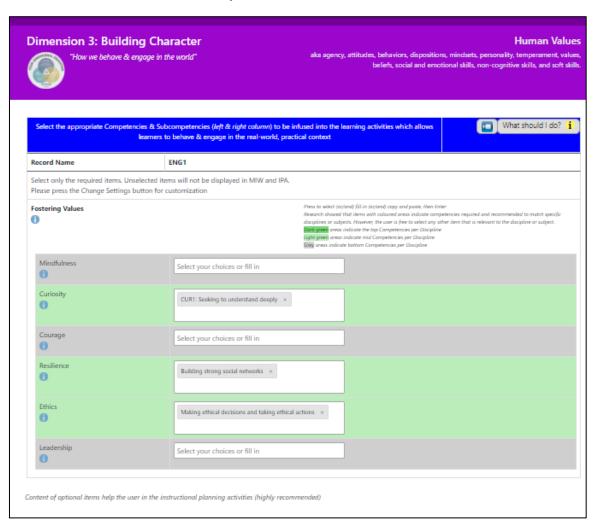


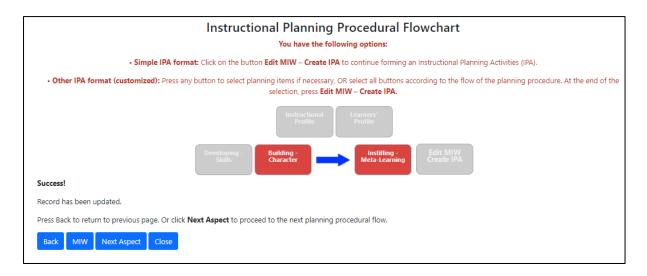
## 6. Select the required items & content - follow instructions



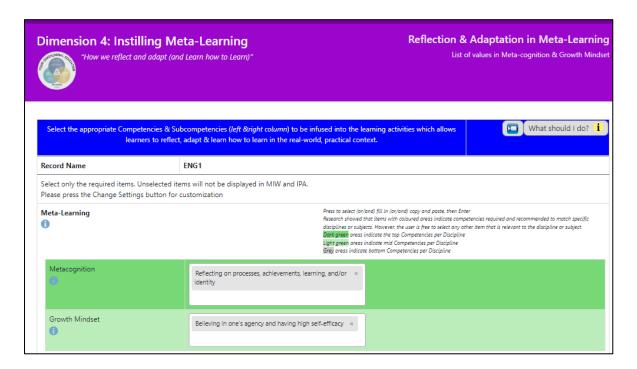


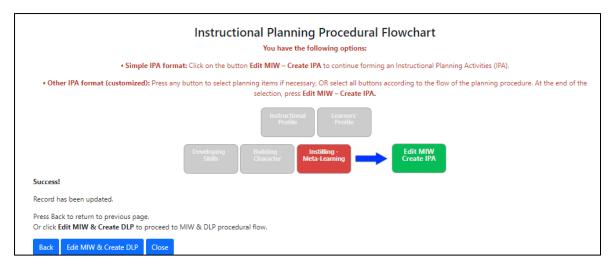
# Select the required items & follow instructions



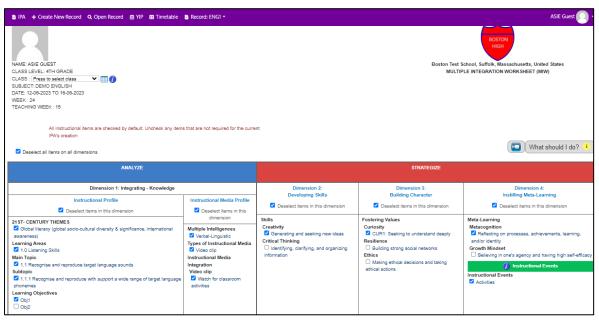


## Select the required items & follow instructions

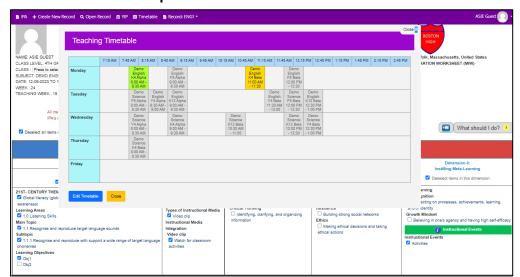




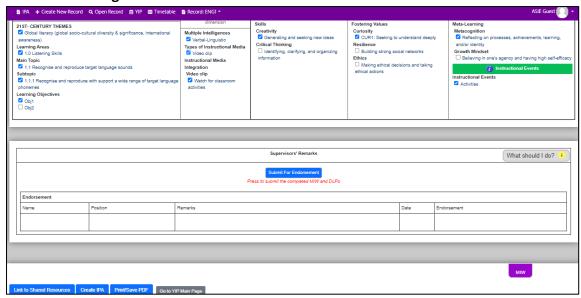
7. Planning items are gathered in the Multiple Integration Worksheet (MIW)



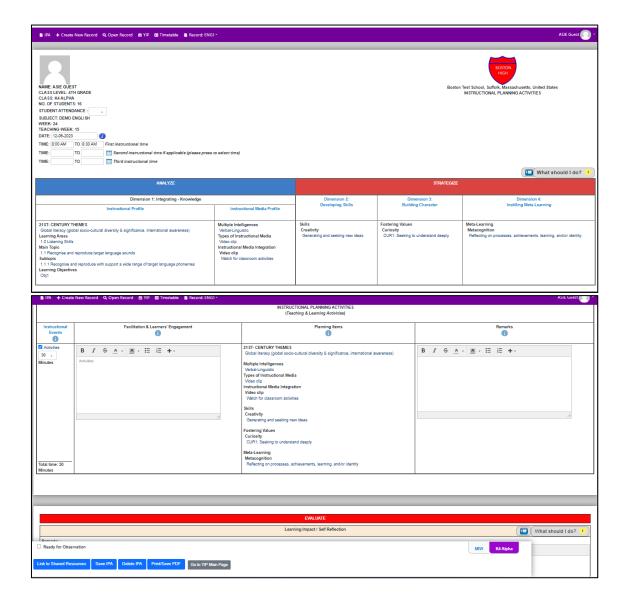
8. Selection of class in the preset Instructional Timetable



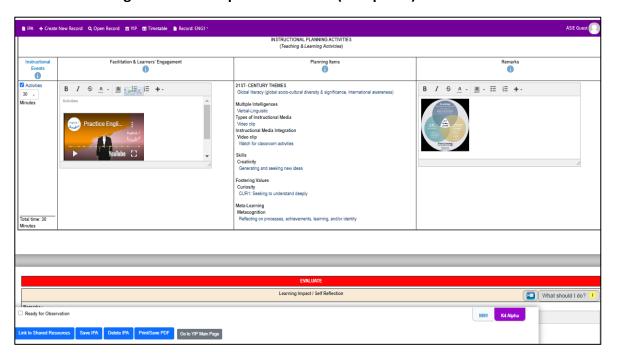
# 9. Creating IPA



## 10. Writing up a simple instructional activities



# 11. Enhancing the IPA with optional features (if required)



## **CONGRATULATIONS!**

You have completed the task. Proceed to register full version for FREE.