Quality Assurance BEFORE Step One

Integrating Quality Assurance into the Course Design Process

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#2850 966

Objectives

Recognize style guides, backwards design, and templates as tools that integrate QA into course content production

Appraise your or your own organization's employment of pre-production tools or procedures

Identify ideas to take back to your organization as opportunities to add "pre-production" tools or procedures

The Goal – "get ahead" of meeting QM Standards in course and content creation

QM Template Standards - many orgs already adopt strategies to "get ahead" of QM standards tied to technology-based features and things that are uniformly applied across all the org's courses

QM Content Standards - fewer orgs have adopted robust strategies to "get ahead" of QM standards focused on individual course content, which invariably differs greatly from course to course

The Content Guardrails Challenge

- How do we "get ahead" of meeting Content Standards?

- Guardrails

- Most orgs' Guardrails are limited to…
  - QM Content Standards (as reference)
  - Collection of suggested tips/tricks/examples
  - Org's general policies around style and content production (from planning to finished content)
  - QA check of drafted or finished content against the QM Content Standards before publishing

The Problem

- With only those guardrails, problem identification is often too late.

  - Content passes deep into production process before QA detects shortfalls in meeting learner needs or QM standards

  - Correcting such problems wastes a significant resources when shortfalls are detected far downstream in production process

The Solution

- More guardrails and tools at the FRONT END of content production help content composers keep their work aligned with QM Content Standards

- More Quality Assurance measures should be implemented **before step one of content construction**

Audience Poll – Word Cloud

On the FRONT END of your content production process, what tools, strategies, or resources does your org currently employ as "guardrails" to proactively help your content composers achieve alignment to QM Content Standards?

(use key words)

The Tools

Backwards Design/Understanding by Design	**Curriculum Style Guide**	**Lesson Component Templates**

Using these tools, we have found significant **improvements** in
- courses that better serve learners
- courses that align to QM Content Standards
- the pace and quality of content composition
- resource savings for content production

Backwards Design/Understanding by Design

EdisonLearning requires Backwards Design planning before writing **any content**

- Identify the course-level standards/learning goals
- Scoping unit/module/lesson learning objectives (from goals)
- Sequence objectives into an effective instructional order
- Determine what evidence of success looks like for each objective
- Plan or write assessment items that will elicit that evidence

Backwards Design/Understanding by Design

At Lapeer Virtual Partnership, Backwards Design principals used to modify courses for better fit with (1) Michigan standards, (2) hi-flex compatibility between face-to-face and online instruction, and (3) student needs.

- Modified scope aligns to identified course-level objectives/standards
- Modified sequence syncs F2F and Online instruction
- Evidence of success set by district and virtual partnership
- Assessment results inform additional modifications

Curriculum Style Guide

Our Style Guide is a single, extensive resource and includes…

- **Basic Guidelines** (grammar, style, writing tips, image guidance, technical notes, org branding, etc.)
- **Lesson Formatting** (component options, purposes, and structures, as well as purpose of each possible section within each component's structures)
- **Learning Interactives** (types, tips/rules/guidelines for each)
- **Subject-Specific Guidelines** (FAQs & answers, subject area vocabulary, MathType guidance, etc.)
- **Diversity & Inclusion Guidance** (bias avoidance, preferred terms, resources)

Note – accessibility/adaptability guidance is included in context throughout
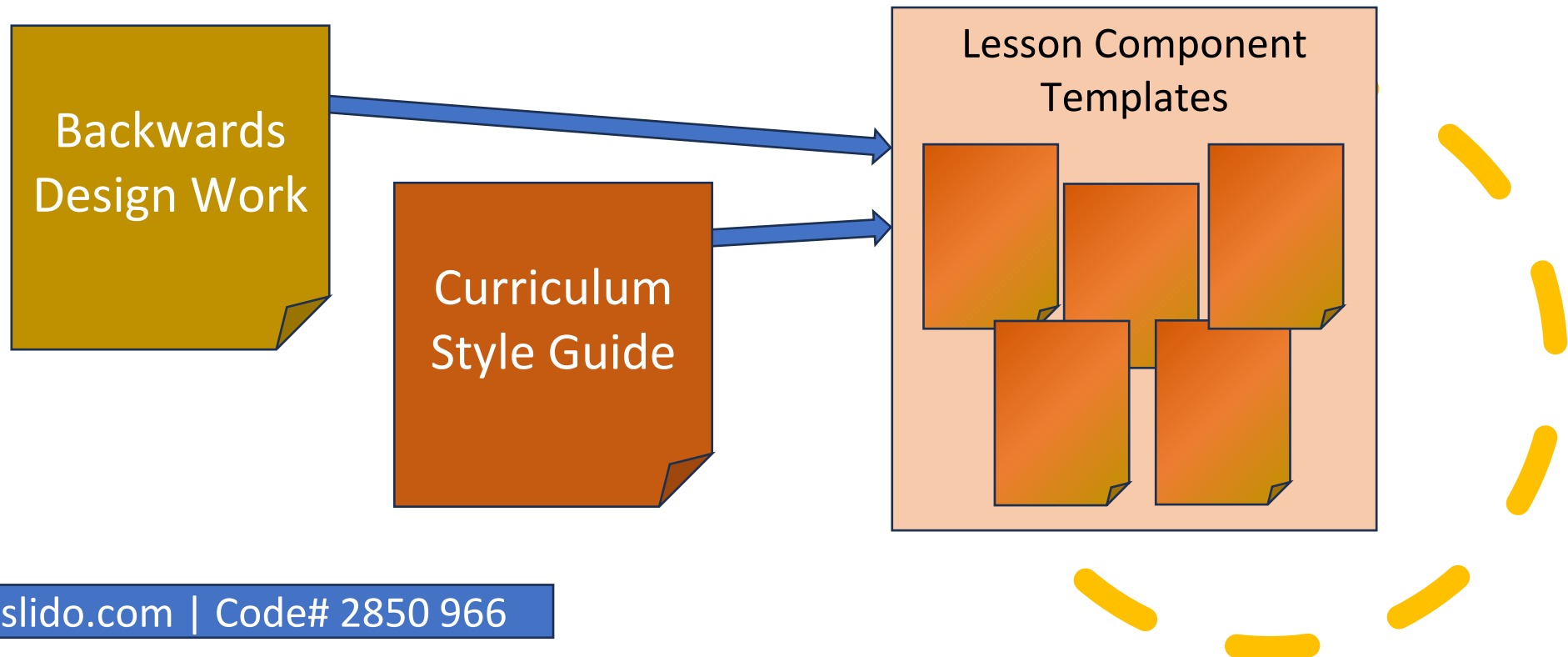
Curriculum Style Guide

Our Curriculum Style Guide provides content composers…

- an easy-to-use reference and resource
- an excellent training resource for new staff
- clarifications, examples, and best practices for
  - every predictable content FAQ or consideration
  - elements that should be uniform across all courses or subject area
- a concrete basis for collaboration and constructive feedback

Lesson Component Templates

Templates for lesson components are editable composition tools that help content composers expedite their work while staying within the guardrails set up by the Backwards Design of a course and the Style Guide.

Backwards Design Work

Curriculum Style Guide

Lesson Component Templates

Lesson Component Templates

Lesson component templates…

- facilitate greater common understandings and interpretations of
  - applying Backwards Design planning
  - adhering to Style Guide expectations
- promote content composer adherence to expectations
- expedite translation of backwards design planning to composition
- fuse style guide requirements, prompts, and reminders to assist and accelerate work of content composers

Example Files – Backwards Design Templates, Style Guide Excerpt, and Lesson Template

Use the URL in the Poll prompt to open the shared drive.

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Recap

Identifying issues with content failing to meet learner needs or QM standards <u>after</u> significant work has been done is a **recurring and costly problem**.

Tools and procedures that infuse Quality Assurance before step one of content composition can help mitigate that problem. Three such tools are…

- **Backwards Design/Understanding by Design**
- **Curriculum Style Guides**
- **Lesson Component Templates**

Self-Reflection and Poll

- Take the next few minutes to reflect on what you have learned in this presentation.

- Rank what piqued your interest from the tools presented for possible application with your organization.

- Gather your thoughts about what you'd like to discuss further.

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Small Group Discussions

- Find a small group that correlates with your type of org (K-12 or Higher Ed) or one that interests you.

- In your group, discuss…
  - tools similar or in addition to the ones presented that you are having success with
  - ideas you have for your org from the presentation
  - advice you could give or solicit for implementation of QA before Step 1 in your org

- Post the most interesting ideas you hear in the "Ideas" topics in the Slido meeting area.

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Call to Action:
What front-end tools, strategies, or resources will your organization adopt as "guardrails" to proactively help your content achieve better alignment to QM Content Standards?