



COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)

AN INTEGRAL ASIE INSTRUCTIONAL DESIGN MODEL

*A new dimension at engaging teachers collaboratively involved, in the 21st
Century instructional design, professionally and systematically*

USER MANUAL

QUICK HELP



QUICK HELP

PROFILE

1. How to login to the system
 - a. Enter Username and password in the text box provided and click *enter*.
2. How to edit My Profile?
 - a. Click **Profile** on the menu bar – click **My Profile**.

RECORD

3. How to Create New Record?
 - a. Click **Record** at the menu bar
 - b. Click **Create New Record**
4. How to Open Record?
 - a. Click **Record – Open Record - Open**
5. How to Delete Record?
 - a. Click **Record – Open Record - Delete**
6. How to Copy Record?
 - a. Click **Record – Open Record - Copy**
7. How to allow others to share your record?
 - a. Click **Record – Open Record – Share**
 - b. Fill in **user ID**
 - c. Click **Share**
8. How to open a Shared Record?
 - a. Click **Record – Shared Record - Open**
9. How to Duplicate Record?
 - a. Click **Record – Shared Record – Duplicate**
 - b. Fill in **New Record Name**
 - c. Click **Duplicate**
10. How to Search Record?
 - a. Click **Record – Search Record**
 - b. Select the desired record name in the displayed menu
 - c. Click **Search**
11. How to Save Record?
 - a. A record that has been created or copied, will be automatically saved.

SETTING

12. How to Set Instructional profile?
 - a. Click **Setting – Instructional Profile**
 - b. Select (tick) specific item.
 - c. To add items, write in the blank text box and click **Add**
 - d. Click and drag item to rearrange the location
 - e. Click **Save**
13. How to Set Facilitating Procedures?
 - a. Click **Setting - Facilitating Procedures**
 - b. To add a new item, write in the blank text box.
 - c. Click **Add** – repeat the procedures for adding more items.

- d. Click **Save**
14. How to Set Learners' Profiles? (Psychometric test)?
 - a. Click **Setting – Learners' Profiles – Psychometric test**
 - b. Click types of Psychometric test required
 - c. Click **Add** - to add other items
 - d. Click **Save**
 - e. Click **Learning style** and tick the required item
 15. How to create New Class?
 - a. Click **Setting – Create New Class**
 - b. Select or write in the required information in the blank text box
 - c. Click **Save**
 16. How to edit Class?
 - a. Click **Setting – Edit Class**
 - b. Click **Edit** – edit information in the required textbox
 - c. Click **Save**
 17. How to fill in Psychometric test data for every class?
 - a. Click **Setting – Edit Class**
 - b. Click **Set Learners' Profiles**
 - c. Click **Save**

INSTRUCTIONAL PLANNING - ANALYZE

18. How to fill in information in the Instructional profile?
 - a. Click **Instructional profile** in the “**ANALYZE**” component of the model
 - b. Select or write information in the textbox
 - c. Click *enter*
 - d. Click **Add** - to add information in respective text box
 - e. Click **Save**
19. How to fill in information in the Learners' profiles?
 - a. Click **Learners' profiles** in the “**ANALYZE**” component of the model
 - b. Select/write information in the textbox
 - c. Refer to the specific scoring type of learners' profiles (eg. Multiple intelligences etc.)
 - d. Click **Add** - to add information in respective text box
 - e. Click **Save**
20. How to fill in information in the Instructional media profile?
 - a. Click **Instructional media profile** in the “**ANALYZE**” component of the model
 - b. Select information in the textbox
 - c. Click **Save**

INSTRUCTIONAL PLANNING – STRATEGIZE

21. How to fill in information in the “Integrating – instructional media”?
 - a. Click **Integrating – instructional media** in the “**STRATEGIZE**” component
 - b. Write information in the textbox
 - c. Click **Add** - to add more information in the textbox

- d. Click **Save**
22. How to fill in information in the “Accommodating – skills”?
 - a. Click **Accommodating - skills** at the “**STRATEGIZE** component”
 - b. Select or write in information
 - c. Click **Save**
 23. How to fill in information in the “Applying – tools”?
 - a. Click **Applying – tools** at the “**STRATEGIZE** component”
 - b. Select or write in information
 - c. Click **Save**
 24. How to fill in information in the “Instilling - values”?
 - a. Click **Instilling- Values** at the “**STRATEGIZE** component”
 - b. Select or write in information
 - c. Click **Save**
 25. How to fill in information in the “Formulating – Instructional question”?
 - a. Click **Formulating – Instructional question at the “STRATEGIZE”** Component
 - b. Write in information
 - c. Select the **Facilitation Procedures** required for your DLP.
 - d. Tick (check/uncheck) **Time Allocation** to enable/disable time indication in your DLP activities.
 - e. Click **Save**
 26. How to view the instructional planning?
 - a. Click at **MIW** (*Multiple Integration Worksheet*) – situated in the middle of the model
 - b. How to create Daily Lesson Plan (**DLP**)
 - c. Click **MIW** in the middle of the component model
 - d. Select (tick) the required information
 - e. Click **Create Daily Lesson Plan**
 - f. Fill in the information in the **Implement - Evaluate** (*Learning and Teaching Activities*) column.
 - g. Click **Save DLP**
 - h. Click **Delete** to delete DLP
 27. How to upload materials at DLP or MIW??
 - a. Click **Upload Shared Material**
 - b. Click **Types of material** – Select **File**
 - c. Click **Upload**
 28. How to save MIW or DLP in pdf format?
 - a. Click **Save As Pdf** at the bottom menu bar
 29. How to print MIW or DLP?
 - a. Click **Print** at the bottom menu bar
 - b. You can choose pages from the print menu.
 30. How to endorse MIW or DLP? (for administrators only)
 - a. Click **Record – Open Record**
 - b. Click **Endorse** in the text box located at the bottom of MIW
 - c. Write your comments
 - d. Click **Endorse** – you can continue to add comments and click endorse to save it