



THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)

An initiative towards transforming teachers in designing instruction for delivering effective and efficient 21st century learning experiences that inspires learners of all levels towards VUCA world.

MODULE 12: ENDORSEMENT/VERIFICATION

The ASIE Model of CIDS is a flexible instructional design tool. You may choose minimum features/items or add optional items to design your instructional planning to cater to your needs. Most of the items are customizable to formulate the instructional activities.

A. VERIFICATION/ENDORSEMENT

CIDS provides endorsement/verification features for administrators at all levels according to the ID given.

- Endorse/verify all lesson plans
- insert comments/guidance

Procedures:

Option 1: Select record at **Open Record** button

- Press **Open Record**
- Press **Verification** besides the check box
- A specific record will be displayed
- You may verify MIW – general verification – for a week’s planning or every single IPA
- Bulk verification is available to perform with instructions given

Week	Information	Name	Subject	Class & Last Submission Date	Date & Instructional Time	Action
Calendar Week 21 - 30 Instructional Week 1	English Y1 Year 1	THILASHENEE A/P GANASEN SEKOLAH KEBANGSAAN MALIM NAWAR, PPD KINTA SELATAN, PERAK, Malaysia	English Overall Total IPA submitted: 0	MIW 27-03-2023	27-05-2023 — 30-07-2023	<input type="checkbox"/> Verification Individual Statistic
Calendar Week 20 Instructional Week 8	W8BIY6 Year 6	NADIA BINTI ABD. RAZAK SEKOLAH KEBANGSAAN YAMTUAN HITAM, PPD KUALA PILAH, NEGERI SEMBILAN, Malaysia	English Overall Total IPA submitted: 1	MIW THN 6 SUKU SERI LEMAK (Total IPA: 1) IPA 1 11-05-2023	11-05-2023 17-05-2023 — 17-05-2023 Wednesday 17-05-2023 : 11:35 AM-12:35 PM	<input type="checkbox"/> Verification Individual Statistic
Calendar Week 20 Instructional Week 8	W8BIY2 Year 2	NADIA BINTI ABD. RAZAK SEKOLAH KEBANGSAAN YAMTUAN HITAM, PPD KUALA PILAH, NEGERI SEMBILAN, Malaysia	English Overall Total IPA submitted: 1	MIW THN 2 SUKU ANAK ACHEH (Total IPA: 1) IPA 1 11-05-2023	11-05-2023 17-05-2023 — 17-05-2023 Wednesday 17-05-2023 : 8:45 AM-9:45 AM	<input type="checkbox"/> Verification Individual Statistic

Supervisors' Remarks What should I do? ⓘ

Name	Position	Remarks	Date	Endorsement
 DR. HJ. ISMAIL MD. ZAIN P.M.P.	Observer HELP CENTRE	Overall remarks: (Select or leave blank if not required) <input type="text"/>	<input type="text"/> Press to set date, time automatically and proceed to verify the planning. You may also select your own date and time manually.	<input type="button" value="Verify"/>

MIW TAHUN 6

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Option 2: Verify from Supervision list – a list of selected users under the supervision

This option allows you to select/deselect users under your supervision

	Username	Full Name	Institution Code	Institution Name	State	Supervision	Bulk Action
5	asieguru3	HABIBAH BINTI ABU BAKAR	NBA1002	SEKOLAH KEBANGSAAN YAMTUAN HITAM	Negeri Sembilan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	asieguru4	MARJIANA BINTI ISMAIL	NBA1002	SEKOLAH KEBANGSAAN YAMTUAN HITAM	Negeri Sembilan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	asieguru5	MOHD AZRUL BIN ASIS	NBA1002	SEKOLAH KEBANGSAAN YAMTUAN HITAM	Negeri Sembilan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	asieguru13	SITI FATIMAH BINTI SAAD	NBA2005	SEKOLAH KEBANGSAAN TELOK KEMANG	Negeri Sembilan	<input type="checkbox"/>	<input type="checkbox"/>
9	asieguru14	SITI ZALEHA BINTI ABDUL RAHMAN	NBA2005	SEKOLAH KEBANGSAAN TELOK KEMANG	Negeri Sembilan	<input type="checkbox"/>	<input type="checkbox"/>

- Press **Profile – Search User Profile**
- Press **Search User** button
- A list of users is displayed
- Tag names of users under your supervision at the supervision column

To view the selected users:

- Press **Supervised Record** at the top menu
- A list of names displayed
- Press the individual name to verify the record

Bulk Verification

The screenshot displays the CIDS 9.0 interface. At the top, there is a navigation bar with 'Home', '+ Create New Record', 'Open Record', and 'Supervised Record'. Below this is a purple header for the 'COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM' with the tagline 'Transforming teachers... inspiring learners' and 'AN INTEGRAL ASIE INSTRUCTIONAL DESIGN MODEL VERSION 9.0'. A sidebar on the left contains 'Collapse Menu', 'Home', 'Record', 'Counseling Record', and 'Co-curricular'. The main content area is titled 'List of Supervised Teachers' and contains a table with three rows of teacher data. A modal window is open over the table, showing a list of the three teachers with checkboxes. The first two are checked. Below the table, there is a 'Bulk Verification' button and a 'SELECTION FOR GENERAL VERIFICATION' section with three options: 'Group', 'Individual (single or more individuals)', and 'Individual (single)'. A 'Select All' checkbox is also present. At the bottom, there is an 'Edit Teachers List' button and a note: 'Press the Edit Teacher List button to select supervised teachers from the full list of teachers.'

	Full Name	Institut
1	<input type="checkbox"/> HABIBAH BINTI ABU BAKAR	SEKOLAH KEBANGSAAN YAMTUAN HITAM
2	<input type="checkbox"/> MARJIANA BINTI ISMAIL	SEKOLAH KEBANGSAAN YAMTUAN HITAM
3	<input type="checkbox"/> MOHD AZRUL BIN ASIS	

Select All HABIBAH BINTI ABU BAKAR MARJIANA BINTI ISMAIL MOHD AZRUL BIN ASIS

Bulk Verification

SELECTION FOR GENERAL VERIFICATION

a. **Group** (all individuals) – Mark / at **CHOOSE ALL** option and Press button: **Bulk Verification**

b. **Individual** (single or more individuals) – Mark / at the chosen individuals and press button **Bulk Verification**

c. **Individual** (single) – Press **Open** at the end of the individual's name

Press the **Edit Teacher List** button to select supervised teachers from the full list of teachers.

Edit Teachers List

- Select/Fill in the required information
- Press **Verify**
- **Bulk verification** is applied to MIW only

Example of Bulk Verification

- Refer information/video clip for help

Bulk Verification

A simultaneous verification of teaching record of the group or individual according to the choice of teaching dates

[What should I do?](#)

This Bulk Endorsement is for endorsing weekly planning (MIW) only

Total User	3
Teaching Date	From <input type="text"/> To <input type="text"/> <small>Press and select the teaching dates to determine the teaching records to be verified</small>
Overall Remark <small>(Select or leave blank if not required)</small>	<input type="text" value="Select your choices"/>
Description <small>(Fill in or leave blank if not required)</small>	<input type="text"/>
Verification Date	<input type="text" value="02-06-2021 10:38 AM"/> <small>Press and select a verification date to display on the teaching record</small>

B. INSERT COMMENT – sharing for improvement

Administrators – (evaluators from various levels with specific ID) may comment on the IPA

		Reading Loudly Written Assessment Method Written Exercises Self-Assessment Method Group or individual discussion Peer Assessment Method Review work (in accordance with certain criteria, for example exchanging exercise books, worksheets or test answer sheets) Fostering Values Mindfulness Attending to one's body, emotions, and reactions in the present moment Curiosity CUR2: Seeking out novelty and trying new things Courage Pursuing ambitious goals despite the social, financial, physical, or emotional risk to self Resilience Adapting flexibly Ethics Identifying and describing ethical concepts Leadership Managing power ethically Inculcate values - Sekolahku SEJAHTERA Happy	
Step 3	PUPILS AND TEACHER DISCUSS THE ANSWER TOGETHER.		
Closure	PUPILS RECAP WHAT DID THEY HAVE LEARNT.		

MIW THN 6 SUKU SERI LEMAK

Insert Comment **Print/Save PDF** Lesson Study SKPMg2

Insert Comment **Print/Save PDF** Lesson Study SKPMg2

- Press **Insert Comment**
- Fill in your comments on the spaces given
- Press **Save Comment**

		Self-Assessment Method Group or individual discussion Peer Assessment Method Review work (in accordance with certain criteria, for example exchanging exercise books, worksheets or test answer sheets) Fostering Values Mindfulness Attending to one's body, emotions, and reactions in the present moment Curiosity CUR2: Seeking out novelty and trying new things Courage Pursuing ambitious goals despite the social, financial, physical, or emotional risk to self Resilience Adapting flexibly Ethics Identifying and describing ethical concepts Leadership Managing power ethically Inculcate values - Sekolahku SEJAHTERA Happy	Comment : <input type="text"/> <input type="text"/>
Step 3	PUPILS AND TEACHER DISCUSS THE ANSWER TOGETHER.		
Closure	PUPILS RECAP WHAT DID THEY HAVE LEARNT.		Comment : <input type="text"/> <input type="text"/>

MIW THN 6 SUKU SERI LEMAK

Save Comment **Cancel** **Print/Save PDF** Lesson Study SKPMg2

Remark:

- Comment is only for IPA
- Comments may only be seen by the commenter and the teacher concerned