



# **THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)**

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

## **MODULE 2: REGISTRATION**

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.

## REGISTRATION

### A. ID AND PASSWORD

**CIDS needs all users to register using the ID given accordingly. All information should be entered correctly to avoid errors in the instructional planning.**

**User may register as (i) single user or (ii) institutional user (involve all users in the school)**

#### 1. Types of ID

##### (a) Institution

**Coordinator (system admin)** – *cids\_admin* followed by numbers – ability to customize certain common items for all institution members – coordinators need to register first, follow by others.

**Administrator** – *cids\_leader* followed by numbers - School principals/senior assistant etc. – ability to monitor/verify lesson plans for all members of the institution

**Guide (head of unit/SME)** – *cids\_guide* followed by numbers - for evaluators/fasilitators – ability to guide & insert comments on the teachers' lesson plans activities.

**Teacher (all teachers)** – *cids\_teacher* (followed by numbers) – ability to perform instructional planning

**Administrators at district/state/national/country levels** (optional) – a separate IDs will be given upon request to manage the records (evaluate/guide/monitor) at the respective level.

##### (b) Single user

*cids\_single* (ability to customize the important setting in instructional planning)

## B. REGISTRATION PROCEDURES

### 1. Procedures

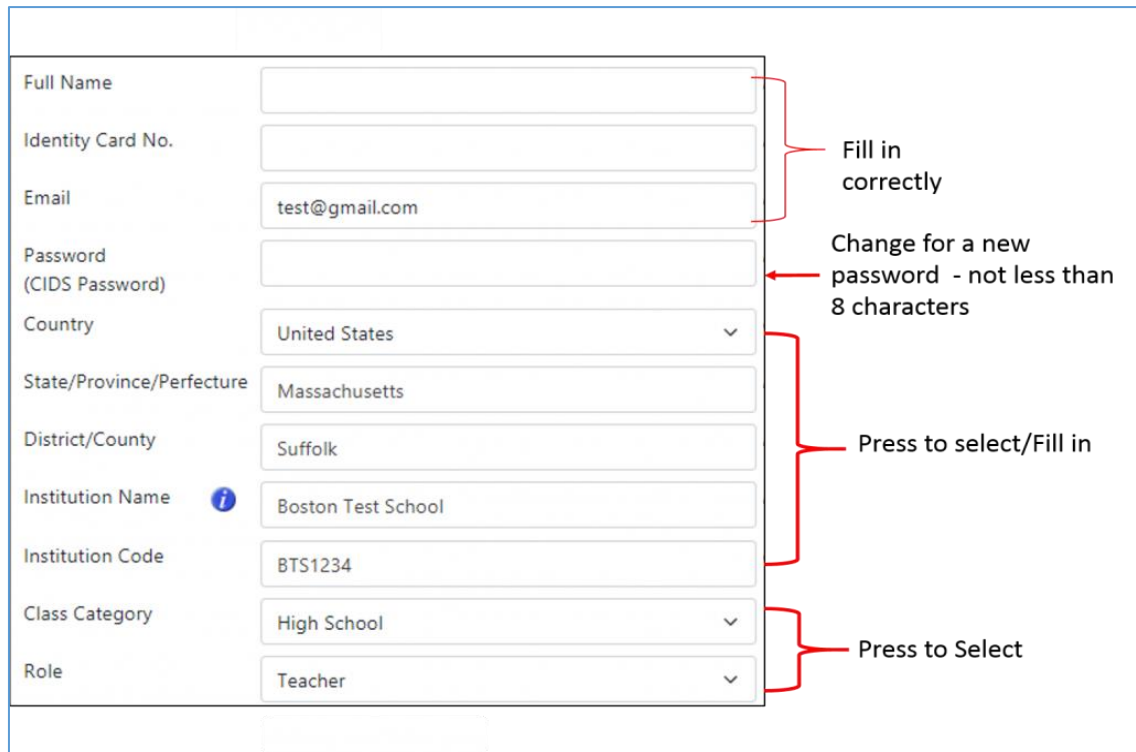
- Visit <https://asiemodel.com> (**Please use Google Chrome browser for best display**)




- Enter the *Username* and *Password* and press the *Login* button.
- Login for the first time – you are taken to the *My Profiles* page to complete your personal information.
- Read information or press information icon or video clip to get guidance.
- Certain parts you need to *press and select* the pre-set contents

## MODULE 2 - REGISTRATION

- Press **Save**
- All information is editable.



The image shows a registration form with the following fields and annotations:

Full Name	<input type="text"/>	} Fill in correctly
Identity Card No.	<input type="text"/>	
Email	<input type="text" value="test@gmail.com"/>	
Password (CIDS Password)	<input type="password"/>	← Change for a new password - not less than 8 characters
Country	<input type="text" value="United States"/>	} Press to select/Fill in
State/Province/Perfecture	<input type="text" value="Massachusetts"/>	
District/County	<input type="text" value="Suffolk"/>	
Institution Name 	<input type="text" value="Boston Test School"/>	
Institution Code	<input type="text" value="BTS1234"/>	} Press to Select
Class Category	<input type="text" value="High School"/>	
Role	<input type="text" value="Teacher"/>	

- **Personal Photo** – every user should have an official photo (*jpeg file*) – passport size to be uploaded in the system
- **Digital Signature (optional)** – *digital signature for administrators & all users*
- Press **Save Profile** and wait for the response
- An **error message** will be appear if the size of photos are exceeding (*large size*) than the recommended size. Please edit and reload the photo using different file name
- Sometimes you need to logout and login again for photo (*institutional logo and personal photo*) to appear in the application.
- You may edit the profile later.

## 2. Error & Solution

- **Photo turn into a black image**
  - Reason – Photo size exceeding 1000kb or photo file format (jpeg)
- **Action:**
  - Crop or get another photo with a different file name/or get a proper file format (jpeg)
  - Reload and Save
- **Photo – Improper position** (*in PC it looks normal*)
  - Reason – the photo was taken in a different position
- **Action:**
  - Edit the photo (*use any photo editor*)
  - Rename the file (*different name*)
  - Reload the photo & Save

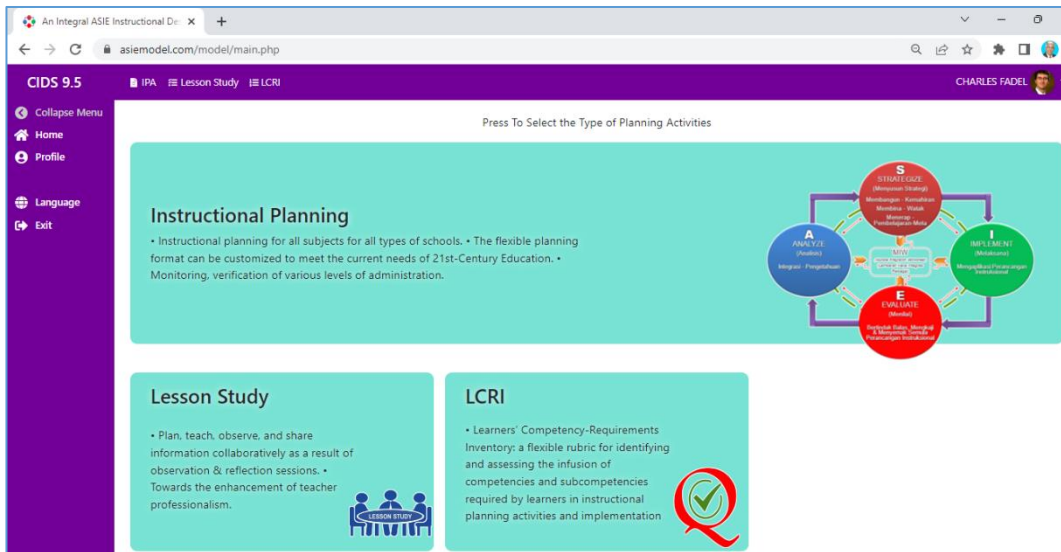
The screenshot shows a user profile form with the following fields and annotations:

- Secondary Role:** A text input field with a red arrow pointing to it from the annotation "For admin only (coordinator)".
- Position:** A dropdown menu with a red arrow pointing to it from the annotation "Press to Select".
- Language:** A dropdown menu showing "English" with a red arrow pointing to it from the annotation "Press to Select".
- Last Login:** A text field showing "2021-05-15 23:23:03".
- Photo:** A large empty area.
- Digital Signature (Optional):** Two "Choose File" buttons, each with "No file chosen" text. A red arrow points to these from the annotation "Follow instructions".
- Agreements:** Two checked checkboxes: "I accept and agree to the [Privacy and Personal Data](#)" and "I accept and agree to the [Terms and Conditions](#)". A red arrow points to these from the annotation "Follow instructions".
- Buttons:** "Save Profile", "Cancel", and "Empty Profile" buttons. A red arrow points to the "Save Profile" button from the annotation "Follow instructions".

**Sometimes you need to logout & login again for a photo to appear in the application.**

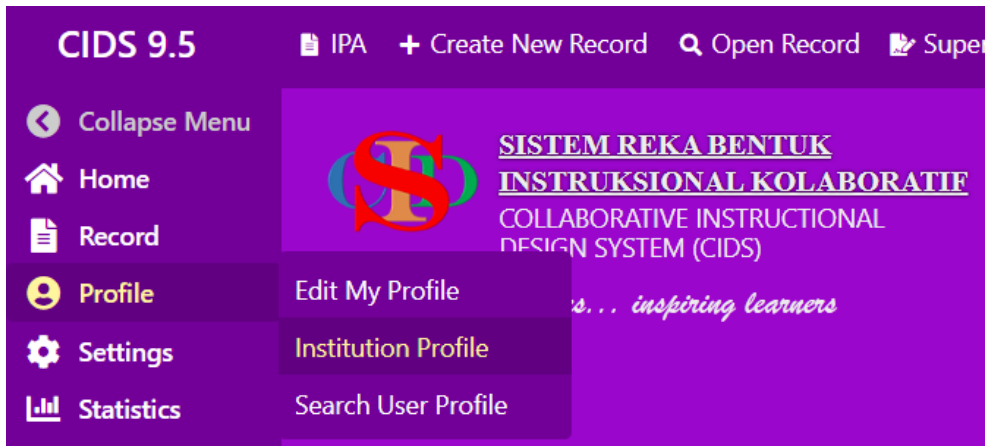
**User will be taken to the ASIE Model interface.**

## CIDS HOMEPAGE




- Press **Instructional Planning** to start the planning.
- Other parts on are shortcuts to perform specific activities.
- You will be taken to the ASIE Integral Instructional Design Model page
- Press **Profile** – *Institution profile* (for system admin only) and Single user
- Complete the required information.
- **Press Save**





For admin only  
(coordinator)

Institution Logo



No file chosen  
Upload your institution logo (PNG format) not more than 200kb

Institution Stamp (Optional)

No file chosen  
Upload your institution stamp (PNG format) not more than 200kb

Total Numbers of Institution Members (Involve in teaching)

CIDS VideoCorps

Activate CIDS VideoCorps Communication

Tick to activate

Select from local folder

Fill in Number of users involve in instructional planning

- Institution Logo – for institution – coordinator **need to upload** logo (*png file – size not exceeding 200kb*) – it will **automatically appears to all users** in the **same institution** (*for institution & premium packages*).
- You may logout and login again if the logo does not appear.
- CIDS VideoCorps – tick to enable the communication feature (*CIDS-VideoCorps*).

## MODULE 2 - REGISTRATION

Users may edit the profile:

Press *Profile* at the main menu of the model and select *Edit My Profile*

- Certain features in instructional planning may appear to specific ID type only and will determine the function/role in managing the instructional plans.

***Information required in the registration is subjected to changes.***