



THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)

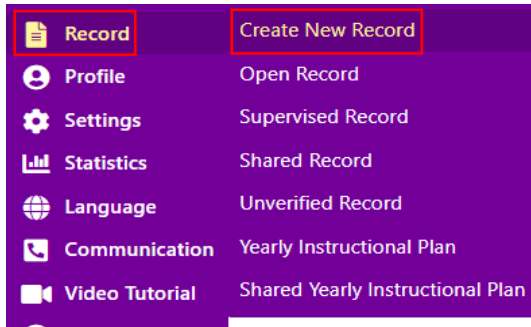
An initiative towards transforming teachers in designing instruction for delivering effective and efficient 21st century learning experiences that inspires learners of all levels towards VUCA world.

MODULE 6: CREATE NEW RECORD

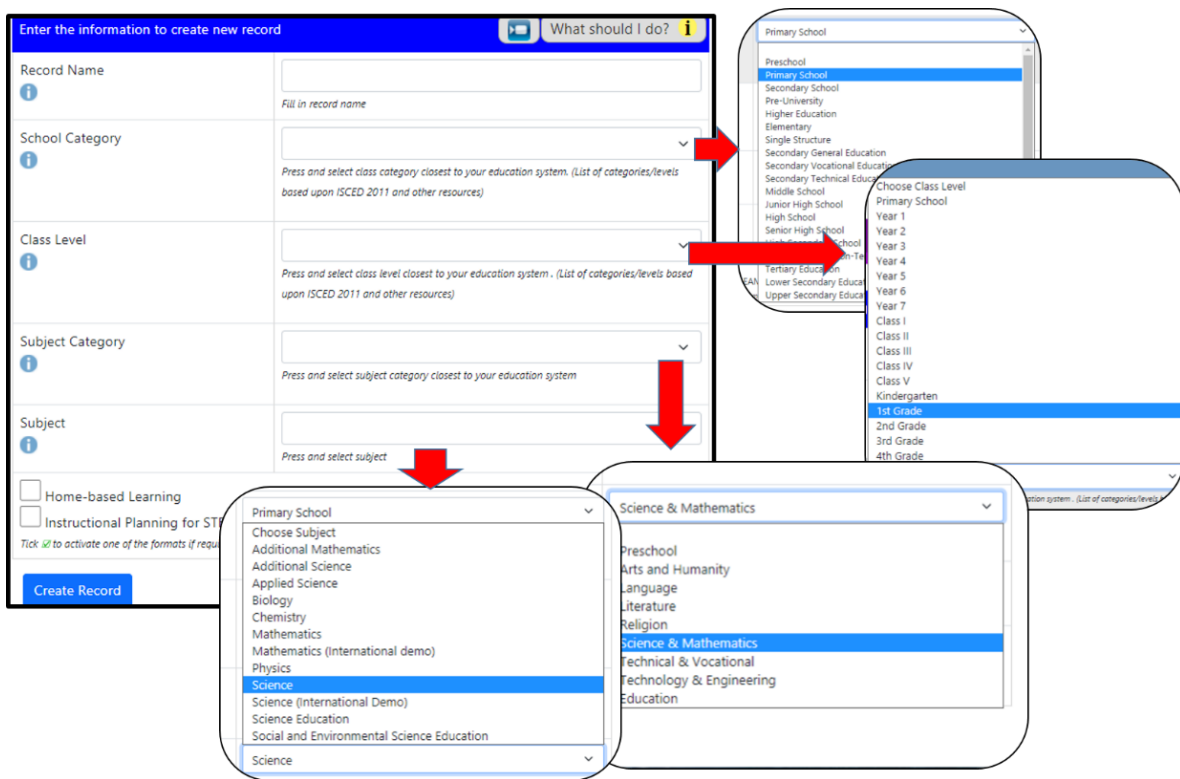
The ASIE Model of CIDS is a flexible instructional design tool. You may choose minimum features/items or add optional items to design your instructional planning to cater to your needs. Most of the items are customizable to formulate the instructional activities.

A. CREATE A NEW RECORD

1. Press **Record** - Create New Record



- Fill in **Record Name**
- Select the correct *Subject Category* and *Subject Name*.



- Refer to the Subject Category List if the content is provided in the system/or refer to the coordinator.
- Select and fill in the required information.
- Press the information icon and read the information.
- Press **Create Record** – for a complete & concise IPA

Module 6: Create New Record

(Deselect the mark in order to use other preset Instructional Activity steps or to customize them as needed)

Complete & Concise Instructional Planning Activities

Deselect the mark in order to use other Instructional Activity steps provided or to customize them as needed.

Create Record

- Complete the date & week of study

Information

You may key in the content of the instructional profile and save it at a different level (personal, school, district, state, national or other levels) What should I do? i

Item with no content will not be displayed in MIW & DLP Please press the Change Instructional Profile Settings button for customization. Press **Reset Settings** button to return to the original setting

NOTIFICATIONS i Information	Select your choices or fill in <small>Press to select or fill in the note if necessary</small>
21st Century Themes i	Select your choices or fill in
Learning Topic i	Select your choices or fill in <small>e, then Enter</small>
Content Standard i	Select your choices or fill in <small>e, then Enter</small>

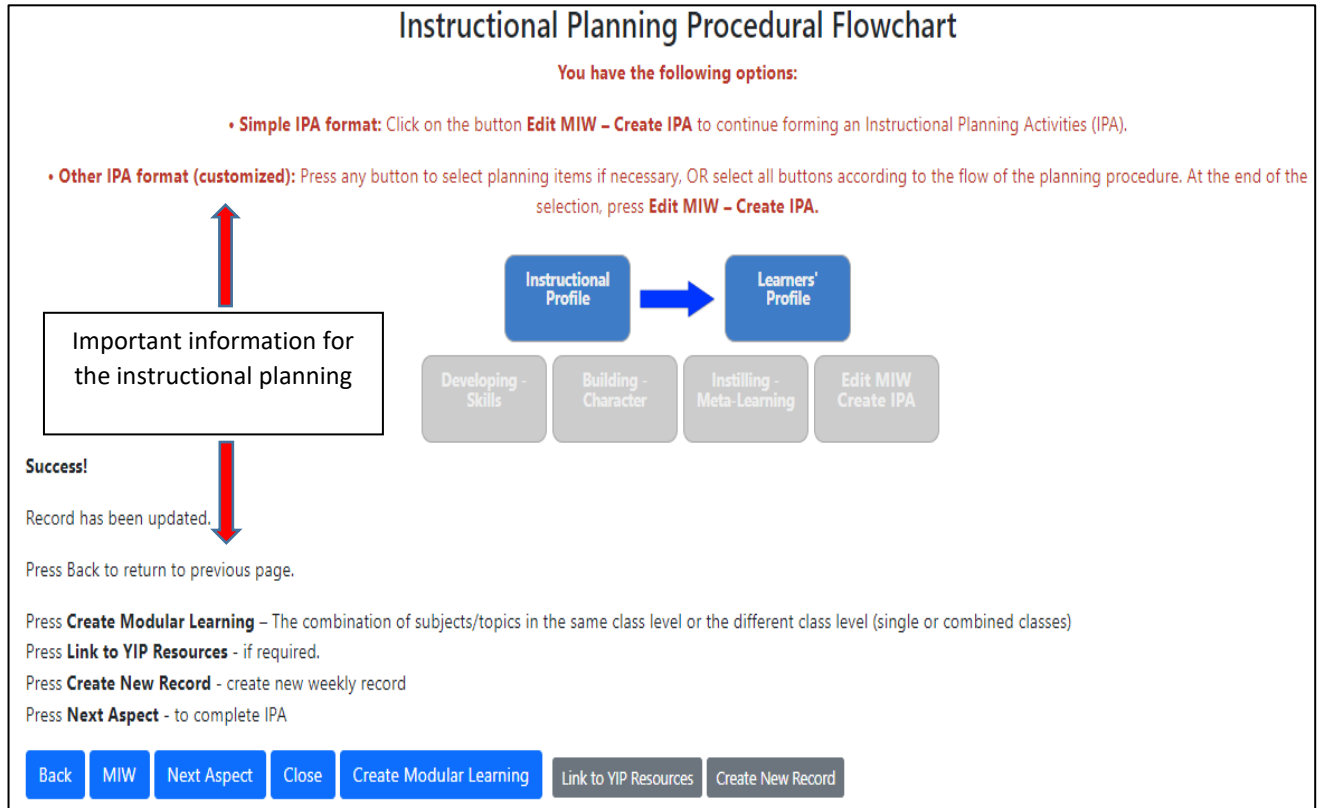
Items of Instructional Profile & the content of the subject – subject to user setting

Save Modular Learning Cancel Edit Record Change Instructional Profile Settings Reset Settings Copy Record Link to YIP Resources

- Press and select or copy and paste or fill in the required information where ever applicable
- Press **Add** or press enter for each content written
- You can also add new items (*please refer to the Change Settings manual*).
- Press **Save** at the end of the display.
- Each time **Save** button is pressed you will be taken to the information display to continue the planning process. (*For blended classes/modular learning, please refer to the Modular Learning Manual*)

Module 6: Create New Record

- Read information before continuing the planning procedures
- Press **Next Aspect** or the relevant button (example: **Learners' Profile**) to continue planning.
- Please read and follow the instructions for the other features (**Create Modular Learning, Link to YIP Resources & Create New Record**)



2. Learners' Readiness

- Press to select content
- Fill in to add content (*optional*) and press enter

The screenshot shows a form titled "Enter the appropriate media integration" with a "Record Name" field containing "Test". Below this is a note: "Empty item will not be displayed in MIW and DLP. Please press the Change Settings button for customization". The form has three main sections: "Learners' Readiness", "Types of Media", and "Instructional Media Integration". The "Learners' Readiness" section has a dropdown menu with the text "Select your choices or fill in" and a red arrow pointing to it. The dropdown menu is open, showing a list of options: "Students have a basic knowledge of this topic", "Students have been exposed to this topic before", "Students have been asked to find material on this topic", "Students have made reference", and "Students have discussed this topic before". The "Types of Media" section has a similar dropdown menu and a "Save Types of Media" button. The "Instructional Media Integration" section has a note: "Press Save Types of Media to make the selected media in appears in here." and a "Save" button. At the bottom of the form are "Save", "Cancel", and "Change Settings" buttons. A red arrow points to the "Save Types of Media" button, and another red arrow points to the "Save" button. A third red arrow points to the "Instructional Media Integration" section.

3. Type of Media

- Press *Type of Media* to select media
- Press *Save Type of Media* immediately after the selection

4. Instructional Media Integration

- Select the appropriate content on *Instructional Media Integration*
- Press *Save*

Module 6: Create New Record

Example:

The screenshot shows a web interface for selecting media types. At the top, there is a note: "Empty item will not be displayed in MIW and DLP. Please press the Change Settings button for cu". Below this, there are three main sections:

- Learners' Readiness:** A text input field containing "Students have a basic knowledge of this topic" with a close button (x).
- Types of Media:** A text input field containing "Animated clip" with a close button (x). Below it is a blue button labeled "Save Types of Media". A red arrow points from this button to the dropdown menu below.
- Instructional Media Integration:** A section with a grey background. It contains a text input field with "Animated clip" and a dropdown menu. The dropdown menu is open, showing a search bar "Select your choices or fill in" and a list of options: "Material for questioning", "Listen to perform learning activities", "Listen to record important facts", "Listen to answer questions", and "Listen for discussion". A red arrow points from the dropdown menu to the "Save" button at the bottom left.

At the bottom left, there are three buttons: "Save" (blue), "Back" (blue), and "Change Settings" (grey). To the right of "Change Settings" is an information icon (i). On the right side of the dropdown menu, there is a small text box: "i. Fill in, or copy d ii. To edit, double".

- Press **Next Aspect** or a dark red text box – **Developing Skills**, to proceed to the next procedural flow of the instructional planning

The flowchart shows a sequence of steps: "Instructional Profile" (grey), "Learners' Profile" (blue), and "Developing - Skills" (red). Below these are three sub-steps: "Building - Character" (grey), "Instilling - Meta-Learning" (grey), and "Edit MIW Create IPA" (grey). A blue arrow points from "Learners' Profile" to "Developing - Skills".

Success!
Record has been updated.
Press Back to return to previous page. Or click **Next Aspect** to proceed to the next planning procedural flow.

Buttons: Back, MIW, Next Aspect, Close

B. DEVELOPING SKILLS – 21ST CENTURY LEARNING SKILLS – competencies/sub-competencies required by the student

1. 21st Century Learning Skills

- Select the type of skills required (*there are 4 skills – you may choose more than one is necessary*)
- Press and select the required content
- You may fill in and press enter if necessary (*optional*)

Record Name		ENG1
Select only the required items. Unselected items will not be displayed in MIW and IPA. Please press the Change Settings button for customization		
Skills		<small>Press to select (or/and) fill in (or/and) copy and paste, then Enter Researched showed that item with colored areas indicates Competencies required and recommended to match specific Disciplines/subject. However, the user is free to select any other item (items) that is relevant to the discipline/subject Dark green areas indicate the top Competencies per Discipline Light green areas indicate mid Competencies per Discipline Grey areas indicate bottom Competencies per Discipline</small>
Creativity	Generating and seeking new ideas	
Critical Thinking	Considering other points of view	
Communication	Communicating via multiple modes (digitally, orally, etc.)	
Collaboration	Select your choices or fill in	

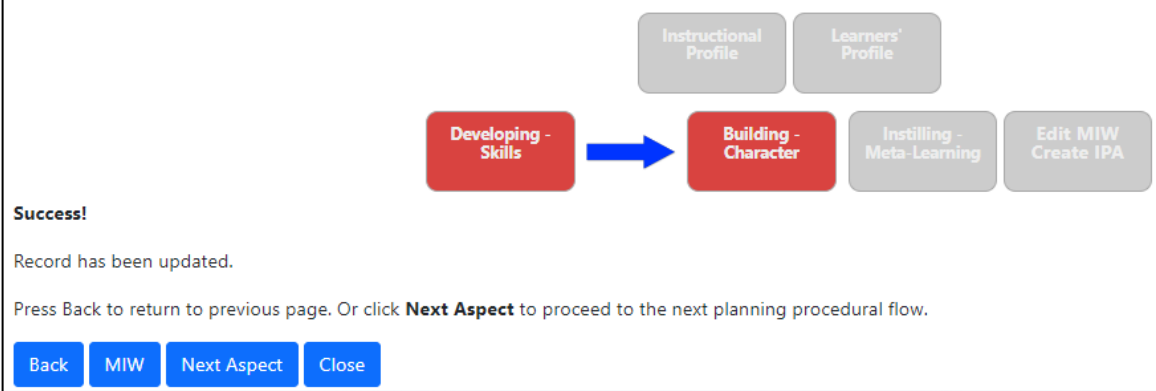
2. Methods, Techniques, approaches/ Classroom Assessment Technique – CAT/Types of Assessment Activities)

- Select an appropriated item & content to your instructional planning
- Press **Save**

Method, Technique, Approach	Select your choices or fill in	<small>(Optional) Press to select (or/and) fill in (or/and) copy and paste, then Enter</small>
Classroom Assessment Technique (CAT)		<small>(Optional) Press to select or/and fill in or/and copy and paste, then Enter. Leave blank if not required</small>
Types of Assessment	Select your choices or fill in	<small>Press to select or/and fill in or/and copy and paste, then Enter. Leave blank if not required</small>
Methods of Assessment	Select your choices or fill in	
Types of Assessment Activities		
Observational Assessment Method	Select your choices or fill in	
Oral Assessment Method	Select your choices or fill in	
Written Assessment Method	Select your choices or fill in	
Self-Assessment Method	Select your choices or fill in	
Peer Assessment Method	Select your choices or fill in	
<small>Content of optional items help the user in the instructional planning activities (highly recommended)</small>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Change Settings"/>		

Module 6: Create New Record

- Move to the next procedural flow



Success!
Record has been updated.
Press Back to return to previous page. Or click **Next Aspect** to proceed to the next planning procedural flow.

[Back](#) [MIW](#) [Next Aspect](#) [Close](#)

C. BUILDING CHARACTER –Fostering Values

Fostering Values

Press to select (or/and) fill in (or/and) copy and paste, then Enter
Researched showed that item with colored areas indicates Competencies required and recommended to match specific Disciplines/subject. However, the user is free to select any other item (items) that is relevant to the discipline/subject.
Dark green areas indicate the top Competencies per Discipline
Light green areas indicate mid Competencies per Discipline
Grey areas indicate bottom Competencies per Discipline

Mindfulness	Select your choices or fill in
Curiosity	Select your choices or fill in
Courage	Select your choices or fill in
Resilience	Select your choices or fill in
Ethics	Select your choices or fill in
Leadership	Select your choices or fill in

Content of optional items help the user in the instructional planning activities (highly recommended)

- Select the required item
- Press and select the required content
- Press **Save**
- Move to the next procedural flow

Instructional Profile Learners' Profile

Developing - Skills Building - Character ➔ Instilling - Meta-Learning Edit MIW Create IPA

Success!

Record has been updated.

Press Back to return to previous page. Or click **Next Aspect** to proceed to the next planning procedural flow.

Back
MIW
Next Aspect
Close

F.

INSTILLING – META-LEARNING

(1) Meta-Learning

Meta-Learning

Press to select (or/and) fill in (or/and) copy and paste, then Enter
 Researched showed that item with colored areas indicates Competencies required and recommended to match specific Disciplines/subject. However, the user is free to select any other item (items) that is relevant to the discipline/subject.
Dark green areas indicate the top Competencies per Discipline
Light green areas indicate mid Competencies per Discipline
Grey areas indicate bottom Competencies per Discipline

Metacognition	Select your choices or fill in
Growth Mindset	Select your choices or fill in

- Select the required item
- Press and select the required content
- Press **Save**

(2) Instructional Events

Instructional Events
Steps to create teaching and learning activities

Instructional Events

Change Instructional Events Settings

Click Save before changing the Settings

Activities

Items of Instructional events.
Press **Change Settings** to add, remove or rearrange the items displayed.

Time Allocation

Please tick to insert Time Allocation into the Daily Lesson Plan

Save
Cancel
Change Settings

- Sustain the default setting of the Instructional Events
- Change the settings if necessary (*refer change setting information – manual*)
- Tick at the *Time Allocation if necessary*

Module 6: Create New Record

- Press **Save**
- Move to the next procedural flow

Instructional Profile Learners' Profile

Developing - Skills Building - Character Instilling - Meta-Learning ➔ Edit MIW Create IPA

Success!

Record has been updated.

Press Back to return to previous page.

Or click **Edit MIW & Create DLP** to proceed to MIW & DLP procedural flow.

Back
Edit MIW & Create DLP
Close

G. EDIT MIW – Create IPA

Press **Edit MIW & Create IPA**

NAME: DR. ISMAIL ZAIN - CIDS SUPPORT

CLASS LEVEL: CG_PRIMARY_1STGRADE

CLASS : Press to select class

SUBJECT: SCIENCE

DATE: 17-05-2021 TO 21-05-2021

WEEK : 20

TEACHING WEEK : 10

DR. ISMAIL ZAIN - CIDS SUPPORT

Help Centre, Districts of India, States of India, India

MULTIPLE INTEGRATION WORKSHEET (MIW)


(Weekly planning / topical)

What should I do? !

ANALYZE		STRATEGIZE		
Dimension 1: Integrating - Knowledge		Dimension 2: Developing - Skills	Dimension 3: Building - Character	Dimension 4: Instilling - Meta-Learning
Instructional Profile	Learners' Profile			
<p>21st Century Themes</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Global literacy Main Topic <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Main Topic 1 Subtopic <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Subtopic 1 <input checked="" type="checkbox"/> Subtopic 2 Learning Objectives <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Objective 1 <input checked="" type="checkbox"/> Objective 2 	<p>Learners' Readiness</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Students have a basic knowledge of this topic <p>Types of Media</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Animated clip <p>Instructional Media Integration</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Animated clip <input checked="" type="checkbox"/> Watch for classroom activities 	<p>21st Century Learning Skills</p> <p>Creativity</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Generating and seeking new ideas <p>Critical Thinking</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Identifying, clarifying, and organizing information <p>Communication</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Asking questions and actively listening <p>Collaboration</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Taking and sharing responsibility with others <p>Method, Technique, Approach</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Differentiated Learning <p>Assessment</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Types of Assessment <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Formative <input checked="" type="checkbox"/> Methods of Assessment <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Online Learning/Digital Learning exercises <input checked="" type="checkbox"/> Types of Assessment Activities <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Games <p>Instructional Events</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Set Induction <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Step 1 <input checked="" type="checkbox"/> Step 2 <input checked="" type="checkbox"/> Step 3 <input checked="" type="checkbox"/> Closure 	<p>Fostering Values</p> <p>Mindfulness</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attending to one's body, emotions, and reactions in the present moment <p>Curiosity</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CUR1: Seeking to understand deeply <p>Courage</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pursuing ambitious goals despite the social, financial, physical, or emotional risk to self <p>Resilience</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adapting flexibly <p>Ethics</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Identifying and describing ethical concepts <p>Leadership</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contributing to the broader group or community 	<p>Meta-Learning</p> <p>Metacognition</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reflecting on processes, achievements, learning, and/or identity <p>Growth Mindset</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Believing in one's agency and having high self-efficacy

Module 6: Create New Record

- Click on the schedule icon
- Select & press the required schedule (*teaching slot – error message will appear if the selection is mismatched – read carefully the message and make changes*)
- Able/unable the selection button of planning items on the MIW that are required to create the IPA on a specific day
- Press **Create IPA** on the menu bar below




NAME: DR. ISMAIL ZAIN - CIDS SUPPORT
CLASS LEVEL: CG_PRIMARY_1STGRADE
CLASS : [Press to select class](#)
SUBJECT: SCIENCE
DATE: 17-05-2021 TO 21-05-2021
WEEK : 20
TEACHING WEEK : 10

	7:15 AM	7:45 AM	8:15 AM	8:45 AM	9:15 AM	9:45 AM	10:15 AM	10:45 AM	11:15 AM	11:45 AM	12:15 PM	12:45 PM	1:15 PM	1:45 PM	2:15 PM	2:45 PM
Monday				Science 1 topic 8:30 AM - 9:30 AM												
Tuesday									Physics 1 topic 11:00 AM - 12:00 PM							
Wednesday																
Thursday																
Friday																


A SET **B SET**

By default, all instructional items have been ticked . Please untick items which are not required for the creation of the current Daily Lesson Plan (DLP)

Press to deselect all items



NAME: DR. ISMAIL ZAIN - CIDS SUPPORT
CLASS LEVEL: CG_PRIMARY_1STGRADE
CLASS : [Press to select class](#)
SUBJECT: SCIENCE
DATE: 17-05-2021 TO 21-05-2021
WEEK : 20
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Help Centre, Districts of India, States of India, India
MULTIPLE INTEGRATION WORKSHEET (MIW)
(Weekly planning / topical)

DR. ISMAIL ZAIN - CIDS SUPPORT

By default, all instructional items have been ticked . Please untick items which are not required for the creation of the current Daily Lesson Plan (DLP)

Press to deselect all items

ANALYZE		STRATEGIZE		
Dimension 1: Integrating - Knowledge		Dimension 2: Developing - Skills	Dimension 3: Building - Character	Dimension 4: Instilling - Meta-Learning
Instructional Profile	Learners' Profile			
<p>21st Century Themes</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Global Literacy Main Topic <input checked="" type="checkbox"/> Main Topic 1 Subtopic <input checked="" type="checkbox"/> Subtopic 1 <input checked="" type="checkbox"/> Subtopic 2 Learning Objectives <input checked="" type="checkbox"/> Objective 1 <input checked="" type="checkbox"/> Objective 2 	<p>Learners' Readiness</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Students have a basic knowledge of this topic Types of Media <input checked="" type="checkbox"/> Animated clip Instructional Media Integration <input checked="" type="checkbox"/> Animated clip <input checked="" type="checkbox"/> Watch for classroom activities 	<p>21st Century Learning Skills</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Creativity <input checked="" type="checkbox"/> Generating and seeking new ideas <input checked="" type="checkbox"/> Critical Thinking <input checked="" type="checkbox"/> Identifying, clarifying, and organizing information <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Asking questions and actively listening <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Taking and sharing responsibility with others Method, Technique, Approach <input checked="" type="checkbox"/> Differentiated Learning Assessment Types of Assessment <input checked="" type="checkbox"/> Formative Methods of Assessment <input checked="" type="checkbox"/> Online Learning/Digital Learning exercises Types of Assessment Activities <input checked="" type="checkbox"/> Games Instructional Events <input checked="" type="checkbox"/> Set Induction <input checked="" type="checkbox"/> Step 1 <input checked="" type="checkbox"/> Step 2 <input checked="" type="checkbox"/> Step 3 <input checked="" type="checkbox"/> Closure 	<p>Fostering Values</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mindfulness <input checked="" type="checkbox"/> Attending to one's body, emotions, and reactions in the present moment <input checked="" type="checkbox"/> Curiosity <input checked="" type="checkbox"/> CUR1: Seeking to understand deeply <input checked="" type="checkbox"/> Courage <input checked="" type="checkbox"/> Pursuing ambitious goals despite the social, financial, physical, or emotional risk to self <input checked="" type="checkbox"/> Resilience <input checked="" type="checkbox"/> Adapting flexibly <input checked="" type="checkbox"/> Ethics <input checked="" type="checkbox"/> Identifying and describing ethical concepts Leadership <input checked="" type="checkbox"/> Contributing to the broader group or community 	<p>Meta-Learning</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metacognition <input checked="" type="checkbox"/> Reflecting on processes, achievements, learning, and/or identity <input checked="" type="checkbox"/> Growth Mindset <input checked="" type="checkbox"/> Believing in one's agency and having high self-efficacy

Link to Shared Resources

Create IPA

Print/Save PDF

Go to YIP Main Page

Module 6: Create New Record

- Fill in learning activities
- You may select **Time** (*estimated teaching duration required for each step*)
- Press **Save IPA**
- Press **Submit For Endorsement** for the administrator to view the lesson plan

The screenshot shows the CIDS 9.0 interface. The top navigation bar includes 'Home', '+ Create New Record', 'Open Record', 'Supervised Record', 'Record: Test', and 'Switch to Version 8'. The user is identified as 'DR. ISMAIL ZAIN - CIDS SUPPORT'. The left sidebar contains a 'Collapse Menu' and various navigation options. The main area is divided into three steps: 'Step 2', 'Step 3', and 'Closure'. Each step has a 'Minutes' field and a rich text editor. The 'Step 2' editor contains text about 'Methods of Assessment' and 'Fostering Values'. The 'Step 3' editor contains text about 'Meta-Learning' and 'Meta-cognition'. The 'Closure' editor is empty. At the bottom, there is a red 'EVALUATE' bar, a 'Ready for Observation' checkbox, and a toolbar with buttons: 'Link to Shared Resources', 'Save IPA', 'Delete IPA', 'Insert Comment', 'Print/Save PDF', and 'Go to YIP Main Page'. A 'What should I do?' notification is also present.

SUMMARY

- ✓ Create New Record
- ✓ Select planning items – competencies/sub-competencies
- ✓ Create IPA
- ✓ Edit IPA