THE COLLABORATIVE INTRUCTIONAL 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.

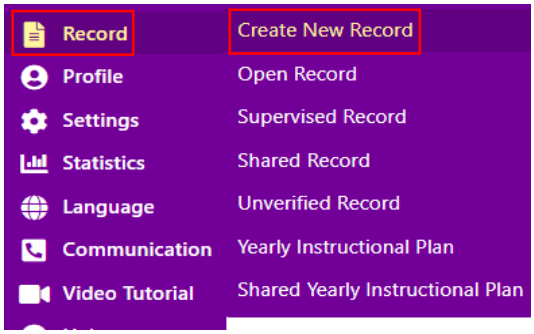
MODULE 6:

CREATE NEW RECORD

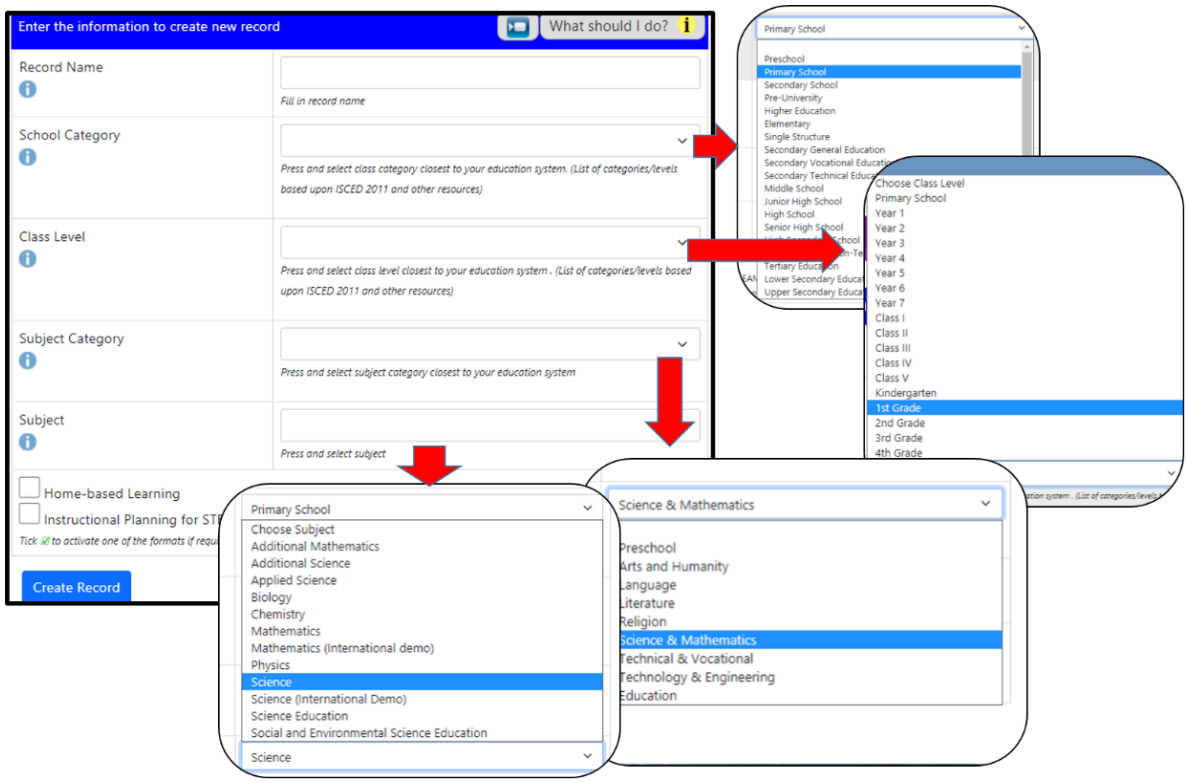
The ASIE Model of CIDS is a flexible instructional design tool. You may choose minimum features/items or add optional items to design your instructional planning to cater to your needs. Most of the items are customizable to formulate the instructional activities.

A. CREATE A NEW RECORD

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

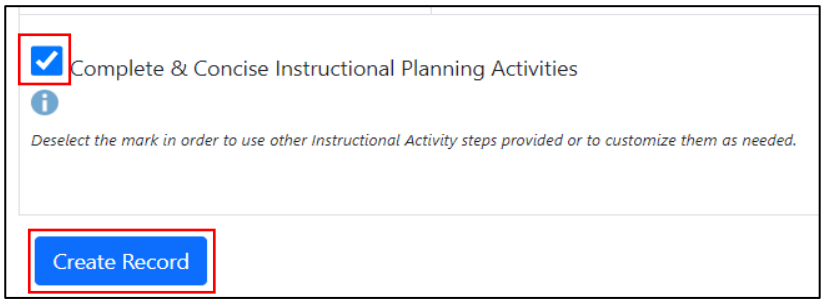


- Fill in **Record Name**
- Select the correct *Subject Category* and *Subject Name.*

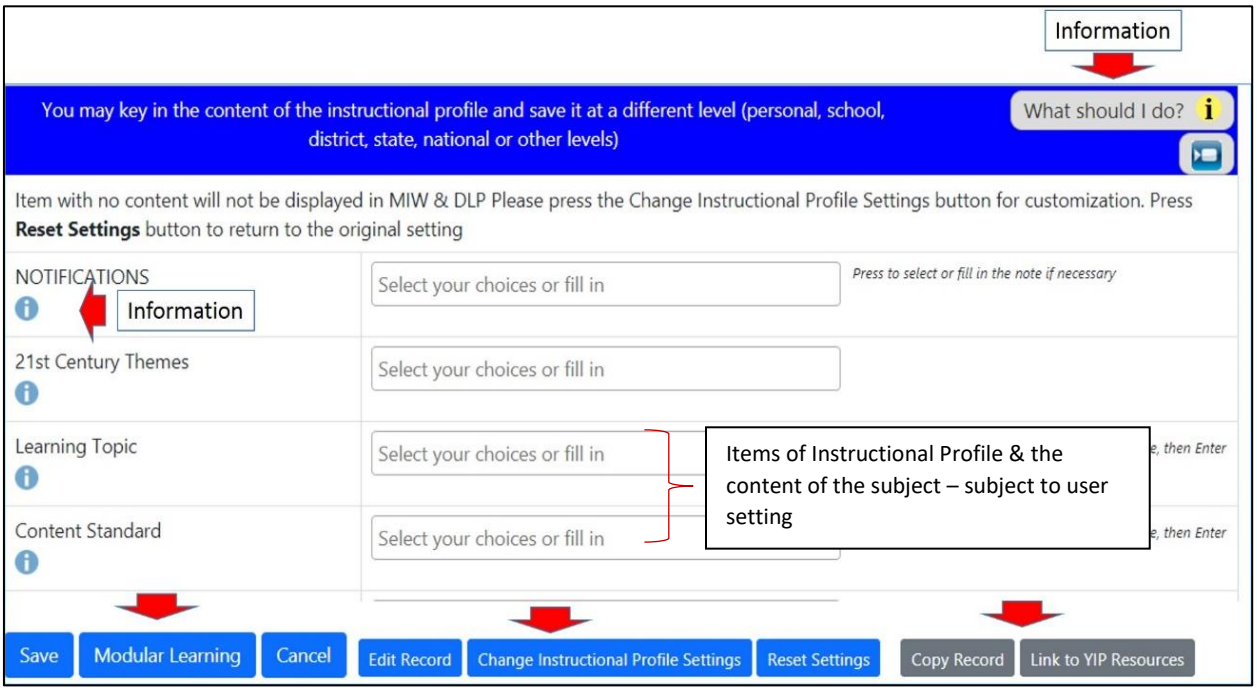


- Refer to the Subject Category List if the content is provided in the system/or refer to the coordinator.
- Select and fill in the required information.
- Press the information icon and read the information.
- Press **Create Record –** for a complete & concise IPA

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

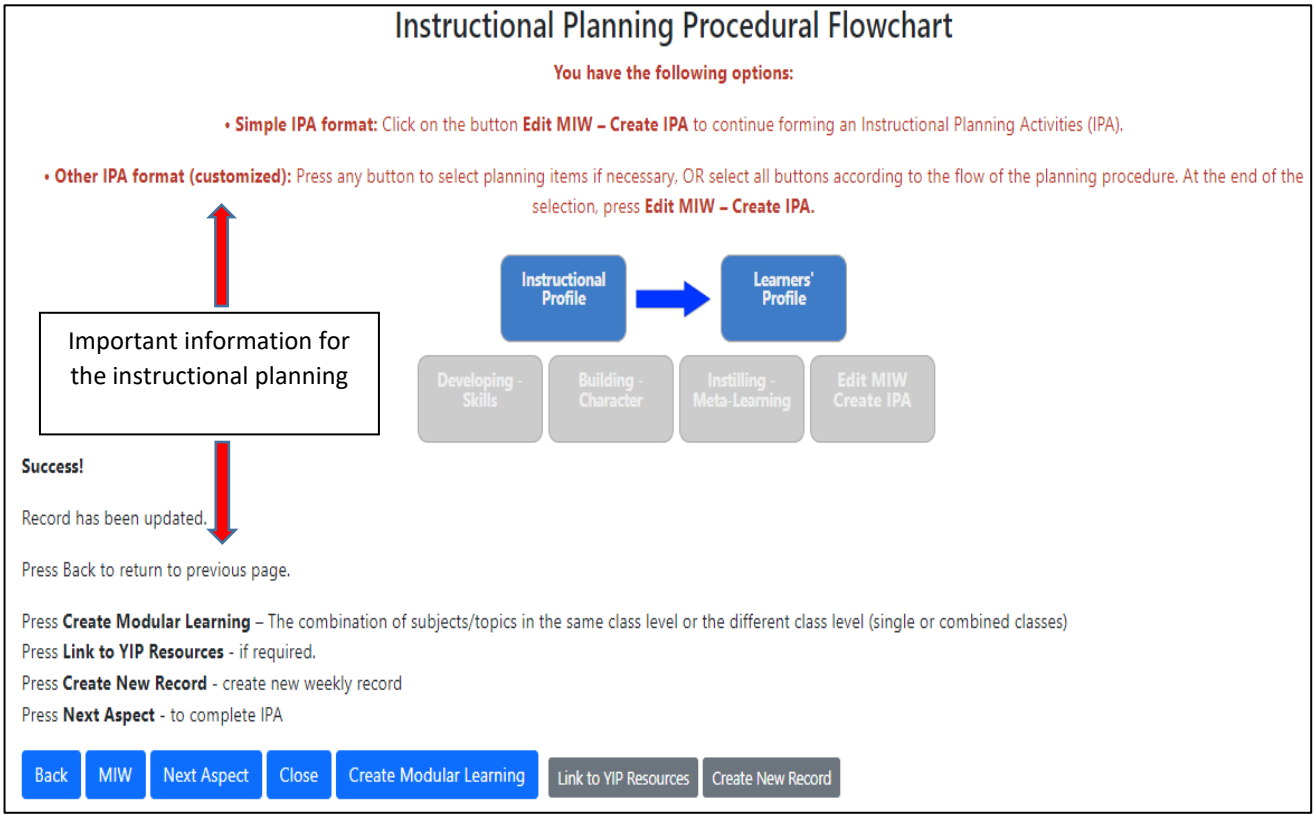


- Complete the date & week of study



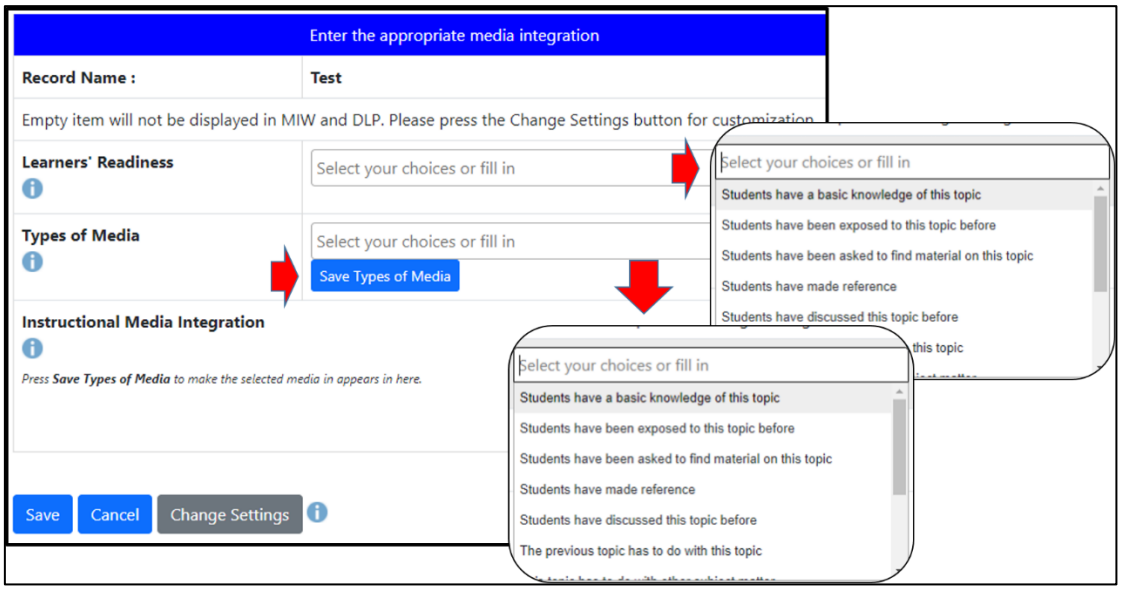
- Press and select or copy and paste or fill in the required information where ever applicable
- Press ***Add*** or press enter for each content written
- You can also add new items *(please refer to the Change Settings manual).*
- Press ***Save*** at the end of the display.
- Each time *Save* button 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)*

- 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



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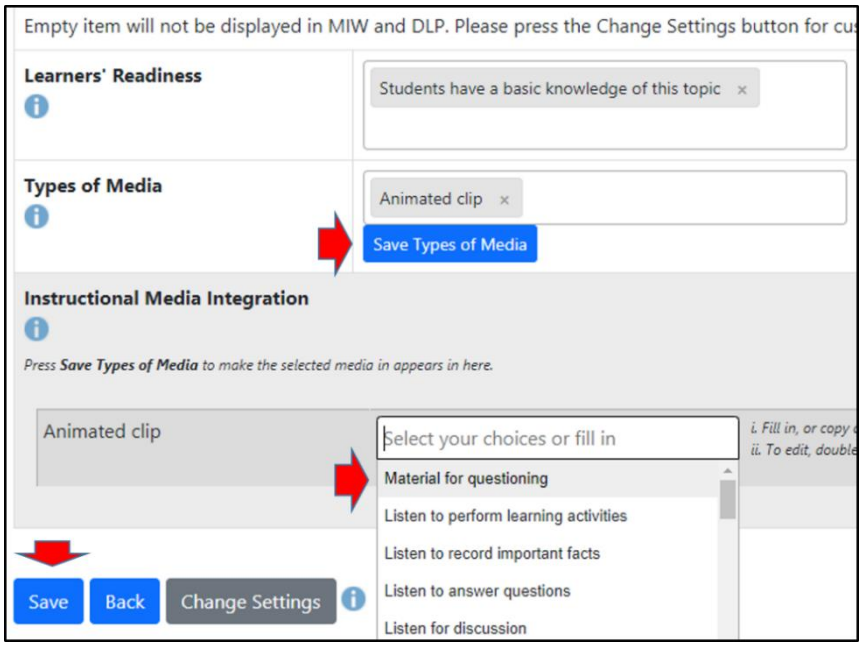
3. **Type of Media**

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

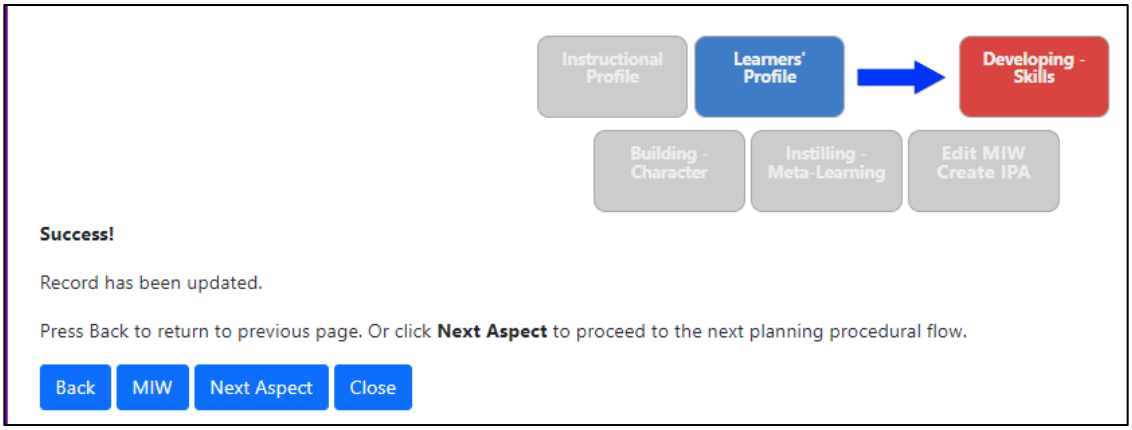
4. **Instructional Media Integration**

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

Example:



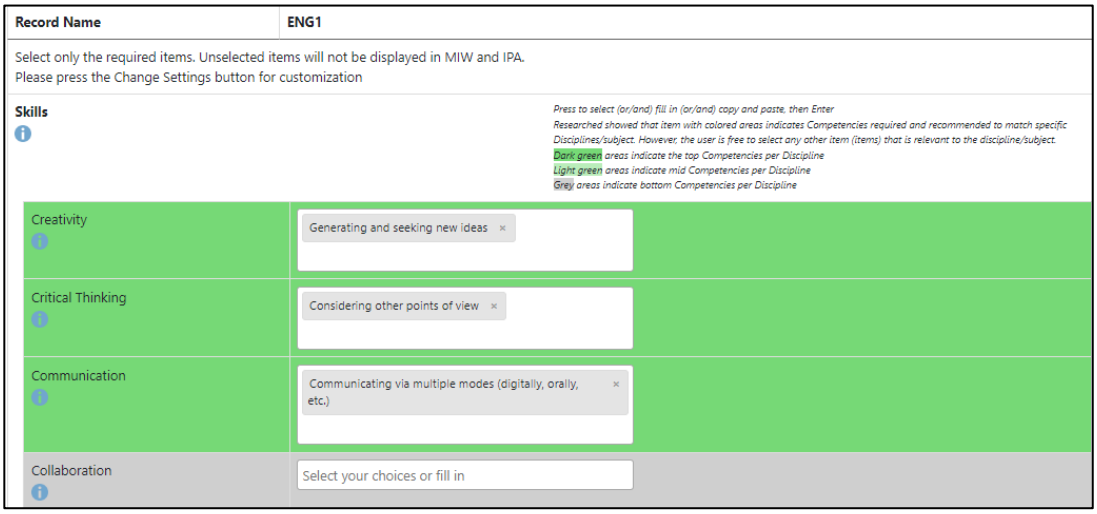
- Press **Next Aspect** or a dark red text box – **Developing Skills**, to proceed to the next procedural flow of the instructional planning



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)*



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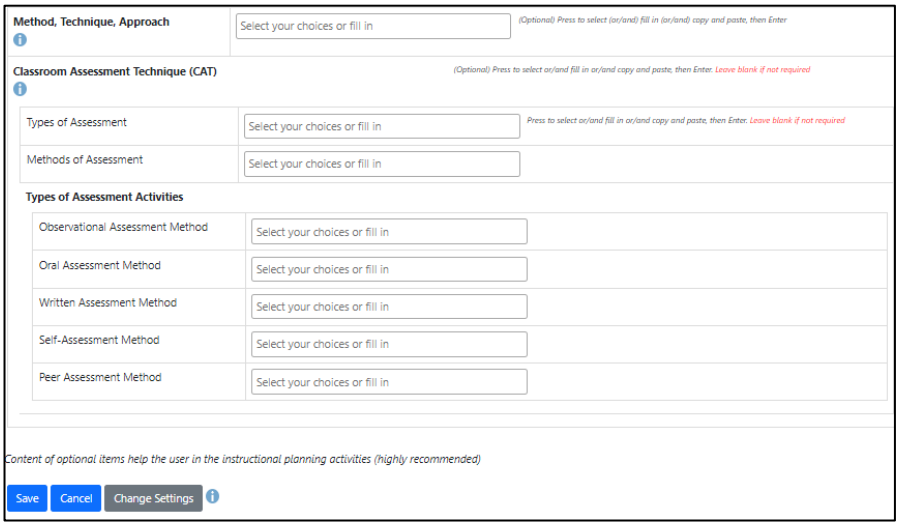
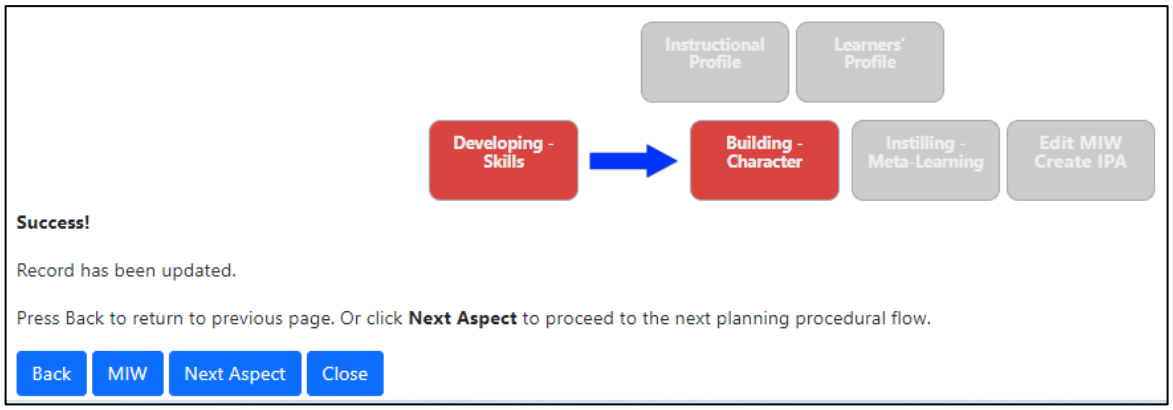
2. **Methods, Techniques, approaches/ Classroom Assessment Technique – CAT/Types of Assessment Activities)**

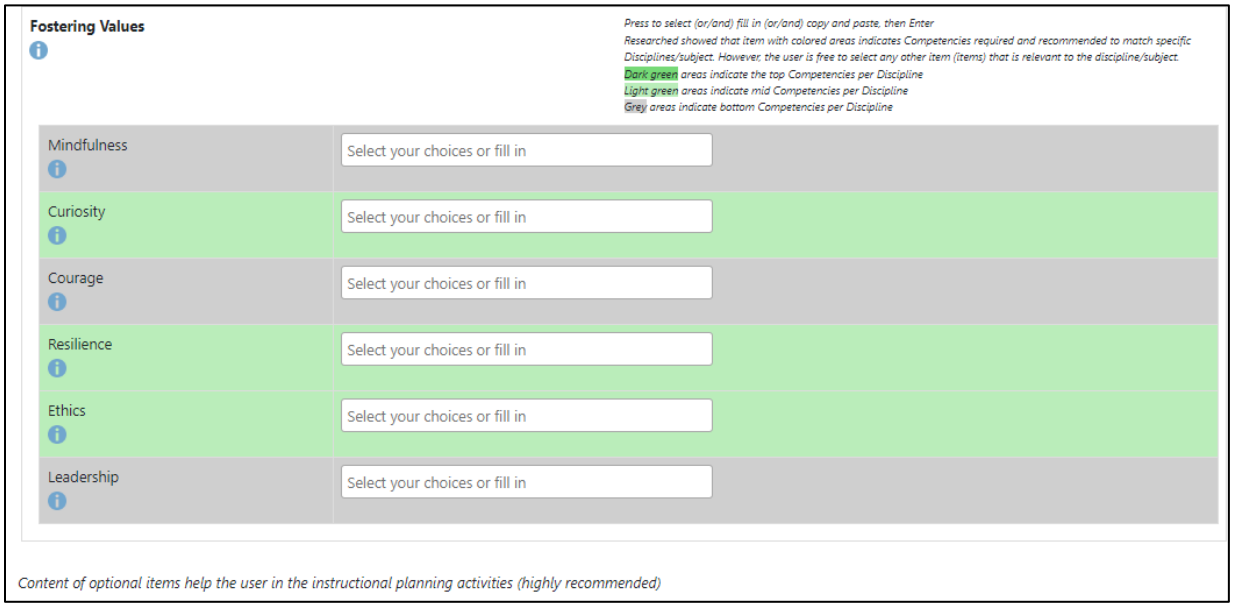
   - Select an appropriated item & content to your instructional planning
   - Press **Save**



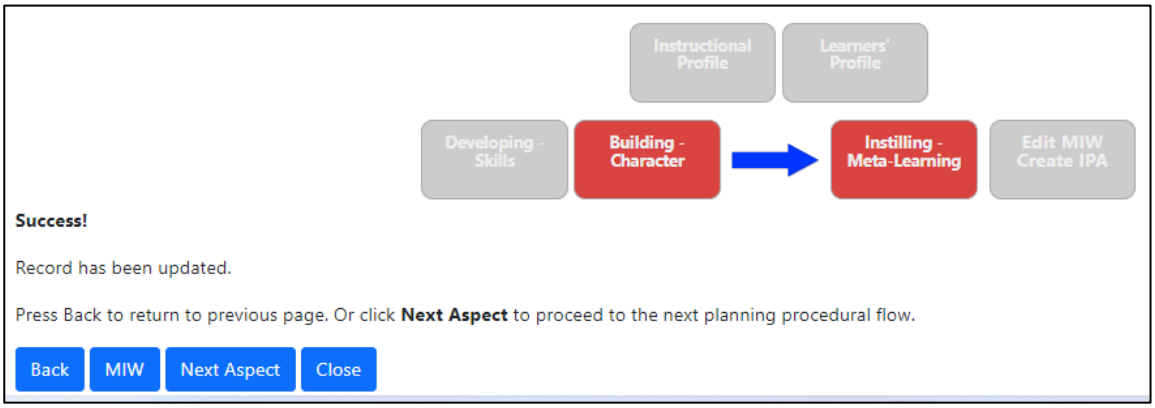
- Move to the next procedural flow



C. BUILDING CHARACTER –Fostering Values



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



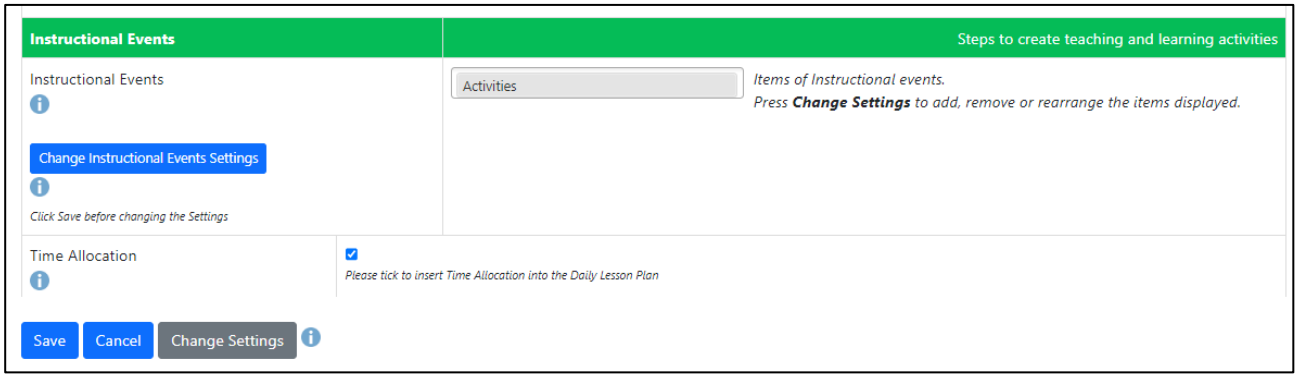
F.

INSTILLING – META-LEARNING

(1) Meta-Learning

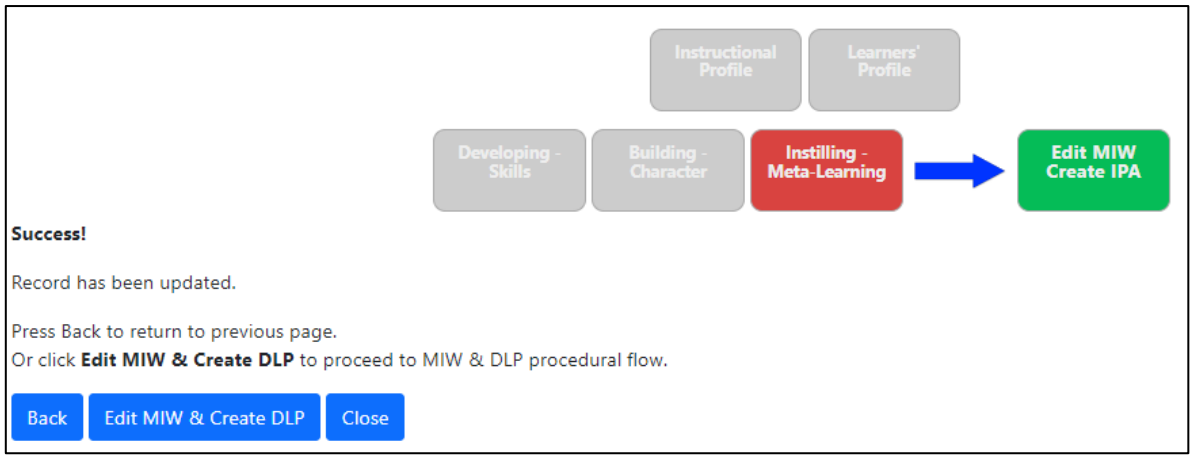
- Select the required item
- Press and select the required content
- Press ***Save***

(2) Instructional Events



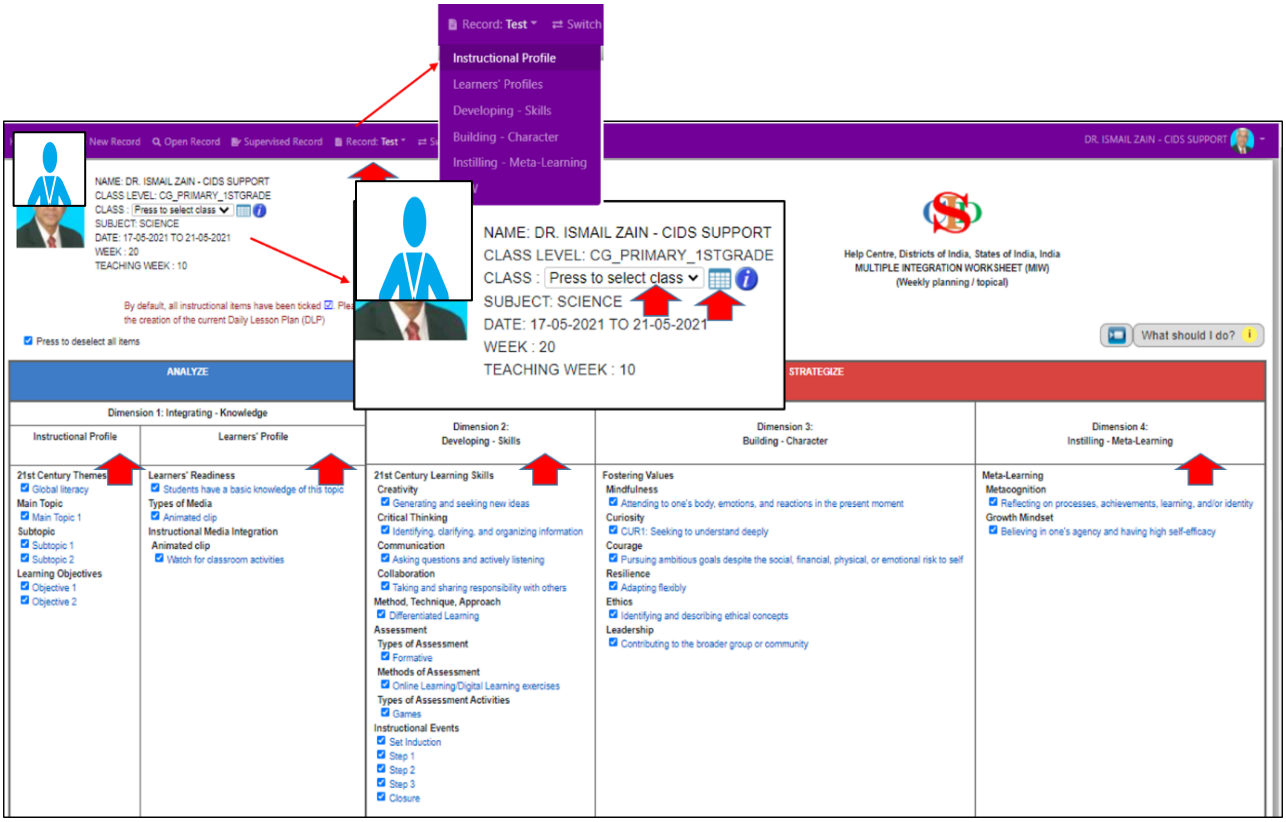
- Sustain the default setting of the Instructional Events
- Change the settings if necessary *(refer change setting information – manual)*
- Tick at the *Time Allocation if necessary*

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

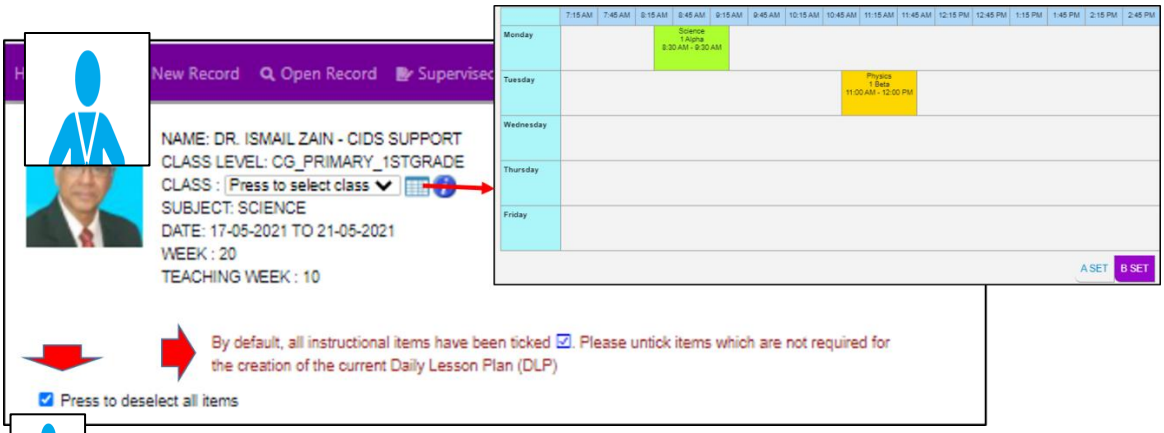


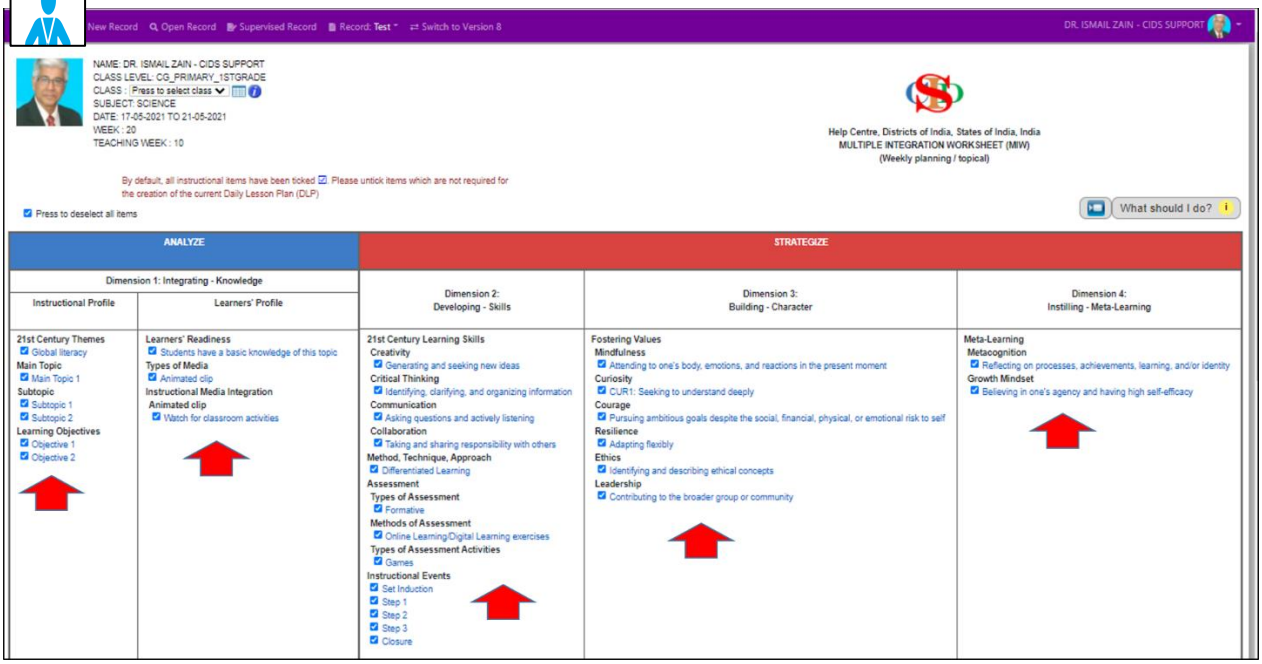
G. EDIT MIW – Create IPA

Press **Edit MIW & Create IPA**

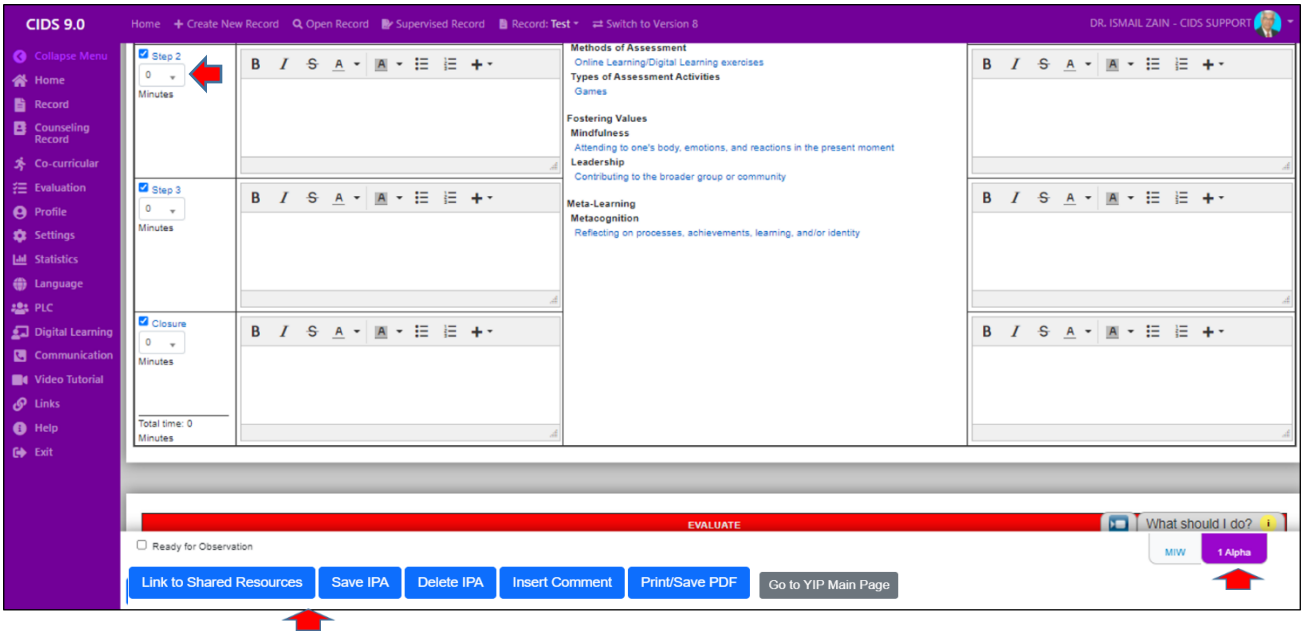


- Click on the schedule icon
- Select & press the required schedule *(teaching slot – error message will appear if the selection is mismatched – read carefully the message and make changes)*
- Abled/unable the selection button of planning items on the MIW that are required to create the IPA on a specific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





- 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



SUMMARY

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