

Project: Create an Intake Process for UWF's LSI

Process of Intake

1. LSI Representative Schedules Meetings

Meetings with School of Education faculty groups

LSI representative presents the LSI webpage

Overview of technologies and benefits for interactive learning

Flyers with QR codes distributed for easy webpage access

Faculty encouraged to share and post flyers

2. Faculty Access the LSI Webpage

Detailed information on available tools (ThingLink, Engage)

Short videos introducing tool features

Page designed to accommodate future technology additions

3. Request a Consultation Button

Button below tool information labeled "Request a Consultation"

Button links to LSI intake JIRA form for direct access

Simplifies intake process compared to UWF Service Desks menu

4. Faculty Submit Intake Form via JIRA

Faculty follow form prompts to provide detailed lesson information

Submission triggers email notification to the LSI team

5. LSI Review and Evaluation of Submission

Two Process Paths

Path 1: Request More Details

LSI team member tags faculty in JIRA for additional information

Missing information and reasons specified

Optional follow-up meeting if needed

Information entered in JIRA comments

Path 2: Move to Design and Development Stage

No follow-up needed if information is sufficient

6. Assign to Instructional Designer

LSI representative assigns the project to an instructional designer in JIRA

Instructional designer receives a notification email

Design and development stage officially begins

Interventions Discussed

Interest Form: Creation of an online form to collect faculty interest in using VR tools (Engage & ThingLink.)

LSI Webpage: Integrating brief informational videos and bullet-point software highlights into the soon-to-be-published LSI page.

JIRA Integration: Integrating the interest form into UWF's current JIRA system for better tracking and management.

Digital Flyers/QR Codes: Develop flyers with QR codes linked to tool descriptions and resources (hopefully housed on the LSI webpage).

Resource Management: Organize and manage faculty training resources, tools, and guides.

Training on Process: Provide faculty and staff with training on how to use the intake process and maintain resources.

Project Details

Focus: Streamlining access for faculty to use emerging technologies in their courses.

Project Clients Assigned

Dr. Aneta Walker: LSI's representative, primary client and faculty expert. Dr. Walker is a professor in the School of Education.

Samantha Arnoldussen: CTLT's representative, subject matter expert for technologies.

Additional Stakeholders Identified

Dr. Byron Havard: Director of LSI

Dr. Michelle Horton: Executive Director of CTLT (and the PMMS)

Project Goal

Streamline the Intake Process: Make the process more efficient, appealing, and accessible for faculty.

Automate Access: Automate the flow of information, reducing manual steps.

Leverage JIRA: Use UWF's internal JIRA system to process faculty requests seamlessly.

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1.1.2. LSI representative presents the LSI webpage

1.1.2.1. Overview of technologies and benefits for interactive learning

1.1.2.2. Flyers with QR codes distributed for easy webpage access

1.1.2.3. Faculty encouraged to share and post flyers

1.2. 2. Faculty Access the LSI Webpage

1.2.1. Detailed information on available tools (ThingLink, Engage)

1.2.2. Short videos introducing tool features

1.2.3. Page designed to accommodate future technology additions

1.3. 3. Request a Consultation Button

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1.4. 4. Faculty Submit Intake Form via JIRA

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1.5. 5. LSI Review and Evaluation of Submission

1.5.1. Two Process Paths

1.5.1.1. Path 1: Request More Details

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1.5.1.1.2. Missing information and reasons specified

1.5.1.1.3. Optional follow-up meeting if needed

1.5.1.1.4. Information entered in JIRA comments

1.5.1.2. Path 2: Move to Design and Development Stage

1.5.1.2.1. No follow-up needed if information is sufficient

1.6. 6. Assign to Instructional Designer

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2. Additional Stakeholders Identified

2.1. Dr. Byron Havard: Director of LSI

2.2. Dr. Michelle Horton: Executive Director of CTLT (and the PMMS)

3. Project Goal

3.1. Streamline the Intake Process: Make the process more efficient, appealing, and accessible for faculty.

3.2. Automate Access: Automate the flow of information, reducing manual steps.

3.3. Leverage JIRA: Use UWF's internal JIRA system to process faculty requests seamlessly.

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5.1. Focus: Streamlining access for faculty to use emerging technologies in their courses.

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