# **Digital Media Assignment Planning Worksheet**

**Course Title**:

**Program**: **Semester / Year**:

| **Assessment Info** |
| --- |
| Title: |  |
| Total weight: |  |
| Total time allotted: |  |

| **Design** |
| --- |
| List the learning goals.Include both course learning outcomes and transferable skills. |  |
| Digital media format(s).What are the opportunities for multiple means of expression? |  |
| Define the deliverables.What do students need to do? List the milestones and check-in dates. |  |
| How will the assessment provide:* Student choice?
* Opportunities for teamwork/collaboration?
* Opportunities to refine work?
 |  |
| Describe the support strategy.How will you help your students get started?How will students access technical assistance? |  |
| What is your Plan B?How will you accommodate students who cannot complete the assignment as described? |  |

| **Evaluation** |
| --- |
| Evaluation breakdown.What is the weight of each deliverable? |  |
| Mode(s) of evaluation.Select all that apply. | 🞏 Rubric🞏 Checklist🞏 Rating Scale🞏 Self / Peer assessment |
| List the evaluation criteria. |  |

| **Feedback** |
| --- |
| Describe how and when students will receive feedback on their progress towards completing the task. |  |
| Describe how and when students will reflect on their own performance. |  |

| **Instructions to Students** |
| --- |
| Detailed assignment instructionsCreate a step-by-step guide outlining what you would like them to do.Include instructions for submitting / sharing the final products. |  |
| Digital citizenship concernsProvide guidance on:* Adhering to copyright law
* Protecting privacy
* Using quality resources
* Citing sources
* Avoiding plagiarism
* Accessibility
 |  |
| Model / exemplarLink to a specific example of what you would like them to produce. |  |



"Rethinking Assessment Strategies for Online Learning: Digital Media Assignment Planning Worksheet", is licensed by the [Seneca Teaching and Learning Centre](https://employees.senecacollege.ca/spaces/39/the-teaching-learning-centre/home) under [CC BY NC SA](https://creativecommons.org/licenses/by-nc-sa/4.0/).

Adapted from: “[Template for Designing a Digital Assignment](https://docs.google.com/document/d/1kbOF_5SVPUkIxddj6vNRG7l7Z5c4Kcsd6Em-qjE-_b8/edit?usp=sharing)” by [Seneca Sandbox](https://library.senecacollege.ca/sandbox/) used under a [CC BY-NC-SA](https://creativecommons.org/licenses/by-nc-sa/4.0/) license.