# **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 instructions  Create a step-by-step guide outlining what you would like them to do.  Include instructions for submitting / sharing the final products. |  |
| Digital citizenship concerns  Provide guidance on:   * Adhering to copyright law * Protecting privacy * Using quality resources * Citing sources * Avoiding plagiarism * Accessibility |  |
| Model / exemplar  Link to a specific example of what you would like them to produce. |  |



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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.