

# Needs Analysis



**Client:** Seattle Academy of Arts and Sciences

**Project:** Using Standards-Based Grading with Schoology LMS

**Designer:** Lauren Johansen

## Project Overview

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### Project Description:

Learning tools are needed to train school staff to use specific grading settings in the LMS that align with school pedagogy and expectations.

### Overarching Goals and Objectives:

Currently, leadership has to give the same instructions repeatedly in multiple locations as new staff members join the initiative. A clear, professional, easy-to-use training that can be disseminated to staff would alleviate redundancy in effort and streamline instruction.

### Measures of Success:

#### Business Goals:

- e-Learning modules for on-boarding new staff members
- Reference tool for users to reference when setting up courses on the LMS

**Instructional Goals:** Users should know how to:

- Create a grading scale for trimester standards
- Create a grading scale for "Meeting/Not Yet Meeting"
- Set grading scales for assignments and assessments
- Align Grade Setup to organization expectations
  - Set categories and weight appropriately
  - Weight grading periods
  - Set Gradebook Scale
  - Toggle appropriate Visibility settings
- Input trimester standards as assignments
- Use "student view" to QC

## Deliverables and Details:

**Deliverables:** e-Learning course on Articulate Rise or Storyline, including instructional videos created on Camtasia

**Details:** e-Learning course will be accessible on the LMS; leadership will have access to instructional videos to use as stand-alone resources

**Future Plans:** Potential instructor-led training resources could be created for in-person training sessions. A one-page reference guide could also be created. All training will be part of an ongoing staff development initiative around Equitable Grading Practices.

## Influencing Factors:

There will be related training materials and sessions on the purpose and theory behind using Standards-Based Grading. The expectation is that staff has an understanding of SBG before completing this training, but there will be varying levels of expertise.

# Audience Overview

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**Audience:** Staff being trained will come with a variety of levels of teaching experience and varying levels of familiarity with the LMS and with the concept of Standards-Based Grading. Some will be new staff with more comfort with technology and openness to a new methodology. Others will be veterans with potential biases against the concepts or hesitancy to use the

technology. All staff members being trained will be expected to use the LMS with the appropriate settings after completing the training.

**Location:** Users can access the e-Learning module from their laptop, desktop, tablet, or phone to complete at their own pace during the workday. Potential instructor-led training can be held in person with 2-15 staff members.

## Team Overview

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### Project Roles:

**Project Manager:** Lauren Johansen

**Instructional Designer:** Lauren Johansen

**Course Builder:** Lauren Johansen

### SMEs:

**SME of Concepts:** Alison Ray

**Recommended SME trainer contact:** Alison Ray

**Recommended SME principal contact:** Alison Ray

**Recommended SME teacher contact:** Chelsea Adrada

## Resources

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### Ramp-Up Resources:

**Printed/Training Materials:** All resources accessible in Google Drive - "Resources to Support SAAS Mission-Aligned, Equitable Grading Initiative 2022-23"

**Presentation Materials:** *See above*

## Tools:

**Software:** Articulate Rise or Storyline, Camtasia, Schoology (LMS), Google Suite

**Existing Media Resources:** See Google Drive for current screencasts and slide decks

**Non-Existing Resources:** e-Learning modules or instructional videos

# Next Steps

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## Recommendations:

- 1) e-Learning module** for on-demand training of LMS settings for staff enrolled in the Equitable Grading Initiative
- 2) Instructional Videos** to embed in the module and/or use as stand-alone resources for training instructors or user reference
- 3) Trainee Guide** for use as a post-training reference sheet when implementing settings on the LMS



Lauren Johansen  
Instructional Designer