

Instructions for Storyboarding

	Action	Notes
1	Prepare your storyboard, and resources	Discussion of your mission, check UDL
2	Divide what you must 'teach' / convey / cover into a series of discrete topics. Start with one per week. Write each topic clearly onto a coloured sticky note pink . Add these onto the storyboard grid under the week numbers.	
3	Now consider places for summative & formative assessment & feedback. Add these on the storyboard grid. Yellow . Add a note of the possible digital format.	
4	Add your first ideas for e-tivities. Blue . Stick these roughly where they might occur. Just put the topic or purpose for now., you can develop them later. You can have more than one in a week or have them span a couple of weeks.	
5	Now add in ideas for synchronous sessions, note if digital, campus where viable or place-based visits, labs etc. Green Note if hybrid.	
6	Now think about the connections between all these activities. Draw lines between them., especially between activities & feedback.	
7	Make sure you are allowing time for students' reflection, thinking, reading, preparation & individual work (white /cream). Allow time for students Be generous on this.	
8	As ideas come- place them somewhere on or around the board- what technologies, what resources-what you need to produce that's new- try not to debate too much just yet	
9	Move the student activities around, & the topics too if you wish & start to see pathways between them- start to number the activities. Eg Week 4.2 (4th activity, second week.)	
10	Now get your 'Carpe Horam' coins or stickers. Estimate how long each activity might take. Adjust later.	
11	Be prepared to see this as your first draft.	