



Motivation: Prepare lecture for upcoming class


Activity	Intent/Sub-Activities	Summary Steps	Breakdowns 
Identify topic	<ul style="list-style-type: none"> Focus lecture Encourage thought of how lecture will be organized 	<ul style="list-style-type: none"> Refer to syllabus/lecture notes while preparing lecture Incorporate key themes 	
Prepare lecture	<ul style="list-style-type: none"> Create lecture while simultaneously building personal collection of electronic images 	<ul style="list-style-type: none"> Entails finding images, text and inserting into presentation software 	<i>Highly repetitive task of searching for image, saving image, inserting image into presentation. No easy way for importing a range of images at once to presentation software.</i>
	<ul style="list-style-type: none"> Create lecture from analog slides held by the slide library 	<ul style="list-style-type: none"> Entails viewing slides on light box, and inserting them into a projector carousel 	<i>Checking slides out of the Slide Library is a repetitive process – several trips back and forth from light box to copy machine.</i>
Find content	<ul style="list-style-type: none"> Need digital content to represent topic 	<ul style="list-style-type: none"> Search for specific content using multiple websites (DIDO and Google mostly, also AMICO) Browse personal collection of images (own hard drive) Browse other collections (colleague’s website, Slide Library catalogs) 	<i>Hard to search DIDO with just descriptive metadata -- Searching artist, title and description.</i> <i>File names inconsistent; no real browsing software (browsing file directories instead)</i>
	<ul style="list-style-type: none"> Need analog content from Slide Library to represent topic 	<ul style="list-style-type: none"> Includes finding appropriate images by browsing drawers Includes finding known images by known artists 	<i>Slides may be misfiled or checked out (problematic for lecturer looking for known images)</i>

Save content	<ul style="list-style-type: none"> • Save content found for future lectures as well we to insert into current lecture presentation software 	<ul style="list-style-type: none"> • Save images to hard drive/Zip drive • Rename file in a descriptive manner 	<p><i>Images not backed up; Files are saved usually in a flat directory structure (no subdirectories, thus no organization)</i> <i>Inconsistency in renaming</i></p>
Insert content	<ul style="list-style-type: none"> • Need to show students images and descriptive information 	<ul style="list-style-type: none"> • Insert image, reposition • Insert descriptive information 	<p><i>Back and forth – insert image and then return to source to copy over description</i> <i>PowerPoint is known to freeze</i></p>
Review lecture	<ul style="list-style-type: none"> • Assess progress of lecture • Assess quality of images • Create appropriate slide order for presentation 	<ul style="list-style-type: none"> • Review slides to survey coverage • Enlarge image/view against light source (monitor or light box) to determine quality • Order and reorder, based on appropriate structure (lecture structure, aesthetic, regional, chronological, artist, etc.) • Rearrange slides 	<p><i>Could impact existing organizational structure</i></p>
Preserve lecture	<ul style="list-style-type: none"> • Save preparation order for presentation 	<ul style="list-style-type: none"> • Save PPT presentation to hard drive/CD/Zip disk 	<p><i>Some PPT presentations are not backed up.</i></p>
		<ul style="list-style-type: none"> • Create slide carousel(s) 	<p><i>Slides may be incorrectly marked (red dot indicates position in carousel), and must be double checked in order to appear on screen correctly</i></p>

Motivation: Present lecture to class

Activity	Intent/Sub-Activities	Summary Steps	Breakdowns 
Transport content	<ul style="list-style-type: none"> Bring lecture to class 	<ul style="list-style-type: none"> Analog lectures in slide carousels 	
		<ul style="list-style-type: none"> Digital lectures in ZIP/CD 	<i>Need to know in advance if equipment reserves has a zip drive (or a CD drive)</i>
Equipment setup	<ul style="list-style-type: none"> Setup equipment to deliver presentation 	<ul style="list-style-type: none"> Login in "wired" classrooms Checkout PC/MAC cart Checkout slide projector Place carousel into projector Dim lights 	<i>Technical difficulties could delay start or even cancel class</i>
Deliver lecture	<ul style="list-style-type: none"> Teach students by showing slides with accompanying lecture 	<ul style="list-style-type: none"> Lecture informed by current slide Point to specific aspects of the image (physically or verbally) Answer questions 	<i>Some images are "washed" out depending on the projector</i> <i>May entail going back and forth to prove a point or convey multi-level comparisons</i>

Motivation: Prepare study guide for class/make lecture notes available to students

Activity	Intent/Sub-Activities	Summary Steps	Breakdowns 
Create study guide	<ul style="list-style-type: none"> • Create additional materials based on course lecture to help students prepare for assignments (exams) 	<ul style="list-style-type: none"> • Finding digital versions of images that match the text book images • List image numbers (DIDO numbers or textbook numbers) to be reviewed • List terms necessary 	
Share lecture/study guide	<ul style="list-style-type: none"> • Share lecture 	<ul style="list-style-type: none"> • Upload lecture to Oncourse • Schedule office hours to review lecture 	<i>20 MB per PPT lecture requirement in Oncourse which either deter faculty or cause faculty to break up lectures to meet size requirements</i>
	<ul style="list-style-type: none"> • Share study guide with students as a reference 	<ul style="list-style-type: none"> • Upload study guide to Oncourse 	