

Microlesson Concept Plan

Microlesson Topic Overview

The overview of the instructional problem, target audience, course goal, course rationale, and a proposed outline for the entire course are outlined below. The Task Analysis, Microlesson Terminal Objective, Microlesson Enabling Objectives, Course Structure, and Performance Measures are outlined in the following sections of this Microlesson Plan.

Overview of the Instructional Problem

This course is being developed as there is a new software that will be released this year that users will need to master to submit a grant application later this year. There are three distinct target audiences for this course - subapplicants, applicants, and grant reviewers. There will be a separate course developed for each audience.

Target Audience

The target audience for this course will be local and state subapplicants.

Goal

The purpose of this course is to provide participants with the knowledge and skills to use the grant application tool to create, manage, and submit subapplications for the grant program.

Microlesson Terminal Objective

The terminal objective for the Microlesson will be:

- Prepare an accurate and complete subapplication using the software.

Microlesson Enabling Objectives

Enabling Objectives are provided in the Course Structure section below.

Module 1: Tool Overview

At the end of this unit, participants will be able to:

- Explain the grant program
- Explain the purpose of a subapplication
- Explain the purpose of the Tool
- Describe the categories of Tool users
- Explain the subapplication workflow

Module 2: Logging into the Tool

At the end of this unit, the participants should be able to:

- Explain the Tool registration process
- Create a GSA System for Award Management account
- Request access to Tool
- Login to Tool
- Create a user profile

Module 3: Creating Subapplications

At the end of this unit, participants will be able to:

- Explain the different types of subapplications
- Create a new subapplication
- Copy an existing subapplication

Rationale

The rationale of this microlesson is to create an online course that will assist local and state public officials to accurately complete a subapplication using this new tool. For the capstone project I will develop the first three lessons. These lessons will do more than create awareness, they will need to apply what they learn to be successful. I plan to use Understanding by Design to develop these lessons and they will focus on the 2nd and 3rd level of Bloom's taxonomy.

Full Course Learning Objectives: The Learning objectives for the full subapplicant course would include the following:

- Prepare an accurate and complete subapplication using the software.
- Evaluate the subapplication and recognize and correct errors.
- Identify the status of a subapplication within the grant application pipeline.
- Modify a subapplication to include new costs, benefits, or project information.

Micro Lesson Modules: For the section I'll develop for this course, I'll focus on the first three units – Tool Overview, Logging into the Tool, Creation of a Subapplication the other units will be developed later. The other units include Review and Evaluating the Subapplication, and the Identification of Subapplication Status.

Full Course Outline

The subapplicant course modules are - Introduction to the Tool, Logging into the Tool, Creating Subapplications, Completing a subapplication, Reviewing and Submitting a Subapplication, Managing a Submitted Subapplication, and Accessing Subapplications.

Task Analysis

Content/Skills and Processes to be Trained

In working with an SME and review of the tool guidebook, the skills and processes that need to be trained are outlined in the Course Structure below.

Content Type

The content for this microlesson is procedural. The learner will need to know and understand each step before they can progress to the next step.

Task Steps and Priorities

The tasks, the order, the difficulty for the learner to grasp them and the frequency with which the learner will utilize the task are included in the table below. Since all tasks are procedural each step is important throughout this process.

Task	Order	Difficulty for Learner to Grasp (Scale 1-5)	Frequency Learner will Utilize (Scale 1-5)
Understand the program	1	4	3
Define a subapplication	2	3	2
Describe the Tool	3	2	3
Explain the registration process	4	3	1
Set up an account	5	3	3
Create and manage your profile	6	3	4
Complete the Subapplicant section	7	3	5
Complete the Contact section	8	3	5
Explain risks to copying an existing subapplication	9	4	5
Copy risks and benefits	10	3	5

Microlesson Course Structure

Module 1: Tool Overview (Week 1)

Time

30 minutes

Objectives

At the end of this unit, participants will be able to:

- Explain the key principles of the grant program
- Explain the purpose of a subapplication
- Explain the purpose of the Tool
- Describe the categories of Tool users
- Explain the subapplication workflow

Scope

- Overview of the grant program
- What is a subapplication?
- What is the purpose of Tool system?
- Tool users
- Subapplication Workflow

Methodology

Online course with course materials and engaging activities to provide learners with the information, links to resources. Participants will practice in a Tool sandbox.

Discussion Questions, Activities, and Projects

- Discussion question on “What is true about the grant program?” and provide the learners with a few prompts and then the instructor will facilitate the discussion.
- Discussion question on “What category of grant tool user are you?”
- Discussion question on “When a Subapplicant submits a subapplication to the Applicant, what happens next?”

Content Needs, OERs, Resources

- Need screen shots of tool
- Need history of the program (maybe a timeline would be helpful)
- Content on the following:
 - Overview of the grant program
 - What is a subapplication?
 - What is the purpose of Tool system?
 - Tool users
 - Subapplication Workflow

Digital Media To Develop

- Provide a short video about the grant program and on the types of users
- Timeline of the history of the program

Assessment

The assessment for this unit would be a knowledge check on the principles of the grant program, purpose of the tool, categories of tool users, purpose of the subapplication, and the subapplication workflow.

References

- SME
- Tool Job Aids
- eGrants workflow diagram

Module 2: Logging into the Tool

Time

30 minutes

Objectives

At the end of this unit, the participants should be able to:

- Explain the Tool registration process
- Create a GSA System for Award Management account
- Request access to Tool
- Login to Tool
- Create a user profile

Scope

- What is the Tool registration process?
- Setting up an account
- Approval e-mail
- Login and request access to Tool
- Access levels
- Creating and managing your profile

- Tips
- Resources

Methodology

Online course with course materials and engaging activities to provide learners with the information, links to resources. Participants will practice in a Tool sandbox.

Discussion Questions, Activities, and Projects

- Discussion question on “What are the access levels in the tool?”
- Discussion question on “What are the roles in the tool?” and “What is your role in the tool?”
- Discussion question on “Where can you view your assigned FEMA GO roles?”

Content Needs, OERs, Resources

- Content on the following:
 - What is the Tool registration process?
 - Setting up an account
 - Approval e-mail
 - Login and request access to Tool
 - Access levels
 - Creating and managing your profile
 - Tips
 - Resources
- Develop a list of resources to provide

Digital Media To Develop

- Demonstration video on “registering for the grant tool”

Assessment

The assessment for this unit would be a knowledge check on how to set up an account, the process to request a login and access the tool, how to create and manage your profile, common tips, and where to find additional resources.

References

- SME
- Tool Job Aids

Module 3: Creating Subapplications

Time

40 minutes

Objectives

At the end of this unit, participants will be able to:

- Explain the different types of subapplications
- Create a new subapplication
- Copy an existing subapplication

Scope

- Subapplication types. What are the different types of subapplications available to organizations and suborganizations?
- How to create a new subapplication

- Completing the Subapplicant section
- Completing the Contact section
- Why would I want to copy an existing subapplication?
- Copying risks and benefits
- Resources

Methodology

Online course with course materials and engaging activities to provide learners with the information, links to resources. Participants will practice in a Tool sandbox.

Discussion Questions, Activities, and Projects

- Discussion question on “Which type of subapplication is available to each organization?” and “What type of subapplication would your organization use?”
- Discussion question on “What information is needed to complete a subapplication?”

Content Needs, OERs, Resources

- Content on the following:
 - Subapplication types. What are the different types of subapplications are available to organizations and suborganizations?
 - How to create a new subapplication
 - Completing the Subapplicant section
 - Completing the Contact section
 - Why would I want to copy an existing subapplication?
 - Copying risks and benefits
 - Resources
- Provide a list of resources

Digital Media To Develop

- Video on creating a new subapplication
- Video on copying an existing subapplication

Assessment

The assessment for this unit will include a knowledge check on subapplication types, steps to completing a subapplication, risks of copying a subapplication, and benefits of copying a subapplication. There will also be a performance assessment in the “sandbox” area of the tool that will be measured using the rubric provided in the Performance Measures section below.

References

- SME
- Tool Job Aids

Performance Objectives and Measures

Formative Assessments

There will be formative assessment in each unit either after a major task is taught or at the end of the unit as a knowledge check or quiz. The purpose of the formative assessment will be to support the learner to assess their achievement of the learning objectives and what may need review.

Summative Assessment

The Summative Assessment will be a performance assessment in the tool sandbox. Learners will have access to several case studies and to the tool in a protected environment that will not be live. This environment (the sandbox) will be the place where the learner will apply what they have learned in a hands-on use of the tool. The learner will log into the system and demonstrate what they have learned. These short assessments will be graded using the course final assessment rubric.

Course Assessment Rubric

The course assessment rubric is designed to ensure that the learning is authentic, and performance based. The rubric will allow the learners to understand the criteria for assessment before they start the project and it will make the evaluation more objective and consistent. For the first section of the rubric, the instructor will ask the learner a series of questions to garner their understanding of those concepts. For the remaining two sections, the instructor will review the learners work in the sandbox and will complete the rest of the rubric that way. The course assessment rubric is included at the end of this plan in Appendix A.

Course Assessment

This course uses Kirkpatrick's Level II evaluation tools ([Kirkpatrick Partners](#), "The Kirkpatrick Philosophy," 2011, and "The Kirkpatrick Model,")

Level II: This evaluation involves measuring the degree to which participants acquire the intended knowledge based on their participation in the training. This can be accomplished through poll questions during or at the end of each web conference.

Appendix A Course Assessment Rubric

Course Assessment Rubric				
Learner		Date		
Instructor				
Rubric	Score	Scoring Scale		Total
Exceeds Expectations	4	Exceptional		70-80
Meets Expectations	3	Satisfactory		56-69
Partially Meets Expectations	2	Needs Improvement		40-55
Does Not Meet Expectations	1	Unsatisfactory		20-39
Program Overview				
	4	3	2	1
Explain the grant program				
Explain the purpose of a subapplication				
Explain the purpose of the Tool				
Describe the categories of Tool users				
Explain the subapplication workflow				
Program Overview Subtotal	0	Weight	1	Total
				0
Tool Login				
	4	3	2	1
Request access to Tool				
Login to Tool				
Create a user profile				
Tool Login Subtotal	0	Weight	2	Total
				0
Creating Subapplications				
	4	3	2	1
Explain the different types of subapplications				
Create a new subapplication				
Copy an existing subapplication				
Creating Subapplications Subtotal	0	Weight	3	Total
				0
Overall Course Assessment Score				0