Alicia Davis
ED 6377
April 28, 2022

The Instructional Design Planning:

How to Request an Institutional Student Information Record (ISIR)
from the Central Processing System (CPS)

1. Project Context – Higher Ed., Business, Government

- The purpose of this course is to teach employees who work in financial aid to request an ISIR from CPS.

- The end objective is for the university to request a student's ISIR transaction that was not automatically sent to the school.

2. Project Requirements.

Key stakeholder: Financial Aid Counselors

- No cost

- 10-20 minutes

- ISTE Standards Demonstrated:
  o STUDENT
  o 1.3. Knowledge Constructor
    ▪ 1.3.d. build knowledge by actively exploring real-world issues and problems, developing ideas and theories and pursuing answers and solutions.
  o EDUCATOR
    ▪ 2.2. Leader
      ▪ 2.2.c. Model for colleagues the identification, experimentation, evaluation, curation and adoption of new digital resources and tools for learning.
    ▪ 2.5. Designer
      ▪ 2.5.c. Explore and apply instructional design principles to create innovative digital learning environments that engage and support learning.
  o EDUCATION LEADERS
    ▪ 3.5. Connected Learner:
      ▪ 3.5.c. Regularly use technology for reflective practices that promote personal and professional growth.

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3. Audience Profile.

New Financial Aid Counselors

4. Instructional Design Model.

Dick and Carey's instructional systems design model – Nine components in the system working together toward a defined goal.

5. Course Learning Objectives and Strategy

1. _Identify instructional goals_ – Request an Institutional Student Information Record (ISIR) from the Central Processing System (CPS)
2. _Conduct Instructional Analysis_ – FA Counselors' personal learning preference. Hands-on, Auditory, Visual, etc.
3. _Analyze learners and contexts_ – Interview/question knowledge of the ISIR and CPS system
4. _Write performance objectives_ – The goal is to increase opportunities for students in higher education by obtaining their ISIR for the purposes of awarding financial aid.
5. _Develop assessment instruments_ – scenarios in requesting the ISIR from CPS
6. _Develop instructional design_ – Blue print of step by step instructions
7. _Develop and select instructional material(s)_ – Computer, Banner access, CPS access, student information, token, Canva video of instructions.
8. _Design and conduct formative evaluation of instruction_ – Group trial and interviews with the participants.
9. _Design and conduct summative evaluation_ – Desired output? Did we receive the students' ISIR in our report?
10. _Revise Instructions throughout the process_

6. Course Structure

Define course structure below. Be specific if listing modules. List the number of modules, titles, etc.

Welcome module – goals objectives

Content module – ISIR from CPS

Reflection module – survey/feedback

7. Development Tools to Include Multimedia Plan

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List development tools you will use below.

- Canva
- Computer
- Access to Banner
- Knowledge of Banner screens
    - SPAIDEN
- Access to the CPS website - https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp
- VeriSign ID Protection Token
- Student Information