DRAFT
How to UCOP
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CTE

EXPLORE | ENGAGE | EXPERIENCE

Why you are at this talk

What you are learning today:

How to submit a course to UCOP for the first time, and also how to submit for revisions (the process is essentially the same at the UCOP level).

Questions to self-assess

- *Is the course A-G already and if so, what category?*
- *Are you submitting a course that already exists in your district, or a new one?*
- *If new, do you have an outline already?*

After my talk, we will have time to assist each other on getting our submissions in order.

Quick rant about passive voice

Don't say what students will do, say what they do!

It is our habit to say that students **will** learn (I even did on the last slide in my first draft). In your course descriptions/objectives/outcomes eliminate the word **WILL** from your writing.

Example:

students will work in teams to blah blah blah

vs

students work in teams to blah blah blah

Present tense, active voice, ALWAYS

Someone has to hit the "submit" button

If it is no one, congrats! It is you. This is best case scenario.

If it is someone at your site, make sure you communicate with them regularly to make sure things go smoothly

If it is someone at the district office, try to communicate with them about what is required; hopefully it is not a labyrinthine conundrum of a process.

Let's put all the pieces together

Hopefully your district's new course proposal process aligns with what UCOP wants (if not, you need to have those conversations with district personnel).

The necessary documents are straight forward:

- *Course outline*
- *Unit Breakdown (give yourself wiggle room)*
- *Unit timeline (spreadsheets!)*
- *Examples/Rubrics for summative assignments*
- *Standards, standards, standards*

UCOP wants to know what your course is about

Now is the time to shine; what are the students producing that they are proud to show to parents and peers?

Bulleted item lists should have the following characteristics:

- *Raleway Typeface*
- *Regular Weight*
- *Italics*
- *12 points size*
- *Blue Color #296394*
- *No extra space between paragraphs*

KEEP AND DUPLICATE THIS SLIDE TO CREATE ADDITIONAL SLIDES

Most courses go with 6-10 units

I prefer 6 units (3 each semester) with wiggle room

Some teachers can adhere to a strict schedule, but your results may vary

Having rubrics are great

Making rubrics, not so much

You should make rubrics for all of your summative assignments anyway, so UCOP is a good motivator to get them done.

There are 2.5 submission windows

Primary window is *February 1st to June 30th*, i.e. **NOW**

Window 1.5 is July 1st - 31st. This window is only for minor tweaks to existing courses or reactivation of archived courses. For the purposes of this talk we can ignore this.

Secondary window is *August 1st - 31st*. This is for anything you forgot during the primary window. Do not procrastinate.

COURSE GOALS

After completing this course, students are able to analyze the mechanics of analog games and how those mechanics affect gameplay and the player experience. Students are able to use traditional art techniques and modern technology to create effective art assets for games and supporting media. Students are able to collaborate in teams to complete projects on spec and on time.

Submission Examples

Rubrics

	4	3	2	1
Rules Document	Rules contain a cover sheet, all necessary sections, use illustrations to show set-up and demonstrate gameplay, and fit within the size of the template	Rules contain a cover sheet and all sections but are missing or have poor illustrations OR does it does not fit within the size of the template	Rules are missing a cover sheet but contain all other necessary sections OR have missing/poor illustrations AND do not fit the template	Rules are missing required sections (Set-Up, How to Play, Game End)
Sell Sheet	Contains all sections and effectively uses color theory, fonts, illustrations, and layout to create an engaging piece	Contains all sections and uses fonts/color to convey game themes but is not engaging	Contains all sections but is plain/colorless OR has a nonsensical layout	Does not contain all sections (title, blurb/summary, gameplay stats, component list)

Who has questions?

wjeffries@riversideunified.org

Time to work on your outlines

SUBTITLE ALL CAPS X BOLD 18 PTS COLOR #296394

Body copy paragraphs should appear in Raleway Regular 14 points, hex color #585858 while **important information is in bold, *italic*, or <u>underlined style</u>**. The line spacing should remain single spaced, but there should be space automatically added after each of the paragraphs.

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