



GROWTH & GOALS MODULE

Instructions for Educators

Customizing and Adapting the Growth & Goals Module

This Growth & Goals Module was created by a team led by Alison Flynn as the major project associated with her Chair in University Teaching. You can find out more about the project here: <http://www.flynnresearchgroup.com/chair>

If you have questions, please contact Alison or her team members at growthgoalsmodule@gmail.com or Alison.Flynn@uOttawa.ca.

After completing these instructions you will have:

- Customized and editable master documents from which to create PDFs of the Growth & Goals module to share with your students. These PDFs will provide links to the associated activities for your students to complete.
- The editable activities to which the PDFs link
- Created a personalized tracking document, which will automatically populate as students complete the activities.

Accessing and downloading the module components.

1. **Start with GoogleDrive.** You will need a GoogleDrive account to access, edit and use this module. Please contact your institution’s Information Technology or comparable unit for instructions on how to set this up within your institution (this has already been set up at uOttawa). You may also get GoogleDrive independently by going to either google.com or google.ca, clicking on the “Sign In” button in the upper right-hand corner and creating an account (if you don’t have one). GoogleDrive is one of the applications (yellow-green-blue triangle) under the 9-dot box next to the Sign In button.
2. **Set up a Module folder on your GoogleDrive.** We have shared all of the google docs and google forms associated with the Growth & Goals Module. We recommend creating a dedicated folder for these items in your own drive.
3. **Get the Module.** Open one of the Growth & Goals Google Docs and click on the file menu at the top left of the page. Click on “Make a copy...” and select the folder in your own drive which you made to store the module. Select “OK”. Repeat this for each Doc (including this one if you’d like to have your own copy of the instructions).

4. **Get the Activity Forms.** Open one of the Activity Google Forms and click on the three dot menu at the top right of the page. Click on “Make a copy” and select the folder in your own drive which you made to store the module. Repeat this for each Form.

Customize for your course

1. Edit the Introduction file. Open the Google Doc named **Growth & Goals - Introduction**. You will notice many instances of square brackets (i.e. [example]) throughout the document. Each of these instances need you to substitute some course-specific information to customize the module to your course. We recommend performing a search for “[” to find all instances.
 1. Square brackets around normal text or within headings, for example “what are your feelings about [science]?”, should be edited to apply to your course as follows:
 - a. Replace the language in the square brackets with language that applies to your course.
 - b. Remove the square brackets.
 - c. These edits can be related to your course’s subject matter (i.e. subject, learning outcomes, etc.) and how you intend to integrate the module (i.e. number of bonus marks for completion, due dates, etc.)
 2. Square brackets around clickable links, for example [[here \(Activity 2\)](#)], should be edited as follows:
 - a. These should be linked to the corresponding google form we have shared with you, i.e. “Activity 2”.
 - b. Open Activity 2
 - c. Click on the “SEND” box in the upper right-hand corner of the screen
 - d. Click on the chain link beside “Send via” in the dialog box that pops up
 - e. Click “COPY” in the bottom right hand corner of the dialog box.
 - f. Return to the Module
 - g. Click on the link, a small dialog box will appear with an address and the option to “Change” or “Remove” the link. Select “Change”. Replace the existing link with the link you just copied by highlighting the current link and hitting CTRL + v or COMMAND + v and click apply.
 - h. Remove square brackets and “(Activity 2)” from the document.
 - i. Repeat this process for each activity.
2. Most of the activities will also need to be modified to suit your course. Any activity with “EDIT ME” appended to its name will require your input in the body of the activity. As with the main document, search for any square brackets and update as indicated.
3. If you have more than one major assessment during your course (i.e. if you have two midterms) you will need to make multiple copies of “02 - Shared Growth & Goals - Check in before [midterm 1]”, “03 - Shared Growth & Goals - How did [midterm 1] go?”, AND their associated activities (Activity 14 and Activity 15). We recommend you name



the copies so they are easy to differentiate (ie “Activity 14 - midterm 1” and “Activity 14 - midterm 2”). Edit and link these activities as described above.

Customize how you want students to do activities

1. The permissions settings on each activity should be altered to suit your requirements. Activity permissions can be modified as follows:
 - a. Open the activity
 - b. Click on the “Settings” gear at the top right of the screen
 - c. Under the “GENERAL” tab the defaults for this module are:
 - “Collect email” and “Always send response receipts”. This allows students to retain all their answers for later use in other activities.
 - “Limit to one response” to help manage incoming data for analysis and grading purposes. This option requires that the student be signed into a google account when completing the module. If your institution doesn’t use google accounts it might be best to unclick this option.
 - “Edit after submission” This option requires that the student be signed into a google account when completing the module. If your institution doesn’t use google accounts it might be best to unclick this option. You may also opt to unclick this if you prefer your students not change their original answers.
 - d. Most of our activities are are set up as a survey form but some activities, such as Activity 8, are set up as quizzes. We did this so that after submission the student will receive feedback on their answers. We have not assigned any point values to any of the questions.
 - Any activity can be made into a quiz by selecting the “QUIZZES” tab in the “Settings” gear and following the instructions. This will allow you to give feedback on any or all questions.
 - e. All questions are set to “Required”. If you prefer that students not need to answer all questions to submit their responses then you may change this setting as desired.

Collecting feedback from students (optional, but recommended)

1. Collect data from students on any or all of the activities as follows:
 - a. Open the first activity you wish to collect data from.
 - b. Click the tab called “RESPONSES” at the top of the question area.
 - c. Click the green create spreadsheet icon at the top right of the “RESPONSES tab.
 - d. Select “Create a new spreadsheet” and rename it as desired. We recommend using the format “GrowthandGoalsdata_coursecode_fall2019” or similar.
 - e. This spreadsheet will automatically open and populate as responses are received. We recommend renaming the tab “Form Responses 1” to “Activity 1”. Close the spreadsheet.
 - f. Open the second activity you wish to collect data from.
 - g. Click the tab called “RESPONSES” at the top of the question area.
 - h. Click the green create spreadsheet icon at the top right of the “RESPONSES tab.



- i. Select “Select existing spreadsheet” and select the spreadsheet you created in step d.
- j. This spreadsheet will automatically open and populate a new tab as responses are received. We recommend renaming this new tab “Form Responses 2” to “Activity 2”. Close the spreadsheet.
- k. Repeat steps f - j until all activities you wish to track are linked to your spreadsheet.

Final Step – Printing/Posting

1. Once all of your edits are complete you can print the google doc as a PDF and distribute to your students, either as hard copies or through your institution’s learning management system (LMS)!

