Organized Chaos – The B-ADDIE Filing System

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IDE 632

April 27, 2004

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Organized Chaos – The B-ADDIE Filing System

Content and Categorization Scheme

I decided to organize my IDD&E coursework using the ADDIE instructional design model (analyze, design, develop, implement, and evaluate). Given my chosen degree, I felt this an appropriate classification system for all IDD&E course materials and research relating to my degree pursuit. All my hard copy files will be color-coded and each file will have an appropriate naming convention. I have several types of hard copy data that I file; text books, journal articles, and course binders. Electronically, I have all email correspondence and any files that I have received or created filed in separate folders. I also organize Internet addresses (IE favorites) into different categories. My filing system has been developing over a period of several years and is a work in progress. In my pursuit of life long learning, I expect my files will grow with me. For the purpose of this assignment I am going to limit my descriptions to this course, IDE 632. However, I have created a full bibliography of course textbooks I have accumulated, categorized using the *B-ADDIE Filing System* (B for Barrett). (See Appendix A).

Textbooks

I have taken eight IDD&E classes over the past two years and have accumulated a number of textbooks for each class. I have now started to mark

each textbook with information pertaining to the course. I have gotten colored stickers and placed the appropriate colored sticker on the side binding according to the color-coded *B-ADDIE Filing System*. This way I can file the books alphabetically or by subject matter. Using the small colored stickers, I can also cross-reference subject matters where applicable.

Magazine or journal articles

Similarly to textbooks, if an article was for a specific course, I mark it with information pertaining to the course. I 3-hole punch articles for courses and add it to the 3-ring binder for the course.

Any articles not pertaining to a particular course, I will code with the subject matter initials and file in color-coded folders. As my filing system grows, I may develop more sub-categories within the *B-ADDIE Filing System*. At this time I have kept it very general and broad.

Course binders

This semester I started creating course binders. It made sense that any and all paper and articles received during a course might be important later. Previous courses, I had just put all the paperwork in a folder. It was not well organized and would be difficult to retrieve anything pertinent. Now I will review all previous course materials and create a binder for each.

For IDE 632, I created a binder containing the course syllabus and all the course modules and additional class handouts. The binder side has the course number and name and is color-coded for easy recognition in a storage box or bookshelf. The cover is also color-coded and contains information pertaining to the course. I also took a digital picture of the corresponding textbook. (See Figure 1.)

Personal files

My personal files are contained in two plastic crates, in hanging folders, with categories pertaining to myself, the house, the car, insurance, etc. I am getting married on May 15, 2004 and will be moving to a new home. This will be an adjustment as we combine our filing systems and practices.

Electronic files

Email.

Email is a large part of my life at the moment because I work at a computer help desk. My inbox isn't as organized as I would like. However, I do have many folders created in my email client to organize mail and I have various rules established so that incoming mail goes directly to a particular folder.

For my IDD&E correspondence I have a Course Work folder and a subfolder for each of the classes I have taken. (See Figure 2.) Correspondence with instructors and fellow students are kept here in case I need to refer back or

contact someone at a later date. I have actually been contacted on several occasions by former classmates for a file that they are missing and I have. I would say this reflects well on my organization skills.

Internet addresses.

I use Internet Explorer (IE) as a browser and have created various folders for saving web pages that I frequent or want to review later. I also now have tried using the My Yahoo page to further organize my links. (See Figure 3.) Yahoo will even let you import and export your IE favorites so that if I am using a public computer, I have already synchronized my favorites with Yahoo and have access to the same information.

Picture files.

My picture files are not organized. This is something I need to do, but for the purposes of this course, I did not have the time. I propose to start using a naming convention for my pictures. The problem I can foresee with the digital picture age is you can't write on the back of the picture, who was in it, where it was taken, etc. The file names tend to get too long when you start to do this within the file name and this causes trouble when you want to transfer to CD. My thought is to create an album, where each "page" contains a handful of pictures of a particular subject and/or date, in a folder with a table of contents. This will be time consuming for all pictures taken in the past. However, moving forward, this will be a worthwhile system.

Electronic coursework files.

I currently am in the process of reorganizing all my course files. I have folders for each class I have taken containing any electronic file I have received for a particular course. (See Figure 4.) I am also in the process of creating my electronic portfolio and moving my files onto the suedstudent.syr.edu server.

For the IDE 632 coursework folder, I have downloaded all the course modules from DocuShare and filed them in corresponding folders. (See Figure 5.) Once the course is completed, I will attempt to reorganize the files in a way that makes more sense to me. As I read many of the materials available from DocuShare, there were duplicate files. These are wasting space on my computer and on the server where I backup my coursework files. I will apply my own naming conventions to these files making use of the course number and name where or appropriate or using the B-ADDIE Filing System codes for articles I may have found in my research.

Figures

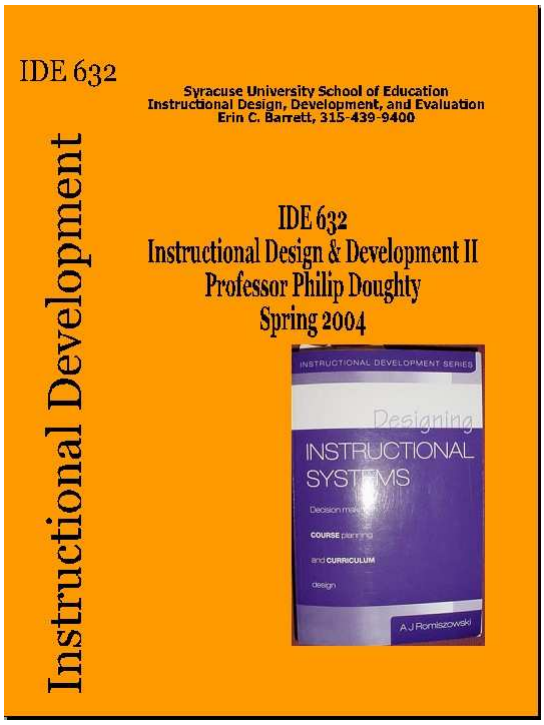

Figure 1 Course binder cover.

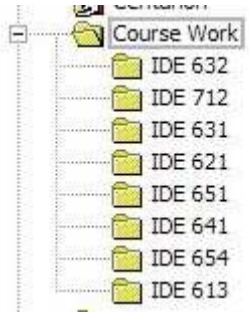

Figure 2 email folder set up.

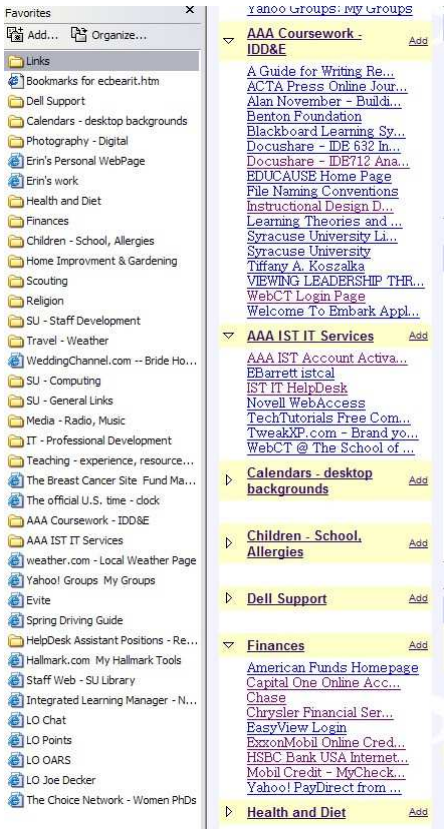

Figure 3 IE favorites and My Yahoo bookmarks.

Figure 4 Coursework folders.

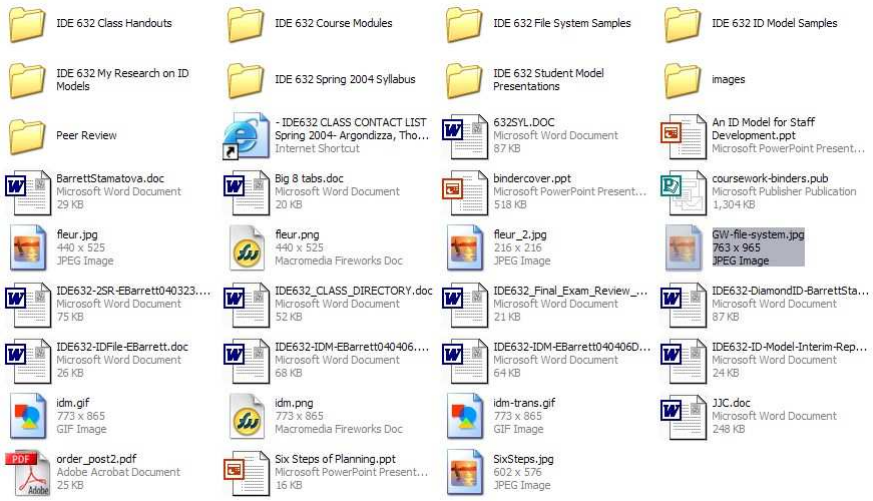

Figure 5 IDE 632 Coursework folder.

Appendix A – IDD&E Textbooks Classified using the B-ADDIE Filing System

Analysis (ANA, red)

Jonassen, David H., Tessmer, Martin, & Hannum, Wallace H. (1999). *Task Analysis Methods for Instructional Design*. Mahwahh, NJ: Lawrence Erlbaum Assoicates, Publishers.

Rosset, Allison. (1987). *Training Needs Assessment*. Englewood Cliffs, NJ: Educational Technology Publications. [ide712]

Design (DES, orange)

Ellsworth, James B. *Surviving Change. A Survey of Educational Change Models*. Syracuse University, Syracuse, NY: ERIC Clearinghouse on Information & Technology

Gagne', Robert M., Briggs, Leslie J., & Wager, Walter W. (1992). *Principles of Instructional Design* (4th ed.). Belmont, CA: Wadsworth Thomas Learning.

Gustafson, Kent L., & Branch, Robert Maribe. (2002). *Survey of Instructional Development Models* (4th ed.). Syracuse University, Syracuse, NY: ERIC Clearinghouse on Information & Technology. [ide632]

Romiszowski, A.J. (1981). *Designing Instructional Systems*. London: Kogan Page Ltd.

Smith, Patricia L., Ragan, Tillman J. (1999). *Instructional Design* (2nd ed.). New York: John Willey & Sons, Inc. [ide631]

Development (DEV, yellow)

Williams, Robin. (1992). *The PC is not a Typewriter*. Berkeley, CA: Peachpit Press.

Williams, Robin. (1994). *The Non-Designers Design Book*. Berkeley, CA: Peachpit Press.

Implementation (IMP, green)

Ormrod, Jeanne Ellis. (1999). *Human Learning* (3rd ed.). Upper Saddle River, NJ: Pearson Education by Prentice-Hall, Inc.

Evaluation (EVA, blue)

Hedrick, Terry E., Bickman, Leonard, & Rog, Debra J. (1993). *Applied Research Design. A Practical Guide*. Newbury Park, CA: Sage Publications.

Joint Committee on Standards for Educational Evaluation, The, James R. Sanders, Chair. (1994). *The Program Evaluation Standards (2nd ed.) How to Assess Evaluations of Educational Programs*. Thousand Oaks, CA: Sage Publications.

Scriven, Michael. (1991). *Evaluation Thesaurus* (4th ed.). Newbury Park, CA: Sage Publications.

Additional Subject Matters to be Implemented

Information (INF)

Instruction (INS)

Technology (TEC)

Education (EDU)

Psychology (PSY)

*Publication Manual of the American Psychological Associat*ion (5th ed.). (2001). Washington, D.C.: American Psychological Association.

Business (BUS)

Finance (FIN)

Personal (PER)