



WHITE PAPER

Creating Effective Breeze Curriculums

Best Practices for Branching and Sequencing

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Macromedia Breeze 5 allows trainers, managers, and others to develop customizable curriculums by reusing learning content in instructional strategies that employ branching and sequencing to create unique learning experiences. Configuring reusable elements to suit a multitude of learner needs and goals benefits the organization, because it avoids the cost of developing completely new curriculums for every set of learners. Learners also benefit from engaging, customized learning experiences that are designed to suit them. For example, call center or sales training can be optimized for multiple audiences such as new hires with limited experience, experienced hires, and transferees. Using flexible, reusable curriculum elements to reconfigure learning paths helps minimize the development, reduce the overall learner time, and maximize the impact of the learning experience.

Breeze 5 Capabilities for Training Curriculums

Breeze 5 introduces options for creating training curriculums that encompass multiple activities, allowing the customization of a curriculum to suit individual learners. With this flexibility, each learner can have a unique path through the course content and activities, as long as the learner achieves the learning objectives set by the manager or training personnel.

The key to attaining such training efficiency is the use of adaptive, or sequenced, learning. Adaptive learning means that learners are directed to the appropriate course content and learning activities according to their demonstrated mastery, previous achievements and experience, and immediate needs or goals.

Various instructional design strategies are employed to determine which learners can skip material they may already know or do not need to see. Breeze 5 enables this type of customization.

This paper explains how branching and sequencing can be used to enable instructional design strategies based on the respected work of the Learning Systems Architecture Lab at Carnegie Mellon University.

Using Branching and Sequencing to Create Multiple Curriculums

Training personnel, sales managers, product managers, and others who provide instruction to their employees on a wide variety of topics – from details of new product features to regulatory requirements and human resources issues – can use branching and sequencing strategies to provide the necessary training more efficiently. Time savings are realized when learning materials are developed once but then used in multiple curriculums for many different learners.

While a new hire or novice may need to see all of the materials, established employees or experts may be permitted to test out of a curriculum by scoring high enough on a comprehensive exam to demonstrate mastery of the material. Further, when just an overview of the information is required, senior managers or experts may be allowed to complete an abbreviated version or to simply review the introductory portions of the curriculum.

Key concepts covered in this paper include the following:

- Using branching within course content and sequencing between curriculum elements to create customized learning
- Developing various curriculums with courses, events, and activities
 - Breeze presentations, with scored and non-scored quizzes
 - Macromedia Captivate simulations
 - Breeze online meetings
 - Macromedia Flash documents

- Employing sequencing in learning strategies to customize curriculums
 - Setting prerequisites for learner access to particular curriculum elements
 - Providing pre-test score requirements to determine if and when learners can “test out”
 - Determining when remediation is required
 - Selecting the appropriate type of learner remediation
- Appreciating the impact of using branching and sequencing in training curriculums

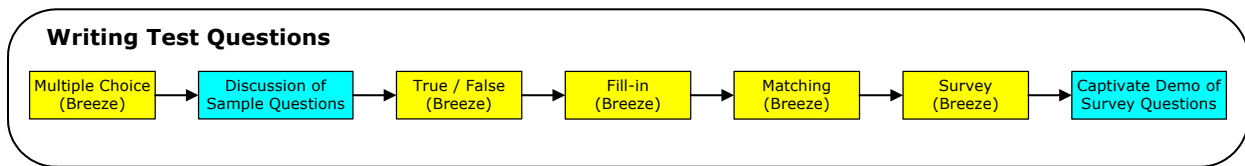
The sample content “Writing Effective Test Questions” is available for download in the companion file `effective_curriculums.zip`; you can use the samples with your Breeze system to follow the examples and practice applying these learning strategies with Breeze.

Using Branching and Sequencing to Enhance Learning

For this paper, *branching* is defined as the various paths that a learner may take through online learning content within a single course. For example, branching provides a mechanism for learners who respond correctly to an assessment question within the course content to advance to new content; learners who answer the question incorrectly may be branched back to the same content for review.

Sequencing is defined as the various paths that a learner may take between multiple courses or events within an entire curriculum. This diagram illustrates a basic linear sequence for a curriculum on Writing Effective Test Questions that includes several Breeze Presentation courses, a Captivate demo, and a Breeze online meeting.

Figure 1: Diagram of a basic curriculum on writing effective test questions



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By using the various mechanisms and sequencing possibilities described below, learners can have unique, customized experiences as they progress through the curriculum in which they are registered. Providing customized learning benefits learners, who can quickly demonstrate competency in some topics while obtaining extra help with any topics that are new or challenging. It also benefits those providing the training: advanced learners are able to complete the training more quickly, which means less time in training and less time away from their primary job responsibilities. Novices are also able to receive the extra help they may need to master new material. This is more cost-effective than forcing all learners to complete their experiences in the same way and in the same amount of time.

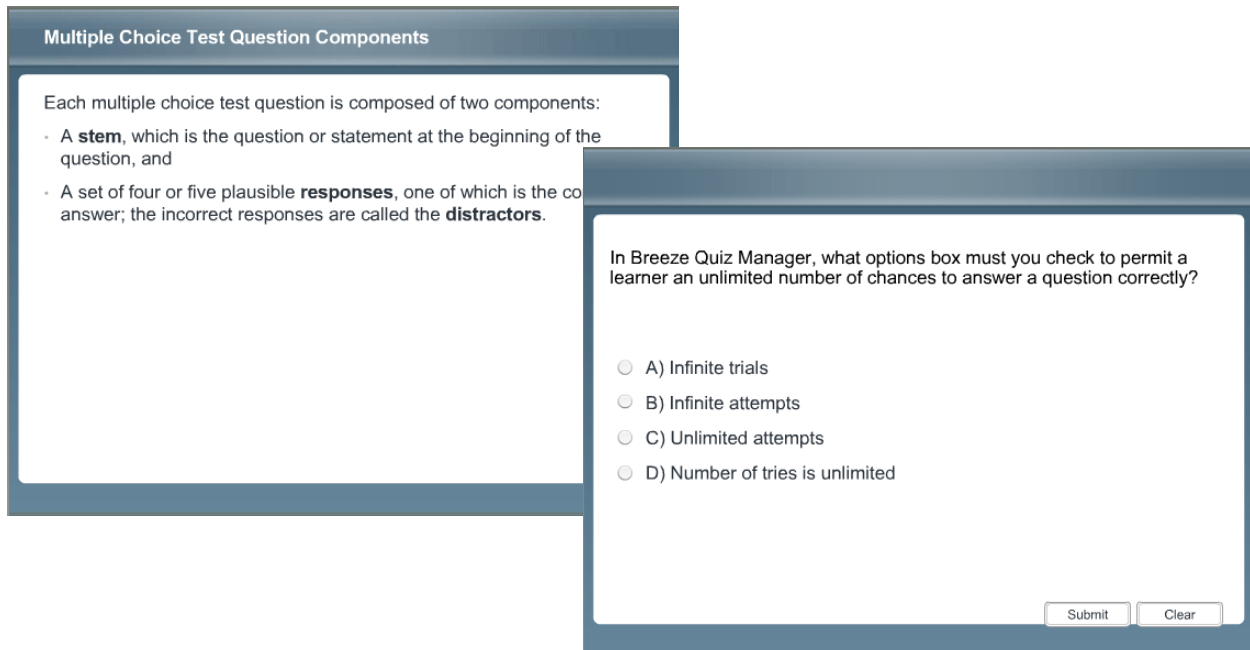
Building Learning Structures in Breeze

It’s easy to create content with Macromedia Breeze Presenter. Refer to the Breeze Resource Center (<http://www.macromedia.com/resources/breeze/>) for self-paced tutorials, best practices, and documentation to help you get the most out of Breeze.

To demonstrate the concepts in this paper, sample content on how to write various types of assessment (test) questions using Breeze Quiz Manager for PowerPoint was prepared. Next, several test questions about the material were prepared by using the Quiz Manager (Breeze > Quiz Manager). In addition, an interactive simulation was created with Macromedia Captivate to demonstrate using the Quiz Manager to insert a survey question. Finally, an online Breeze meeting was scheduled, during which Flash documents containing sample quiz questions could be reviewed as a group, moderated by a live instructor.

Figure 2 shows sample content about multiple choice test question components and a sample test question about using Breeze Quiz Manager.

Figure 2: Sample content and quiz question created for a Breeze Training curriculum



Each of the question types covered constitutes a separate Breeze course. Since Breeze 5 supports the AICC protocol, additional curriculum elements can also be created with Macromedia Authorware, Flash, or third-party content tools. Consult the Breeze Resource Center for information on using such tools with Breeze.

Descriptions of these sample curriculum elements and their file names are included in Table 1 at the end of this paper. With just a few elements like these, you can create a variety of sequencing alternatives to the linear curriculum shown in Figure 1.

The topics included in the curriculum in Figure 1 correspond to the types of quiz questions available in Breeze Quiz Manager. Thus the accompanying sample content serves two purposes: it provides some practice files for building curriculums and also provides pertinent information about developing assessment questions for your own curriculums in the future.

Instructional Strategies for Breeze Curriculums

With just a few changes, you can reuse the same elements to develop other curriculums, and apply new sequencing rules to create a customized experience with the same curriculum elements. The Breeze Curriculum wizard makes it easy to do!

The top part of Figure 3 shows the elements of the full curriculum on writing effective test questions; the bottom part of the figure shows how a review or mini-curriculum on the same subject was created through reuse of the mastery test and evaluation elements from the full curriculum.

Figure 3 illustrates another efficiency: the five key elements of the full curriculum were designed with a summary of the material such that if the summaries were copied and retitled, they could serve as the content for the five review topic elements. Thus, with minimal effort, a new curriculum was created that is more appropriate for experienced test-question writers or managers who need only an overview of the test-writing material.

Figure 3: A Breeze curriculum showing how required elements are designated (top); an abbreviated mini-curriculum created from reused and derived elements (bottom)

Writing Effective Test Questions

- [Pre-test of Matching Questions](#)
- [Writing Effective Multiple Choice Questions](#)
- [Default Meeting Template](#)
- [Writing Effective True/False Questions](#)
- [Writing Effective Matching Questions](#)
- [Writing Fill-in / Short Answer Questions](#)
- [Using Survey Questions](#)
- [Interactive Demo on Selecting/Inserting a Question](#)
- [Mastery Test on Multiple Choice Questions](#)
- [Remedial Content on Matching Questions](#)
- [Evaluation Survey for Multiple Choice Content](#)

Select the completion requirements for this item. You may select one or more items that must be completed or passed in order to mark this complete. If you designate at least one item in a curriculum as required, then other items in the curriculum that do not have a completion requirement become optional.

Select Completion Requirements	
Name	Options
Pre-test of Matching Questions	Required <input type="button" value="v"/>
Writing Effective Multiple Choice Questions	Required <input type="button" value="v"/>
Default Meeting Template	Required <input type="button" value="v"/>
Writing Effective True/False Questions	Required <input type="button" value="v"/>
Writing Effective Matching Questions	Required <input type="button" value="v"/>
Writing Fill-in / Short Answer Questions	Required <input type="button" value="v"/>
Using Survey Questions	Required <input type="button" value="v"/>
Interactive Demo on Selecting/Inserting a Question	Optional <input type="button" value="v"/>
Mastery Test on Multiple Choice Questions	Required <input type="button" value="v"/>
Remedial Content on Matching Questions	Optional <input type="button" value="v"/>
Evaluation Survey for Multiple Choice Content	Required <input type="button" value="v"/>

Mini-Course on Writing Test Questions

- [Review of Multiple Choice Questions](#)
- [Review of True/False Questions](#)
- [Review of Fill-in/Short Answer Questions](#)
- [Review of Matching Questions](#)
- [Review of Survey Questions](#)
- [Mastery Test on Multiple Choice Questions](#)
- [Evaluation Survey for Multiple Choice Content](#)

Curriculum Information

Name: **Mini-Course on Writing Test Questions**

ID:

Summary:

Open Date: **10/01/2005 8:00 AM**

Close Date: -

URL: <http://breeze21077817.breezecentral.com/p33347185/>

Completion Requirements

Review of Multiple Choice Questions - Required
Review of True/False Questions - Required
Review of Fill-in/Short Answer Questions - Required
Review of Matching Questions - Required
Review of Survey Questions - Required
Mastery Test on Multiple Choice Questions - Required
Evaluation Survey for Multiple Choice Content - Required

By taking advantage of the settings and options available in Breeze Training, it's easy to apply the strategies that instructional designers use to modify the sequencing of a basic curriculum to allow for customization.

Prerequisites

Sometimes you need to ensure that learners have existing knowledge, skills, or abilities before allowing them to begin new or more advanced content. Breeze allows you to set prerequisites for your curriculum so you can determine the criteria for when learners can access specific sections of content or curriculums. Once the prerequisites are satisfied, the content becomes available.

The prerequisite options available in Breeze include requiring completion of certain elements or entire curriculums, hiding particular elements until the prerequisite elements have been completed, and indicating that certain elements are optional prerequisites for other curriculum elements. Figure 4 shows that completion of five curriculum elements is required before a learner will be allowed to use the interactive demo about selecting and inserting a question with the Quiz Manager.

For instance, by using prerequisites, managers could make sure that their Marketing Communications trainees worked through all of the material about company policies and the legal implications of the proper use of trademarks, while a new attorney would need to see only the official trademarks and service marks that the company routinely uses.

Figure 4: Setting prerequisites in Breeze curriculums

The screenshot displays the Breeze curriculum management interface. At the top, there are navigation links: **Curriculum Info** | [Manage Enrollees](#) | [Notifications](#) | [Reminders](#) | [Reports](#). Below these are buttons for **Add Item**, **Remove Item**, and arrows for **↑** and **↓**.

The main content area is divided into two columns. The left column lists curriculum items under the heading **Writing Effective Test Questions**. The items are:

- [Pre-test of Matching Questions](#)
- [Writing Effective Multiple Choice Questions](#)
- [Critique of Sample Multiple Choice Questions](#)
- [Writing Effective True/False Questions](#)
- [Writing Effective Matching Questions](#)
- [Writing Fill-in / Short Answer Questions](#)
- [Using Survey Questions](#)
- Interactive Demo on Selecting/Inserting a Question**
- [Mastery Test on Multiple Choice Questions](#)
- [Remedial Content on Matching Questions](#)
- [Evaluation Survey for Multiple Choice Content](#)

The right column is titled **Captivate Information** and contains details for the selected item:

- Name:** **Interactive Demo on Selecting/Inserting a Question**
- ID:**
- Summary:**
- URL:** <http://breeze21077817.breezecentral.com/l23003282/>
- Max Attempts:** **Unlimited**
- Source of Link:** **This is a link to a content. To manage this source, [click here](#).**

Below the information is a **Prerequisites** section with an **Edit** button. It lists the following prerequisites:

- Writing Effective Multiple Choice Questions** - Required
- Writing Effective True/False Questions** - Required
- Writing Effective Matching Questions** - Required
- Writing Fill-in / Short Answer Questions** - Required
- Using Survey Questions** - Required

At the bottom is a **Test-Outs** section with an **Edit** button. It contains the text: *Interactive Demo on Selecting/Inserting a Question has no test-outs.*

Using Tests

Tests may be graded or ungraded, and both types have a role to play in good instructional designs. When a test is graded, learners receive a score upon completion of a single item or an entire test. The score may then be used to determine learners' paths through the content or may count toward completion of the instruction. With ungraded tests, learners do not receive a final score that counts toward completion of the instruction.

Ungraded tests are typically used when instructional designers want to see how well learners understand the instruction before requiring them to prove mastery. Ungraded quizzes can serve as "early intervention" to ensure that learners have sufficiently grasped a particular concept before they are allowed to progress further in the instruction.

Ungraded tests also allow learners to experience the types of questions they will see in a graded test without penalizing them for incorrect responses. Enabling learners to anticipate the types of questions they may see in an exam can significantly reduce test anxiety without "teaching the test."

With Breeze Quiz Manager, you can declare whether a learner must pass the quiz to continue, as shown in Figure 5; set the passing level and follow-up options with the Pass or Fail Options tab; designate questions as graded or survey (ungraded), as shown in Figure 6; and change the default message labels shown in Figure 7 to wording that is more meaningful to your learners.

Figure 5: Breeze Quiz Manager options for quiz settings

The screenshot shows the 'Quiz Settings' dialog box in Breeze Quiz Manager. The 'Quiz Settings' tab is selected, and the 'Required' dropdown menu is open, showing four options: 'Optional - the user can skip this quiz', 'Required - the user must take the quiz to continue', 'Pass required - the user must pass this quiz to continue', and 'Answer all - the user must answer every question to continue'. The 'Pass required' option is highlighted. Below the dropdown are checkboxes for 'Allow backward movement', 'Allow user to review quiz', 'Show score at end of quiz', and 'Show questions in outline'. Buttons for 'Question Review Messages...' and 'Quiz Result Messages...' are also visible.

Figure 6: Breeze Quiz Manager question types and selection of graded versus survey question

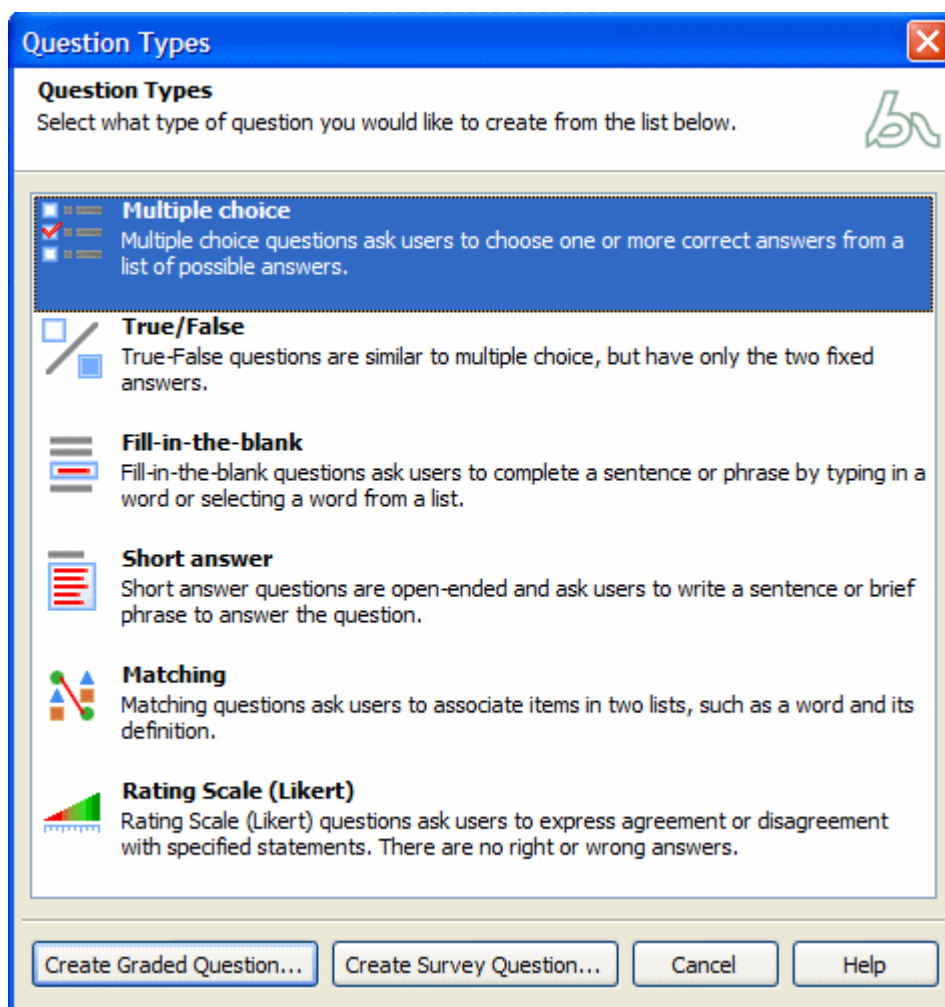
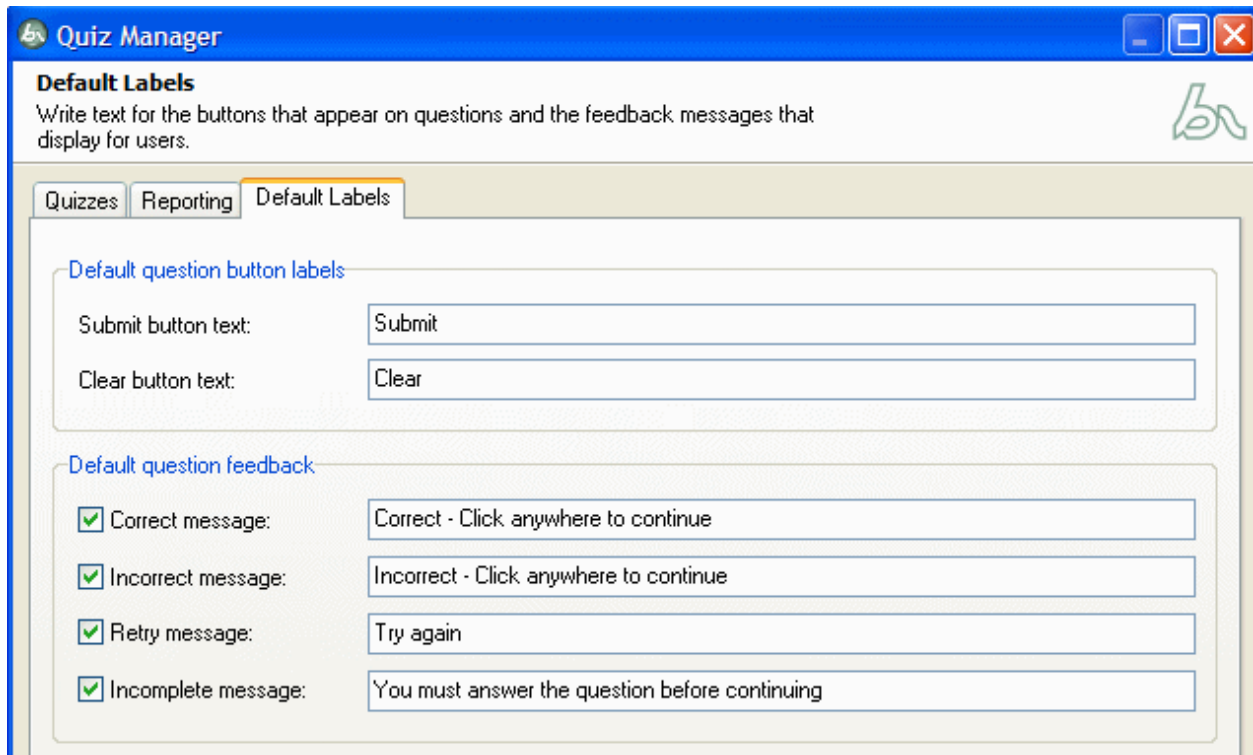


Figure 7: Breeze Quiz Manager editable button labels and feedback messages



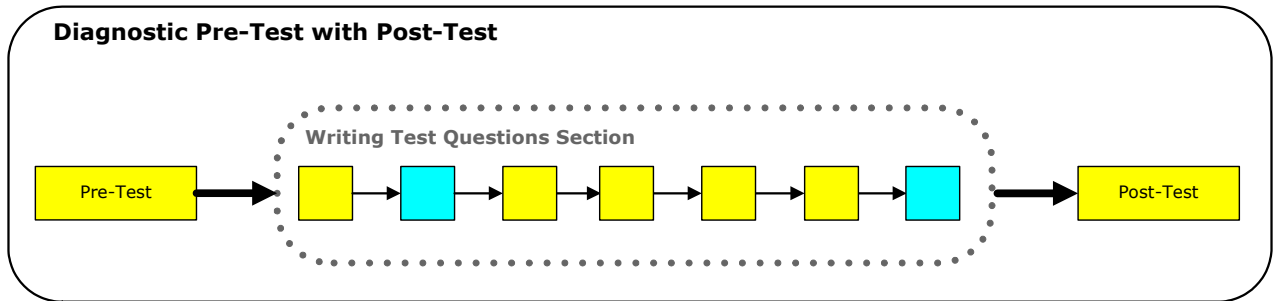
Breeze Quiz Manager also has several options for reporting scores and other data; you can use these settings to further customize the learning experiences you develop with Breeze.

Using Pre-Tests

Pre-tests are most commonly used to diagnose learners' pre-instruction knowledge level and then measure the change in knowledge that results from the instruction. Pre-tests are also useful for evaluating learners' current knowledge, skills, and abilities. Learners who score high on a pre-test may be allowed to test out of the instruction about which they already have the requisite knowledge, skills, and abilities.

Figure 8 shows the basic curriculum in a diagnostic pre-test scenario.

Figure 8: Diagnostic pre-test scenario



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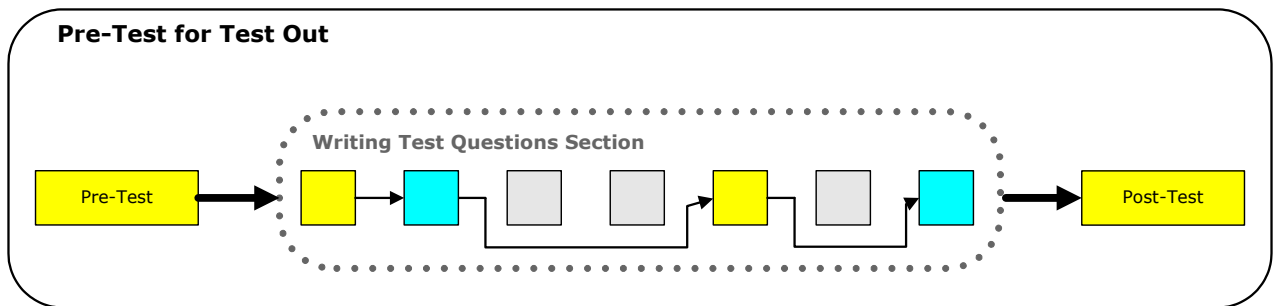
When pre-tests are used to measure learners' initial knowledge, skills, or abilities, content developers may choose to require learners to complete all sections of the instruction, even if they have demonstrated mastery during the pre-test. When this strategy is used, the content developer typically compares learners' pre-test and post-test (mastery) scores to see how much learners actually learned directly from the instruction. There are no real values associated with this type of strategy for the learners; however, as a content developer, you may find it helpful for evaluating and revising your instruction in the future.

For instance, assume your company has developed a new version of its software product. The assistant product managers need to learn about its new features. As a content developer on the training staff, you create a set of courses that highlights the improvements. To test how effective the instructional material is, you devise a pre-test that all the assistant product managers will take before they see the instruction. By comparing their scores on the pre-test with the post-test, you can evaluate the content and determine which sections may need revision and which were very effective.

Pre-tests that evaluate learners' existing knowledge, skills, or abilities map each test item to specific learning objectives within the planned instruction. As learners pass items on the pre-test, flags are set in Breeze that enable learners to skip the sections of content they have mastered. This strategy is called *test-out*. Figure 9 shows three of the courses in the sample curriculum in gray, indicating that the learner has demonstrated mastery of these topics and can skip them.

For example, a veteran sales representative who has transferred to a new location might score very high on pre-tests about general company policies and about the products he sells, but might not do well on questions about filing expense reports at the new office. This employee could be allowed to skip some of the instruction required for new sales representatives.

Figure 9: Pre-test with test-out scenario



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With the test-out strategy, learners who have mastered part of the instruction can complete the instruction more quickly by moving ahead to those areas that are new or more advanced. This also creates what is known as *customized learning* – giving different learners just what they need to know instead of extraneous materials they already know. For example, if you have several new but highly experienced customer service representatives in your call center, you may not want them to spend costly training time reviewing basic phone skills. Allowing the experienced representatives to test out of the basic topics and move directly to more technical information, such as how your customer relations management software works, will expedite their training and have them on the job faster.

You can use the test-out strategy for an individual course within a Breeze curriculum where test-out is based on the results of the course's pre-test. You can also use test-out to allow learners to bypass an entire Breeze curriculum based on a single, comprehensive pre-test.

Figure 10 shows how an optional pre-test could allow a learner to test out of a curriculum element that is otherwise required for all learners.

Typically, if you are allowing learners to pre-test out of an entire curriculum, the passing criterion – the score required to test out – should be set relatively high. Many organizations won't allow learners to test out of instruction unless they score 95% or higher on a comprehensive pre-test. Other organizations set the passing criterion somewhat lower.

You should base the passing criterion on the importance of the content. If you are instructing emergency procedures, safety information, or any other area where loss of life or limb could result from improper instruction, then you should set your passing criterion very high. In those cases, you may even want to prohibit learners from testing out of certain topics that are absolutely critical. If your instruction involves content that is less critical, such as call escalation procedures in your call center, then you might consider setting a lower test-out score to allow more learners to complete the content more quickly.

Figure 10: Setting a pre-test in Breeze in order to test out of (skip) a curriculum element

The screenshot displays the Breeze curriculum management interface. At the top, there are navigation links: **Curriculum Info** | [Manage Enrollees](#) | [Notifications](#) | [Reminders](#) | [Reports](#). Below these are buttons for **Add Item**, **Remove Item**, and arrows for **↑** and **↓**.

The left sidebar shows a list of curriculum items under the heading **Writing Effective Test Questions**. The items are:

- [Pre-test of Matching Questions](#)
- [Writing Effective Multiple Choice Questions](#)
- [Critique of Sample Multiple Choice Questions](#)
- [Writing Effective True/False Questions](#)
- [Writing Effective Matching Questions](#)
- [Writing Fill-in / Short Answer Questions](#)
- [Using Survey Questions](#)
- [Interactive Demo on Selecting/Inserting a Question](#)
- [Mastery Test on Multiple Choice Questions](#)
- [Remedial Content on Matching Questions](#)
- [Evaluation Survey for Multiple Choice Content](#)

The right panel, titled **Presentation Information**, provides details for the selected item:

- Name:** Writing Effective Matching Questions
- ID:**
- Summary:**
- URL:** <http://breeze21077817.breezecentral.com/l79658947/>
- Max Attempts:** Unlimited
- Source of Link:** This is a link to a content. To manage this source, [click here](#).

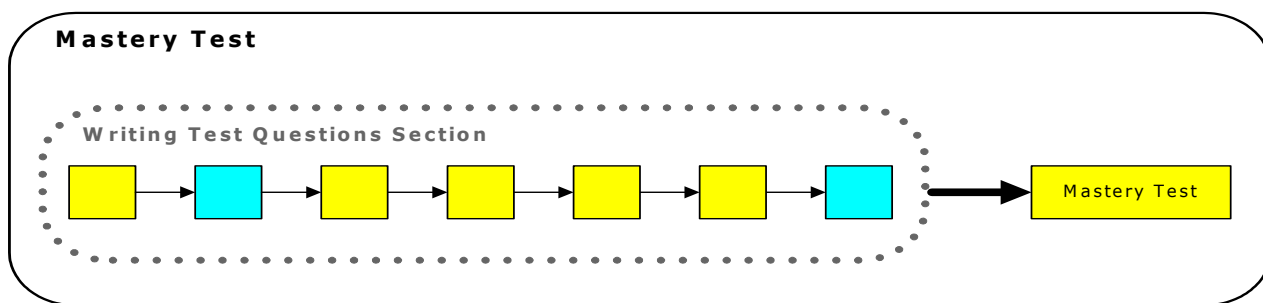
 Below this, there are sections for **Prerequisites** and **Test-Outs**, each with an **Edit** button. The prerequisites section states: "Writing Effective Matching Questions has no prerequisites." The test-outs section lists: "Pre-test of Matching Questions - Optional".

Mastery Testing

Mastery testing is a testing strategy for ensuring that learners fully comprehend the content. Mastery testing involves using several test items (three to five questions is considered acceptable) to validate a learner’s understanding of a learning objective. However, the more test items used to validate a particular learning objective, the greater the possibility of ascertaining the learner’s mastery of the content. Mastery testing is typically conducted at the conclusion of a course or curriculum.

Figure 11 shows a curriculum followed by a mastery test; this scenario could apply to a new sales representative who has to demonstrate an in-depth understanding of his employer’s range of products before he is allowed to make sales calls on his own.

Figure 11: Mastery test scenario



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Based on the score received on the mastery test, learners can receive a score on the assessment and either pass or fail it. Learners who fail the assessment may be assigned to remediation.

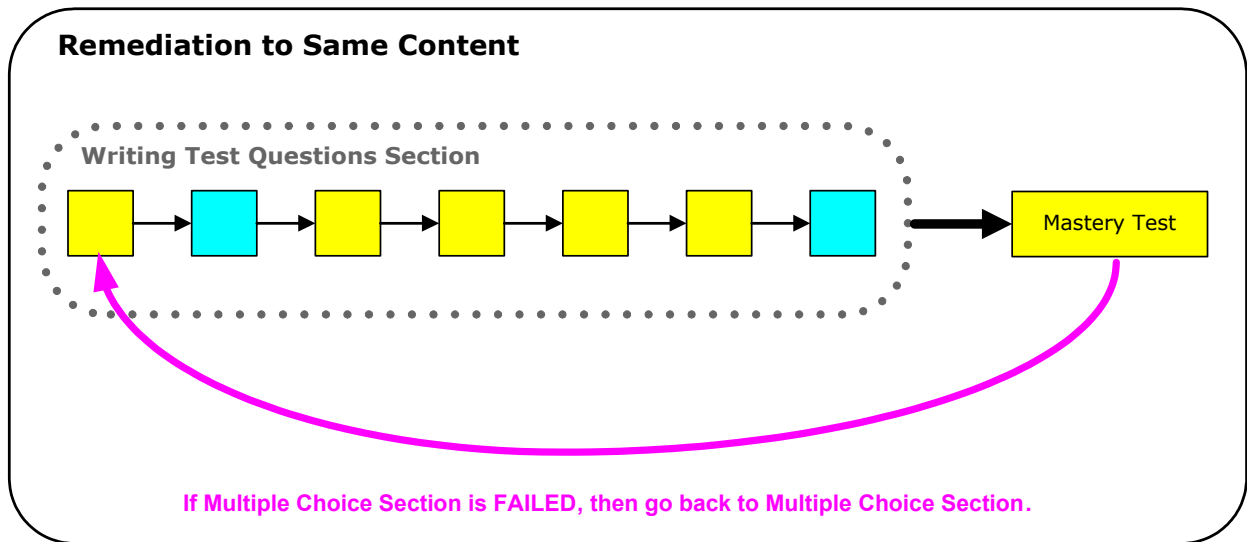
Remediation

Remediation is an instructional strategy used to help learners comprehend instruction that they may be struggling with. There are several forms of testing remediation available in Breeze. If a learner does not answer a test item correctly, or fails an entire test, you can remediate her in one of several ways.

You can force learners to review content they have already viewed but not grasped completely. This method is somewhat effective, particularly if learners are not anticipating a test and fail to pay close attention to the instructional materials in the hope that they won't need to learn them. This is one of the least costly remediation strategies, since it only requires a simple branching or sequencing loop to the previously viewed instruction.

This remediation strategy is illustrated in Figure 12.

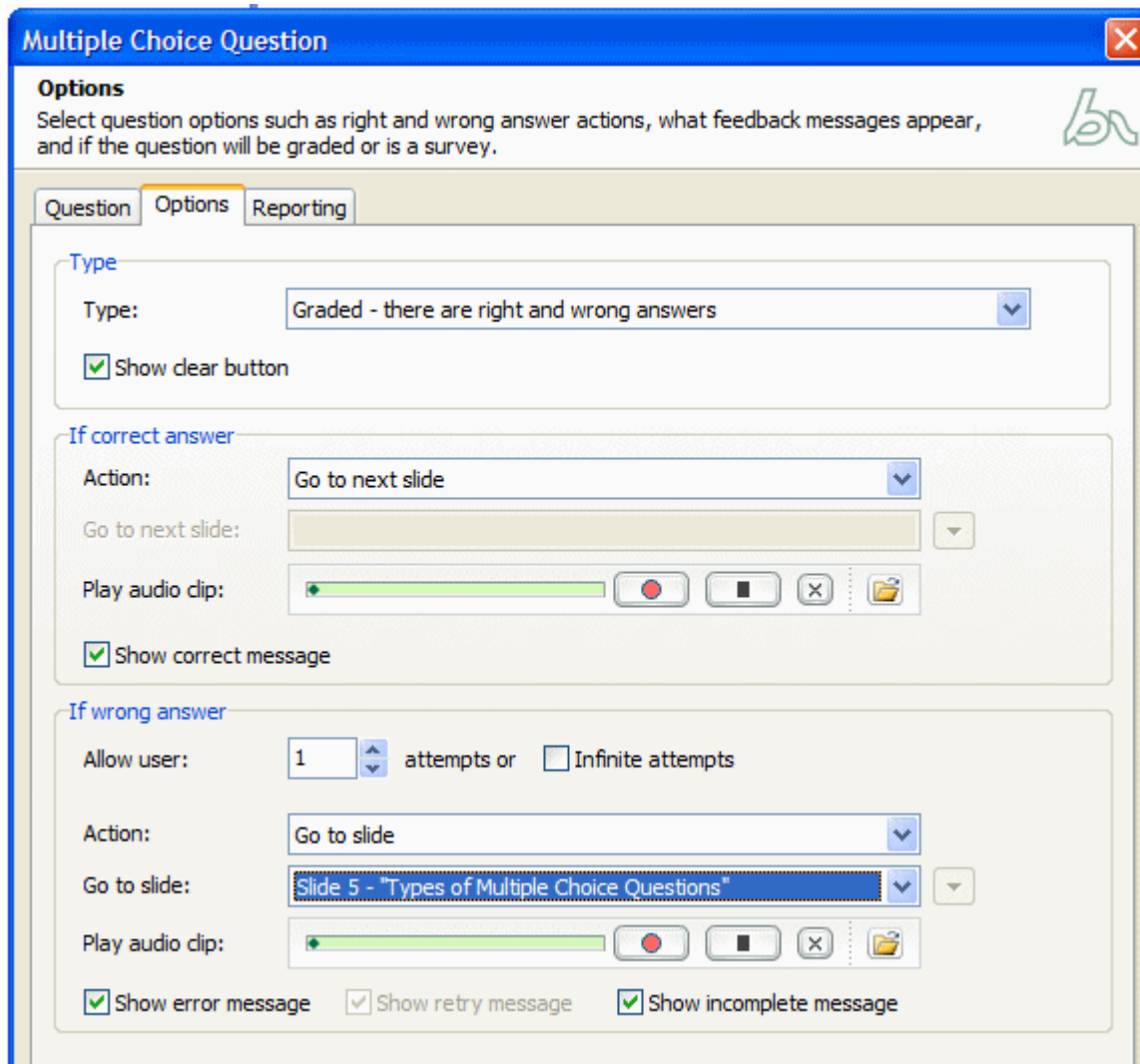
Figure 12: Scenario for remediation to previously viewed content



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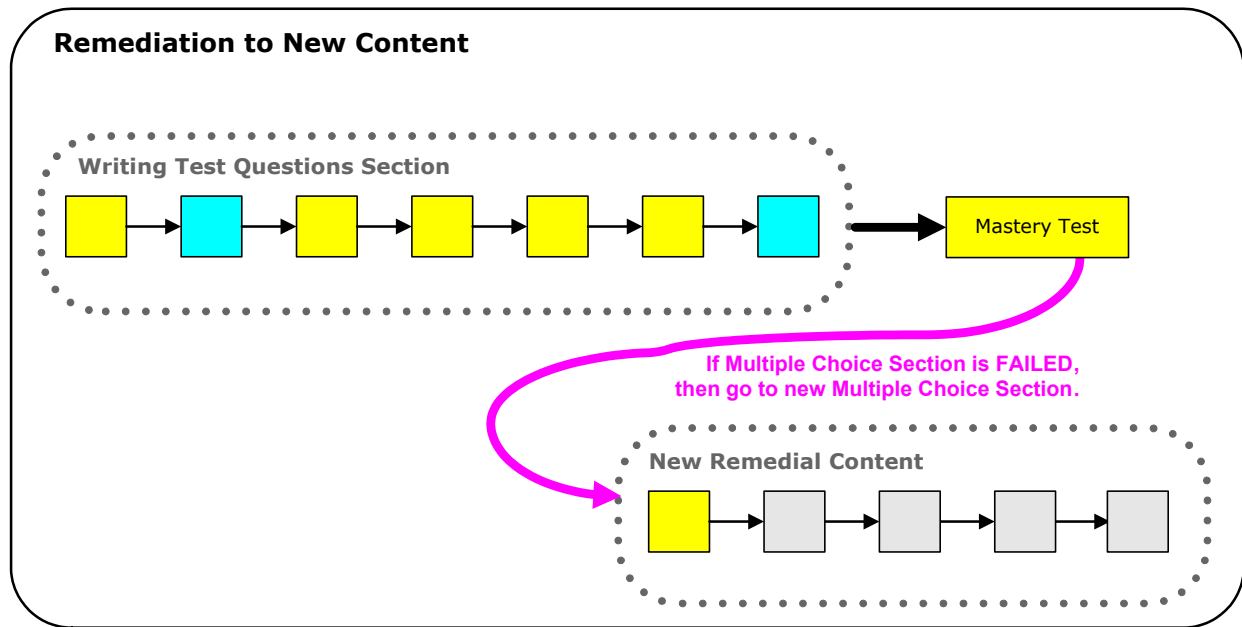
Breeze enables this remediation method in the Quiz Manager by allowing the instructor to set the action to be taken in response to an incorrectly answered question. Instead of continuing, the learner is directed to review a page of content on a PowerPoint slide. Figure 13 shows how a wrong answer will prompt Breeze to send the learner back to a particular slide to review material pertaining to the question that was answered incorrectly.

Figure 13: Breeze Quiz Manager enables remediation to previously viewed content



Another way of remediating learners is to present the same instruction in a different manner. This is the most effective remediation strategy, since everyone learns differently. A learner may have trouble understanding the content the first way it is presented, but when presented with new examples or diagrams, she may understand the content immediately. Although it is very effective, this strategy can be very costly, since it involves creating twice as much content. However, since many learners need to see things expressed in several ways before they are able to comprehend them fully, the cost expended in creating the materials could be recovered during training. Figure 14 shows remediation to another set of content; a learner who fails the Multiple Choice Questions section is sent to new content on the topic. Breeze enables this option by allowing you to set an Open URL action to the location of the new remedial content.

Figure 14: Scenario for remediation to new content

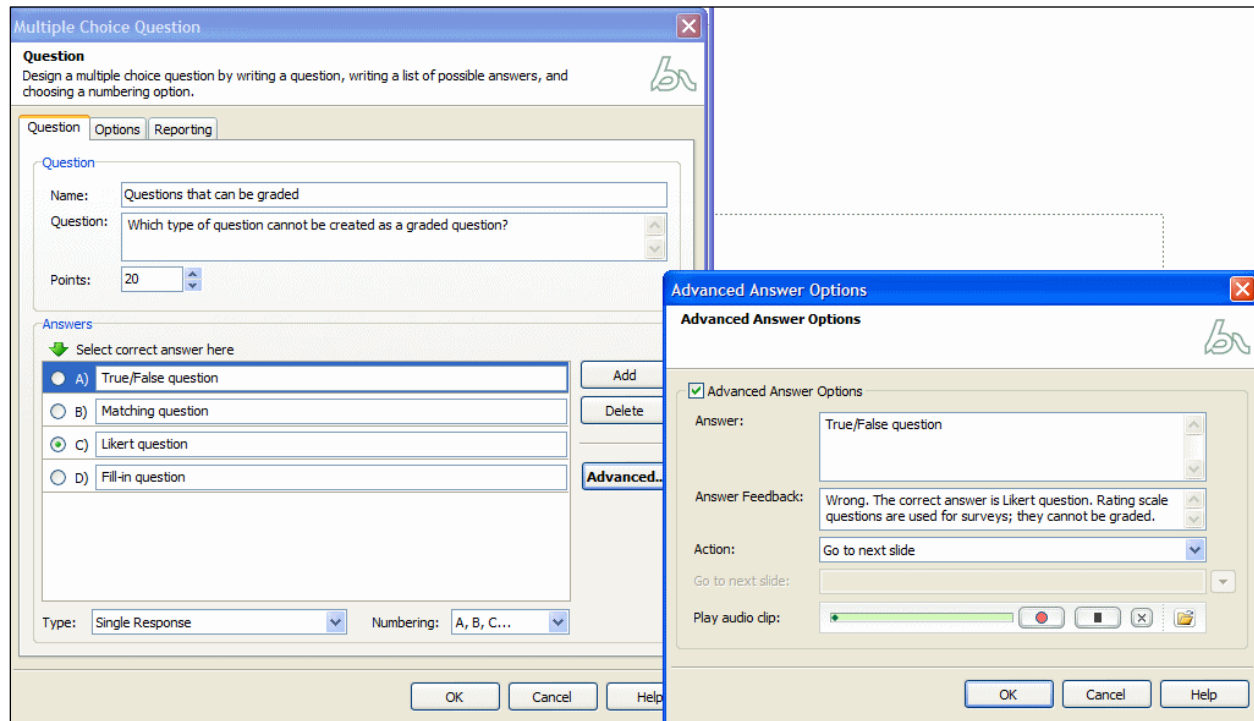


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If sending learners back to the same content to review it or creating two sets of content for the same instruction seems needlessly time consuming for the type of content you are creating, then consider providing feedback with each test item as a form of remediation. By doing this, learners can see what correct, clear responses should be, so learners actually can “learn from their mistakes.”

Breeze enables feedback remediation by allowing the instructor to modify the feedback message for an incorrect response. The message can simply indicate the correct answer or add a brief explanation, such as “The correct answer is (C); you must install the plug-in first.” Figure 15 shows how to select the Advanced Answer Options from the dialog box where you created the quiz question; simply enter your custom feedback for each wrong answer the learner might select.

Figure 15: Remediation by customized feedback for each wrong answer to a quiz question



Surveys

An essential component of content design and delivery is evaluation. Mastery testing is one way of evaluating learners. If learners pass the mastery test, then it seems likely that the content was instructionally effective. You can also evaluate the effectiveness of the material by inserting ungraded questions within the material itself. The learners' responses can indicate which sections of the instruction may need to be revised or improved.

Another way of assessing learners is to survey the learners themselves to ensure that the content meets their needs. With surveys, learners are able to provide content developers with feedback related to the perceived effectiveness of the content. Learners can rate the relevance and timeliness of the content as it relates to the learner's daily activities.

While content developers and instructors may think they fully understand what learners need, learners can actually provide valuable information about what they really do and what they really need from their training. Survey ratings could be created for an entire curriculum, for certain sections of a curriculum, or for each item within a curriculum. Remember that any survey information collected should be used to improve the quality of the content.

Breeze Quiz Manager provides an easy way to insert ungraded survey questions, either within the material or as part of a required survey activity at the end of the instruction. Figure 16 shows an example of a survey question about the Writing Multiple Choice Questions section of the curriculum.

Figure 16: Example of a survey question to gather learner feedback on the content

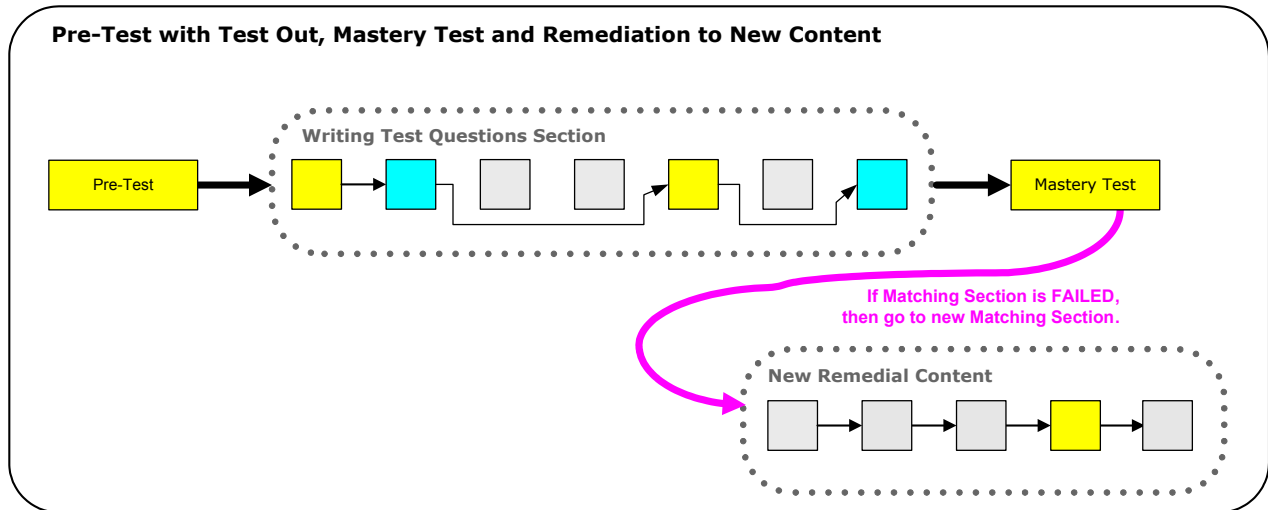
Indicate how strongly you agree or disagree with the following statements about the material on writing multiple choice questions.

	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree
The material was new to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, the material was informative and helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I will probably use this material when I need to write a quiz question.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The material provided helpful examples.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Combining Sequencing Strategies to Create a Complex Breeze Curriculum

While you can use each of the sequencing strategies independently, the Breeze curriculum tools allow you to make simultaneous, multiple modifications to a basic curriculum. The result is a sophisticated, complex curriculum that combines strategies such as pre-test, test-out, mastery test, and remediation to new content. Figure 17 shows such a curriculum as a combination of previous diagrams.

Figure 17: Complex scenario that combines pre-test, test-out, mastery test, and remediation strategies



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This overview of instructional design strategies has shown how you can easily create a variety of learning scenarios with Breeze 5 by simply adding branching and sequencing mechanisms to a set of reusable curriculum elements. The resulting reconfigured curriculums can address a wide range of needs for both the learner and your organization or whoever is providing the instruction. Breeze 5 thus streamlines the training development process while minimizing the learners' training time and maximizing the impact of the learning experiences with curriculums that are customized for each learner. This means your learners will return to their primary responsibilities faster and be more productive, which is good for your organization's bottom line!

Sample Curriculum Elements

For those who would like to practice implementing the instructional design strategies described above with the Breeze Training tools, sample curriculum elements are available in the companion file `effective_curriculums.zip`. Table 1 lists the curriculum elements, describes them, and provides their file names.

The sample courses form a set of guidelines and tips for writing each of the question types provided in Breeze Quiz Manager. Browse through these presentations if you want to brush up on question-writing skills. Note that each review course consists of the summary material from its corresponding course, illustrating the reusability and repurposing of learning content.

The pre-test, mastery test, remedial material, and survey examples cover only one type of quiz question; for an actual curriculum, additional quiz questions and remedial materials would need to be provided for every topic.

Table 1: Sample curriculum elements*

Element Type	Description	File Name
Breeze Presentations		
Course	Writing Effective Multiple Choice Questions; use for full curriculum scenario	writing_multiple_choice_questions.ppt
Course	Writing Effective True/False Questions; use for full curriculum scenario	writing_true-false_questions.ppt
Course	Writing Effective Fill-in-the-Blank and Short Answer Questions; use for full curriculum scenario	witing_fill-in_short_answer_q's.ppt
Course	Writing Effective Matching Questions; use for full curriculum scenario	writing_matching_questions.ppt
Course	Using Survey Questions; use for full curriculum scenario	using_survey_questions.ppt
Review Course	Writing Effective Multiple Choice Questions; use for review scenario	review_multiple_choice_questions.ppt
Review Course	Writing Effective True/False Questions; use for review scenario	review_true-false_questions.ppt
Review Course	Writing Effective Fill-in-the-Blank and Short Answer Questions; use for review scenario	review_fill-in_short_answer_q's.ppt
Review Course	Writing Effective Matching Questions; use for review scenario	review_matching_questions.ppt
Review Course	Using Survey Questions; use for review scenario	review_using_survey_questions.ppt
Captivate Simulation		
How to Use Quiz Manager to Select and Insert a Question	Interactive sequence on how to select and insert a survey question into a presentation; use with full curriculum scenario	InsertRatingScaleItem.swf
Assessments		
Pre-Test	Quiz questions about writing matching questions; use as a pre-test for diagnostic and test-out scenarios	pre-test_matching_questions.ppt
Mastery Test	Quiz questions about writing multiple choice questions; use in diagnostic and mastery test scenarios	test_multiple_choice_questions.ppt

Remedial Material		
New Content	Additional content about writing fill-in-the-blank and short answer questions; use with remediation to new content scenario	remedial_fill-in_questions.ppt
Survey Questions		
Evaluation	Example of post-instruction survey questions about the material on writing multiple choice questions; use with all scenarios	survey_questions.ppt

*Available in effective_curriculums.zip archive at macromedia.com

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