Memorandum

To: Site Director: Latoya Smith

CC: Instructional Coach: Debbie Hallock

From: Observation Trainer: Kristy Cotton

Date: 6/17/2013

Re: Three Types of Multimedia Uses for Your Proposed E-Learning Site

Confidential

Per your request. I did some research on different types of multimedia that would prove useful in teaching new teachers the proper way to write observations. There are three types of multimedia that would be the most useful in your new e-learning site: Videos, Games, and Simulations.

1. Videos: In Early Childhood, learning by watching an example is so important, so video is the only real way to make it possible for teachers to see effective examples online. The strengths of using video is that you can demonstrate things like proper observation structure, proper wording and language and more, just by recording a demonstration and uploading it to your site. The new teachers can watch a short clip, then stop and try to write. This is so much more cost effective than having an individual lesson with each of your teachers. Video streaming online does have some drawbacks. Depending on the speed of the Internet connection, the learner might struggle with watching it online. Producing a video demonstration is time consuming and will require additional recording equipment.
2. Games: Online games are great tools for learning how to write a proper observation. For first year teachers, there is a need to learn proper wording, the reasons for observations, what to look for while watching children, and what an observation should look like when it is written. One I found that would work well is Jeopardy. Games make this difficult task fun, and desirable. There are a lot of online games and tutorials out there. Some weaknesses to gaming are that it might distract learner from the focus: learning the terminology. The game may be too complex for some learners. Building the game may be time consuming and tedious.
3. Simulations: A simulation is a wonderful tool for the new teachers. New teachers may not know how to write a proper observation and what to look for before writing one. A simulation can teach the basic observation skills without the learner feeling like they are doing things wrong. The most obvious weakness to simulations is that nothing can truly replicate the real thing.

These three types of multimedia will prove useful in educating you new teachers on basic observation tips. Take some time to review them. I think you will discover what I did, teaching and learning about writing observations is possible online. If you have any questions please call or email me.