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### 4 Daily Documents and Materials Format and Map

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How daily documents are organized at top of each day's page of Fire & Ice Videos (Bauer, UNH, 2015)

At the top of each class day are the daily documents, with the consistent titles and sequence below.

The next page indicates which days included which of the daily documents.

Daily Outline Day N Month Day	Instructor's outline of intended agenda for the class. Includes comments afterwards for what actually happened, changes, delays, and the like.
Discussion [topic]	Collection of Group Report Forms containing group notes that were generated from a discussion of readings, experiments, and the like.
Hands-on [topic]	Description, procedures, and data emerging from hands-on activities, including mini-experiments, simulations, models. Anything requiring manipulation of a resource. May include short video of the phenomena. May also include group notes generated in response to procedures.
Materials	Pictures of equipment, reading materials not on reading list, occasionally videos of phenomena
Posters [topic]	If not included in the Discussion or Hands-on files. Also includes Research Conference posters.
Writing [topic]	Response to a more formal prompt that requires a written response of some length. Primarily from individuals.
Message end of class Day N	May be delivered during class, or in email subsequent to class. May be a confirmation of an assignment to complete before next class (reading or writing or trying), preview of coming attractions, summary note of status.
Question Bank Month Day Topic	Used more with introduction of new topics: questions explicitly generate by students and collected.
Summary Status report Month Day	Used occasionally later in semester on request of students. Provides closure and synthesis of ideas, which they felt they needed as confirmation of learning or clarification of misunderstandings.

How daily documents are organized at top of each day's page of Fire & Ice Videos (Bauer, UNH, 2015)

X = document stored for this day

Summary of Daily Components Files

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
												TEST															
Daily Outline	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		X
Discussion	X	X 2	X			X				X				X	X			X	X	X	X	X	X	X 2	X		X
Hands-on	X		X	X	X 2	X 2	X		X		X		X	X	X	X	X								X		
video									5						1	2	1								1		
Materials	X				X		X						X			X			X	X	X		X				X
Posters				X				X							X			X								X 3	
Writing																		X									
Message end	X	X	X		X			X					X	X		X	X										
Q bank	X	X		X					X													X	X				
Summary															X		X				X						