**Teaching and Learning Online Workshop** – Summer 2013

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*Provide contact info and clarify your policy for replying.*

**Facilitator:** Sharon Gray, Instructional Technologist

**Contact:** [building and room number], \_\_\_ - \_\_\_ - \_\_\_\_ (Office), \_\_\_ - \_\_\_ - \_\_\_\_ (Cell), Skype ID "\_\_\_\_\_\_\_\_\_\_\_" and e-mail [e-mail address] (preferred contact).

**Office hours:** As the Instructional Technologist, I provide technical support to instructors all over campus, and so am often not in my office. I don’t have standard office hours, but am available by appointment. My preferred means of contact is e-mail, but cell phone is best if immediate assistance is required. You can expect a reply to e-mail, text, or phone messages within 24 hours.

*Clarify technical requirements. Provide tech support contact info and backup plans. Provide tips for avoiding common technical problems. (I've found the most useful tip is, when students encounter a problem,
to simply have them try a different browser.)*

**Technical information and support:**

* **Required technical skills**
	+ You are expected to be proficient in using the Internet, using Microsoft Word™, downloading and uploading files, copying and pasting, and participating in online discussion forums. It is your responsibility to ask for assistance if you encounter technology you don’t know how to use.
	+ All of your work must be submitted in Microsoft Office™ format (word-processing documents as .doc or .docx files, for instance.)
* **Technical back-up plans**
	+ In the rare occasion of the Moodle server being down, you may submit assignments to the instructor via e-mail. Otherwise, all assignments should be submitted through Moodle.
	+ You are STRONGLY encouraged to use wired Internet access (cable, DSL, LAN) rather than wireless when taking exams. If wireless access is temporarily lost and you have not saved your answers up to that point, your answers will be lost and likely irretrievable.
	+ It is wise to type your discussion forum posts in a word processor and then copy and paste them into your discussion forum post.
* **Required software**
	+ Word 2007 or, if using Word 2003 or older, install the compatibility pack available at <http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>
	+ Adobe Acrobat Reader (<http://get.adobe.com/reader/otherversions/>)
	+ Anti-malware and anti-virus (Augustana suggests [Malwarebytes](http://www.malwarebytes.org/products/malwarebytes_free) and [AVG](http://free.avg.com/us-en/homepage))
* **Browsers**
	+ Mac browsers, Opera and Safari, are *not* compatible with Moodle. If you use a Mac, you will need to download and install [Firefox](http://www.firefox.com).
	+ You should use an updated version of Chrome, Firefox, or Internet Explorer.
	+ You must enable pop-ups.
	+ You should DISABLE Google Toolbar, if you have that installed in your browser.
* **Technical questions**
	+ Your first tech support point of contact is the Instructional Technologist, Sharon Gray. Her e-mail address is gray@augie.edu (preferred contact) and her phone numbers are \_\_\_ - \_\_\_ - \_\_\_\_ (office) and \_\_\_ - \_\_\_ - \_\_\_\_ (cell). Skype ID is \_\_\_\_\_\_\_\_\_\_\_. You may also contact the Augustana Help Desk, \_\_\_ - \_\_\_ - \_\_\_\_ and [e-mail address] , with technical questions and issues. *[Note: I’ve put this info in the third person so that you can copy and paste it into your own syllabi if needed. SG]*
* **Library Access from off campus**
	+ The librarians can be contacted any of the following ways:
		- Ask a Librarian live chat, available Mon.-Thu 10am - 4pm & 6pm-8pm, Fri. 10am - 4pm, and Sun. 2pm - 6pm. Not available Saturday. (Note, the Meebo app does not yet work for iPhones, so iPhone users will need to use another means of contact.)
		- By phone, \_\_\_ - \_\_\_ - \_\_\_\_
		- By texting \_\_\_ - \_\_\_ - \_\_\_\_ (standard text messaging rates apply)
* **Special Accommodations**
	+ Students requiring special accommodations due to a learning disability or physical limitation must notify [Student Support Services contact] at \_\_\_ - \_\_\_ - \_\_\_\_, [e-mail address]. Exams, quizzes, labs, or assignments completed before Student Support Services receives notification cannot be retaken or changed in any way.

**Prerequisites:**

* You must have a Moodle course shell for your online course. If you have not already done so, contact me and provide me with your course prefix and course title so that I can create an online course shell for you in Moodle, our learning management system (LMS).
* You must complete the **Online *Student* Orientation**. This familiarizes you with the information students receive prior to taking an online course at Augustana. (That course is available in the “Getting Started with Moodle” course category and does not require an enrollment key.)

**Recommended Reading:**

* Teaching Online: A Practical Guide , by Susan Ko and Steve Rossen (available in the library)
* The Virtual Student: A Profile and Guide to Working with Online Learners, by Rena M. Palloff and Keith Pratt (available in the library)

**Location:**

* This workshop will be completely online through Moodle (<http://moodle.augie.edu>).

**Instructional methods:**

* You will review information and demonstrations (podcasts, screencasts, and text), submit work for peer and facilitator review, and participate in online asynchronous discussions.

**General course goals:**

* After completion of this orientation, you will have designed your own online mini course in consideration of current online instruction best practices. In addition, you will have evaluated your own course against the Rubric for Online Instruction (ROI) or an agreed-upon alternative rubric.

**Description of major assignments:**

* Specify your course learning objectives and learning outcomes.
(**Activity 1c:** Post within specified discussion forum.)
* Discuss with your colleagues the "Best Practices" resources.
(**Activity 2a:** Post within specified discussion forum.)
* Create your online course syllabus using the provided rubric.
(**Activity 3c:** Submit through assignment dropbox.)
* Add the following items to your own course:
Label, URL, Discussion Forum, Quiz, Upload a Single File Assignment
(**Activity 5a:** Add items to own course and visit items in classmates' courses.)
* Evaluate your course using Rubric for Online Instruction (ROI) or from an agreed-upon (with facilitator) alternative rubric.
(**Activity 6c:** Submit evaluation with completed syllabus through assignment dropbox.)

**Course Design and Navigation:**

* There are three main types of forums in our course:
	+ **News Forum** (for course announcements from the instructor; forum does not accept reply posts)
	+ **Tech Support Forum** (for technical questions related to course function and navigation)
	+ **Standard Course Discussion Forums** (for discussion of course content)
* The course is designed to run for one week, including the weekend before and the weekend after.
* There are 6 topics, roughly corresponding to one day apiece in our week-long schedule:
	+ TOPIC 1: Determine learning objectives
	+ TOPIC 2: Become familiar with “Best Practices”
	+ TOPIC 3: Develop syllabus
	+ TOPIC 4: Create means to foster communication
	+ TOPIC 5: Create authentic assessments
	+ TOPIC 6: Develop own online course

**Class participation:**

* This course runs for one week, including the weekend before and the weekend after. You will be required to log into the course at least once a day during the week. Additionally, specific discussion forums may have additional logging and posting requirements.
* Since most of the assignments involve participant feedback, the course assignment deadlines are designed to encourage participation and provide opportunities for that feedback.
* Ours is a community of learners. You will be expected to adhere to common Netiquette practices. See <http://www.albion.com/netiquette/> for further information.

**Course Policies:**

* Grading and late-assignment policy:
	+ In order to foster a learning community, it is important that all members participate in a timely manner. In order to have the community feedback discussions function properly, you are strongly encouraged to submit your assignments and make your posts by the prescribed deadlines.
	+ All activities must be completed to receive a Certificate of Completion for the course. Point values are associated with the five major activities: **Activity 1c**, **Activity 2a, Activity 3c**, **Activity 5d**, and **Activity 6c**. Participants must receive 80% of those points to earn a Certificate of Completion.

**Course schedule:** (Items in red are graded.)

*I've highlighted the 11:00PM deadlines in blue and the 11:00AM deadlines in yellow.*

|  |  |  |
| --- | --- | --- |
|  Learning Objective | Task | Due (Times CDT) |
| Determine course learning objectives and outcomes. | **Activity 1a, b, c:**Share and discuss specific learning objectives and outcomes with your colleagues in the **Learning Objectives and Outcomes** discussion forum. | **Activity 1a:**Post your initial learning objectives and outcomes to the forum by Friday, 11:00pm CT**Activity 1b:**Respond to colleagues’ posts by Saturday, 11:00am CT**Activity 1c:**Post revised learning objectives and outcomes by Saturday, 11:00pm CT |
| Become familiar with best practices for teaching onlineAlign activities to meet course learning objectives and result in course learning outcomes | **Activity 2a:**Review provided materials on best practices and review course design rubrics**Activity 2b, c, d:**Create two learning activities to meet your course learning objectives. Share and discuss them in the **Learning Activities** discussion forum.(These can include activities as simple as having students read and discuss material, but could also include virtual field trips, collaborative work, annotated research, blogs...) | **Activity 2a:**Discuss the "Best Practices" readings and Rubrics. Post and reply by Sunday, 11:00pm CT**Activity 2b:**Post your initial learning activities to the forum by Monday, 11:00am CT**Activity 2c:**Respond to colleagues’ posts by Monday, 11:00pm CT**Activity 2d:**Post revised learning activities by Tuesday, 11:00am CT |
| Design your own online course based upon best practices | **Activity 3a:**Develop syllabus using rubric**Activity 3b:**Share and discuss your syllabus in the **Syllabus** Discussion forum.**Activity 3c:**Revise syllabus for grading using syllabus rubric | **Activity 3a:**Post your initial syllabus to the forum by Wednesday, 11:00am CT **Activity 3b:**Respond to colleagues’ posted syllabi by Wednesday, 11:00pm CT**Activity 3c:**Upload revised syllabus to assignment dropbox by Thursday, 11:00am CT |
| Add Moodle activities and resources to your own course. | **Activity 4a:**Add at least one of EACH of the following to your own course:* Label
* URL
* Forum
* Upload a Single File assignment
* Quiz

**Activity 4b:**Visit colleagues’ courses and provide feedback regarding course activities and resources in our **Communication and Interaction** forum. | **Activity 4a:**Add items by Thursday, 11:00pm CT**Activity 4b:**Post feedback by Friday, 11:00am CT |
| Create authentic assessments directly aligned with your course learning objectives and outcomes | **Activity 5a:** Review assessment materials**Activity 5b:**Develop quizzes or other means of assessment in your course.**Activity 5c:** Share and discuss your assessments in the **Assessment** forum.  | **Activity 5a:**Friday, 11:00pm CT**Activity 5b**: Friday, 11:00pm CT**Activity 5c:**Saturday 11:00am CT |
| Design your own online course based upon best practices | **Activity 6a:**Continue to ‘flesh out’ your course. Have it ready for colleagues to visit. **Activity 6b:**Visit colleagues’ courses and post constructive comments in our **course review** forum. **Activity 6c:** Make revisions to your course based upon colleagues’ feedback. Grade your course using the **online course** rubric. Fill in the course self-assessment form and submit it to the assignment dropbox. | **Activity 6a:**Saturday, 11:00am CT**Activity 6b:** Saturday, 6:00pm CT**Activity 6c:**Submit completed course self-assessment form to the assignment dropbox by Sunday, 11:00pm CT |

*Last revised 3/13/13 by Sharon Gray.*