

SUMMER INSTITUTE FOR ONLINE/BLENDED TEACHING

APRIL 29-JULY 31, 2016

The Learning Technology Center is pleased to facilitate the 2016 Summer Institute for Online/Blended Teaching. This program is designed to best-practices in the design and facilitation of online and blended courses.



The institute is designed to introduce participants from UW-Whitewater to the latest research and approaches to online education, as well as create a community of practice to share resources in the future.

By the conclusion of the institute, you will develop a D2L learning module which will include pedagogically-appropriate assessments, discussions, and additional learning materials. This module will be created with the assistance of instructional designers and feedback from your colleagues. Additionally, you will become proficient in using web conferencing, you will create high-quality video in an on-campus media studio, and you will use web-based tools to encourage student academic integrity.

This institute will be delivered in a blended (hybrid) format, which includes both face-to-face and online components. This format will allow you to benefit from face-to-face instruction, tutorials, and group discussions. It will also immerse you in an online learning environment, allowing you to experience “online learning” from the student perspective.

INSTITUTE GOALS

By the completion of this institute, you will accomplish the following:

1. Develop a D2L-based module for the online or blended course you will be teaching
2. Demonstrate pedagogically-sound course design in the D2L course module
3. Demonstrate proficiency in utilizing the following instructional technologies:
 - A. D2L Learning Management System
 - i. D2L Dropbox
 - ii. D2L Quizzes
 - iii. D2L Discussions
 - iv. D2L Rubrics
 - v. D2L Grade Center
 - B. Turnitin Suite
 - C. Respondus LockDown Browser
 - D. WebEx
 - E. On-campus recording studios
4. Investigate and evaluate various approaches to ensuring online course quality
5. Evaluate techniques to provide effective feedback in the online environment
6. Describe and demonstrate approaches to building community online

FACILITATOR INFORMATION

You will have two main facilitators in this program: Peggy Kuchan and Elizabeth Simpson. Feel free to reach out to either of us if you have any questions or concerns.

Peggy Kuchan

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Peggy is an Instructional Designer and Lecturer in the College of Business and Economics. She not only teaches online and face-to-face courses in the Finance department, but also supports CoBE faculty and academic staff in designing or re-designing their online courses. Peggy also serves on the college's Distance Education Advisory Council.

Elizabeth Simpson



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Elizabeth is the Instructional Design Specialist at the Learning Technology Center. She consults with faculty regarding effective course design, effective use of educational technology, and Quality Matters. She serves on the Executive Committee on the UW-System Learning Technology Development Council, and on CoBE's Distance Education Advisory Council. She has extensive experience in the theory and approaches to online education, and years of practical experience as an instructional designer, online instructor, and online student.



UNIT 0

Introduction and Orientation: April 29-May 27

Welcome to Unit 0! This unit is meant to get you started in this institute and set you up for success.

The goals for this unit include:

1. Summarize the requirements for this institute
2. Successfully submit a Course Copy Request
3. Successfully copy the Starter Course into your D2L course shell
4. Enroll the facilitators into your D2L course shell
5. Assess your need for additional training of the tools within D2L
6. Assess your need for tools outside of D2L
7. Share your plans for the course you will be developing

This unit is meant to help set the stage for successfully designing your course. In it we will explore the resources and tutorials at your disposal, go through the steps in setting up a course in D2L, and help you see where your personal strengths and weaknesses lie. Since you will all be at different levels of experience, this is a chance for those who are less familiar with D2L to catch-up and be ready to start working within D2L in unit 1.

Important Dates:

- April 29: Face-to-face meeting
- May 27: Face to face meeting
- May 27, 11:59 PM: “Meet and Greet” discussion post due
- May 27, 11:59 PM: Syllabus Quiz due
- May 27, 11:59 PM: Educational Tool Survey due
- May 27, 11:59 PM: Starter Course copied
- May 27, 11:59 PM: Facilitators enrolled in personal D2L course



UNIT 1

Practical Techniques and Mechanics: May 28-June 10

Welcome to Unit 1! This unit is meant to help you lay the foundation for your course, and showcase some different approaches to course design.

The goals for this unit include:

1. Discuss common standards for online courses
2. Conduct an online meeting with one colleague
3. Reflect on your use of online video conferencing and its application in your course
4. Develop an outline of the online/blended course you will be teaching
5. Meet with one of the course facilitators to discuss your module plans

An important concept in this unit is different approaches to quality. UW-Whitewater uses the standards of Quality Matters as one way to describe quality, but there are many other different standards, rubrics, and avenues for examining the strengths and weaknesses of a course. This unit is meant to help you start documenting your ideas for your course, and get you thinking about your overall course plan. In this module you will also meet with either Peggy or Elizabeth to discuss these plans and goals.

Important Dates:

- June 3: WebEx Meeting
- June 3, 11:59 PM: "Quality and Design" initial discussion post due
- June 10: First course design meeting due
- June 10, 11:59 PM: Additional discussion responses due
- June 10, 11:59 PM: Outline of your Online/Blended course due
- June 10, 11:59 PM: Reflection on Usefulness of Web Conferencing due



UNIT 2

Assessment Online: June 11-June 24

Welcome to Unit 2! This unit is meant to help you think about assessment in your online/blended course.

The goals for this unit include:

1. Develop a D2L rubric for one assignment
2. Develop one dropbox assignment
3. Develop one quiz
4. Share thoughts on effective feedback online
5. Assess the strengths and weaknesses of the Respondus Lockdown Browser
6. Assess the strengths and weaknesses of the Turnitin Suite

Designing assignments and assessments is one of the most important aspects of online/blended learning. This unit will help you adapt your existing assignments, develop new ones, and get you actually building in your D2L course.

One aspect we will explore in-depth is approaches to maintaining the integrity of assessments and assignments. We will explore techniques to design assessments that are difficult to plagiarize, and tools you can use to maintain the integrity of your assessments.

Important Dates:

- June 24, 11:59 PM: Developed rubric for one assignment due
- June 24, 11:59 PM: Developed dropbox assignment due
- June 24, 11:59 PM: Developed quiz due



UNIT 3

Building Community: June 25-July 8

Welcome to Unit 3! This unit explores techniques you can use to build community in your online/blended course.

The goals for this unit include:

1. Create a professional, studio-edited introductory video
2. Develop one discussion forum and topic
4. Develop your course syllabus
5. Develop one "Welcome" announcement
6. Discuss the importance of motivation in an online/blended format
7. Discuss ways to increase motivation in an online/blended format
8. Provide feedback on your colleague's syllabus via PeerMark

One result of the online/blended format is that it is easy for your students to feel isolated. They have little contact with their classmates, and most communication is mediated through technology. The learning community is an important aspect of the learning process, and helps us all create meaning and a sense of belonging.

In this unit we will approach different ways to build community, and ways you can increase your presence and visibility in the classroom.

Important Dates:

- July 1: WebEx meeting
- July 1, 11:59 PM: "Motivation Online" initial discussion post due
- July 1, 11:59 PM: Syllabus, due to PeerMark
- July 8, 11:59 PM: PeerMark Feedback due
- July 8, 11:59 PM: Additional discussion responses due
- July 8, 11:59 PM: Introductory video due
- July 8, 11:59 PM: Discussion forum and topic due
- July 8, 11:59 PM: "Welcome" announcement due



UNIT 4

Enhancing Your Course: July 9-July 31

Welcome to Unit 4! This unit is designed to wrap up your learning module and explore ways to enhance your course overall.

The goals for this unit include:

1. Submit your completed module for review
2. Assess the strengths and weaknesses of your course module
3. Assess the usefulness of your existing resources
4. Determine the steps you need to take to find additional resources
5. Share your goals for the remainder of your course
6. Develop a presentation or video for your module
7. Meet with one of the program facilitators to wrap-up your module

As an instructor of any course, it is important to provide your students with a rich learning environment. Like in your physical class, you can provide your students with engaging lectures, lead your students in discussion, and provide your students with important materials to read. The learning environment of D2L also allows you to provide your students with materials you could not easily share otherwise.

In this unit, we will explore different ways to enhance your course through OERs, videos, lectures, and interactive learning activities. You will also meet with either Peggy or Elizabeth to finalize your module plans.

Important Dates:

- July 22, 11:59 PM: "Future Course Goals" initial discussion post due
- July 29: Face to face meeting
- July 29: In-class presentation
- July 31: Final course design meeting due
- July 31, 11:59 PM: Additional discussion responses due
- July 31, 11:59 PM: Presentation or video for module due
- July 31, 11:59 PM: Completed course module due