Online & Hybrid Faculty Convocation:

2014 Distance Learning Services

January 14, 2014

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Agenda

- Welcome & Staff Introductions
- Instructional Design Services
- Professional Development Beyond Certification
- Available Instructional Technology
- Q&A

Welcome & Staff Introductions

ODL Staff

Instructional Design Services

Service Delivery Plan

OFFICE OF DISTANCE LEARNING
INSTRUCTIONAL DESIGN
SERVICE DELIVERY PLAN

Initial Meeting with ID (required):
1) Confirm DH support
2) Approve Faculty Certification Plan
3) Approve Course Development Plan

Faculty Certification Plan *(Faculty teaching OL/HY courses must hold one of the following by SP14)*

ULearn Certified Online Teacher (pick one option):
1) QM training + 3 Sloan-C workshops
2) QM training + portfolio
3) QM training + Effective Online Teacher workshop *(not yet offered)*

ULearn Certified Course Designer (pick one option):
1) QM training + Course Design Practicum
2) QM training + portfolio

Ongoing Opportunities for Professional Development / Growth:

- Share Fair
- Moodle Users Group (MUG)
- Tech Tools webinars
- E-Pedagogy webinars and workshops
- Faculty Recognition: Master Certification / CEUs
- Vendor Training QAQC

Course Development Plan *(Any faculty member teaching OL/HY has access to the items in the "Course Development" section; the questionnaire below will assist ODL staff in providing specific / customized service; CDP participants will have a direct path to this)*

Complete questionnaire, including (but not limited to):
- Which course is being developed?
- Is it currently taught face-to-face? HY/OL? If yes, who is teaching it?
- Is the course you plan to develop coded HY/OL? Is your name coded to that section?
- When is the course going to be taught?
- Is the course part of (or in support of) an OL program?
- Select which services offered by the ODL ("Course Development" section) you would like to use.

Course Development *(In the development phase, faculty members have access to the following resources, tools, and consultations.)*

- Template (program-specific)
- Custom course banners and labels
- Moodle features consultation (Resources, Activities, Blocks)
- Technology Tools (EDUTools) Consultation and training (including text book integration, web conferencing, lecture capture, Turnitin, student authentication, proctoring)
- Peer Mentoring (Level-1)

Before Course Begins (checklist):
- Course coded correctly
- Mini-Review (ODL staff)
- Implement changes

During Course Delivery *(While delivering, faculty members have access to the following resources, tools, and consultations.)*

- EDUTools support
- Peer Mentoring (Level-2)
- Ongoing Opportunities *(see grey box)*

After Course Delivery

- Debrief and improvement session (with ODL and/or program coordinator)
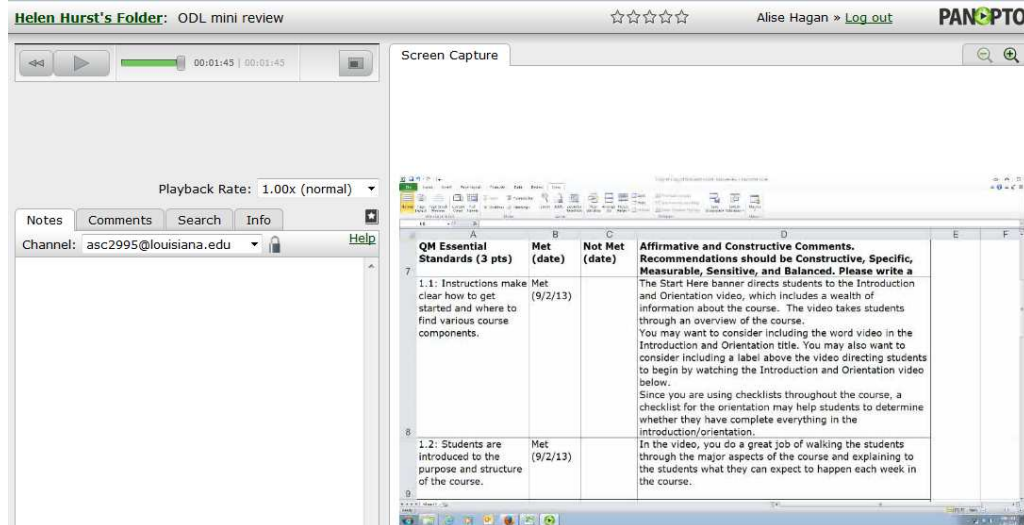- Begin process of ULearn Course Certification

Continuous improvement

One-to-One Consultation with ID

- Determine faculty certification plan

- Determine course development and certification plan

  - Before course delivery

  - During course delivery

  - After course delivery

Mini Reviews

- 21 essential standards reviewed prior to course delivery
- Faculty testimonial by Dr. Helen Hurst

http://louisiana.hosted.panopto.com/Panopto/Pages/Viewer/Default.aspx?id=6ab4a99f-12ae-4f20-aa8e-03f1dd955c9f

Formal Peer Review Process

- Based on Quality Matters
- Leads to ULearn Course Certification
- Rotation of courses:
  - **Priority:** courses part of or in support of online / hybrid programs
  - Other courses reviewed based on:
    - Frequency of offering
    - Requests from programs / departments
    - Practicum participants
    - Course design award winners
- Upcoming reviews set to begin in May and December

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Professional Development Beyond Certification

Upcoming Conferences

- **EDUCAUSE Learning Initiative Annual Meeting** *(February; New Orleans, LA)*
- **Instructional Technology Council eLearning 2014** *(February; Orlando, FL)*
- **Learning Solutions Conference & Expo** *(March; Orlando, FL)*
- **Sloan-C Emerging Technologies for Online Learning** *(April; Dallas, TX)*
- **Online Journal of DL Administration Conference** *(June; Jekyll Island, GA)*
- **Quality Matters Annual Conference** *(September; Baltimore, MD)*
- **EDUCAUSE Annual Conference** *(September; Orlando, FL)*
- **Sloan-C International Conference on Online Learning** *(October; Orlando, FL)*
- **North American Council for Online Learning** *(November; Palm Springs, CA)*
- **WCET Annual Meeting** *(November; Denver, CO)*

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QM Live!

- Interactive, resource-packed 2-hour web conferencing workshops between semester
- Topics with "take aways" to apply immediately
  - Introduction and Overview: Helping Students Get Started
  - Setting Expectations & Learner Support
  - Accessibility & Universal Design
  - Connecting Objectives and Assessments
  - Assessment Criteria
  - Engaging Learning Activities
  - Consider Your Instructional Materials
- https://www.qualitymatters.org/live

Sloan-C Workshops

- ## Categories
  - Week-long, asynchronous workshops
  - 4-hour synchronous webinars with required pre-work
- ## Tracks
  - Online Design
  - Online Learners
  - Online Tools
  - Online Management

Upcoming Workshops:

- Designing Effective Assessment Strategies
- Developing and Interactive Syllabus
- Developing Effective Presentations
- Developing Rubrics
- Introduction to Copyright and Fair Use
- New to Online: Effective Feedback Strategies
- New to Online: Introduction to Audio and Video
- New to Online: Strategies for Increasing Engagement and Interaction
- New to Online: Supporting New Online Learners
- New to Online: The Essentials
- Strategies to Promote Academic Integrity
- Writing Effective Learning Objectives
- YouTube for Learning

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Magna Publications Workshops

- 20-minute "Mentor Commons" videos, with four topic areas specifically for Teaching Online:
  - Online Course Design
  - Online Engagement
  - Online Grading & Feedback
  - Technology
- Additional topics for DL, including Managing Online Faculty, Marketing & Retention, Online Legal Issues, Online Program Administration, Online Program Quality, and Online Technology

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http://apfd.louisiana.edu/content/programs/online-seminars

Course Design Practicum

- 10-week, online design-build experience

- Participants will:
  - Begin the design of an online or hybrid course
  - Integrate QM standards into the design
  - Experiment with various technology to determine ways to promote student engagement
  - Review an online course
  - Have own course design reviewed

Next Offering:
May 19-July 24

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Upcoming Events

- **February 7-23**: Applying the QM Rubric
- **February 18**: Share Fair
  - 1:00-4:00: Alumni Boardroom
- **March 13**: Moodle Users Group (MUG)
  - 2:00-3:30: Library Lounge (2nd floor)
- **May 16-June 1**: Applying the QM Rubric
- **May 19-July 24**: Course Design Practicum
- **Mid-May**: Summer Course Reviews
- **August 1-17**: Applying the QM Rubric
- **Mid-December**: Winter Course Reviews

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Available Instructional Technology

Moodle Design vs. Moodle Support

- Moodle Design (OFC)
  - Interface, layout, and navigation (Template)
  - Activities and Resources that align with goals
  - Student engagement ideas
  - Assessments that measure outcomes
- Moodle Support (Help Desk)
  - "How To" questions
  - Broke/fix issues

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Web Conferencing

- BlackBoard Collaborate

- Synchronous & Asynchronous

- Student engagement & presentations
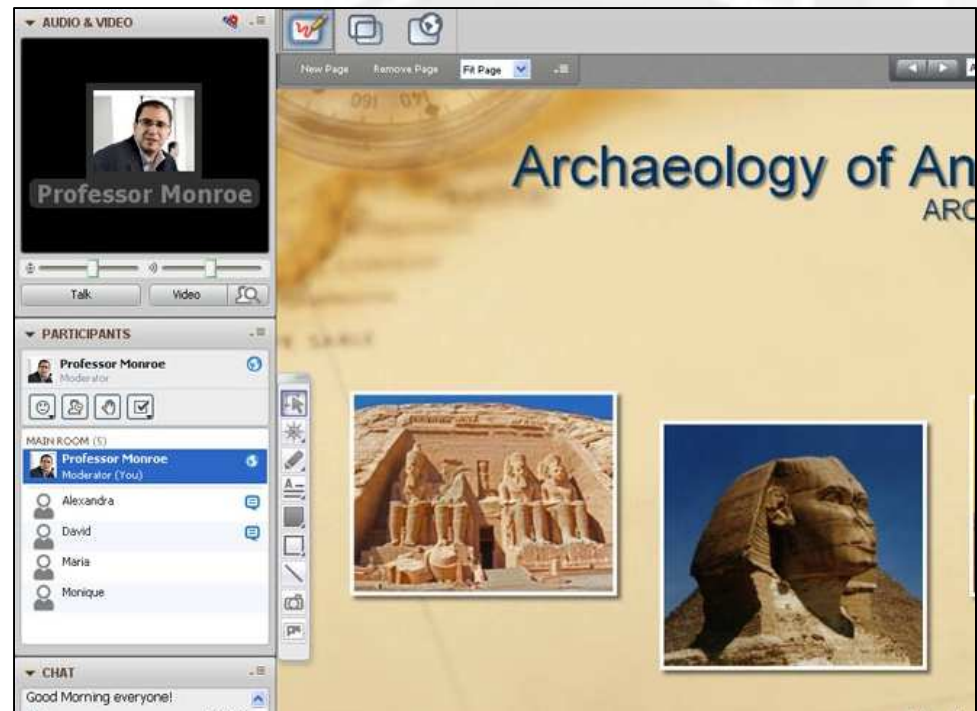
Lecture Capture

- Panopto
- Recorded audio, screen presentation and webcam video
- Moodle Integration for notes & chat
- Share through Moodle or URL links
- Faculty Perspective: Lisa Delhomme

TurnItIn

- Originality Detection Service and Grading Tool
- Compares student work with database of published materials and other uploads
- Can be used by students for self-test and as teaching tool for proper citations
- Moodle Integration through Assignments

Browser Checker

- Link in Moodle Student & Faculty blocks
- Runs scripts to detect:
  - Browser versions
  - Plug-ins
  - Java version
  - Connection speed
- Reports on status (and alerts to issues)

Description	Status	Details
Browser Check	✔ Good	Firefox 26.0 is good!
JavaScript enabled	✔ Good	Your JavaScript is enabled.
Java plug-in	✔ Good	You have Java plug-in version 1.7.0_45
Popup Blocker Check	✔ Good	Good to go!
Flash Check	✔ Good	You have Flash 11.9 r900
Adobe Acrobat plug-in	✔ Good	You have the Adobe Acrobat plug-in installed.
Connection speed	✔ Good	Your connection speed of 2285362 bps is good, although for the best performance we recommend 3,000,000 bps or higher.
Cookie Check	✔ Good	Cookies are enabled.

After making any changes click here to retry this test

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Virtual Proctoring

- ProctorU Proctoring Service
- Instructors must schedule exams through OFC
- Students pay for each exam
- Proctor authenticates & examines surroundings via webcam
- Test process is observed, recorded & reviewed
- Instructor is notified of any issues

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Let's Hear from You!
Faculty Q&A