

Fall | 09

SLN ANGEL Development @ SUNYIT

For Online Teaching Spring & Summer 2010

Information & Registration:

<http://www.suny.edu/sunyTrainingCenter/slnlanding.cfm>

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SLN Faculty Development Workshop Schedule

Prepare for Spring and Summer 2010 Courses

Workshop #1- Introduction to Online Learning
Workshop #2 - Presenting Content in Your Online Course

(WS #1 runs from 10 am - 12:00 pm.
 WS#2 runs from 1:00 pm - 3:00 pm the same day)

Rockland - Rockland Community College	Thursday, October 15, 2009
Manhattan - Fashion Institute of Technology	Friday, October 16, 2009
Dutchess – Dutchess County Community College	Monday, October 19, 2009
Herkimer – Herkimer County Community College	Tuesday, October 20, 2009
Rochester – Monroe County Community College	Wednesday, October 21, 2009
TC3 - Tompkins Cortland Community College	Friday, October 23, 2009
Workshop #1 & 2 Live Online Webinar	Wednesday, October 28, 2009

Workshop #3 - Integrating Interaction in Your Online Course
Workshop #4 - Authentic Online Assessment

(WS #3 runs from 10 am - 12:00 pm.
 WS#4 runs from 1:00 pm - 3:00 pm the same day)

Rockland - Rockland Community College	Thursday, November 5, 2009
Manhattan - Fashion Institute of Technology	Friday, November 6, 2009
Dutchess – Dutchess County Community College	Monday, November 9, 2009
Herkimer – Herkimer County Community College	Tuesday, November 10, 2009
Rochester – Monroe County Community College	Thursday, November 12, 2009
TC3 - Tompkins Cortland Community College	Friday, November 13, 2009
Workshop #3 & 4 Live Online Webinar	Monday, November 16, 2009

Workshop #5 - Teaching and Managing your Online Course	
(WS #5 runs from 10 am - 12 pm)	
Rockland - Rockland Community College	Thursday, December 10, 2009
Manhattan - Fashion Institute of Technology	Friday, December 11, 2009
Dutchess – Dutchess County Community College	Monday, December 14, 2009
Herkimer – Herkimer County Community College	Tuesday, December 15, 2009
Rochester – Monroe County Community College	Thursday, December 17, 2009
TC3 - Tompkins Cortland Community College	Friday, December 18, 2009
Workshop #5 Live Online Webinar	Monday, December 21, 2009
Workshop #6 (Spring 2009 Development Cycle) - Revising and Improving your Online Course	
(WS #6 runs from 10 am - 12:00 pm)	
Plattsburgh - Clinton County Community College	Tuesday, November 17, 2009
Herkimer - Herkimer County Community College	Wednesday, November 18, 2009
Rockland - Rockland Community College	Thursday, November 19, 2009
Manhattan - Fashion Institute of Technology	Friday, November 20, 2009
Dutchess - Dutchess County Community College	Monday, November 23, 2009
TC3 - Tompkins Cortland Community College	Friday, December 4, 2009
Workshop #6 Live Online Webinar	Tuesday, December 8, 2009

Workshop #7 - "Instructional Design Institute" for returning faculty - Fall 2009	
(WS #7 runs from 1 pm - 3 pm)	
Plattsburgh - Clinton County Community College	Tuesday, November 17, 2009
Herkimer - Herkimer County Community College	Wednesday, November 18, 2009
Rockland - Rockland Community College	Thursday, November 19, 2009
Manhattan - Fashion Institute of Technology	Friday, November 20, 2009
Dutchess - Dutchess County Community College	Monday, November 23, 2009
Rochester - Monroe County Community College	Tuesday, November 24, 2009 * AM Session
TC3 - Tompkins Cortland Community College	Friday, December 4, 2009
Sanborn - Niagara County Community College	Monday, December 7, 2009 * AM Session
Workshop #7 Live Online Webinar	Tuesday, December 8, 2009

Workshop 1: Introduction to Online Learning

10:00 Welcome and Introductions

10:15 ANGEL 101 Demonstration: Orientation to the Online Environment

Overview of the ANGEL environment: login, home, course

10:30 Three Key Pedagogical Components: Theory and Practice

(in SLN 101: Module 1)

1. present: Practice: read article
2. engage/interact: Practice: online discussion
3. assess: Practice: Take self assessment, take exam/grade exam demo

11:30 Tour of ANGEL

11:40 Online Learning Models: Options for enhancing teaching and learning

Web-Enhanced / Blended Environments:

The Empty ANGEL Shell

Announcements

Grade Book

Student Social/Academic Interaction Only

- Present Content
- Paperless Classroom
- Interaction Model
- Sequential Model
- Functional Units Model

Full Online Model

12:00 Wrap up and questions

12:00 - 1:00 Lunch

Workshop 2: Presenting Content Online

1:00 ANGEL 101

- Best practices in presenting content - using the medium effectively
- Online discussion on content presentation in ANGEL 101
- 50 way to leave your lecture - F2F small group discussion

1:15 Importing the Master Course Shell / Setting Course Preferences

Accessing your Online Course: <http://{Your DOMAIN}.sln.suny.edu>

1:30 Using the html editor to edit existing content and adding new content

- Editing course information pages
- Editing and Creating Folders (Modules)
- Editing and Creating Pages
- copy/paste and inserting images/tables
- Adding Links
- MERLOT object, weblinks, course links
- Files
- pdf, rtf, ppt

2:00 Organizing Content

- moving items
- copying items
- rearranging items
- hiding modules

2:30 Adjusting Content / Access and Release Date Settings

2:45 Class Announcements and Course Resources

2:55 Online Help: ANGEL Help and SLN Resources

3:00 Next Steps / Questions / Preview of Workshops 3 and 4 / Wrap-up

Workshop 3: Integrating Interaction in Your Online Course

Welcome Sign-in Introductions

10:20 Class Interaction

- The Role of Questions in Thinking, Teaching, and Learning
- Virtual Seminar: "The Role of Questions in Thinking, Teaching, and Learning"
- Discussion Post Grading Rubric
- Creating a Good Original Question
- Discussion Forum Grading Scale
- The TWO CARDINAL RULES of Discussions
- Discussion Hints!
- To Teach, Perchance to Learn...
- Virtual Seminar: Facilitating an Online Discussion
- Using the Medium Effectively

11:00 Team Interaction

- Fifteen Common Mistakes in Using Cooperative Learning
- 7 Tips for Successful Cooperative Learning Online and at a Distance
- Using the Medium Effectively

11:30 Instructor Interaction

Types of Interaction and Using the Medium Effectively

12:00 Wrap up

Workshop #4 & 5 previews

Evaluation

Workshop 4: Authentic Online Assessment

1:00 Connecting Assessment to Online Teaching and Learning

1. Effective Assessment Practices
2. Assessment: How Will We Know If Learning Occurs?
3. Confirming understanding through assessment and explanatory feedback
4. Suggested Online Assessment Techniques (OATs)
5. 7 Steps to Fair Assessment
6. 9 Principles of Good Practice for Assessing Student Learning

1:30 Assessment or Evaluation

1. Written Assignment Activity

1:45 Discussions are the Exams

1. Presentation

2:00 Creating your Assessments and Evaluations

1. Drop Box
2. Quiz
3. Grading off-line activities

2:45 Wrap up

1. Workshop #5 and #6 preview
2. Evaluation

Workshop 5: Teaching and Managing Your Online Course

Training Agenda

10:00: Participant Introductions:

Name / College / Course
Status of course development
Anxieties / worries / concerns???

10:10: Overview of the session:

Teaching Presence:

- Student Presence: Discussion responses, assignments posted to the class (or group), Question Area, others.
- Teacher Presence: Announcements, Discussions, Talk with the Professor, Question Area, Evaluations/Feedback, others.

10:20: Class community and Social Presence:

Ice Breaker activity, Bulletin Board, Roster/User Profiles, Course Mail, Getting Feedback from the students, others.

10:30: Hands-on Training (1.5 hours):

- Interaction among the Students: Observe in SLN training courses. (review of rubrics and types of discussions, setting up and using teams)
- Interaction between students and the professor: practice in SLN training courses.
- Assessment and Evaluation and Feedback:
 1. Grade book
 2. Dropbox assignments
 3. Quizzes and exams
- Add a Culminating Activity
- Effective Use of the Course Management System:
- Course Announcements: (establishing teaching presence)
 - Managing Course Announcements.
- The Guide: What's new/Tasks: Workflow Routine
- The Communications Tab:
 - Using Course Mail for private student communications: (establishing teaching presence and class community.) Create welcome email response draft.

- Using the user profiles in the Roster to "meet your classmates"
(establishing Social Presence and class community)
- The Reports Tab
- The Manage Tab.
- Create a Course Bulletin Board: (establishing both teaching and social presence)
- Create Private Notebook Folder and hide it, create a private document for course notes.

11:55: Preview of Workshop 6 - Revising and Improving your Online Course

12:00: Workshop #5 Evaluation

Workshop 6: Review and Revise Your Online Course

Training Agenda

10:00: Participant Introductions:

Name / College / Course
Status of course development
Anxieties / worries / concerns???

Adding additional course content:

- from MERLOT
- Web Links
- Files (PPT, XLS, PDF)

Storing and using content in the LOR

- • for content that faculty use in multiple courses

Advanced instructor tips and tricks

- Personalize your course with: Welcome, \$ first_name \$ (no spaces) to the course! Read me first.
- Works anywhere... in announcements, titles, subtitles, in text body...
- Last date of attendance
- Reordering assignments in the grade book
- Select and customize your "theme."
- Customizing your portal page: adding/arranging nuggets
- Deletion tips: deleting associated files. deleting discussion posts, deleting, assignments. etc...
- Setting course preferences
- Adding delete subtopics to your deletion options
- Footer navigation

12:00: What Next? & Evaluations