Faculty Support for Online Course Design: Flexible Not Flimsy

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Winona State University

Winona State University…

WeTeach
Online/Blended Course Design & Delivery

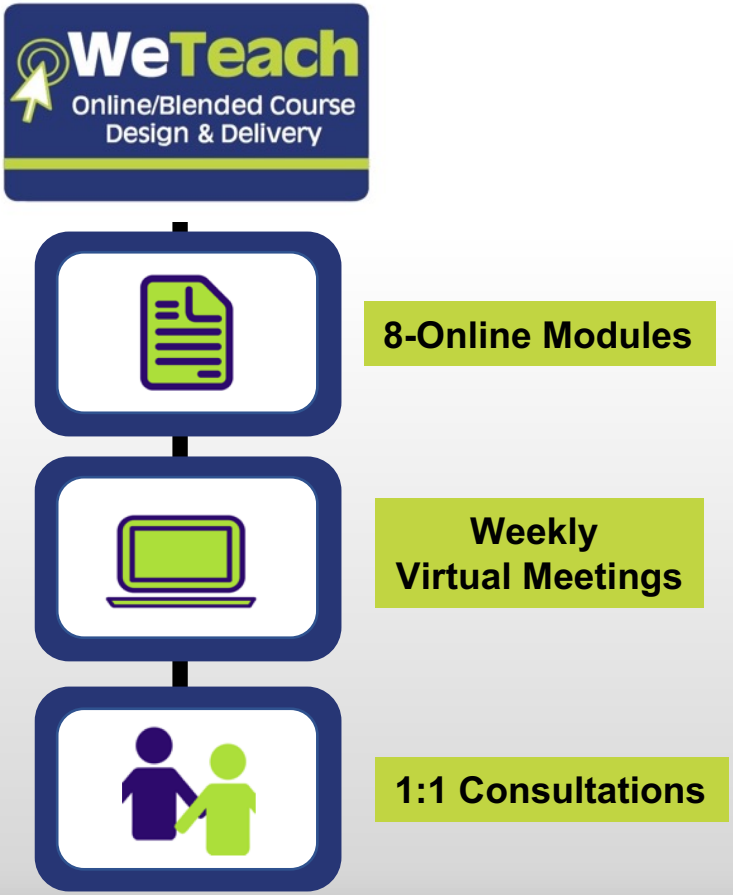
HOW DO I TEACH ONLINE?

Original Version of WeTeach…

- Program started 6 years ago
- Variety of faculty
- Originally consisted of two courses
- Offered every semester
- Voluntary program

WeTeach Program…

- Allows instructors to become an online student
- Showcases tools & models best practices
- Allows opportunities to discuss online learning with other instructors



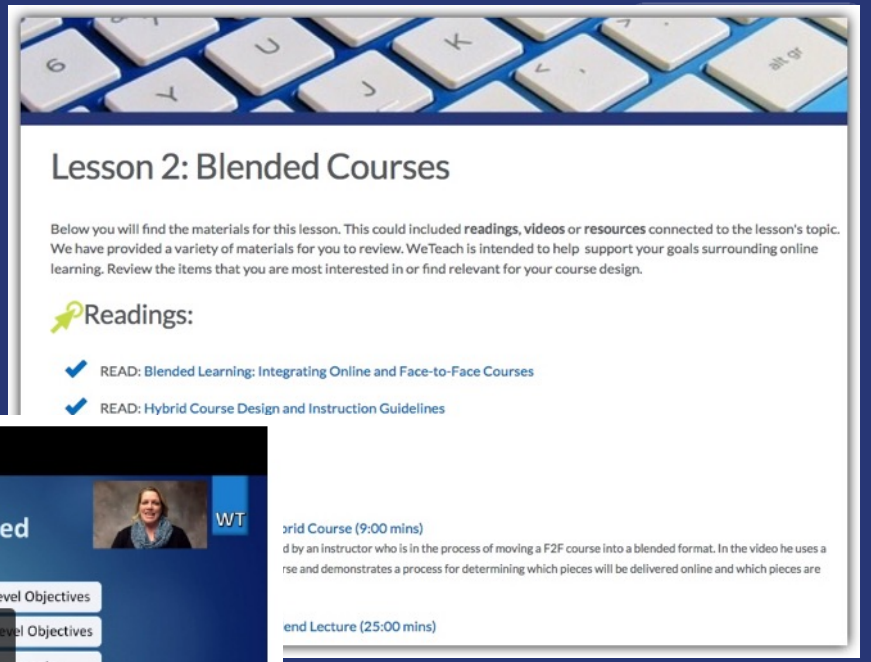
Online Modules

Course Overview

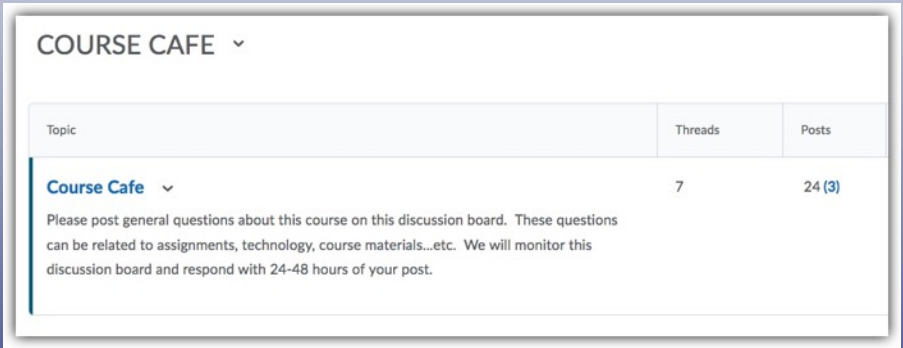
- ☐ **Module 1:** Charting Your Course & Student Support Services
- ☐ **Module 2:** Quality Matters & Alignment
- ☐ **Module 3:** Communication & Collaboration Online
- ☐ **Module 4:** Learning Objectives & Course Design Models
- ☐ **Module 5:** Online Assignment Examples
- ☐ **Module 6:** Feedback, Assignment Instructions & Rubrics
- ☐ **Module 7:** Instructional Materials
- ☐ **Module 8:** Ready, Set, Design & Deliver

Online Modules …

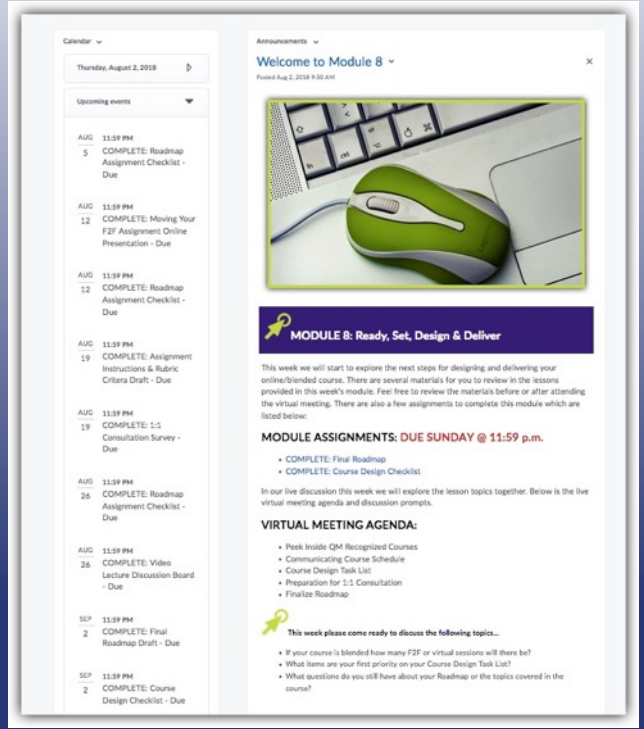
- Each with several sub-modules
- Online content & assignments



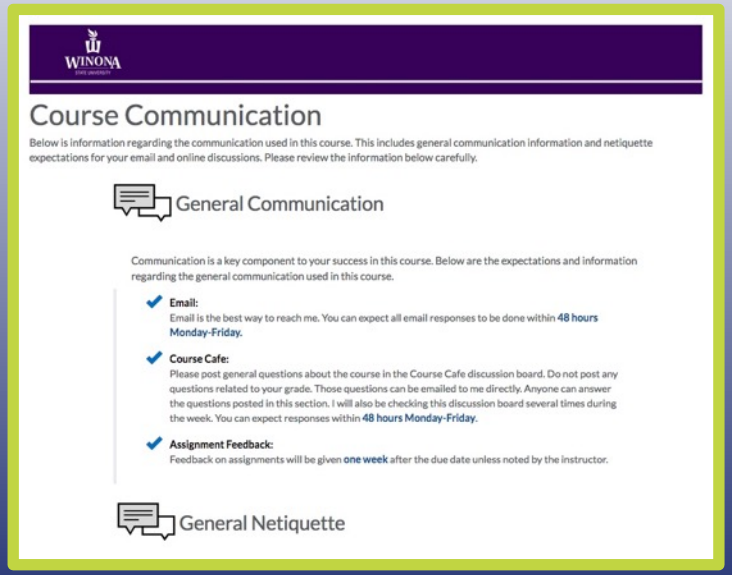
Instructor Presence…



- Weekly news items, emails , group & individual feedback



Examples & Resources …



WINONA

Course Communication

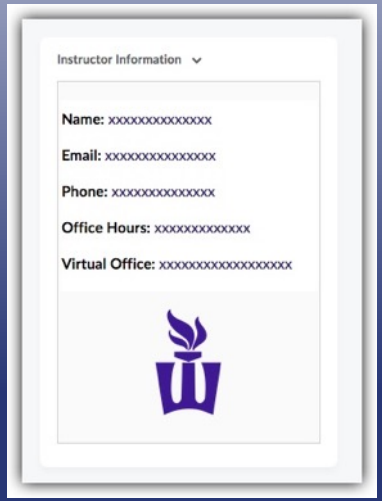
Below is information regarding the communication used in this course. This includes general communication information and netiquette expectations for your email and online discussions. Please review the information below carefully.

General Communication

Communication is a key component to your success in this course. Below are the expectations and information regarding the general communication used in this course.

- **Email:** Email is the best way to reach me. You can expect all email responses to be done within **48 hours Monday-Friday.**
- **Course Cafe:** Please post general questions about the course in the Course Cafe discussion board. Do not post any questions related to your grade. Those questions can be emailed to me directly. Anyone can answer the questions posted in this section. I will also be checking this discussion board several times during the week. You can expect responses within **48 hours Monday-Friday.**
- **Assignment Feedback:** Feedback on assignments will be given **one week** after the due date unless noted by the instructor.

General Netiquette



Instructor Information

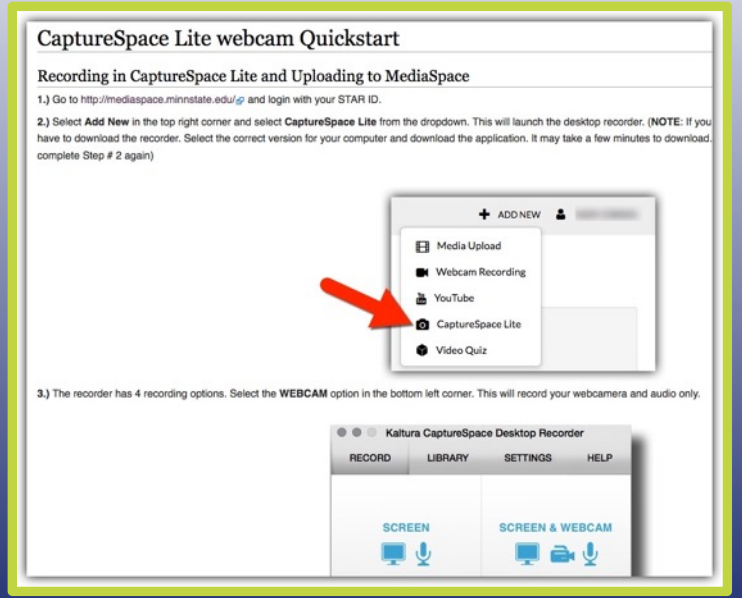
Name: xxxxxxxxxxxxx

Email: xxxxxxxxxxxxxx

Phone: xxxxxxxxxxxxx

Office Hours: xxxxxxxxxxxx

Virtual Office: xxxxxxxxxxxxxxxxx



CaptureSpace Lite webcam Quickstart

Recording in CaptureSpace Lite and Uploading to MediaSpace

1.) Go to http://mediaspace.minnstate.edu/ and login with your STAR ID.

2.) Select **Add New** in the top right corner and select **CaptureSpace Lite** from the dropdown. This will launch the desktop recorder. (**NOTE**: If you have to download the recorder. Select the correct version for your computer and download the application. It may take a few minutes to download. complete Step # 2 again)

ADD NEW

Media Upload

Webcam Recording

YouTube

CaptureSpace Lite

Video Quiz

3.) The recorder has 4 recording options. Select the **WEBCAM** option in the bottom left corner. This will record your webcamera and audio only.

Kaltura CaptureSpace Desktop Recorder

RECORD LIBRARY SETTINGS HELP

SCREEN

SCREEN & WEBCAM

Certificate…

- Outline of modules
- Time commitment
- Deliverables

WeTeach

CERTIFICATE OF COMPLETION

is awarded to:

First & Last name

Month & Year

WeTeach is an interactive, collaborative course intended for instructors who teach online or blended courses. This course is designed to introduce faculty to important concepts as it relates to online course design and delivery. Instructors become an online student in the course to develop their own online teaching and design skills. This course also allows instructors to share online teaching experiences and best practices. There are eight, fully online modules, taught via D2L Brightspace and a virtual room for synchronous meetings. The online modules prepare participants for online teaching success.

Participants who receive this certificate have **attended least 6 of the 8 virtual meetings** and **completed all required assignments**. Participants devoted at least 6 hours to virtual meetings and another 4-7 hours per week to course materials and assignments in D2L Brightspace. The total time commitment for this course is at least 38 hours.

Course Learning Objectives

- Compare and contrast online, face-to-face and blended courses
- Analyze characteristics and support needs of online learners
- Describe Quality Matters principles
- Discuss the difference between course design and delivery
- Explain quality assurance as it relates to course design and delivery
- Examine strategies and best practices for online communication and collaboration
- Write measureable learning objectives
- Describe different instructional design models
- Discuss how to use technology more effectively as it relates to online learning
- Discuss formative and summative assessment options for an online/blended course
- Discuss transitioning course components from a face-to-face course to online
- Examine strategies and best practices for online evaluation and feedback
- Discuss options for integrating self-authored, publisher-provided, and open educational

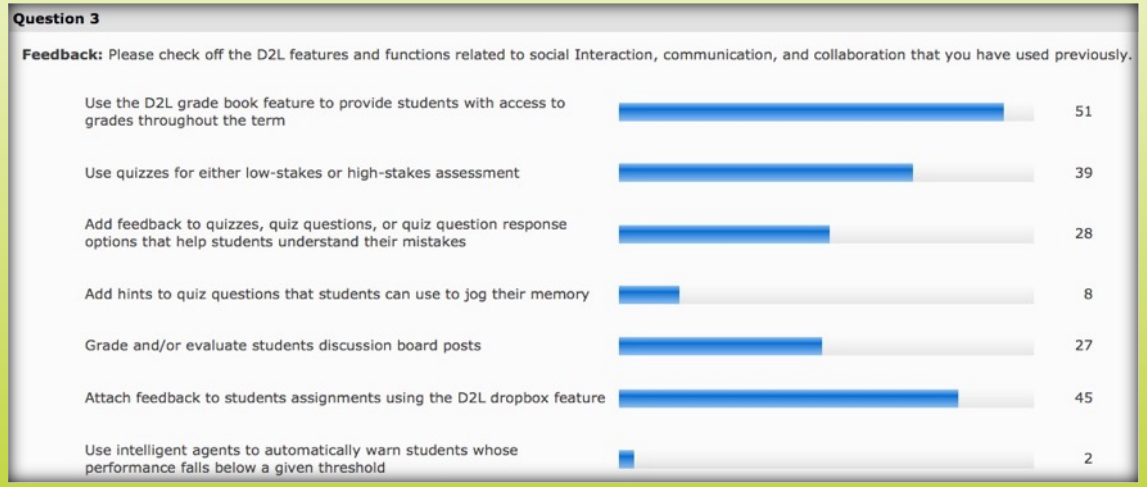
Assignments…

Mediaspace	• Module 0 Introduction Video • Module 5 Moving Your F2F Assignments Online Video
Discussion Board	• Module 1 Situational Factors Discussion Board • Module 2 QM Research Discussion Board • Module 3 Collaborative Tools Hot Seat Discussion Board • Module 4 UDL Discussion Board • Module 7 Recorded Lecture Discussion Board
Assignment Folder	• Module 6 Assignment Instructions & Rubric Criteria Draft • Module 8 Final Roadmap Draft • Module Course Design Checklist

Assignments…

Group Assignment Folder	• Module 3 Netiquette • Module 5 Moving Your F2F Assignments Online Video
Survey	• Module 1 D2L Usage Survey • Module 2 QM Survey
Quiz	• Module 1 MinnState Media Codes Quiz
Softchalk	• Module 2 QM Interactive Lesson
Self-Assessment Quiz	• Module 4 Learning Objectives Self-Assessment Quiz

Assignment Examples…



Assignment Examples…

Question 2

Which of the following is NOT a measurable learning objective?

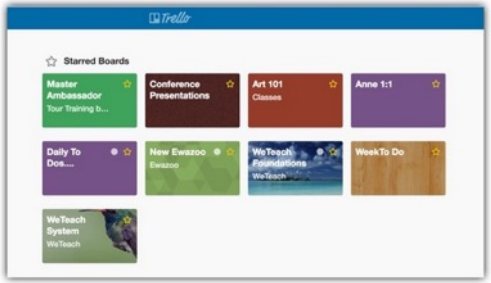
- Students will be able to identify social media channels.
- Students will be able to discuss the importance of socia
- Students will be able to read chapters 1-4 in their textb
- Students will be able to create a social media strategic plan for one channel.

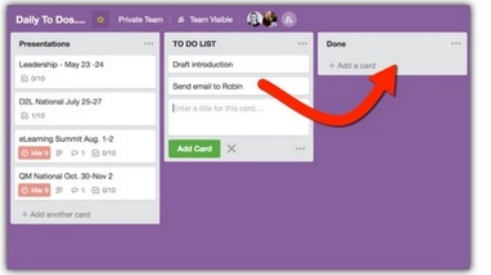
This is measurable. Students would be able to demonstrate this by creating a social media strategic plan for one channel.

I could see this tool being used in several ways. One example is this could be used with an entire class and could be a storage space for students and the instructor to share resources. Or another example is this could be used by groups of students to facilitate group projects. This would be a great tool for students that are communicating from a distance to keep track of a project's tasks.

Resources from Trello:

- https://trello.com/guide/organize.html
- http://help.trello.com/category/694-category



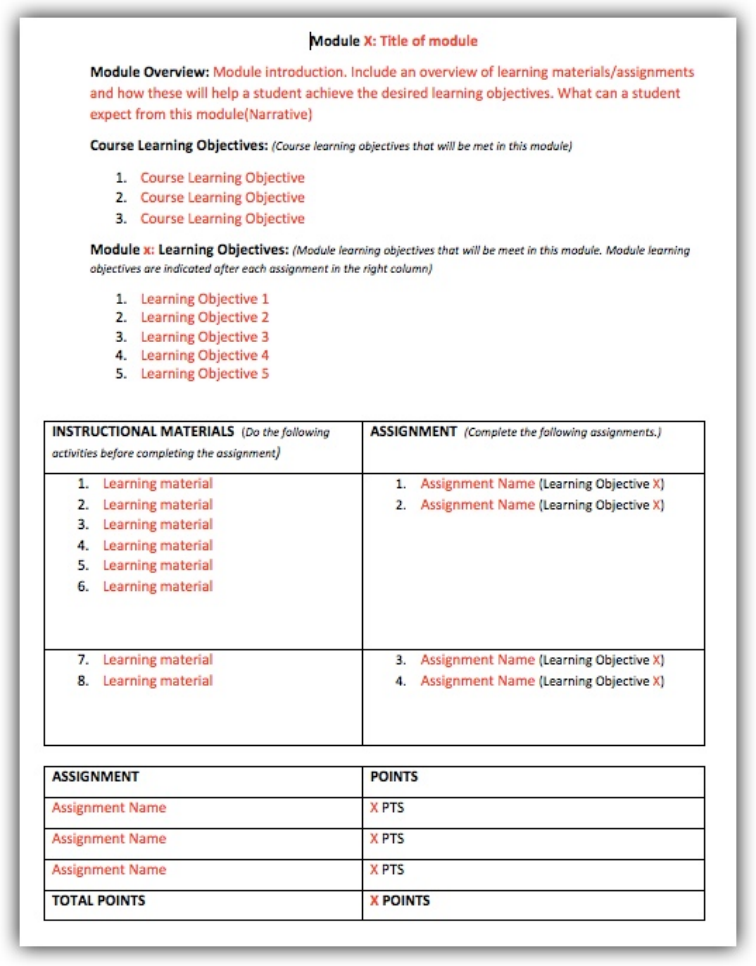


Roadmap…

Learning Objectives

Instructional Materials & Assignments

Points



Module X: Title of module

Module Overview: Module introduction. Include an overview of learning materials/assignments and how these will help a student achieve the desired learning objectives. What can a student expect from this module(Narrative)

Course Learning Objectives: *(Course learning objectives that will be met in this module)*

1. Course Learning Objective
2. Course Learning Objective
3. Course Learning Objective

Module x: Learning Objectives: *(Module learning objectives that will be meet in this module. Module learning objectives are indicated after each assignment in the right column)*

1. Learning Objective 1
2. Learning Objective 2
3. Learning Objective 3
4. Learning Objective 4
5. Learning Objective 5

INSTRUCTIONAL MATERIALS *(Do the following activities before completing the assignment)*	**ASSIGNMENT** *(Complete the following assignments.)*
1. Learning material 2. Learning material 3. Learning material 4. Learning material 5. Learning material 6. Learning material	1. Assignment Name (Learning Objective X) 2. Assignment Name (Learning Objective X)
7. Learning material 8. Learning material	3. Assignment Name (Learning Objective X) 4. Assignment Name (Learning Objective X)

ASSIGNMENT	**POINTS**
Assignment Name	X PTS
Assignment Name	X PTS
Assignment Name	X PTS
TOTAL POINTS	**X POINTS**

WeTeach
Online/Blended Course Design & Delivery

Course Design Checklist…

WeTeach
Online/Blended Course Design & Delivery

Module 4:

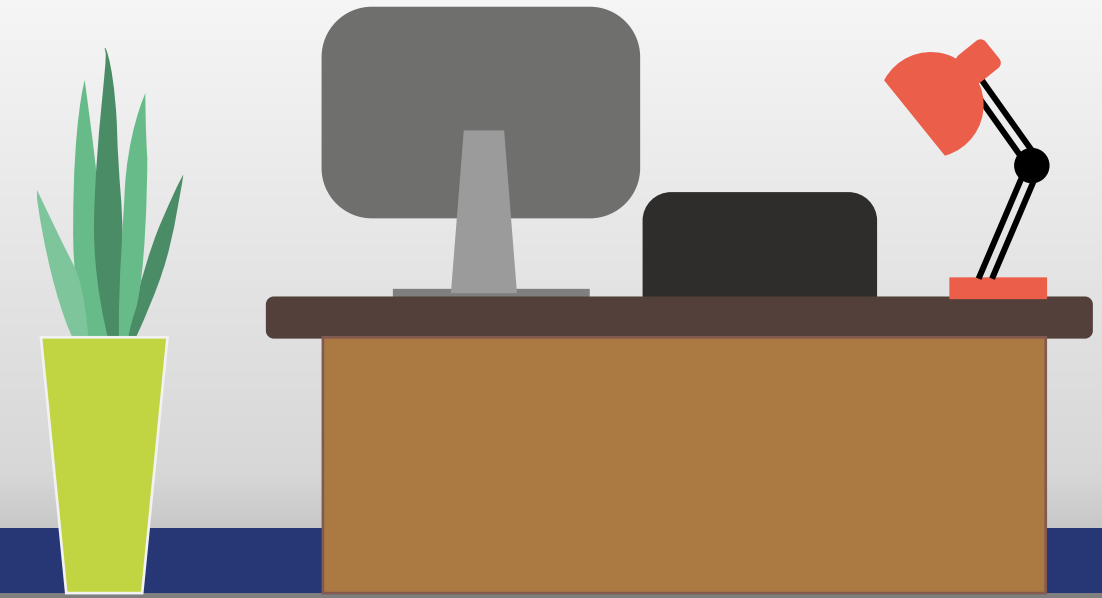
☒ **Student Orientation or Getting Started:**
Determine how your students will get started in your course. What items to they need to complete before the first module?

Support: ☐Independently ☒Coach Consultant ☐Additional Assistance

☐ **Course Structure:**
Determine how your course be divided? Will it be modules, weeks, units, etc.?

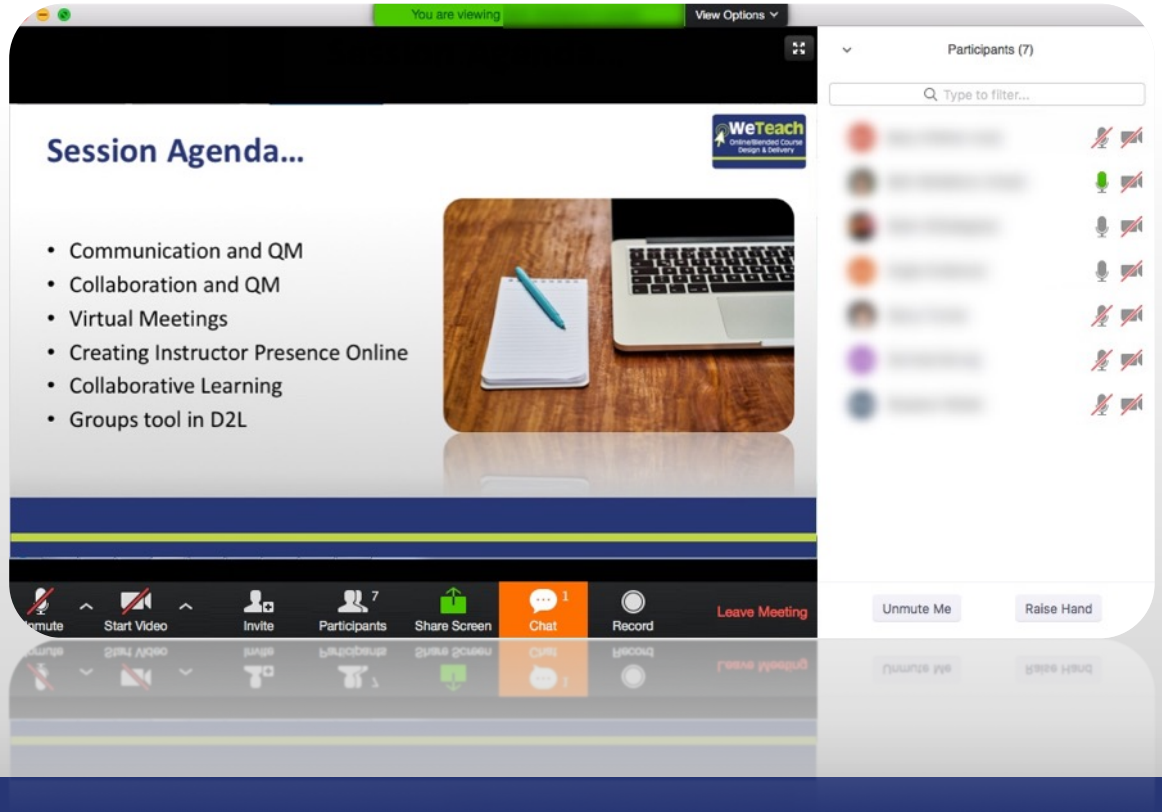
Support: ☐Independently ☐Coach Consultant ☐Additional Assistance

Virtual Meetings

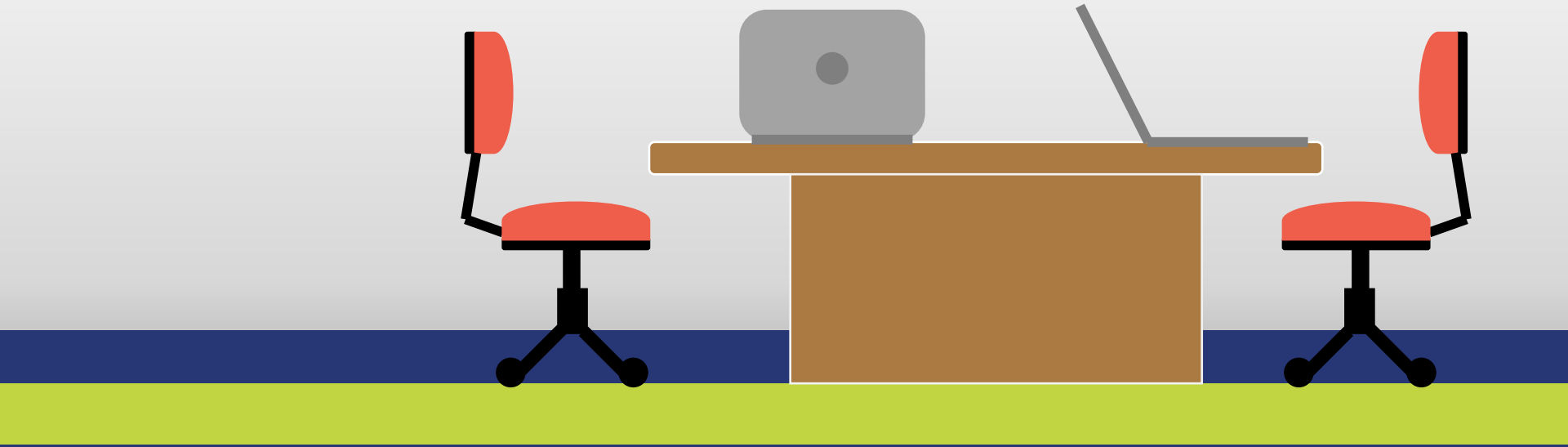


Virtual Meetings…

- Live presentation by facilitators
- Live discussion
  - Discussion prompts provided before live meeting
- Virtual engagement strategies



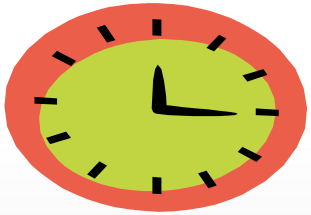
1:1 Consultations



1:1 Consultation…

- Optional track at the completion of WeTeach
- Up to 2-hours of 1:1 consultation with a Coach Consultant
- Coach Consultants are QM Master Reviewers & managed by MOQI
- Survey used to match participants with a consultant

Tools Used to Facilitate WeTeach

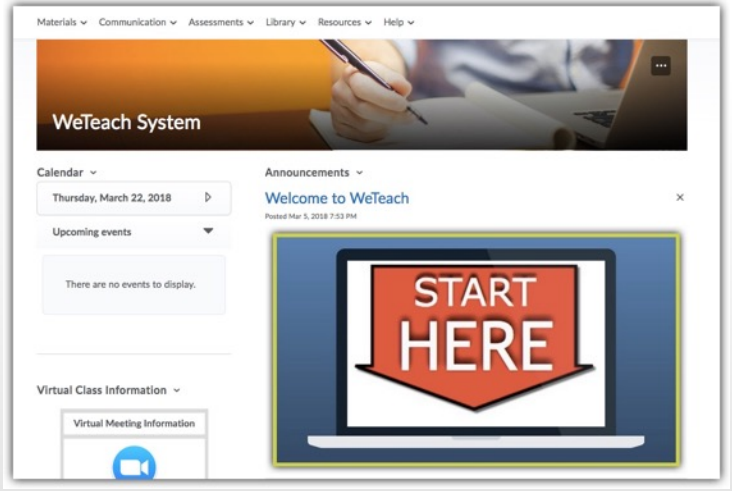


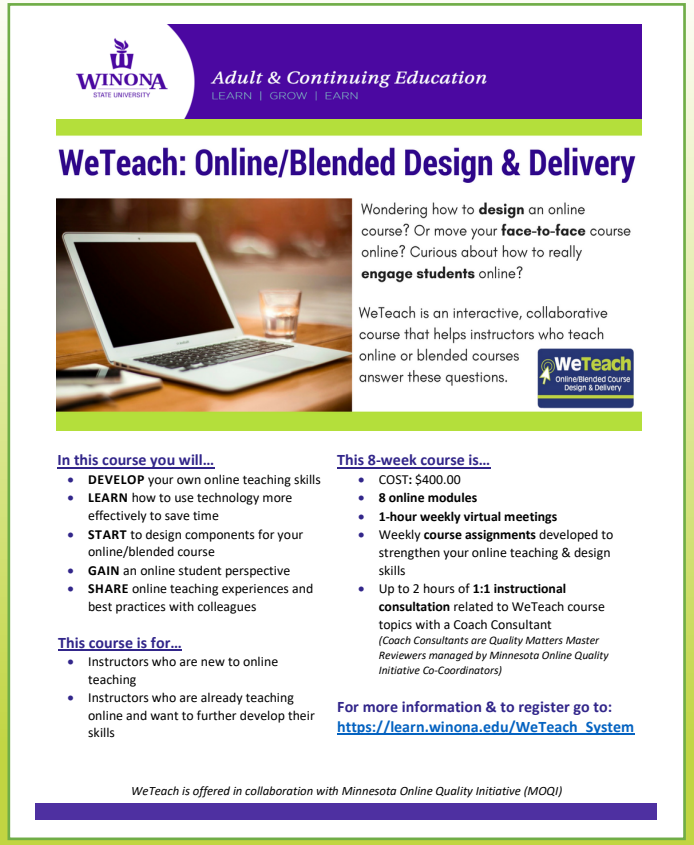
Communication…

- **Targeted emails** to faculty
- **Expert Showcase** to gain faculty interest
- **Wiki** description of the courses with a promotional video

Tools used to Support WeTeach…

- **D2L** – LMS
- **Doodle** – Scheduling
- **Zoom**–Virtual Meetings
- **Trello-** Project management (WeTeach /individual courses)





WINONA STATE UNIVERSITY

Adult & Continuing Education

LEARN | GROW | EARN

WeTeach: Online/Blended Design & Delivery

Wondering how to **design** an online course? Or move your **face-to-face** course online? Curious about how to really **engage students** online?

WeTeach is an interactive, collaborative course that helps instructors who teach online or blended courses answer these questions.

WeTeach Online/Blended Course Design & Delivery

In this course you will…

- **DEVELOP** your own online teaching skills
- **LEARN** how to use technology more effectively to save time
- **START** to design components for your online/blended course
- **GAIN** an online student perspective
- **SHARE** online teaching experiences and best practices with colleagues

This course is for…

- Instructors who are new to online teaching
- Instructors who are already teaching online and want to further develop their skills

This 8-week course is…

- COST: $400.00
- **8 online modules**
- **1-hour weekly virtual meetings**
- Weekly **course assignments** developed to strengthen your online teaching & design skills
- Up to 2 hours of **1:1 instructional consultation** related to WeTeach course topics with a Coach Consultant

(Coach Consultants are Quality Matters Master Reviewers managed by Minnesota Online Quality Initiative Co-Coordinators)

For more information & to register go to:
https://learn.winona.edu/WeTeach_System

WeTeach is offered in collaboration with Minnesota Online Quality Initiative (MOQI)

WeTeach Online/Blended Course Design & Delivery

- **Next Session Starts:**

September 17, 2018 – November 8, 2018

- **Informational Sessions:**

8/8 @ 12:00 p.m. CST
or
8/21 @ 5:30 p.m. CST

- **WIKI PAGE: https://learn.winona.edu/WeTeach_System**