

# Faculty Support for Online Course Design: **Flexible Not Flimsy**

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# Winona State University...



  
**WINONA**  
City of Minnesota

# 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



**8-Online Modules**



**Weekly  
Virtual Meetings**



**1:1 Consultations**

# 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



## Lesson 2: Blended Courses

Below you will find the materials for this lesson. This could include readings, videos or resources connected to the lesson's topic. We have provided a variety of materials for you to review. WeTeach is intended to help support your goals surrounding online learning. Review the items that you are most interested in or find relevant for your course design.

### 🔑 Readings:

- ✓ READ: [Blended Learning: Integrating Online and Face-to-Face Courses](#)
- ✓ READ: [Hybrid Course Design and Instruction Guidelines](#)

Roadmap of Course is Needed

- Course Level Objectives
- Module Level Objectives
- Assessments
- Instructional Materials
- F2F Activities
- Online Activities

bad disconnect between what I was having them do in my face to face course and

11:06 / 25:53

Hybrid Course (9:00 mins)  
Presented by an instructor who is in the process of moving a F2F course into a blended format. In the video he uses a process and demonstrates a process for determining which pieces will be delivered online and which pieces are

Hybrid Lecture (25:00 mins)



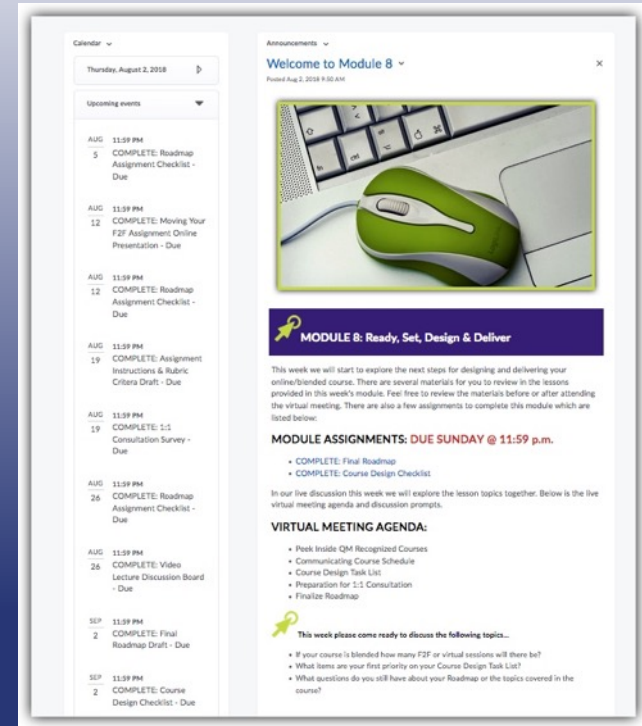
# Instructor Presence...

COURSE CAFE ▾

Topic	Threads	Posts
<b>Course Cafe</b> ▾	7	24 (3)

Please post general questions about this course on this discussion board. These questions can be related to assignments, technology, course materials...etc. We will monitor this discussion board and respond with 24-48 hours of your post.

- Weekly news items, emails , group & individual feedback




**Calendar** ▾  
Thursday, August 2, 2018

**Upcoming events** ▾

- AUG 11:59 PM 5 COMPLETE: Roadmap Assignment Checklist - Due
- AUG 11:59 PM 12 COMPLETE: Moving Your F2F Assignment Online Presentation - Due
- AUG 11:59 PM 12 COMPLETE: Roadmap Assignment Checklist - Due
- AUG 11:59 PM 19 COMPLETE: Assignment Instructions & Rubric Criteria Draft - Due
- AUG 11:59 PM 19 COMPLETE: 1:1 Consultation Survey - Due
- AUG 11:59 PM 26 COMPLETE: Roadmap Assignment Checklist - Due
- AUG 11:59 PM 26 COMPLETE: Video Lecture Discussion Board - Due
- SEP 11:59 PM 2 COMPLETE: Final Roadmap Draft - Due
- SEP 11:59 PM 2 COMPLETE: Course Design Checklist - Due

**Announcements** ▾  
Welcome to Module 8 ▾  
Posted Aug 2, 2018 9:52 AM



**MODULE 8: Ready, Set, Design & Deliver**

This week we will start to explore the next steps for designing and delivering your online/blended course. There are several materials for you to review in the lessons provided in this week's module. Feel free to review the materials before or after attending the virtual meeting. There are also a few assignments to complete this module which are listed below:

**MODULE ASSIGNMENTS: DUE SUNDAY @ 11:59 p.m.**

- COMPLETE: Final Roadmap
- COMPLETE: Course Design Checklist

In our live discussion this week we will explore the lesson topics together. Below is the live virtual meeting agenda and discussion prompts.


**VIRTUAL MEETING AGENDA:**

- Peek Inside QM Recognized Courses
- Communicating Course Schedule
- Course Design Task List
- Preparation for 1:1 Consultation
- Finalize Roadmap

**This week please come ready to discuss the following topics...**

- If your course is blended how many F2F or virtual sessions will there be?
- What items are your first priority on your Course Design Task List?
- What questions do you still have about your Roadmap or the topics covered in the course?

# Examples & Resources ...



## 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:** xxxxxxxxxxxxxxxx

**Email:** xxxxxxxxxxxxxxxx

**Phone:** xxxxxxxxxxxxxxxx

**Office Hours:** xxxxxxxxxxxxxxxx

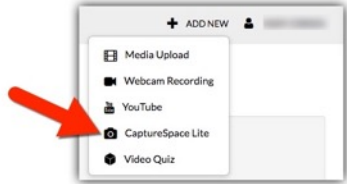
**Virtual Office:** xxxxxxxxxxxxxxxx




## CaptureSpace Lite webcam Quickstart

### Recording in CaptureSpace Lite and Uploading to MediaSpace

- Go to <http://mediaspace.minnstate.edu/g> and login with your STAR ID.
- 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)
- The recorder has 4 recording options. Select the **WEBCAM** option in the bottom left corner. This will record your webcam and audio only.





# Certificate...

- Outline of modules
- Time commitment
- Deliverables



The certificate template features a purple and green color scheme. At the top left is a shield-shaped logo with the WeTeach text. To the right, the title 'WeTeach CERTIFICATE OF COMPLETION' is prominently displayed. Below the title, there is a line for the recipient's name and the date. The main body of the certificate contains two paragraphs of text: the first describes the course's purpose and structure, while the second details the requirements for earning the certificate. A section titled 'Course Learning Objectives' is marked with a blue cursor icon and lists ten specific learning goals.

 **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 measurable 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...

<b>Mediaspace</b>	<ul style="list-style-type: none"><li>• Module 0 Introduction Video</li><li>• Module 5 Moving Your F2F Assignments Online Video</li></ul>
<b>Discussion Board</b>	<ul style="list-style-type: none"><li>• Module 1 Situational Factors Discussion Board</li><li>• Module 2 QM Research Discussion Board</li><li>• Module 3 Collaborative Tools Hot Seat Discussion Board</li><li>• Module 4 UDL Discussion Board</li><li>• Module 7 Recorded Lecture Discussion Board</li></ul>
<b>Assignment Folder</b>	<ul style="list-style-type: none"><li>• Module 6 Assignment Instructions &amp; Rubric Criteria Draft</li><li>• Module 8 Final Roadmap Draft</li><li>• Module Course Design Checklist</li></ul>

# Assignments...

<b>Group Assignment Folder</b>	<ul style="list-style-type: none"><li>• Module 3 Netiquette</li><li>• Module 5 Moving Your F2F Assignments Online Video</li></ul>
<b>Survey</b>	<ul style="list-style-type: none"><li>• Module 1 D2L Usage Survey</li><li>• Module 2 QM Survey</li></ul>
<b>Quiz</b>	<ul style="list-style-type: none"><li>• Module 1 MinnState Media Codes Quiz</li></ul>
<b>Softchalk</b>	<ul style="list-style-type: none"><li>• Module 2 QM Interactive Lesson</li></ul>
<b>Self-Assessment Quiz</b>	<ul style="list-style-type: none"><li>• Module 4 Learning Objectives Self-Assessment Quiz</li></ul>

# Assignment Examples...

## Question 3

**Feedback:** Please check off the D2L features and functions related to social Interaction, communication, and collaboration that you have used previously.

Use the D2L grade book feature to provide students with access to grades throughout the term		51
Use quizzes for either low-stakes or high-stakes assessment		39
Add feedback to quizzes, quiz questions, or quiz question response options that help students understand their mistakes		28
Add hints to quiz questions that students can use to jog their memory		8
Grade and/or evaluate students discussion board posts		27
Attach feedback to students assignments using the D2L dropbox feature		45
Use intelligent agents to automatically warn students whose performance falls below a given threshold		2



# Assignment Examples...

## Question 2

Which of the following is NOT a measurable learning objective?

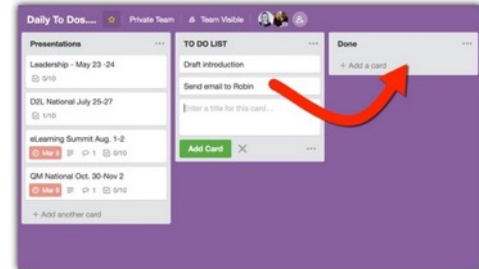
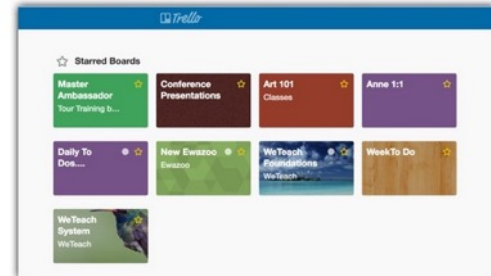
- Students will be able to identify social media channels.
- Students will be able to discuss the importance of social media.
- Students will be able to read chapters 1-4 in their textbook.
- Students will be able to create a social media strategic plan for one channel.

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

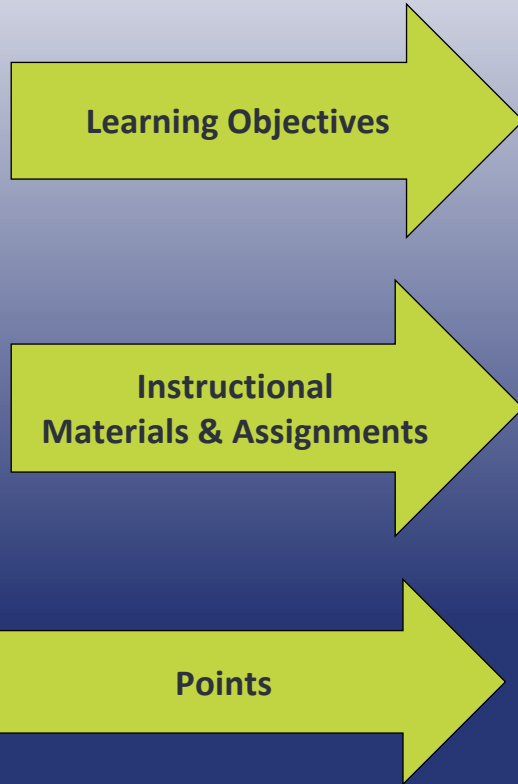
I could see this tool being used in several ways. One example is this could be used with an entire class and could be a storage space for students and the instructor to share resources. Or another example is this could be used by groups of students to facilitate group projects. This would be a great 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...



## 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 met 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 <i>(Do the following activities before completing the assignment)</i>	ASSIGNMENT <i>(Complete the following assignments.)</i>
<ol style="list-style-type: none"> <li>1. Learning material</li> <li>2. Learning material</li> <li>3. Learning material</li> <li>4. Learning material</li> <li>5. Learning material</li> <li>6. Learning material</li> </ol>	<ol style="list-style-type: none"> <li>1. Assignment Name (Learning Objective X)</li> <li>2. Assignment Name (Learning Objective X)</li> </ol>
<ol style="list-style-type: none"> <li>7. Learning material</li> <li>8. Learning material</li> </ol>	<ol style="list-style-type: none"> <li>3. Assignment Name (Learning Objective X)</li> <li>4. Assignment Name (Learning Objective X)</li> </ol>

ASSIGNMENT	POINTS
Assignment Name	X PTS
Assignment Name	X PTS
Assignment Name	X PTS
<b>TOTAL POINTS</b>	<b>X POINTS</b>



# Course Design Checklist...

## 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?

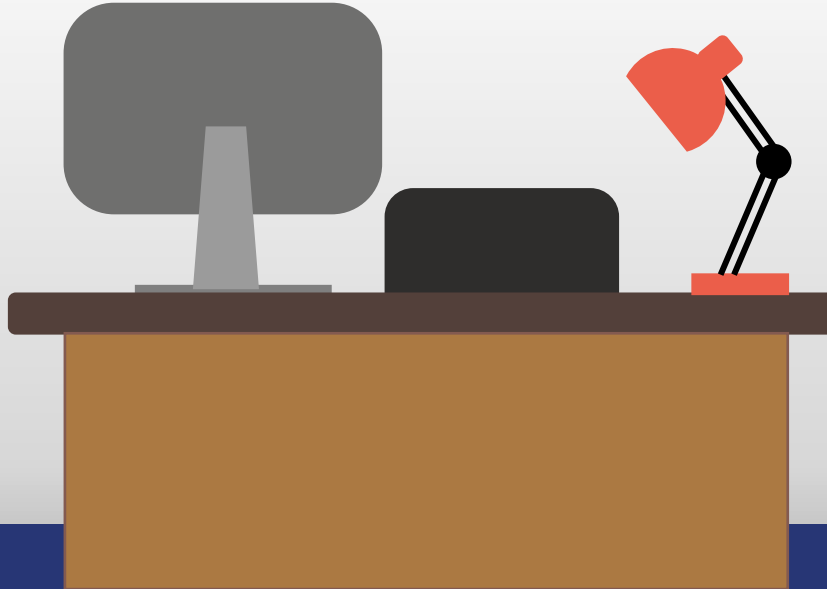
**Support:** Independently Coach Consultant Additional Assistance

### Course Structure:

Determine how your course be divided? Will it be modules, weeks, units, etc.?

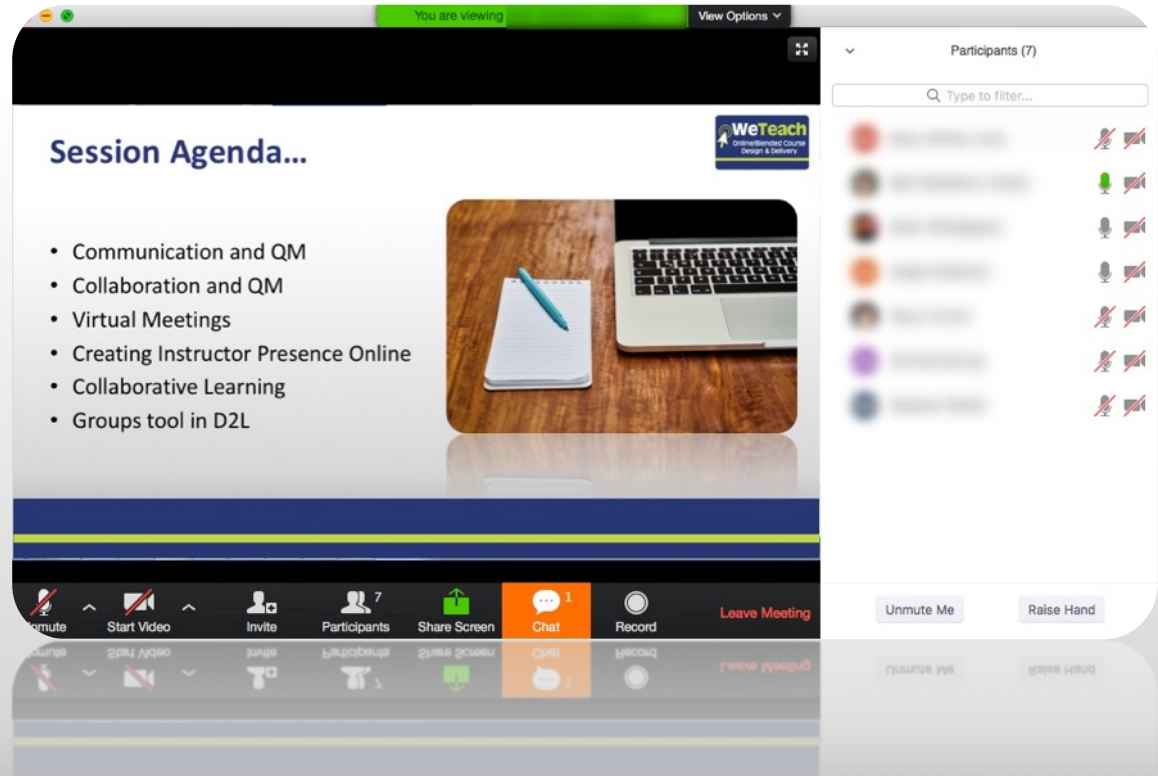
**Support:** Independently Coach Consultant Additional Assistance

# Virtual Meetings

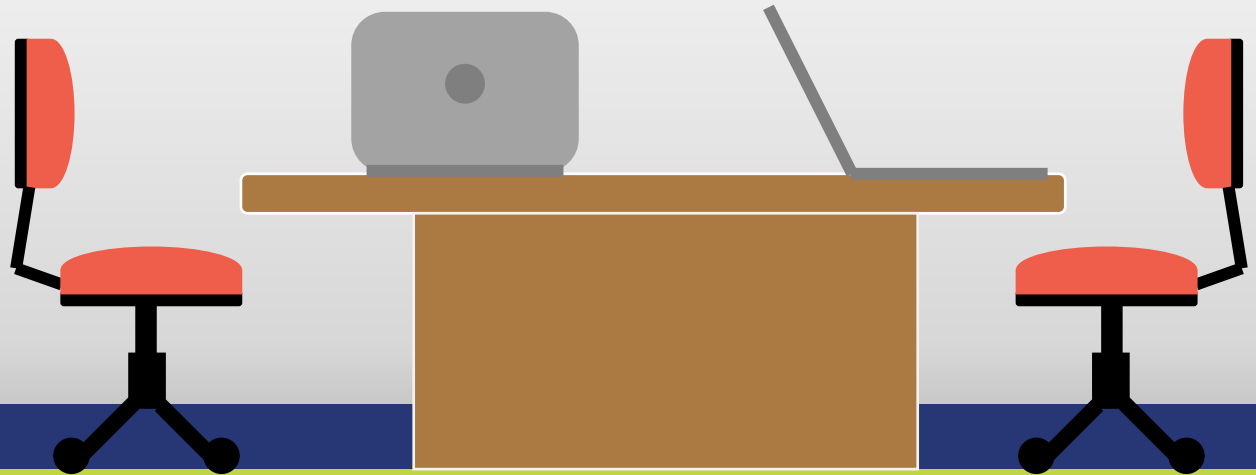


# Virtual Meetings...

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



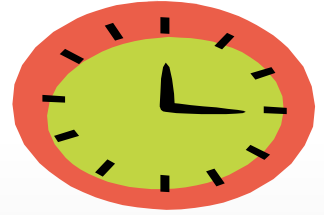
# 1:1 Consultations



# 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



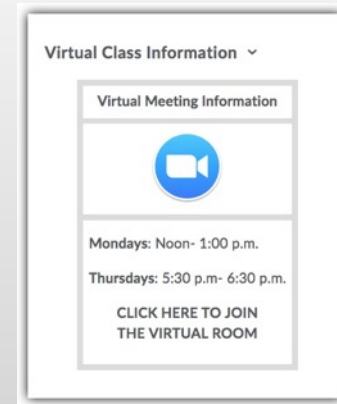
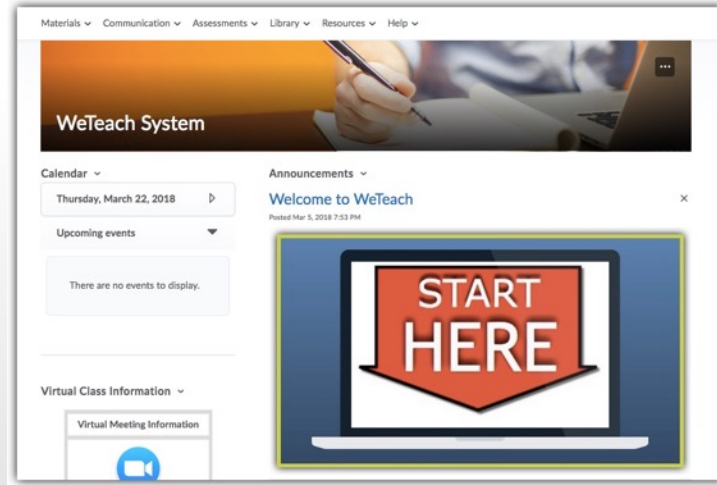
# Communication...

- 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)





## 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.



### 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-ordinators)*

For more information & to register go to:  
[https://learn.winona.edu/WeTeach\\_System](https://learn.winona.edu/WeTeach_System)

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

• **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](https://learn.winona.edu/WeTeach_System)**