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## USFSP Faculty Development Workshops and Mentoring

Blackboard, Inc.

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Workshop: **Best Practices in Online Instruction** (onsite only)

- Onsite Sessions: USFSP, Monday – Tuesday, March 14 and 15, from 9am – 4 pm
- Faculty commitment: twelve (12) hours
- Requirements:
  - Workshop limited to 15 participants
  - Faculty must have some experience with teaching courses online
  - Faculty must have basic familiarity with Blackboard functionality

**Agenda**

March 14

- 9am – 12pm: Presentation and Discussion of Best Practices in Online Instruction
- 1pm – 4pm: Examples of Implementing Best Practices in Blackboard Learn

March 15

- 9am – 10am: Review Best Practices and Q&A for Faculty
- 10am – 12pm: Hands-On Workshop for Implementing Best Practices in Individual Faculty Courses
- 1pm – 3:30pm: Hands-On Workshop for Implementing Best Practices in Individual Faculty Courses
- 3:30pm – 4pm: Closing, Q&A

**Best Practices in Online Instruction - Topics**

**Description:** Pedagogically-focused to prepare faculty for facilitating and managing online courses. This workshop will be helpful for faculty members who have current plans to teach their first online course.

- ***Planning Online Collaboration***
  - Explore ways to organize and use groups in your course
  - Create Groups and select appropriate Group communication and collaboration tools
  - Communicate and share files with group members
  - Set up group tools for collaborative activities
  - Add Group links to Content Areas and folders
  - Create successful group assignments
  - Access, view, and submit assignments and view results in My Grades
  - Support group work in your course
- ***Managing Online Interaction***
  - Align interactive assignments to course objectives
  - Determine scenarios for using discussions, blogs, journals and wikis
  - Describe techniques for crafting effective questions and encouraging participation

- Write effective questions using a three-part model
- Explore different methods to use interaction for online assessment
- Create appropriate etiquette guidelines
- Manage online interaction
- Evaluate interactive tasks using rubrics
- **Providing Student Feedback**
  - Navigate the Grade Center and change your view of the Grade Center to make it more accessible
  - Hide and sort rows and columns to focus on specific data
  - Use the Column Organization page in the Grade Center to quickly rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously
  - Explain the difference between grade columns and calculated columns
  - Create grade columns to enter and manage grades
  - Modify columns to provide feedback
  - Identify best practices for providing feedback
  - Add due dates to grade columns
  - Create calculated columns to calculate grades
  - Enter grades for items that must be manually graded
  - Override and exempt grades
  - Create a Smart View to see a customized display of student performance
- **Monitoring Performance to Retain Students**
  - Enable the Review Status tool and monitor the release and Review Status of content items
  - Enable Early Warning System rules
  - Run status checks on Early Warning System rules
  - Notify learners (and Observers) through Early Warning system notifications
  - Monitor student progress using the Alerts and Needs attention modules
  - Monitor each student's overall performance from the Performance Dashboard
  - Explain the types of course statistics reports and when to use them
  - Run the Overall Summary of Usage report and explain uses for each section of the report
  - Enable tracking by content item and run content item usage reports
  - Print and save statistics