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USFSP Faculty Development Workshops and Mentoring

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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