

Pamela L Harmon

From: Humberto Espino
Sent: Wednesday, October 04, 2017 9:37 AM
To: TADEC
Subject: [--] October Technology Advisory and Distance Ed Committee Meeting *REMINDER

Technology Advisory Committee

Good morning,

On behalf of the Committee Chairperson Pamela L Harmon:

Just a gentle reminder, our next TADEC meeting is today, October 4th at **2:00pm** in room **H124**.

Agenda:

- Blackboard course review "Tutorial BbL1: Learn Getting Started - Online Training"
- TADEC - goals for the Year
- Other

Pam Harmon
Radiology Program Coordinator

If you know of faculty that might be interested in attending, please encourage them to come along.
Feel free to contact Pam Harmon (pamelaharmon@triton.edu) or myself if you have any questions.

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Technical Advisory & Distance Education Committee

Meeting Minutes October 4th, 2017 in Room H124- 2pm

Attendees: Pamela Harmon, Joe Buchel, Hilary Meyer, Humberto Espino, Patricia Knol.

Topics discussed included:

1. Blackboard is currently developing a course for Triton to train faculty in online instruction. The Tutorial BbL1: Learn Getting Started – Online Training is complete and in need of review. The outline was passed out for review. It was determined that members would need time outside of the meeting to evaluate the material. Humberto will give access to members as students so they can make recommendations by the next meeting in November. The committee members who are online certified will be reviewing the shell and giving feedback to Humberto. Those members are Pam Harmon, Joe Buchel and Pat Knol.
2. Goals this year for the TadeC Committee are to evaluate what Blackboard has developed in regards to Faculty online training and make recommendations in order to begin this alternative soon.
3. Next meeting November 1st, 2017 at 2pm in H124.

Meeting adjourned at 3:15 pm
Respectfully submitted,
Pamela Harmon, Chair of TADEC

Training Program Development (TDP) solution.

The Training Program Development solution, TPD, is a comprehensive professional development package that provides organizations with the resources needed to build a self-sustaining training program at their institution.

Tutorial BbL1: Learn Getting Started - Online Training

Tutorial BbL2: Learn Teaching Essentials - Online Training

Tutorial BbL3: Learn Advanced Teaching – Online Training

Each course module will be evaluated to do the following: edit activities within each lesson to be self-paced and non-graded or remove the activity and replace with a quiz, add a quiz to each lesson where appropriate, add course content on the basics of navigating and entering grades, create final assessment, and create Certificate of Completion.

- Customize each lesson to a non-facilitated delivery modality
- For each lesson edit the activities to be non-facilitated and non-graded
- Create Final Assessment consisting of 25 questions with a grading criteria of 90% or higher to receive a certificate of completion
- Create Certificate of Completion

Tutorial BbL1: Learn Getting Started - Online Training

This course provides a hands-on introduction to the teaching and learning features of Blackboard Learn. Course participants will become familiar with some common start-up tasks, such as organizing the course menu, customizing the course style, creating announcements, adding calendar events, and setting up discussion forums. Each course participant will need access to his or her own Development and Practice companion courses to complete assigned activities.

Appropriate For: Online teaching and Course Builders using Blackboard Learn | Delivery Mode: non-Facilitated | Time Investment: 7 to 10 hours

BLACKBOARD LEARN

This course is divided into six lessons: The Student Experience, Blackboard Learn Tools, Teaching in Blackboard Learn, The Instructor Experience, Sharing Materials, and First Day Tasks.

Specific Learning Outcomes:

- Navigate through Blackboard Learn from the student and instructor perspective
- Describe how you can use Blackboard Learn to accomplish familiar teaching tasks while exploring the roles the instructor plays
- Explore best practices for creating first day items to Welcome Students
- Customizing the course menu
- Adding content and tools to your course
- Creating announcements, calendar events, & discussion board forums

Time Investment: 7-10 hours

Tutorial BbL2: Learn Teaching Essentials - Online Training

This course is divided into three main areas called *Building Courses, Enhancing Communication, and Assessing Learners*. There are three modules listed in the course menu that correspond to each individual area. Each course participant will need access to his or her own Development and Practice companion courses to complete assigned activities.

Appropriate For: Online teaching and Course Builders using Blackboard Learn | Delivery Mode: non-Facilitated | Time Investment: 25 to 30 hours

BUILDING COURSES WITH BLACKBOARD LEARN

In this module, you will learn the principles and processes involved in building a course from the ground up.

Specific Learning Outcomes:

- Analyze your course goals, student characteristics, and existing resources
- Design and write course objectives, and select tools that support the objectives
- Explain options for presenting content, and create content areas and other containers for content
- Determine the style of your course and explore the course structures feature
- Upload and link to content using Course Files
- Upload and manage content using WebDAV technology and Course Files
- Add mashups to your course
- Evaluate your course from the instructor, student, and technical perspectives to determine whether it is ready to go live

Time Investment: 7-10 hours

ENHANCING COMMUNICATION WITH BLACKBOARD LEARN

In this module, you will learn to use Blackboard Learn communication tools effectively to increase student engagement within your course.

Specific Learning Outcomes:

- Compare and contrast asynchronous and synchronous modes of communication
- Establish course communication policies and procedures
- Use discussions to enhance communication among you and your students

Time Investment: 7-10 hours

ASSESSING LEARNERS WITH BLACKBOARD LEARN

In this module, you are introduced to the features and functions of the tools used to deliver assignments and assess students in Blackboard Learn.

Specific Learning Outcomes:

- Use the assignments tool to create assignments that effectively assess students in a variety of meaningful ways beyond traditional objective tests
- Encourage students to submit original work by using the SafeAssign tool
- Build and administer a basic test, and choose the settings appropriate for the questions
- Create the most commonly used and more advanced question types
- Explain the grading and re-grading processes
- View test statistics
- Use the Find Questions page to browse, preview, and add questions to a test
- Use the Grade Center effectively to review, edit, or manually grade student submissions
- Discover the benefits of metadata, question pools, and random blocks for tests

Time Investment: 7-10 hours

Tutorial BbL3: - Learn Advanced Teaching – Online Training

This course is divided into three main areas called *Monitoring Student Performance*, *Building Online Communities*, and *Designing Engaging Content into one course*. There are three modules listed in the course menu that correspond to each individual area. Each course participant will need access to his or her own Development and Practice companion courses to complete assigned activities.

Appropriate For: ~~Online teaching and~~ Course Builders using Blackboard Learn | Delivery Mode: non-Facilitated | Time Investment: 25 to 30 hours

MONITORING STUDENT PERFORMANCE WITH BLACKBOARD LEARN

In this course, you will gain in-depth knowledge of the tools and features that help monitor and evaluate student performance.

Specific Learning Outcomes:

- Identify tools and strategies for monitoring student performance
- Use the review status feature to encourage student accountability and continued progress
- Efficiently manage grades throughout the term
- Use the inline assignment grading feature
- Explore Retention Center features to provide notifications based on the specific needs of your course.
- Use the Performance Dashboard to identify students who may need additional assistance
- View and interpret performance-related reports and statistics
- Identify strategies for improving student success in the online environment

Time Investment: 7-10 hours

BUILDING ONLINE COMMUNITIES WITH BLACKBOARD LEARN

This course explores the concept of building online or virtual learning communities in your online courses.

Specific Learning Outcomes:

- Identify several examples of online communities, their potential environments, and the tools that help build collaboration
- Identify best practices for designing discussion questions, and choose question styles and types to help you achieve your goals
- Describe how you can use journals, blogs, and wikis in the online setting
- Learn how to grade journal, blog, and wiki assignments
- Explain the benefits and challenges of student collaboration
- Select group members and group tools based on the group deliverables and your course outcomes
- Examine how best to evaluate

Time Investment: 7-10 hours

DESIGNING ENGAGING CONTENT WITH BLACKBOARD LEARN

In this course, you will learn new strategies for effectively designing and organizing content to increase student engagement within your course.

Specific Learning Outcomes:

- Identify tools and strategies for presenting user-friendly content online
- Edit existing content looking for ways to better meet the needs of online learners
- Demonstrate ways to address diverse learning styles in content delivery
- Organize, plan, and develop an exemplary lesson
- Incorporate interactivity to engage students and go beyond text-heavy lessons
- Individualize instruction using adaptive release to control how and when students view content

Time Investment: 7-10 hours