UWSP Distance Education Instructor Training Outline

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Campus Resources for Distance Education Instructors

- Distance Education Resource Center (DERC) - 2nd floor of Learning Resources Center Bldg.
- HelpDesk (http://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx)
- Distance Education Resource Center (DERC) in the Technology for Evolving Curriculum Hub (LRC) (http://www.uwsp.edu/infotech/Pages/FacultyServices/tec-hub.aspx)
- Center for Collaborative and Interactive Technology (CCIT: 104 CPS Bldg.) (http://www.uwsp.edu/cps/Pages/CCIT.aspx)
- Director of Technology Innovation in Teaching and Learning
- Tutoring-Learning Center (http://www.uwsp.edu/tlc/Pages/default.aspx)
- Remote labs
- Dean of Students (http://www.uwsp.edu/dos/Pages/default.aspx)
- Your Department Chair

Instructional Technologies Supported by UWSP-IT

Learning Management System: Desire 2 Learn (D2L) (http://www.uwsp.edu/d2l/Pages/default.aspx)

News
- Creating a news item
- Setting start and end dates

D2L Content area
- Copying content from another course offering
- Creating a module
- Creating a topic
- Uploading a document in topic area
- Linking to a document in topic area
- Adding existing activities
- Reordering modules and content

D2L Gradebook
- Setup gradebook using Wizard
- Add an item to the gradebook
- Add grade items
- Creating extra credit
- Link to Dropbox item

D2L Quizzes
- Creating a quiz
- Question banks
- Question types
- Randomizing questions
- Alternate submission view
- Setting restrictions
- Setting start and end dates
- Setting time limits
- Setting grace periods
- Late submission handling
- Advanced availability - special access

D2L Discussions
- Forums
- Topics
- Default view of discussions
- Printing / synopsis view of discussion
- Grading discussions

Dropbox
- Setting up a Dropbox
- Linking to grade items
- Originality checking
- Grading and commenting on items
- Grader App

Blackboard Collaborate
- Creating an online room
- Video and audio setup

Turnitin.com
- Linking with Dropbox
- Reading originality reports
- Using as a teaching tool
- Plagiarism policies (http://www.uwsp.edu/dos/Documents/Academic%20Misconduct%28web%29.pdf)
- Grademark Feature

Lecture Capture and Video Creation Tools
- Explore Kaltura integration
  - Inserting content
  - Media widgets
  - Course gallery widgets
  - Student submissions
- Camtasia Relay server and Fuse

Advanced Features
- HTML editor
- Equation editor
- Attaching a file
- Recording audio
- Inserting code and video
  - How to enter an embedded code
  - How to search and add a YouTube video
  - Explore the other options
- Navigation Bars

Interactive Learning ObjectsLynda.com

Additional Instructional Technologies Supported at UWSP

- Google Apps for Education
- YouTube
- Telepresence
- iPad Apps and Apple TVs
- SMART Boards
- Swivls
- Wacom Tablets

Federal, State, and University Policies

Web Accessibility / Universal Design
- *University Handbook*: Chapter 5, Section 15: *Policies Pertaining to the Provision of Distance Education* (http://www.uwsp.edu/acadaff/Handbook/CH5-6%2013-14.pdf)
- UWSP Curriculum Committee Distance Education Information Guide and Forms (http://www.uwsp.edu/facSen/Pages/Curriculum-Committee.aspx)
- UWSP Web Accessibility Policy
- Section 508 of Rehabilitation Act (http://www.section508.gov/Section-508-Of-The-Rehabilitation-Act)
- World Wide Web Consortium (W3C) guidelines
- FERPA
- Overview (http://www.uwsp.edu/regrec/Pages/ferpa.aspx)
- Student rights
- Teaching, learning, and student data in online teaching

Copyright
- Fair use
- Digital Millennium Copyright Act (DMCA)
- Columbia Checklist

Methodologies and Pedagogies

Course Development Best Practices

Student Learning Outcomes
Syllabus Development
Instructor Availability
Course Aesthetics
Interactivity

Course Structure Best Practices

University Templates
Learning Modules
Topical vs. Date Modules
Navigation

Online Discussion Best Practices

Designing effective questions
Building learning communities through group discussion
Types of discussions

Assessing Learning in an Online Environment

Variety of assessment types
Timeliness of feedback
Aligning assessment with learning outcomes
Peer and self-assessment opportunities

Active Learning Activities in Online Instruction

Variety of active learning activities
Utilization of various forms of technology for engagement
Utilization of multimedia relevant to student learning
Converting instructional materials to online content

Utilizing Video in Online Instruction

File formats
Streaming
Video sharing
Student-created videos
Copyright rules