

Distance Education Professional Development for Fall 2019

This semester our training focus is on student engagement, DE regulations, accessibility, and more. Don't forget our open office hours (9am to 10am and 2pm to 3pm – Tuesdays, Wednesdays, and Thursdays in the TLC) for support, assistance, questions, and anything we can help you with.

When: All sessions are at 2:30, unless otherwise noted. Dates for specific sessions are listed below.

Where: All sessions are in the Teacher Learning Center (TLC – room L-215)

September 21st



Accessibility in online courses – The Chancellor's office requires that all materials in an online course be 100% accessible. Whether it's a PDF, Word doc, HTML webpage, audio, or video, everything in your class must be accessibility and meet Section 508 compliance. You, as the instructor, are responsible for meeting the requirement. Come to this session and learn what you need to do and where you can get help.

September 28th



Improve student engagement and facilitate connections in your online courses – (Regular and Substantive Faculty initiated contact (How to facilitate communication and initiated contact in online courses) Want to get your students more engaged in your online courses? This session will focus on ways to initiate instructor contact to help encourage your students to engage in the activities and materials in your online courses.

September 21st / November 30th



Canvas – overview (In this introductory session on Canvas, we'll look at its main features and how they work and how you can use them in your on-ground and online courses.)

October 12th



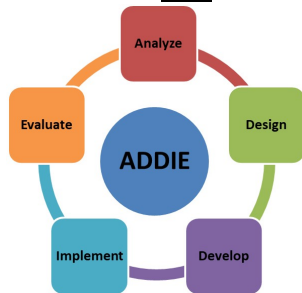
Understanding the rules of the road when navigating online classes - **Distance Learning guidelines and policies** – So what’s the difference? While there is not supposed to be different requirements in online and on-ground courses, there are. This session will cover what is required in your online courses and how you can meet those requirements, and try and dispel the rumors associated in online courses. This session is part of the requirement to teach an online course. So if you’ve thought about teaching online, this session will meet part of the requirement to be able to teach an online course at AHC.

October 19th



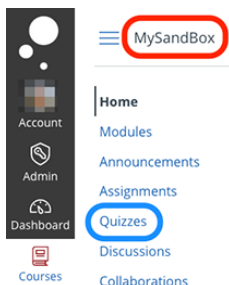
Canvas – a discussion: This is an open discussion about everything Canvas. Please bring your ideas, praise, complaints, suggestions, frustrations, and general comments.

October 26 and November 23



A guide to designing your online course - Applying the rubric: Using the OEI rubric as a guide for best practices in distance education, we’ll work through its sections to review our online courses, and work with others for ideas and inspiration in our classes.

November 2nd



Canvas – quizzes – Providing quizzes in Canvas can be a fantastic learning and assessment tool. This hands-on workshop will provide the ins and outs of creating and grading quizzes in Canvas.

October 5th



Canvas – assignments and gradebook – Creating assignments in Canvas is pretty easy to do. This hands-on workshop will teach you how to create and grade assignments in Canvas, and how to use the gradebook. Note: to be able to work on your classes in this session, you'll have to have access to Canvas. If you don't, contact Fred Patrick before the session to get access.

November 16th



Canvas – discussions – Wordsmithing a discussion prompt and providing a rubric your students can follow isn't always easy. This hands-on workshop will cover the basic information on how to create and grade a discussion, as well as helpful hints on how to really engage students in your online discussions.