Welcome to The Faculty Center's Online Faculty Workshop. We're delighted to have you on board for the upcoming term, and look forward to training you by "immersion"! This workshop will be in session for about 4 weeks.

The purpose of this training is to provide you with basic pedagogical theory regarding best practices for online teaching, to assist you in planning instructional activities you will use in your course, and to help you get comfortable using Blackboard (Bb).

As an added bonus, by the time you have finished, about 25% of your own course site will have been prepared, assuming you keep up with all the activities and exercises.

Learning Objectives

By the time you have completed this immersion training you will be able to

- Explain some of the ways in which online teaching differs from face-to-face teaching
- Create a discussion forum
- Manage and grade a discussion forum
- Describe techniques for facilitating effective, scholarly discussions
- Customize your course site’s appearance and available tools
- Identify and use best practices for making your course easily navigable
- Create and organize various types of content
- Create an assignment with a submission link
- Use the Grade Center to grade an assignment and provide feedback to students
- Describe various methods of assessing student work
- Use Blackboard’s tools for monitoring student progress
- Locate sources of help for students
- Get ongoing assistance for yourself
Contact Information

Your instructors for this course are:

Linda Unger  
Senior Instructional Designer  
The Faculty Center  
Linda.unger@stonybrook.edu  
631-632-4814, M-F, 9-5 Eastern  
631-871-1599, weekends and evenings to 8pm for urgent questions

Jennifer Jaiswal  
Instructional Technologist  
Academic Technology Services / Teaching Learning + Technology  
Jennifer.jaiswal@stonybrook.edu  
631-632-2777

If you need technical assistance at any point during the training, please contact the one of the following:  
Computer setup & troubleshooting: 2-9800, weekdays  
Blackboard Help Desk: 2-2777, weekdays  
Blackboard Evening & Weekend Help: 800-875-6269

The above contact information is also posted for you on our Blackboard (Bb) workshop site. Click on “Contact Us” on the main menu.

Prerequisites

Technical

The following list details a minimum recommended computer set-up:

- PC with Windows XP, Vista 7 or 8
- Macintosh with OS 10.4 or higher
- Latest version of Chrome, Firefox or Explorer; Mac users may use Chrome, Firefox or Safari. (A complete list of supported browsers and operating systems can be found on the Blackboard website)
- 2 GB RAM
- Cable modem or DSL are recommended, but 56.6 Kbps modem will also work
- Printer
- Word processing software (Microsoft Word, Pages, etc.)
- Speakers (either internal or external) or headphones
- Ability to download and install free software applications and plug-ins (note: you must have administrator access to install applications and plug-ins).

Stony Brook Client Support (631-632-9800 or supportteam@stonybrook.edu) is available to provide
technical support with issues relating to the course software, Blackboard logins, your office computer, your Stony Brook email account, and limited assistance with SOLAR logins. They can also assist you with laptop problems if you are able to bring it to campus. If, however, if you are having problems with your own home computer or personal Internet Service Provider, you are responsible for finding a solution.

**Course Related**

You should have the syllabus for your own course in a final or nearly final state before beginning this training. Your syllabus is the blueprint for your course. If you haven’t completed it, **you may not be able to complete all of the activities required during this training**, so it is to your advantage to have the course syllabus final or nearly final before you start this training.

Self-serve tools for creating your online syllabus are located on [The Faculty Center website](http://www.stonybrook.edu), and we are happy to provide you with feedback on your drafts.

If you need assistance completing your online course syllabus, please contact Linda as soon as possible: linda.unger@stonybrook.edu 631-632-4814.

This training program requires that you be able to apply certain skills and knowledge to your own course. This means that you will need the actual Blackboard site or at least a practice site for your own course. If you do not have a Blackboard site for your course, **you may not be able to complete all of the activities required during this training**. As was stated earlier, by the time you have completed all training activities, you will have about 25% of your own course site prepared. If you are working in a practice site, you will be able to copy that work to a live course site whenever your course is actually scheduled.

**Personal**

To get the most out of this training experience, you should

- be prepared to commit about 3 hours/week to interacting with your instructors and studying the resources posted in the course.
- be aware that you are now part of a learning community. In addition to required course readings, tasks, and assignments, you should budget time to read and respond to the postings of your peers.
- be motivated and disciplined: seek help if you are having technical difficulties and remain mindful of all deadlines and due dates posted by your instructors. Once you fall behind in an online course, it is extremely difficult to catch up.
- be comfortable with basic computer functions: word processing software, email, downloading and uploading files.
How this Training Workshop Works

There will be times during our course when you will need to leave the Online Faculty Training site and go into your own course site. As part of this training session, there will be assignments and tasks that require you to “build” portions of your own course. It’s to your advantage to use real activities as much as possible, so that you can get double mileage out of the workshop.

To get to your own course site, click on the My Institution tab underneath the Stony Brook University logo. Then find and click on the name of your course at the right side of the screen. You will notice the word "unavailable" after the course title--this means only that the course is hidden from students. If you do not see your course or are unable to enter it, contact Linda.

To get back to our Online Faculty Training site, click the My Institution tab again.

Readings/Resources

All readings and media resources that you will need to fully participate in this workshop will be posted in the workshop site. You will find the resources for any given module of the workshop located inside the folder for that module. For example: Module 1 is entitled “Inspiration for your Journey,” and you will find a folder by that name by clicking the Learning Modules link on the main menu. All tasks, readings, and activities needed to complete the “Inspiration for your Journey” module are located inside.

There are also multiple illustrated documents you can print out that provide directions about how to use certain features of Blackboard. You can access these anytime you wish by clicking “How-to Sheets” on the main menu.

Netiquette

In this course, as in all online courses, participants are expected to conduct themselves as responsible, courteous online citizens. If you are unfamiliar with Netiquette, click here to learn about acceptable behavior in a virtual community.

What we expect from you

As “learners” in this course, you will be expected to log in a minimum of 3 times per week, ideally on different days. You will complete all tasks, activities and assignments described for each module by the deadline(s) indicated. You will participate in the discussion forum associated with each module by responding to the prompts of your instructors and by engaging in dialogue with your peers. You will receive feedback from your instructors on the frequency and quality of your participation.

You are expected to familiarize yourself with the Course Schedule, which appears below, and to abide by all deadlines. Note that we will work in modules, and that some modules are as short as 3 days, so please don't lag behind. Each module will become available a day earlier than stated, those who wish to can work a bit ahead. (If a 3-day window is tight for you, considering your other obligations, feel free to work ahead.)

Please observe the midnight cut off for the end date of each module. If we don’t end each module on
time, it will be very difficult to finish the workshop on time. Your cooperation is appreciated.

We strongly recommend printing a copy of this syllabus so you can keep track of where you should be on any given date during this workshop. If you are unable to meet a deadline, you should contact Linda or Jennifer as soon as possible. This syllabus & course schedule are also posted for you on our Blackboard site; access them by clicking Syllabus on the main menu.

**What you can expect from your instructors**

Linda and/or Jennifer will be logging into the workshop site every day (M-F) and at least once every weekend. We are also available by phone and email. Though we are co-instructing this course, each of us will be taking the lead on certain modules, as indicated in the schedule.

We will provide you with feedback on your progress via the discussion forums and email. We will also check the work you’ve done in your own course site and alert you of any improvements that could or should be made.

There is a discussion forum for every module as well as a General Questions forum for any questions that may not be related to whichever module we happen to be working on. Unless your question is intensely personal, please confine your questions to the forums. That way either Linda or Jennifer can answer (providing you the most timely response), plus others will benefit since they may have some of the same concerns that you have. If you need to contact us about a private matter, use email or phone. You can generally expect replies within 24-48 hours.

**Assignments**

**Learning Activities**

For every module of this course, there will be

- some short resources for you to read/view/study,
- one or more tasks/activities for you to complete,
- a few questions for you to respond to in the applicable discussion forum,
- and a task for you to complete within your own course site.

**These activities and tasks are all required, and you will receive feedback on each.**

**Written Assignments**

There are only 2 written assignments you will be expected to submit:

1. In module 6--Creating Assignments, you will write a one-paragraph response to a question and upload it to Blackboard’s Assignments area.
2. In module 9--Reflections, you will write a self-assessment of your learning in this workshop and upload it to Blackboard’s Assignments area.

Finally, at the end of the course, you will complete an online evaluation survey, which will help Jennifer and Linda improve the course for the next group of new instructors. Please don’t skip this task—we rely on your candid feedback.
Academic Honesty

Intellectual honesty is the cornerstone of all academic and scholarly work. Therefore the University views any form of academic dishonesty as a serious matter and requires all instructors to report every case of academic dishonesty to the Academic Judiciary, which keeps records of all cases. All work submitted or posted by learners in this and every online course must be their own. Submission of writing or ideas which are not the original work of the learner (and not properly referenced) is considered plagiarism. Unintentional plagiarism is still plagiarism, so if you have any questions about the proper acknowledgement of sources, be sure to ask your instructors who can advise you about various electronic tools available to assist you in self-screening your work.

How to Get Started

Start now, offline:
1. Study our Course Schedule, which appears on the next page, and is also posted on Blackboard in the Syllabus link on the main menu. Determine how you will integrate workshop deadlines into your schedule.

When the workshop site becomes available:
1. Watch the video tour to get acquainted with the course setup.
2. Click on the Discussions, then Introductions, and introduce yourself to everyone.
3. We will be using the Discussion Board immediately, so if you have never used any online discussion forum, or have never used one in Blackboard, you may find it helpful to watch this video overview:
   Discussion Board Overview
4. Module 1 will already be open for your use, although you do not need to begin working on it until our official start date, which is October 21.

Completing these steps before the workshop actually begins will enable us all to hit the ground running on Day 1.
**Workshop Schedule**

N.B.:
- **We begin a new module every few days**, so please log in often to keep up.
- Each module will become available the day prior to it’s start date to provide you some flexibility.
- Please observe the **midnight cut off** for the end date of each module. Your cooperation is appreciated.

<table>
<thead>
<tr>
<th>Module</th>
<th>Lead Instructor</th>
<th>Dates</th>
<th>Detail</th>
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<tbody>
<tr>
<td><strong>Advance access for early birds</strong></td>
<td>Linda</td>
<td>Oct. 16-20 (4 days)</td>
<td>Q&amp;A on workshop syllabus, getting oriented</td>
</tr>
<tr>
<td>1—Inspiration for your Journey</td>
<td>Linda</td>
<td>Oct. 21-25 (5 days)</td>
<td>Introductions, Q&amp;A continues, Online Pedagogy</td>
</tr>
<tr>
<td>2—Effective Discussion Forums</td>
<td>Linda</td>
<td>Oct. 26-30 (5 days)</td>
<td>Creating, changing settings, best practices, evaluating?</td>
</tr>
<tr>
<td>3—Customizing your Course</td>
<td>Jenn</td>
<td>Oct. 31-Nov. 1 (2 days)</td>
<td>Availability, Themes, Banner, Tools, ADA</td>
</tr>
<tr>
<td>4—Best Practices in Course Organization</td>
<td>Linda</td>
<td>Nov. 2-5 (4 days)</td>
<td>Navigability, organizing content, Quality Matters</td>
</tr>
<tr>
<td>5—Creating Content</td>
<td>Jenn</td>
<td>Nov. 6-9 (4 days)</td>
<td>files, web &amp; course links, video, sound, mash-ups</td>
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<tr>
<td>6—Assignments &amp; Grading</td>
<td>Linda &amp; Jenn</td>
<td>Nov. 10-15 (6 days)</td>
<td>creating &amp; grading assignments, using grade center, offline grading self &amp; peer assessment</td>
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<tr>
<td>7—Monitoring Student Progress</td>
<td>Jenn</td>
<td>Nov. 16-18 (3 days)</td>
<td>Course Reports, Performance Dashboard, &amp; Retention Center</td>
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<tr>
<td>9—Reflections, Getting Help &amp; Working on your Course</td>
<td>Linda</td>
<td>Nov. 19-21 (3 days)</td>
<td>Wrap up, ongoing support</td>
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**Optional modules via webinar:** | post workshop |
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<td>Tests, surveys, self &amp; peer assessment,</td>
<td>Jenn</td>
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<tr>
<td>Learning Activities</td>
<td>Linda</td>
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<tr>
<td>Rubrics</td>
<td>Jenn</td>
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<tr>
<td>Safe Assign</td>
<td>Jenn/Linda</td>
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<tr>
<td>Using Blogs, Journals, Wikis</td>
<td>Jenn</td>
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<tr>
<td>Customizing the Course Menu</td>
<td>Jenn/Linda</td>
</tr>
<tr>
<td>Grade Center Basics</td>
<td>Jenn</td>
</tr>
<tr>
<td>Managing the Class</td>
<td>Linda</td>
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