Building a Systematic Professional Development and Online Course Design Process

TRAINING

Blackboard Getting Started
A three hour skill building course for new adjuncts

Blackboard Advanced Course
Focuses on demonstrating proficiency with Bb tools

Hybrid and Online Training Course (HOT)
A three week online course that integrates pedagogical and technological skills

Required for course developers and instructors

Prerequisite: Blackboard Advanced

To preview our HOT course:
Go to *http://wilmu.blackboard.com/webapps/login/*

Username: *BbWorld2010HOTGuest*
Password: *BbWorld2010HOTGuest*

TEMPLATE

A standardized template is used for each online course.

Encourages developers and instructors to:
Acclimate students to the online environment
List weekly objectives
Differentiate between activities and assignments
Use best practices in online course development
Use Bb tools to facilitate learning

PLANNING

A planning sheet maps out the course prior to loading content into Blackboard.

Encourages developers and instructors to:
Utilize a backward design model
Outline weekly objectives
Align activities with objectives
Determine learning outcomes
Locate and list web resources for objectives
Use essential questions to illicit higher level thinking skills in the discussion board forums
Use a variety of assessments to gauge student learning

To preview our template:
Go to *http://wilmu.blackboard.com/webapps/login/*

RUBRIC

A rubric guides instructors during the course development process.

Encourages developers and instructors to:
Quantify course quality prior to launch
Score each course after development

Divided into three sections:
Template
Technical
Pedagogical

Each section is composed of several items, which are weighted based on the level of importance.

Course Development and Design

Approach
Development Cycles
Planning:

Course Verification Form
Course Development Documents
Planning Sheet
Explanation of Planning Sheet

Bloom's Taxonomy

Rubric
Tracking

Template

A standardized template:
-helps to acclimate students to the online environment
-keeps the focus on objectives and outcomes
-teaches instructors to differentiate between activities and assignments
-encourages the use of best practices in online learning
-encourages the use of Bb tools

http://wilmu.blackboard.com

Weekly Introduction

Introduction:
Note to developer: In this area you will need to introduce the topics, concepts and other important information for the week. Summarize the material that will be covered and tie together the objectives, assignments and resources. Remove this blue text and replace your information using 12 pt. Times Roman font.

Objectives: Note to developer: For this section you must use the objectives from the generic syllabus provided by the University. Please remember to remove this blue text before proceeding.

At the end of the week, students will know and be able to:

- Objective 1
- Objective 2
- Objective 3

Assignments: The following assignments are examples, please replace with your own assignments

- Discussion Board
- Written Assignment
- Quiz
- Graphic Organizer
- Project

Readings, Resources, Activities & Assignments

Weekly Checklist
Weekly Checklist.docx (59.599 Kb)

Evaluation

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Rubric

Sample Rubric with Calculations

Preparing to Teach Online

Checklist

- http://www.wilmuonline.org/PreparingToTeachOnline-Checklist.htm

Questions?

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