

New KSU Workshop on Distance Learning

Fall 2018

Facilitators

TADL/Distance Learning Center/Technology Enhanced Learning (3203 Campus Loop Road, To learn more about us, and what we do, please visit the [Distance Learning Center](#) website.)

Name	Phone	Email	Role
Dr. Tamara Powell	470-578-3626	tpowel25@kennesaw.edu	TEL Interim Executive Director
Ms. Brichaya Shah	470-578-4480	bshah4@kennesaw.edu	DLC Director
Mr. Robert Swift	470-578-7594	rswift1@kennesaw.edu	Instructional Designer
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Dr. Charity Bryan	470-578-4937	cbryan4@kennesaw.edu	TEL Director

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Name	Phone	Email	Role
Dr. Julie Moore	470-578-4362	jmoor151@kennesaw.edu	Associate Professor of Instructional Technology
Mr. Walt Justice	470-578-7679	Jjusti15@kennesaw.edu	BCOE Instructional Designer

College of Humanities and Social Sciences (Social Sciences Building 5007B and 5008)

Name	Phone	Email	Role
Mr. Stephen Bartlett	470-578-2911	sbartlet@kennesaw.edu	Interim Director CHSS ODE
Ms. Tiffani Reardon	470-578-7923	treardo2@kennesaw.edu	CHSS Instructional Designer

Email: Please feel free to reach out to us at any time using the KSU Emails listed above. You can expect a response within 24 hours (normal business hours).

Office Hours: Monday-Friday, 9:00am-5:00pm. We can also meet with you virtually using Blackboard Collaborate.



Course Description

During the first three weeks of the workshop, the Teaching Academy for Distance Learning (TADL) is designed to be a hands-on experience that will help you develop the competencies necessary for designing, developing, and delivering an online course. The rest of the workshop will take place in the learning communities.

Course Objectives

Upon successfully completing the New KSU Workshop on Distance Learning, you will be able to:

1. Design and develop an online course using a systematic approach.
2. Explain the alignment between course objectives, course content, learning activities, and assessments.
3. Apply best practices to effectively create and facilitate an online or hybrid course.

Learning Materials

All learning materials will be provided in the D2L Brightspace learning environment.

Minimum Technology Requirements

To successfully complete the program, you will need to have access to a computer (either a PC or a Mac). The computer should be equipped with Microsoft Office (including Word, PowerPoint, and Excel). Adobe Acrobat/Reader and Adobe Flash Player are needed to view or playback some of the learning materials. A speaker and a microphone (either built-in or external) are needed to complete some of the learning activities. A webcam is preferred but not mandated. If you can open and view and hear YouTube videos, your sound and video capabilities are probably fine.

Your internet connection will also be important to your ability to complete the program successfully. This program contains a lot of audio/visual content. We highly recommend a dependable, high-speed internet connection for taking this program.

Minimum Technical Skills

This program requires participants to have average computer literacy. Participants should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader). Participants should also be comfortable with common Internet tools and activities, such as browsing web pages, emailing, as well as participating in online discussions. Participants should be able to upload attachments to email and open attachments from email. Participants should be familiar with the basics of D2L.



TADL Course Outline

The first part of this program, TADL, will be delivered fully online **asynchronously**. There is no required meeting for this program. Participants are expected to review the online materials and complete the required learning activities. Below is an outline of the content and activities in each unit of the course.

Week/Date	Module	Topics
One, 9/10-17	Start Here	Welcome What to Do in the Program How to Submit a Milestone What to Expect for Feedback Where to Ask for Help
One, 9/10-17	Instructional Design	KSU online course development process Intro to QM rubrics Intro to instructional design models
Two, 9/17-24	Course Design	Bloom's Taxonomy Understanding Learning Objectives Course Structure Encourage Active Learning Types of Assessment Course Planning
Three, 9/24-10/1	Course Content and Development	Course Content Using Digital Media Accessibility and Your Course Course Development Open Educational Resources Start Here Module Course Syllabus
	Additional Resources	File Management Third Party Tools Seven Teaching Principles Ten Principles of Effective Online Teaching Course Communication Course Enhancements Using Advanced Features Grading and Feedback

Please see the BCOE and CHSS schedules for the post-TADL, learning community portion of the workshop. **Important deadlines:** February 1 (deadline for fully developed to QM standards hybrid or online course for professional development money) and May 13 (deadline for fully developed to QM standards hybrid or online course for summer stipend).



Grading

Successful completion of the program requires your active participation in all the learning activities and submission of the required quizzes and milestones. Please refer to the D2L Calendar for the due dates of the deliverables.

	Module	Activities/Deliverables
0	Start Here	Self-Introduction Quiz 01: Orientation
1	Instructional Design	Quiz 02: Course Development Process Disc1a: Instructional Design Models Disc1b: Activity on Applying the QM Standards
2	Course Design	MS01: Course Planning Document Draft
3	Course Content	Quiz 03: Best Practices for Creating Course Content MS02: Course Syllabus Draft MS03: Course Planning Document Final MS04a: Grade book for Start Here items MS04b: Start Here module

Time on Feedback

All quizzes are graded automatically by the D2L learning environment. You'll have unlimited attempts for the quizzes, so please feel free to try them over until you are satisfied with the results.

We will be monitoring the discussions and the milestones submissions throughout the program. However, please allow up to 48 hours during the business days for us to respond to your discussion posts or provide feedback for your milestone submissions.

Course Expectations

Late Assignments

As a courtesy, please complete the required learning activities and submit your assignments on time according to the dates listed in the D2L learning environment. If you are running behind, or need any assistance with the assignments, please do not hesitate to reach out to us. Please remember, in order for you to be eligible for the \$3,000 stipend, you must submit all assignments on time.

Participant Responsibility

Depending on your computer skills and prior knowledge with the D2L Brightspace learning environment, this program may require additional effort until you are comfortable with different tools. During the program, we expect you to:

- Check the program course in D2L regularly
- Study the assigned learning materials
- Complete the required learning activities by the due dates.



Help Resources

Contacts to Get Help

During the program, your best help resource is us. So please feel free to reach out to us using the contact information provided at the beginning of this document. However, if you have specific questions or problems with technology, you may reach out to UITS:

Help Desk service@kennesaw.edu or call 470.578.6999

D2L FAQ's [click here](#)

D2L Student User's Guide [click here](#)

Additional Resources

Teaching Academy for Distance Learning Website:

<http://distancelearning.kennesaw.edu/certification/tadl.php>

Netiquette Statement: <http://www.albion.com/netiquette/>

Distance Learning Center: <http://distancelearning.kennesaw.edu>

