



## **Level 2: Best Practices in Online Teaching & Learning** *Managed by the Teaching, Learning and Technology Center (TLTC)*

---

**TERM:** Spring 2017

**LOCATION:** Blackboard

**CLASS MEETING TIME:** Asynchronous course, 4.5 weeks, ~5 hours work per week.

**DESCRIPTION:**

The Best Practices in Online Teaching program is the Level 2 training of the Online Teaching Certification program with SUNY Oneonta in New York state. It was created to certify new and current online instructors in best practices for providing the highest quality eLearning experiences possible for students.

**PRE-REQUISITES:** Level 1 Blackboard training (all 5 modules)

**PARTICIPANT LEARNING OUTCOMES:**

1. Define effective practices and tools that support quality online learning.
2. Create an interactivity lesson for one blended or online learning module.
3. Understand how communication strategies for online presence and community building affect design choices.
4. Evaluate compliance factors related to online course design.
5. Convert course materials to be ADA compliant.
6. Analyze key design considerations.
7. Create a multimedia professional online lecture or digital learning object.

**SUCCESS MEASUREMENT CRITERIA:**

- Completion of all discussions, learning activities, and assignments.
- Work is peer-review.
- All work is marked complete on a S/NS grading.
- The participant must complete 95% or higher to complete. The course is worth 100 points, so, at least 95 points to pass.
- Students may redo and resubmit any work for a higher grade.

**COMPLETION CRITERIA:**

The course is worth 100 points. The course points are broken down as follows:

<b>Graded Item</b>	<b>% of Grade</b>	<b>Total Points</b>	<b>Breakdown</b>
<b>End-of-course Quiz</b>	21%	15	Module 5 Quiz 15 points
<b>Discussions x5 (Participation)</b>	24%	25	Five discussions worth 5 points each, with 2.5 points allocated to the post, and 2.5 points allocated to the participation in the forum discussions.
<b>Assignments, x 4</b>	45%	50	<ul style="list-style-type: none"> <li>• Assignment 1 (Module 1) - Course Policy Scavenger Hunt (Quiz) worth 5 points</li> <li>• Assignment 2 (M 2), ADA compliance, 15 points.</li> <li>• Assignment 3 (M 3), Interactive Lesson, peer reviewed using the Blackboard peer-review tool, 15 points.</li> <li>• Assignment 4 (M 4), video lectures, will use a discussion forum for the peer-review, 15 points.</li> </ul>
<b>Learning Journal</b>	10%	10	One learning journal in Module 5.
<b>Total</b>	<b>100%</b>	<b>100</b>	

**Note:** Participants may redo, revise, and resubmit work until they get an S grade and full points. This essentially makes this a pass/fail course. The quizzes can be redone multiple times until a passing grade is achieved. Discussions require at least 1 post and 2 replies on at least 2 days of the week to be marked off.

## **REQUIRED MATERIALS**

1. Access to Blackboard.
2. Access to a computer.
3. Access to the Internet.
4. Access to the two eBooks, as listed in the course.
5. Webcam for doing video introductions and recording a multimedia lecture.

## **POLICIES & REQUIREMENTS**

### **Submission Policy:**

- Each week starts on Monday 00:01 and ends on Sunday, 23:59.
- This class is asynchronous.
- Any initial discussion posts, learning activities, and assignments can be completed before due dates. We encourage working ahead.
- Initial discussion posts are due by Day 2 (Tuesday night) of the week.
- Participants must reply to 2 people in each forum and peer-review.
- Posts and replies in the forums must occur on 2 or more days of that week.
- Assignments are due by Day 7 (Sunday) of the week.

### **Participation Policy:**

All discussion forums follow the **2x2x2x2 Golden Rule.**

This means: submit initial post by Day 2 (Tues) of the week, and then make at least 2 replies to at least 2 other students by Day 7 (Sun), and make posts and replies on at least 2 days of the week to meet attendance requirements.

Each discussion is worth 5 points, with 2.5 points allocated to the initial post, and 2.5 points allocated to the two quality replies.

Replies should be of good quality. Replies of 'I agree' and 'Nice post' are nice to say, but won't count towards the two substantive, quality replies required in each forum.

Weekly topic discussions should occur the week they held. The replies on peers' assignments in the assignment forum can be done the week after those assignments are due.

**NEW YORK STATE EDUCATION LAW - ABSENCES FOR RELIGIOUS REASONS:** Section 224-A allows a student to be excused from any examination or study or work requirements because of religious holidays. Each student must notify the instructor in

advance so that an equivalent opportunity to make up any examination, study, or work requirements he or she may have missed because of such absence may be given.

**ACCOMMODATIONS FOR PARTICIPANTS WITH DISABILITIES:** Reasonable accommodations will be provided to qualified students with documented disabilities. If you have a disability requiring accommodations, contact the Accessibility Coordinator. Your request for accommodation will be reviewed and if determined to be reasonable, you will be provided with a verification letter that must be delivered to your course instructor.

### **TECHNICAL REQUIREMENTS**

**INTERNET/COMPUTER/SOFTWARE REQUIREMENTS:** Participants are required to have access to a computer and reliable Internet in order to complete the work.

In addition, this course requires the following software and/or hardware: Screencastomatic (free online tool), Adobe Acrobat, a webcam or video app on your smart-device.

**EMAIL:** You will be expected to access your College e-mail account.

**TECHNICAL SUPPORT:** Contact the Service Desk for support.

### **CLASS SCHEDULE OF TOPICS AND DELIVERABLES**

- Module 1: Building Online Learning Communities
- Module 2: Design Considerations
- Module 3: Planning Learning Interactions
- Module 4: Professional Online Lectures
- Module 5: End-of-Course Completion

<b>Module</b>	<b>Deliverable</b>	<b>Total Points</b>	<b>Due</b>
<b>Module 1: Building Online Learning Communities</b>	DQ 1.1: Video Introductions	2.5	Day 2 Note, all DQs are due on Day 2 (Tuesday) of each week.
	DQ 1.2: Online Learning Communities	2.5	Day 2

	Assignment 1: Course Policy Scavenger Hunt (quiz)	5	Day 7
	DQ replies, 2 per forum.	2.5 2.5	Days 2-7
	DQ 2	2.5	Day 2
<b>Module 2: Design Considerations</b>	Assignment 2 – Convert PDF to ADA compliant document	15	Day 7
	DQ 2 replies	2.5	Days 2-7
	DQ 3	2.5	Day 2
<b>Module 3: Planning Learning Interactions</b>	Assignment 3 – Interactive Activity. Use provided template.	10	Day 7
	DQ 3 replies	2.5	Days 2-7
	DQ 4	2.5	Day 2
<b>Module 4: Professional Online Lectures</b>	Assignment 4 – Multimedia lecture.	10	Day 7
	Assignment 3 peer reviews (at same link where it was submitted)	5	Days 1-7
	DQ 4 replies	2.5	Days 2-7
	Debrief: Learning Journal	10	Day 3 Post-Course
<b>Module 5: End-of-Course Completion</b>	Assignment 4 peer reviews in the Assignment Forum (multimedia lectures)	5	Day 3 Post-Course
	End-of-Course Quiz	15	Day 3 Post-Course
<b>Total</b>	<b>100%</b>	<b>100</b>	