



Fall 2009 Instructional Technology and e-Learning PD Schedule

Getting Ready to Teach Online (Fully Online, two weeks to complete)

This workshop is required for faculty who plan to teach, for the first time, a blended or fully online course that has already been developed by another faculty member. The workshop is delivered entirely ONLINE over a period of two weeks and is facilitated by BC's e-Learning associates who are experienced online instructors. Faculty will develop both technological and pedagogical skills and knowledge necessary to teach online by working through a series of learning modules. Upon successfully completing the workshop, faculty will receive 12 professional development credit hours and will be certified to teach existing blended and online courses.

- 8/3/2009 – 8/16/2009
- 8/17/2009 – 8/30/2009
- 8/31/2009 – 9/13/2009
- 9/14/2009 – 9/27/2009
- 9/28/2009 – 10/11/2009
- 10/12/2009 – 10/25/2009
- 10/26/2009 – 11/8/2009
- 11/9/2009 – 11/22/2009
- 11/30/2009 – 12/13/2009

Building Quality Online Courses (Fully Online or with four 3-hour face-to-face meetings, four weeks)

This workshop is required of faculty who plan to develop and teach fully online or blended courses. It is offered fully online for faculty who have had previous Blackboard and/or online experience, or with four face-to-face Friday meetings, facilitated by BC e-learning associates who are experienced online instructors. Participants will develop both technological & pedagogical skills necessary to build e-Learning courses that meet BC "Quality Standards for e-Learning Course Design," as well as to effectively teach the courses. Upon successful completion, participants will receive 20 professional development hours and be officially certified to develop online or blended courses.

- 9/14/2009 – 10/9/2009 (fully online)
- 10/19/2009 – 11/13/2009 (fully online)
- Central - 10/2/2009 -- 10/23/2009
- North - 10/30/2009 -- 11/20/2009

Web-enhancing On-campus Classes (Face-to-face, two hours)

Web-enhancing is an introductory course designed for faculty who want to explore how to use Blackboard to enhance their on-campus courses. Participants will be able to use Blackboard's point-and-click interface to access powerful online tools. Faculty can use these tools to communicate with their students, create an electronic grade book and upload important course documents.

- Central - Thursday 9/10/2009, 2-4pm
- South - Wednesday 9/16/2009, 2-4pm
- North - Monday 9/21/2009, 2-4pm
- Central - Saturday 9/26/2009, 10-12
- North - Saturday 10/3/2009, 10-12
- South - Thursday 10/8/2009, 2-4pm
- Central - Wednesday 10/21/2009, 2-4pm
- North - Tuesday 10/27/2009, 2-4pm
- North - Wednesday 11/4/2009, 2-4pm
- South - Monday 11/9/2009, 2-4pm
- South - Saturday 11/14/2009, 10-12
- Central - Tuesday 11/17/2009, 2-4pm

Already Teaching Online? Quality Really Matters! (Face-to-face, two hours)

This workshop is for faculty members who have developed and are currently teaching fully online courses. Faculty will be introduced to BC "Quality Standards for e-Learning Course Design," review BC exemplary quality online courses, and receive guidance and recommendations from e-Learning faculty associates whose courses meet BC Quality Standards on how to improve and enhance their own fully online courses in order to improve students success.

- North - Wednesday 9/30/2009, 2-4pm
- Central - Thursday 10/29/2009, 2-4pm
- South - Monday 11/16/2009, 2-4pm

Promoting Academic Integrity in Online Classes (Face-to-face, two hours)

Faculty will learn and employ strategies to thwart student cheating on online assessments. Additional methods for promoting academic honesty in e-Learning courses will also be discussed.

- Central - Monday 10/19/2009, 2-4pm

Mastering the Blackboard Gradebook (Face-to-face, two hours)

Faculty will learn and apply the following skills to master the Gradebook: adding/deleting/ modifying columns, re-ordering columns, releasing/hiding columns from student view, creating calculated columns and grade forms, and exporting Blackboard Gradebook to Excel for record keeping and future reference.

- Central - Monday 10/26/2009, 2-4pm
- North - Wednesday 10/28/2009, 2-4pm
- South - Tuesday 11/3/2009, 2-4pm

Wimba: Real-time Interactivity in Online Classes (Fully Online, Real-Time, two hours)

Wimba Classroom is a tool that easily integrates with Blackboard so you can meet with your students "live" online. Great for orientations, exam reviews, virtual office hours, peer critiques, tutoring, and software demonstrations. Show PowerPoint presentations, share files, explore websites, text chat, and use a whiteboard. Sessions can be recorded for later viewing. Easy to use and students love it! This workshop is conducted live online via BlackBoard and Wimba. Participants must have a microphone to participate. One day prior to the workshop, login instructions will be sent via email.

- Friday 9/11/2009, 10-12
- Thursday 10/22/2009, 2-4pm
- Saturday 11/7/2009, 10-12

Making Online Content Interactive with SoftChalk (Face-to-face, three hours)

Faculty will learn and apply organizational strategies for presenting course content/learning modules to students. Faculty will also use SoftChalk to create interactive learning activities (e.g. customizable flashcards, image labeling, matching games, crossword puzzles), self-tests that incorporate a variety of question types, and pop-up text or image annotations to define/illustrate content terminology.

- Central - Friday 9/18/2009, 9-12

Clicker Response Systems: Basics (Face-to-Face, two hours)

Faculty will learn how clicker technology engages students, adds interaction and supports real-time assessment of student learning during a lecture.

- Central - Monday 9/21/2009, 2-4
- North - Monday 10/5/2009, 2-4
- South - Monday 10/12/2009, 2-4
- Central - Monday 10/19/2009, 2-4

Clicker Response Systems: Advanced (Face-to-Face, two hours)

Faculty already using clicker technology in their classes will explore some of the advanced and time-saving features of this engaging technology. Attendees will learn to use the "FastGrade" feature for exam grading (which eliminates Scantrons), use the new CPS/PowerPoint integration tool to develop and present questions within Microsoft PowerPoint, and be able to transfer information between CPS and Blackboard.

- Central - Monday 11/2/2009, 2-4

Tablet Talk (Face-to-Face, two hours)

Faculty members will experience the myriad of pedagogical use that Tablet PC technology offers including the basic uses of windows journal, one note, and the tablet pc features included in Microsoft Office Suite products such as word and PowerPoint. Faculty members will recognize the basic components of the Tablet PC and experience an introduction to its usefulness as a teaching tool.

- Central - Monday 9/14/2009, 2-4
- North - Tuesday 9/15/2009, 2-4

Create a Faculty Website (Face-to-Face, two hours)

Faculty will leave this workshop with their own Broward College website for enhanced teaching and learning. The faculty member's website will include navigation elements, multiple pages, and graphical content. The authoring tool NVU is an application that not only enables faculty to create and manage attractive, informative, media rich content through a standard web browser, but also provides website control from any Internet connected computer.

- Central - Wednesday 9/9/2009, 2-4
- Central - Wednesday 10/7/2009, 2-4

To Blog or Not to Blog (Face-to-Face, two hours)

This workshop will enable participants to create and maintain a blog presence to enhance teaching and learning. Each attendee will work in his/her unique blog to develop an educationally sound, outcome-based blog posting on BC's WordPress blog server.

- North - Monday 10/5/2009, 2-4
- Central - Tuesday 10/6/2009, 2-4

Picassa (Face-to-Face, two hours)

Picassa is a free photo organizing, editing and sharing program from Google. In this class, participants will learn to easily fix photo problems like red eye, color, and lighting. In addition, you will learn how to build photo slideshows, collages, and web albums for displaying your photos.

- Central - Friday 10/30/2009, 9-11

Podcasting – Level 1 (Face-to-Face, two hours)

Using the application, Audacity, for capturing audio content, participants will create, edit, render and publish an educational podcast on the BC podcast server, as well as learn to employ best practices for audio recording.

- Central - Friday 9/25/2009, 9-11

Podcasting – Level 2 (Face-to-Face, two hours)

Attendees will leave the workshop able to apply best practices for educational video podcasting production by creating, editing, and publishing an original video. Additionally, participants will be able to embed video media for dissemination through Web 2.0 publishing.

- Central - Friday 10/23/2009, 8-10

Podcasting – Level 3 (advanced) (Face-to-Face, two hours)

Attendees will leave this workshop able to create an enhanced podcast with images to be displayed in time with the audio track, thereby creating an effective educational slide show. Additional topics will enable the participant to render video content for conversion to a podcast file type, as well as using Web 2.0 technology to publish.

- Central - Friday 11/13/2009, 9-11

You MUST Register to Attend a Workshop. Directions for Registering:

1. Log into the BC Employee Intranet using your Novell User ID & Password
2. Click [Professional Development](#) and then [Register](#)
3. [Activity Type](#) – “Learning Technologies”
4. [Date/Time](#) – “Within 6 months”
5. [Title Key Word](#) – Type a word from the workshop title
6. [Campus Offered](#) – “All”
7. Click [Search](#)
8. Click on any workshop title for more information such as building and room number
9. Click [Enroll](#) to register

Contact Information: For more information on any of these workshops, contact the office of Instructional Technology/e-Learning at 954-201-6564 or e-mail eLearning@broward.edu. Also, don't forget to check out the e-Learning website for faculty resources: templates, Blackboard tutorials, software links/downloads, QM Standards, FAQs, and more at: <http://www.broward.edu/elearning/>. Click on Faculty Resources.

All workshops are approved for professional development credit.