

Harper College Graduate Equivalency Course (GEC) Syllabus

Teaching Online Successfully – Enhance

1 GEC

Online

Faculty Information

TBD

Course Information

Course Description and Course Goals:

This two-week, online course prepares and supports faculty to enhance an online or blended course using tools to increase student engagement and improve accessibility and copyright compliance of distance course materials. Participants will participate in 2 required modules on online accessibility and copyright, and will then select their remaining two modules to complete in the course.

Learning Outcomes:

1. Modify online content to meet accessibility standards.
2. Participate in an assessment using exam monitoring tools.
3. Reflect on the experience of working in an online group.
4. Analyze materials for appropriate use using a copyright decision path and the TEACH Act.
5. Develop a video for delivering online content.
6. Investigate web-based tools for creating student learning activities.

Course Outline:

1. Accessibility for Distance Courses
2. Blackboard Tools
Participants will choose 1:
 - a. Exam Monitoring Using Respondus **OR**
 - b. Group Work in Online and Blended Settings
3. Copyright Guidelines for Distance Course Materials
4. Multimedia for Student Engagement
Participant will choose 1:
 - a. Creating Online Videos **OR**
 - b. Exploring and Using Tools for Student Engagement

Required Text:

All required resources are posted inside of the Blackboard course shell.

Required Materials:

- You will need an online or blended Blackboard course shell to work in during this training course.

- In order to maintain archival value, we always recommend leaving a course "as is" after it has run - making no future changes to it. Therefore, we ask that you check to see if you have a distance course (blended or online) available to you, that has not started yet, that you can use to make enhancements to during this course.
- If you do not have an upcoming course available to you, contact Jenny Henrikson in the Academy for Teaching Excellence (jhenriks@harpercollege.edu, or call 847-925-6724) and a sandbox course can be created for you.
- For participants selecting the Respondus and/or the Creating Online videos modules, a Web cam and microphone will be required. (Example: [Logitech Webcam](#))

Participant Expectations and Requirements

Expectations of the Participant Role:

As this course is only two weeks long, you are expected to work through the content in a timely manner. This course earns 1 GEC, so participants can expect to spend 30 hours on this course over the 2 weeks; this includes reviewing the materials provided, completing the assignments, and reviewing and commenting on the work of your peers. All materials and assignments for the entire course will be accessible on Day 1, so you are encouraged to work ahead if that fits your schedule. If you run into difficulties completing the assignments on time, please contact me as soon as possible so that we can come to a solution quickly.

Expectations of Facilitator Role:

I will be active in this course in Blackboard regularly during the week and at least once on Sunday mornings/early afternoons. Expect to see me posting in the discussion boards regularly, and posting grades no more than 3 days after the due date for each assignment. I commit to responding to your email and voicemail messages within 48 hours. Always feel free to post questions to the "Questions Asked and Answered" discussion forum where fellow participants can also be of assistance.

Course Requirements and Assignments

Prerequisites:

There are no prerequisite courses; however, it is highly recommended that you have taught at least one semester of an online or blended course. It is also necessary for you to have the following Blackboard skills to ensure your success in this course.

You must be able to:

1. Add Content to a Course
2. Post an Announcement to a Course
3. Add an Assignment to a Course
4. Add a Discussion Board to a Course
5. Build a test or quiz in a course

If you need assistance with any of these skills, you can use any of the following Academy for Teaching Excellence resources to learn and practice them before taking this course:

1. Review [Blackboard tutorial videos](#) that cover these skills.
2. Contact Faculty Blackboard Support within the Academy for Teaching Excellence at bbtechsupport@harpercollege.edu to request a one-on-one training session with a member of the Academy.

Assignments:

There are a variety of assignments that you will complete to evidence your achievement of the learning outcomes in this course.

1. **Statement of Understanding Assignment** – In this course, you will have a choice of which tools and techniques you are most interested in. Each week of the course is divided into three modules (A, B, and C). You will complete Module A in each week, and then choose whether you want to complete Module B or Module C. Within the first two days of the course, explore the B & C modules in each week and select which you would like to complete. You will use the Statement of Understanding assignment to acknowledge the requirements of this GEC course and provide your instructor with your module choices (B or C) for each of the 2 weeks.
2. **Getting to Know You Discussion Board** – There is one required discussion board for all participants in the course, which allows you to meet your fellow participants. To receive credit, post your original thread and your minimum of two peer replies by the due dates indicated in the course schedule. Please be sure to participate in a collegiate manner.
3. **Accessibility Assignment (Week 1: Module A)** – Module A is required of all participants. In this module we will review some simple accessibility updates that can be made to online content. You will update your syllabus to be accessible, as well as update 3 areas of your chosen distance course.
4. **Course Blackboard Tools (Week 1: Module B or C)** – Module B is optional. You may choose to participate in Module B if you wish to learn about Respondus LockDown Browser and Monitor. You will practice using these Blackboard quiz-taking tools by setting up a practice exam in your distance course, as well as by participating in a short exam.

Module C is the other optional module. You may choose to participate in Module C if you wish to learn about the Blackboard group tools. You will practice using a few Blackboard group tools to complete a small group project. You will also practice setting up a group as well as a group assignment in your chosen distance course.

5. **Copyright Quiz (Week 2: Module A)** – Module A is required of all participants. In this module participant will review a lesson on the Copyright Decision Path for using materials in higher education. Participants will also review a webinar on the TEACH Act, specific to using materials in online environments, such as Blackboard. To demonstrate understanding of the material, participants will complete a Copyright Quiz.
6. **Multimedia (Week 2: Module B or C)** – Module B is optional. You may choose to participate in Module B if you wish to learn about types of online videos and best practices and tools to make your own online videos. You will practice by creating a short (<10 minute) video for one of your

courses and sharing it with your fellow participants in a class Padlet.

Module C is the other optional module. You may choose to participate in Module C if you wish to explore different free web-based tools for engaging students online. Eight free online tools will be demonstrated. You will be encouraged to participate in at least 4 of the demonstrations, then select one tool to create an assignment for your online/blended course.

Methods of Evaluation

Graded Assignments:

Assignment	Points
1. Statement of Understanding Assignment	5 points
2. Getting to Know You Discussion Board	5 points
3. Week 1: Accessibility & Blackboard Tools <ul style="list-style-type: none"> • Module A: Syllabus Accessibility Reformatting (5 pts) • Module A: Course Content Updates (5 pts) <i>Choose one pair of the following:</i> <ul style="list-style-type: none"> • Module B: Respondus Exam Participation (5 pts) • Module B: Respondus Exam Creation and Set Up (5 pts) OR • Module C: Group Project Participation (5 pts) • Module C: Group Set Up (5 pts) 	20 points
4. Week 2: Copyright & Multimedia <ul style="list-style-type: none"> • Module A: Copyright Quiz (10 points) <i>Choose one of the following:</i> <ul style="list-style-type: none"> • Module B: Course Video (10 points) OR • Module C: Engagement Tool (10 points) 	20 points
Total Points	50 Points

Important Note: Two modules (A plus B/C) must be completed each week and a minimum of **40 points** must be earned to successfully complete this course.

Policies

Participants with Disabilities and Academic Accommodations:

Harper College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let Access and Disability Services (ADS) know immediately at 847.925.6266. ADS will privately discuss the options you have, including the accommodations they offer. You are welcome to register with Access and Disability Service by going to www.harpercollege.edu/ads and fill out the application for ADS services. Once you have your

accommodations approved by ADS, please make arrangements with the instructor as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

ADS contact information: 847.925.6266, ads@harpercollege.edu, Building I, Room 103.

Equal Opportunity Statement:

Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service

Withdrawal Policy:

The last day to unenroll from this course is seven calendar days from the first day of class. You must notify both the instructor, and Katie Michelau - kmichela@harpercollege.edu, if you wish to unenroll. After seven days, if you do not successfully complete the course or unenroll, you will receive a "WV" (Withdrawal) on your transcript, and no credit will be awarded.

Course Schedule

Week	Topics/Outcomes	Class Activities	Due Dates/Assignments
Orientation: Monday - Wednesday Welcome to Our Course	<ul style="list-style-type: none"> Explore our course shell See what to expect over the next two weeks Communicate the activities you plan to complete to your instructor Meet your fellow classmates 	<ul style="list-style-type: none"> Read course welcome message Verify access to upcoming distance course shell Explore course layout and materials Review course syllabus and schedule Optional: Self Enroll in a Group 	All due Wednesday of Week 1 @ 11:59 p.m. <ol style="list-style-type: none"> Submit Statement of Understanding Assignment Post in the Getting to Know You Discussion Board (1 original post + 1 reply to peer)
Week 1: Wednesday - Sunday Accessibility, Respondus, & Bb Groups	<ul style="list-style-type: none"> Implement new accessibility updates to course content AND Experience Respondus Lockdown Browser and Monitor as an instructor and as a student OR Participate in a group to create and share collaboratively 	<ul style="list-style-type: none"> Read and review accessibility resources AND Watch videos on and read about the Respondus tool OR View videos on Blackboard group tools 	All due Sunday of Week 1 @ 11:59 p.m. <ol style="list-style-type: none"> Complete accessibility updates to your distance course and to your syllabus AND Participate in a Respondus test, and create and set up a practice Respondus test OR Participate in a group wiki and discussion, and set up a group and a group assignment
Week 2: Monday - Sunday Copyright, Online Videos, & Engagement Tools	<ul style="list-style-type: none"> Explore the Copyright Decision Path and TEACH Act AND Make videos for an online/blended course OR Incorporate tools for online student engagement into a course 	<ul style="list-style-type: none"> Review the Copyright Decision Path lesson and additional copyright resources AND Review types of online videos and tutorials for creating and posting online videos OR Explore at least 4 tools for engaging online students 	All due Sunday of Week 2 @ 11:59 p.m. <ol style="list-style-type: none"> Complete a copyright quiz. AND Create & share one < 10-minute lecture capture/content video. OR Create an example assignment using a tool for online student engagement.