Online Teaching Training Program Outline - Babson College

Program Length: Two Weeks
Program Format: Blended - Asynchronous/Synchronous
Platform: Canvas/Webex
Self-Identified Cohorts: Fundamentals, Intermediate, Advanced
Cohort Leads: Faculty Mentors paired with Academic Technology Specialists
To Learn More: Eric Palson (epalson@babson.edu), Nan Langowitz (langowitz@babson.edu)

Week 1:
- Introduce Yourself (Video discussion forum)
- Kickoff Webex Session (recorded)
  - Program Learning Goals
  - Pedagogical Philosophy
  - Personal Goal Setting
  - Canvas site tour
- Reflection Assignment: Goals for the Program
- What Does it Mean to Teach Online?: Reflection assignment, readings, videos, discussion boards, knowledge checks
  - Online Pedagogy (Discussion forum)
  - Student Expectations and Learning Styles (Discussion forum)
  - Context and Audience (Discussion forum)
  - Planning Online Course Design
- How to Create an Excellent Online Experience
  - Canvas Exemplary Course
  - Module Design
  - Using Videos
  - Managing People and Groups
  - Canvas Basics (creating content)
  - Adding a Syllabus
  - Discussions (creating and facilitating)
  - Additional Canvas Functionality
    - Journals, Blogs & Wikis
    - Canvas Settings
    - Using Self-Sign Up Office Hours

Week 2:
- Assessing and Giving Feedback to Students Online
- How to Think About Online Assessment
- How to Use Quizzes
- How to Use Assignments (Individual and Group)
- Security on Quizzes and Assignments
- Peer Review in Canvas
- The Power of Rubrics
- Grading in Canvas (Gradebook, Weights, SpeedGrader)
- Assessment Design (Discussion forum)
- Mid-Program Webex (recorded):
  - Creating an Excellent Course Experience
  - Equity in Online Education
  - Imagining Fall 2020
- Conducting Synchronous Sessions
- Engagement is Key:
  - Webex at its Greatest
  - Webex Essentials & Troubleshooting
- Preparing for WebFlex (Hybrid)
  - Classroom Prep for WebFlex
- Group Assignment: Describe an insight/new tool from OTTP and how you will use it going forward. Share to the Discussion forum.
- Closing Webex (recorded):
  - Surfing the Wave -What If Scenarios (breakouts)
  - How to Continue the Learning
- Final Reflection: Takeaways from the Program