



## 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](mailto:epalson@babson.edu)), Nan Langowitz ([langowitz@babson.edu](mailto: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