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| Description:  The Personalize Your Template (PYT) Training Course is a five week online, self-paced course as a follow up to the Hybrid and Online Learning (HOT) course for faculty interested in learning more advanced technologies to enhance their course templates. During the course, instructors will work independently and collaboratively to investigate and apply high-tech, high-touch approaches using more advanced technologies in their live course to be taught in the next block.  Duration:  5 weeks    Format of workshop  Online  What you need to bring  List any requirements such as WebCampus credentials. | Objectives:   * Distinguish the importance of personalizing your course * Discover the best practices and tools that can be used to personalize your course * Select more advanced technologies to enhance online courses * Select a tool and a best practice to develop an implementation plan   Course Goal:  The goal of PYT is to provide you with a high-tech, high-touch approach in order for you to use more advanced technologies to enhance your online classes. |

**TRAINING COURSE OUTLINE**

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| Module | Activities |
| **Module 1** recaps some of the skills you learned in HOT while also highlighting some very basic personalizations that you can make to the foundation of the course. | * Activity 1.1: Guidelines Customizing a Template * Activity 1.2: Online Course Preparation List * Activity 1.3: Understanding the Guidelines * Activity 1.4: Show/Hide Items * Activity 1.5: Add Dates to Menu * Activity 1.6: Customize and Upload Syllabus * Activity 1.7: Module 1 Completion Checklist |
| **Module 2** teaches you how to use Snagit and Kaltura. These extraordinary tools allow you easily to create screenshots of your computer and even create and upload videos. You use Snagit or Kaltura at the end of this course to create a video tour of your personalized template. | * Activity 2.0 Adding an Avatar in Blackboard * Activity 2.1 Kaltura Media Tools * Activity 2.3 Create a video using Kaltura * Activity 2.4 Using SnagIt * Activity 2.5 Enhance your Content * Activity 2.6 Personalizing Your Introduction * Activity 2.7 Adding New Content * Activity 2.8 Module 2 Completion Checklist |
| **Module 3** is on communication, both audio and written. Voice Thread will be introduced. Written communication includes how to create a blog, a wiki, a discussion board, and journal. | * Activity 3.0 How to Subscribe to Discussion Board * Activity 3.1 VoiceThread * Activity 3.2 Using VoiceThread to Reflect About Kaltura * Activity 3.3 Add VoiceThread * Activity 3.4: Blackboard Collaborate Ultra * Activity 3.5 How Download Blackboard IM * Activity 3.6 Module 3 Completion Checklist |
| **Module 4** is all about assessment tools. You learn how to edit grades, re-organize and delete columns, and perhaps most exciting, how to create and use rubrics for grading. You are also exposed to SafeAssign as many courses now require students to submit their work through this plagiarism prevention service. | * Activity 4.0 Understanding the Grade Center * Activity 4.1 Grading with Rubrics * Activity 4.3 Create a Rubric * Activity 4.4 SafeAssign Training * Activity 4.5 Create a SafeAssign Assignment * Activity 4.6 Module 4 Completion Checklist |
| **Module 5** where you review best practices for an online course. Video tours of exemplary courses from Wilmington University's online faculty demonstrate some of tools and techniques you learned over the past few weeks. This course culminates with you using Snagit or Kaltura to create your own video tour of your course template that is shared with your Chair and Online Learning department. | * Activity 5.0: Best Practices * Activity 5.1 Implement the Seven Principles for Good Practice * Activity 5.2 Examples of Exemplary Classes * Activity 5.3 Create Your Own Video Tour * Activity 5.4 Recommendations and Suggestions |