Yanling Sun, Ph.D.

Director, Technology Training & Integration (TTI)

Technology Training & Integration

An Approach to Support the Online Initiatives:
Pedagogy, Technology, and Resources

MONTCLAIR STATE
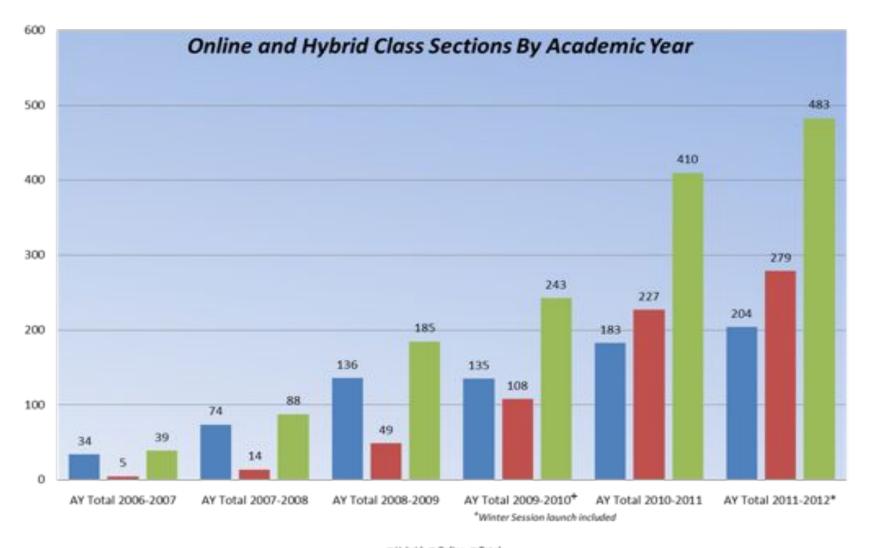UNIVERSITY

The Growth of Online Education

Online education

The number of students taking at least one online class has grown so much that nearly one-third of students enrolled in degree-granting postsecondary institutions take an online class.

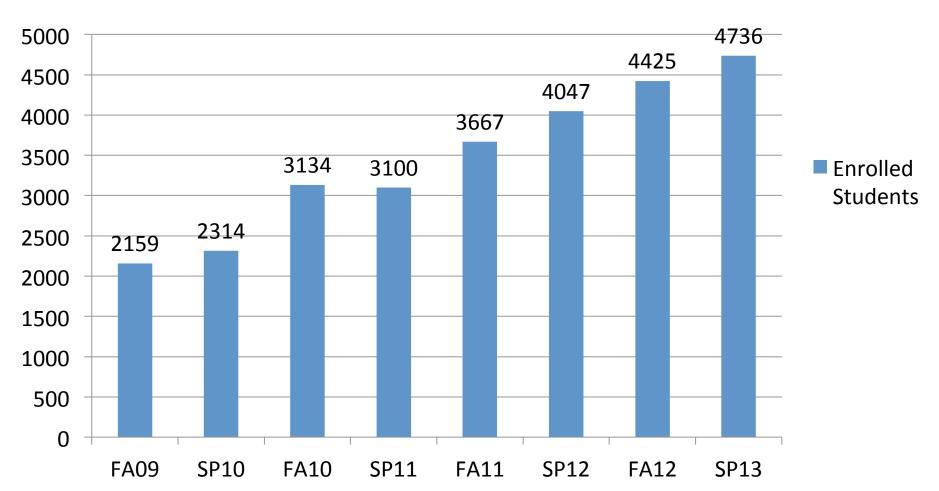|	STUDENTS TAKING AT LEAST ONE ONLINE COURSE	ANNUAL GROWTH RATE OF ONLINE ENROLLMENT	ONLINE ENROLLMENT PERCENT OF TOTAL ENROLLMENT
Fall 2002	1,602,970	N/A	9.6%
Fall 2003	1,971,397	23.0%	11.7%
Fall 2004	2,329,783	18.2%	13.5%
Fall 2005	3,180,050	36.5%	18.2%
Fall 2006	3,488,381	9.7%	19.6%
Fall 2007	3,938,111	12.9%	21.6%
Fall 2008	4,606,353	16.9%	24.1%
Fall 2009	5,579,022	21.1%	28.6%
Fall 2010	6,142,280	10.1%	31.3%

Post-Gazette

Rapidly Increasing Online/Hybrid Course Offerings

Online and Hybrid Class Sections By Academic Year

*Winter Session launch included

■ Hybrid ■ Online ■ Total

Rapidly Increasing Student Enrollment in Online/ Hybrid Course

Enrolled Students

The Spring 2013 Launch

▸ First two fully online programs go live

   ▸ MA Child Advocacy & Policy

   ▸ MA Educational Leadership

   ▸ Providing students ability to

      ▸ Achieve degree and career aspirations

      ▸ Balance coursework with life

      ▸ *Online*

Approaches to Support the Online Initiatives

- Matrix-managed Collaborative Approach
  - University Administration
  - Academic Affairs
  - Information Technology Division
- The Tasks Targeted by the Approach
  - Online Program Development
  - Quality Control for Online Courses
  - Faculty Development and Support
  - Online Students Recruitment, Admission and Support

TTI: An Approach to Support Online Initiatives
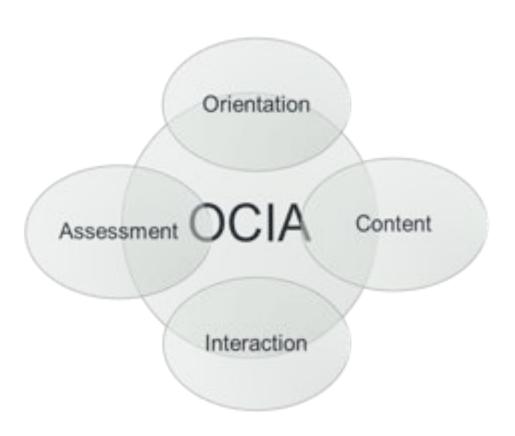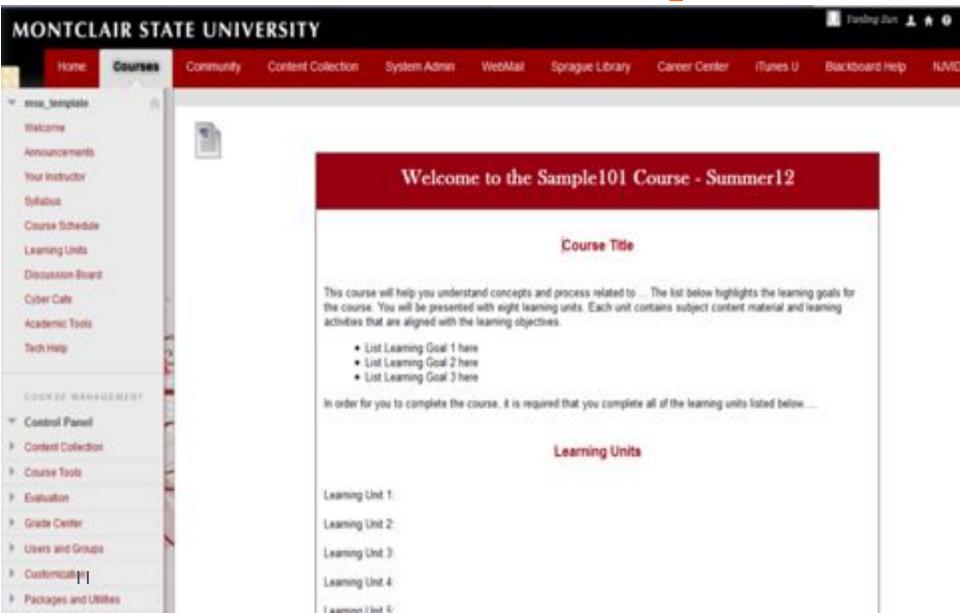

Instructional Design Services (IDS)
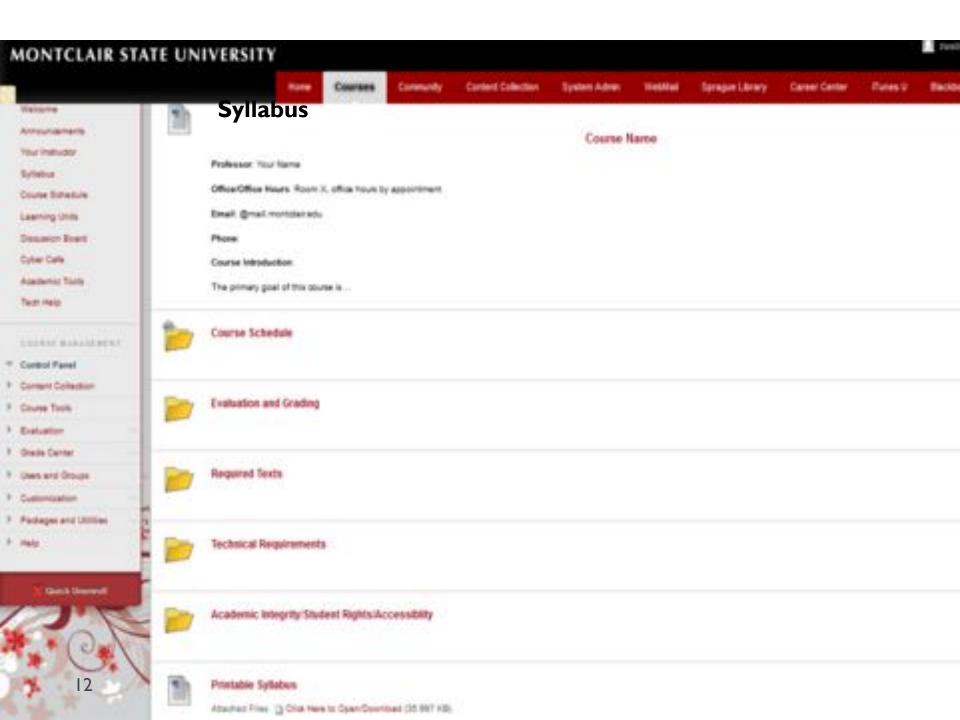

Faculty Development Program

Technology Training and Development Services

Technology Training and Integration

Instructional Design Services

IDS: The OCIA Course Design Model

Online Course Template

Home | Courses | Community | Content Collection | System Admin | WebMail | Sprague Library | Career Center | iTunes U | Blackboard Help | N/IO

- mss_template
  - Welcome
  - Announcements
  - Your Instructor
  - Syllabus
  - Course Schedule
  - Learning Units
  - Discussion Board
  - Cyber Cafe
  - Academic Tools
  - Tech Help

COURSE MANAGEMENT

- Control Panel
  - Content Collection
  - Course Tools
  - Evaluation
  - Grade Center
  - Users and Groups
  - Customize
  - Packages and Utilities

Welcome to the Sample101 Course - Summer12

Course Title

This course will help you understand concepts and process related to ... The list below highlights the learning goals for the course. You will be presented with eight learning units. Each unit contains subject content material and learning activities that are aligned with the learning objectives.

- List Learning Goal 1 here
- List Learning Goal 2 here
- List Learning Goal 3 here

In order for you to complete the course, it is required that you complete all of the learning units listed below....

Learning Units

Learning Unit 1:

Learning Unit 2:

Learning Unit 3:

Learning Unit 4:

Learning Unit 5:

Welcome
Announcements
Your Instructor
Syllabus
Course Schedule
Learning Units
Discussion Board
Cyber Cafe
Academic Tools
Tech Help

COURSE MANAGEMENT
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

✗ Quick Unenroll

Syllabus

Course Name

Professor: Your Name

Office/Office Hours: Room X, office hours by appointment.

Email: @mail.montclair.edu

Phone:

Course Introduction:

The primary goal of this course is ...

Course Schedule

Evaluation and Grading

Required Texts

Technical Requirements

Academic Integrity/Student Rights/Accessibility

12

Printable Syllabus

Attached Files: ☐ Click Here to Open/Download (35.997 KB)

Home　Courses　Community　Content Collection　System Admin　WebMail　Sprague Library　Career Center

Course Schedule

Course Schedule

Course Schedule

Learning Units	Time Duration (EST)	Activities	Assignment
Unit 1: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM	Smith Text, Chapter 2	Cyber Cafe Group Discussion
Unit 2: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		
Unit 3: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		
Unit 4: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		
Unit 5: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		
Unit 6: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		
Unit 7: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		
Unit 8: Topic	(Mon) 12:01 AM – (Sun) 11:59 PM		

mss_template
Welcome
Announcements
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Tech Help

COURSE MANAGEMENT

Control Panel
Content Collection
Course Tools
Evaluation
Grade Center
Users and Groups
Customization
Packages and Utilities
Help

13

Home | Courses | Community | Content Collection | System Admin | WebMail | Sprague Library | Career Center | iTunes U | Blackboard

Learning Unit 4: Unit Title

msu_template
- Welcome
- Announcements
- Your Instructor
- Syllabus
- Course Schedule
- Learning Units
- Discussion Board
- Cyber Cafe
- Academic Tools
- Tech Help

COURSE MANAGEMENT
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Quick Unenroll

Learning Objectives

Clearly state the learning objectives for this unit. Consider using active verbs, aligned to learning activities and assessments. Course wide goals and objectives should be listed in the syllabus area.

By the end of this learning unit, you will be able to:

- Identify internal and external data sources used in your school setting.
- Analyze the relationship between school climate and student learning and teacher learning.
- Apply concepts of school culture to a real-world situation.

Orientation

Requirements

Add a summary of all that is required of students, prior to being able to move on to the next unit. These should also include specific due dates.

A. Read and consider the questions posed in the "Perspective" section below.
B. Complete the readings and PowerPoint slides listed below. (Due by Wednesday at 11:59pm EST, prior to participating in discussion forums)
C. Introduce yourself in the Cyber Cafe. (Due by Sunday, 11:59pm EST)
D. Participate in the discussion forum. See full instructions below. (Due by Sunday, 11:59pm EST)
E. Complete the assignment described below in the "Unit 4 Assignment" section. (Due by Sunday, 11:59pm EST)

Perspective

Add a brief, attention grabbing item here. Make the learning content relevant to their lives, intrigue their interest and give them confidence that they can approach the new material successfully. Is a problem-based scenario which is relevant to the unit subject and can provoke students to think about solutions? Is there a scene from a movie or part of a song that relates to the material? Do you from your work experience that relates to the content that you would teach? You may simply pose a question for consideration here.

Subject Content

Add links to and/or upload attached files of the content students will need to engage with here.

A. Readings (List readings including book/chapter(s), websites, journal articles, etc. here.)
B. Multimedia (Embed or link to podcasts on iTunesU, videos on NJVid, or other sources)
C. Exercises (Consider integrating simulations, cases, inductive reasoning exercises, interactive decision trees, etc., that provides the building blocks for your students to begin construct their knowle subject area.)

Content

Interaction

Offer opportunities for students to interact with each other. In online classes, student to student interaction usually occurs in discussion forums or group activities although you may also want to com audiovisual story-telling, chats, wikis, blogs, role-playing, and web conferencing. Students should be provoked and guided to think deeply and critically by engaging with each other. Share your ex for interaction-based activities through a grading rubric.

You can add a "course link" to Bb tools that facilitate interaction-based activities here.

Interaction

Unit 4 Assignment

Each Learning Unit should provide students with an opportunity to demonstrate that they have achieved the objectives you challenged them to master. This evaluation may be formative, resulting or summative, resulting in a grade. Most of time, an assessment instrument can combine both of formative and summative process.

Use the "Create Assignment" tool to add an assignment here so that students may upload assignments, take quizzes or use other Bb assessments. You may also indicate how interaction-based activ work, reflective activities, etc. will be assessed here.

Assessment

Team Approach to Course Design

- ## Instructional Designers (ID)
  - Pedagogical consultation
  - Recommend online best practices and appropriate technologies
  - Design the presentation of your course content
  - Design your Courses in the LMS using MSU Model

- ## Faculty, Subject Matter Expert (SME)
  - Work collaboratively with IDs
  - Chunk course units
  - Develop course content using the MSU Model
  - Communicate with IDs for strategies, technologies, learning activities, etc.
  - Conduct review and approval of the course

Technology Training and Integration

Empowering Online Teaching and Learning

Empowering Online Teaching AND Learning

Empowering Online Teaching and Learning (Cohort 1)

Welcome
Announcements
Your Instructors
Syllabus
Course Schedule

Learning Units
Cyber Cafe
Blog
Wiki
Discussion Board

Resources
Academic Tools
Tech Help

COURSE MANAGEMENT

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Course Tools
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Grade Center
Users and Groups
Customization
Packages and Utilities
Help

Quick Unenroll

Introduction

We are pleased to launch this online faculty development program and welcome you to our first cohort. The online teaching environment provides a unique set of possibilities and challenges when compared to the traditional in-classroom, face-to-face environment. This program is intended to provide you with an overview of teaching and learning online, an introduction to various pedagogical considerations, an orientation to best online practices, as well as to provide you with guidelines for integrating appropriate instructional technology to facilitate online teaching and learning. These components are necessary to offer a high-quality, online learning experience for students. They are applicable for both online and hybrid courses.

This course is considered the pedagogical track of our faculty development program (FDP). We also offer a technology track to strengthen your mastery of instructional technologies. This track includes 3 foundational workshops, delivered both face-to-face and online. Please find additional details here.

This course starts on October 1st and ends on October 28th. It is fully delivered online by utilizing the Blackboard Learning Management System.

Course Goals

The goals of this course are to guide you to:

- Become familiar with the online teaching and learning environment
- Get acquainted with best practices and strategies to enhance online students' learning experiences
- Build awareness of appropriate instructional technologies to support your teaching goals

Learning Units

This program includes the following four learning units:

Unit 1: Introduction to Teaching and Learning Online

Unit 2: Online Teaching Management Strategies

Unit 3: Online Instruction and Interaction

Unit 4: Online Learning Assessments

This course uses a template designed by MSU's instructional design team, guided by the research-based course design rubric from Quality Matters. Online courses at MSU adopting the course template are designed with a learner-centered and interaction-facilitated approach. Email your instructor to request a copy of this course template.

Getting Started

To get started, watch the course overview video below, then begin Learning Unit 1 (through the "Learning Units" link in the left course menu).

Approach to Faculty Development

- **Models Best Practice**
  - Uses common online/hybrid course template (OCIA model & QM Aligned)
  - Integrates replicable pedagogical approaches
  - Leverages appropriate technology

- **Fosters a Social Learning Community**
  - Relies on group activities and peer support and feedback
  - Leverages faculty participants' diverse prior experience

- **Integrates with Technology Track**
  - Faculty participants may take technology training simultaneously

Overview of Four Learning Units

1
- Introduction to Teaching and Learning Online

2
- Approach to Online Instruction

3
- Online Community and Interaction

4
- Online Learning Assessments & Other Key Topics

Learning Units

How and where do I begin?

Below are folders that represent learning units covering topics on online teaching and learning. Each learning unit needs to be completed within the time frame specified before you can move forward. Please click the learning unit title to access the materials and activities contained within each unit. When you are in each learning unit, start by reading the Learning Objectives, Unit Requirements, and Perspective before engaging with the Subject Content and Assignments.

Learning Unit 1: Introduction to Teaching and Learning Online

Learning Unit 1 covers week 1 (Monday, March 4th 12:01 AM – Sunday, March 10th 11:59 PM EST). In this unit, we will discuss the benefits of online teaching, the characteristics of online learners, as well as highlight the differences between online and face-to-face teaching and learning environments. In addition, we will introduce Quality Matters' standards which include essential elements of high quality online courses, and the MSU course design model and template.

Learning Unit 2: Approaches to Online Instruction

Learning Unit 2 covers week 2 (Monday, March 11th 12:01 AM – Sunday, March 17th 11:59PM EST). In this unit, we introduce effective approaches to online instruction including guidelines, learning objectives, and examine how to effectively manage an online course. This unit also includes information and resources regarding online teaching best practices and effective communication strategies.

Learning Unit 3: Online Community and Interaction

Learning Unit 3 covers week 3 (Monday, March 18th 12:01 AM – Sunday, March 24th 11:59 PM EST). In this unit, we examine essential components of online communities. We also review major types of interaction and discuss how to best promote interaction throughout students' online learning experiences.

Learning Unit 4: Online Learning Assessments & Other Key Topics

Learning Unit 4 covers week 4 (Monday, March 25th 12:01 AM – Sunday, March 31st 11:59 PM EST). In this unit we explore online learning assessment, examine different types of assessments, and highlight best practices for effective online learning assessments. In addition, we look at other key topics such as copyright and accessibility issues that may impact online teaching and learning.

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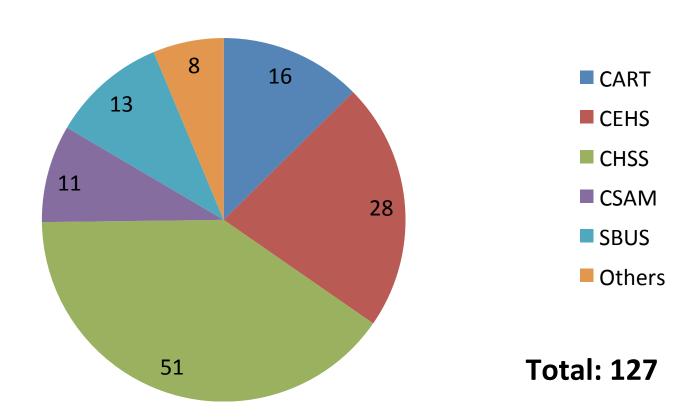
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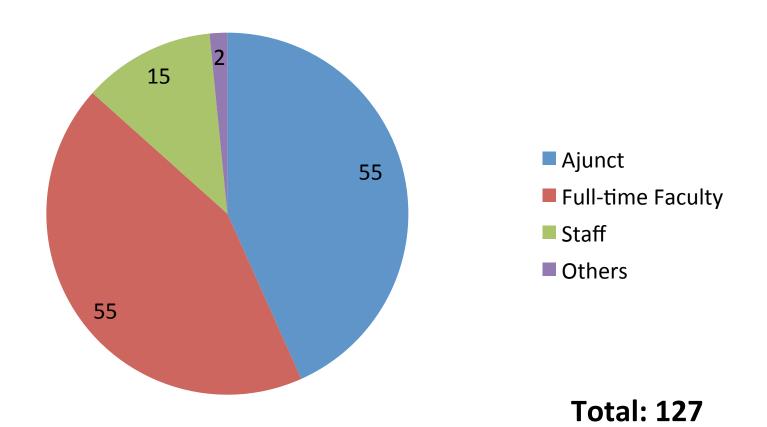
Cohort-based Offerings of FDP

- First launch in October 2012
  - Received 60 registrations within the first 3 days
  - Offered 2 cohorts
- 4 cohorts in Spring 2013
- 127 registrants so far
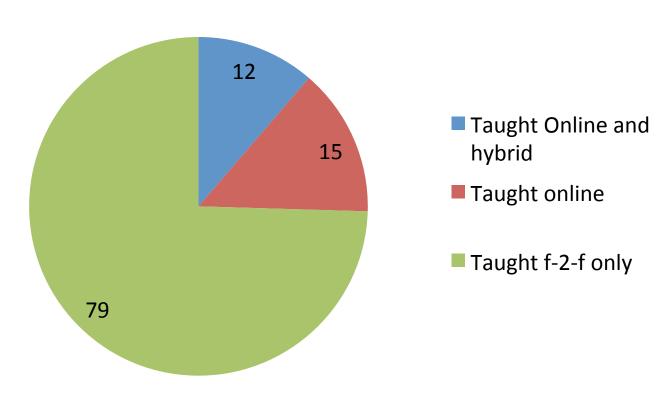- Plan to offer one section in July 2013
- Continuous offerings each semester

Faculty Participants by College

- CART: 16
- CEHS: 28
- CHSS: 51
- CSAM: 11
- SBUS: 13
- Others: 8

Total: 127

Faculty Participants by Status

Legend:
- Ajunct
- Full-time Faculty
- Staff
- Others

Values shown: 55, 55, 15, 2

Total: 127

Faculty Participants by Teaching Experience

- Taught Online and hybrid
- Taught online
- Taught f-2-f only

Total: 106

Faculty Participant Feedback

"Before I took this course, I thought designing an online course meant simply recording my lectures and posting them online. Now I see what a small role the online lectures play."

Faculty Participant Feedback:
What did you like most about the course?

"The excellent student discussions and information provided by participants who have experience teaching online."

"I liked the Cybercafe and learning who else was in the course and why."

"The resources; interactions with and ideas of colleagues from various programs and of various skill levels and experiences."

"Practical ideas provided by the content. The experience of being a student in an on-line course."
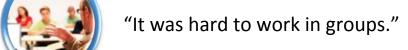
Faculty Participant Feedback:
What did you like the least about the course?

"Cohorts were a little small I thought, I wanted to engage with more people's ideas."

"Although I thoroughly enjoyed the course, it was very difficult to schedule the time required into my teaching schedule (class time, prep time, grading). I think it would be most useful during a less busy time for full-time instructors."

"I did not like to check again and again for my partners' contributions to the wikis or discussion boards and find out that they behave like my own students, procrastinating their work!!!"

"It was hard to work in groups."

FDP Process

- Instructional Designers' team work
- Plan, pilot, first launch, feedback, revision
- Spring offerings with 4 cohorts
- Revision in summer, reoffering
- Considering new FDP-related offerings

Technology Training and Integration

The Technology Training and Development Services

Technology Training & Development Services

OVERVIEW

Overview

1 2 3 4 5 6 7

Overview

Welcome to the Technology Training & Development Services website! It is our continued commitment to provide quality technology training and support services to our campus community, thus enabling our faculty, staff and students to effectively integrate technology into the teaching and learning environment and our administrative operating units. We achieve this mission by offering a wide variety of training opportunities (both face-to-face and online), faculty development programs, customized group training, consultation services and supportive web enhanced documentation. We remain highly focused on providing quality instruction demonstrating "Best Use" principles that enhance the teaching and learning environment at Montclair State University.

The Technology Training & Development Services website includes information and resources regarding training workshops, supportive documentation/resources and information regarding upcoming faculty/staff events.

Announcements

Monthly Bb System Maintenance: Information Technology will be performing monthly Bb system maintenance the last Thursday (10pm-1am) of each month. The next scheduled maintenance date will be on Thursday, October 27th from 10pm-12am. Blackboard will be unavailable during this time. MORE...

Tech Tips

A New Set of TTi Web Resources

The TTi group has developed a new set of web resources to more effectively assist the University community. Please check it out at http://tti.montclair.edu/ More...

Training Calendar

NOV 26 Mon — 1:00 pm Introduction to LimeSurvey @ UN6009

NOV 27 Tue — 1:00 pm Designing Assessments in Blackboard (ONLINE) @ ONLINE

NOV 28 — 10:00 am Blackboard

Present course offerings : Align with pedagogy

1 Designing a Student-Friendly Online Course

2 Designing and Facilitating Online Interaction

3 Designing Online Learning Assessments

3 Foundational courses are offered in sequential order

DESIGNING A STUDENT-FRIENDLY ONLINE COURSE

1

Introductory Course

Introduction to basic course design practices including features used to construct student-friendly navigation, effective content sequencing, etc

DESIGNING & FACILITATING INTERACTION IN BLACKBOARD

This workshop focuses on how to build an effective social learning environment utilizing discussion boards, blogs, wikis, journals and groups to facilitate online interaction and collaboration.

Interaction focused Workshop

3

Assessments!

DESIGNING ASSESSMENTS IN BLACKBOARD

This workshop focuses on how to build online assessment instruments by introducing assignments, exams, projects, etc. It is intended to help faculty effectively assess student learning.

Shift in Training Model

Foundation Courses

- Building a Student-Friendly Online Course
- Facilitating Online Interaction
- Designing Assessments Online

Individual Courses

- Transforming a f-2-f course to an Online/Hybrid Course
- Assessing Learning through scoring rubrics
- Facilitating Effective Online Teamwork and Collaboration
- Designing Accessible Online Course Materials

Technology Training and Integration

The Annual Summer Institute

The Annual Summer Institute

- A 3-day event in June
- A comprehensive and systematic approach to design and development of online courses
- Faculty Peer Presentations
- Theme oriented each day
  - Online Instruction
  - Online Interaction
  - Online Assessment

Summer Institute 2012

The 2012 TTI Summer Institute takes a comprehensive and systematic approach to the design and development of online courses. It coaches faculty through the process of instructional design, introduces strategies for building online collaboration, and discusses methodologies for creating instructional activities and learning assessments. The Institute is committed to promoting active learning, facilitating integrative collaboration, building effective online learning assessment, and developing successful online course management skills. This event demonstrates instructional technologies that can be integrated into online courses to facilitate online learning. It also provides an opportunity for faculty to share experiences and work on an online course with individual consultation provided by our Technology Training and Integration (TTI) staff.

Click the image to the right for 2012 presentations. All Summer Institute participants are enrolled into the Blackboard course, "TTI Summer Institute 2012 Workshops". Please log into the course for the workshop resources and documentation.
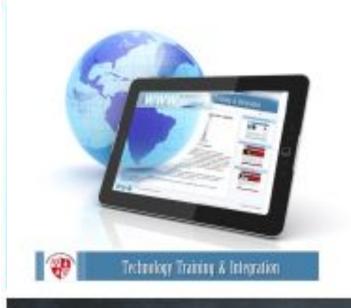

How the Summer Institute Works:

The Summer Institute will offer a broad range of perspectives on online and hybrid course design and teaching. Participants will learn about online program development at MSU and hear from faculty who have experience teaching online courses, are in the process of developing an online course, or who have effectively integrated technologies into teaching. Practical resources and information will be provided to participants regarding online course planning/analysis, design, development, implementation and evaluation. There will also be an opportunity to participate in relevant workshops and presentations focused on effective online instruction, interaction and assessment. Each day offers opportunities to collaborate and learn from colleagues as well as benefit from TTI's team of instructional designers and trainers as participants develop their own online or hybrid course.

Who Should Attend?

Montclair State University faculty who:

- Plan on and are interested in teaching Hybrid/online courses

Technology Training and Integration

The Web Resources

Technology Training & Integration

Welcome to the Technology Training & Integration website

Technology Training & Integration Mission Statement:

The Technology Training and Integration Group (TTI), a subdivision of the Office of Information Technology, is committed to providing services, support, and education to the campus community in order to effectively integrate technology into instructional and administrative operating units. We achieve this mission by offering a wide variety of training opportunities, faculty development programs and initiatives, and instructional design expertise delivered in a manner that is customized in order to facilitate, support, and enhance the scholarship of teaching and learning through the use of technology. Our focus is on adapting emerging and promising technologies to the teaching curriculum and demonstrating best pedagogical uses that will enhance the learning environment.

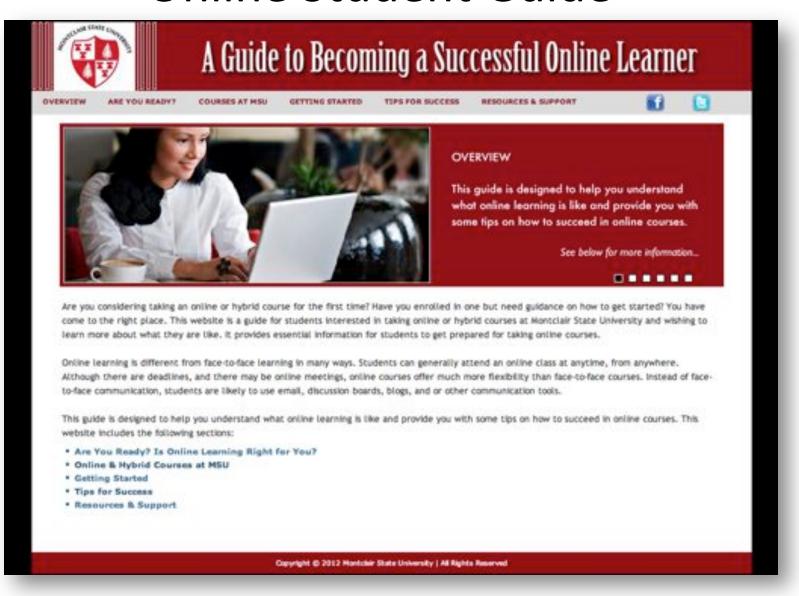For Further Assistance please E-mail Susan Graham or call 973-655-5449.   Meet the TTI GROUP

TTI Technology Training Services

TTI Instructional Design Services

TTI Online Student Guide

Training & Development

Instructional Design

Online Student Guide

A Guide to Becoming a Successful Online Learner

OVERVIEW

This guide is designed to help you understand what online learning is like and provide you with some tips on how to succeed in online courses.

See below for more information...

Are you considering taking an online or hybrid course for the first time? Have you enrolled in one but need guidance on how to get started? You have come to the right place. This website is a guide for students interested in taking online or hybrid courses at Montclair State University and wishing to learn more about what they are like. It provides essential information for students to get prepared for taking online courses.

Online learning is different from face-to-face learning in many ways. Students can generally attend an online class at anytime, from anywhere. Although there are deadlines, and there may be online meetings, online courses offer much more flexibility than face-to-face courses. Instead of face-to-face communication, students are likely to use email, discussion boards, blogs, and or other communication tools.

This guide is designed to help you understand what online learning is like and provide you with some tips on how to succeed in online courses. This website includes the following sections:

- **Are You Ready? Is Online Learning Right for You?**
- **Online & Hybrid Courses at MSU**
- **Getting Started**
- **Tips for Success**
- **Resources & Support**

Resources

– Technology Training and Integration
  http://tti.montclair.edu/
  - Instructional Design Services:
    http://tti.montclair.edu/instructionaldesign/
  - Technology Training & Development Services:
    http://tti.montclair.edu/training/
  - MSU's Guide to Becoming a Successful Online Learner:
    http://tti.montclair.edu/studentonline/

Questions?

- Yanling Sun: suny@mail.montcair.edu
- Carolyn Demefack: demefackc@mail.montcair.edu