

## Itinerary: Moodle and Instructional Design Workshop

Room 405

### Lead facilitator

**Blue** = Facilitator X

**Green** = Facilitator Y

**Orange** = Facilitator Z

Black = Facilitators supervise (independent student work time)

DATE	TOPIC	EVENTS	TIME	REQUIRED MATERIALS/SETUP
Monday 11/9	Orientation	<u>Tour of Boston/Cambridge</u>	9:30 - 11:00	Meet Dragana in front of BAC at 9 am!
	Getting started with online learning	<i>Discussion of goals for the training and courses</i>	1:00 - 3:30	<i>NCA-BAC Workshop course in Moodle. All instructors enrolled as Students.</i>
		<b>Overview of training curriculum</b>		
		<i>Discussion: Format, roles, and responsibilities</i>		
		<i>Moodle live demo</i>		
		<i>Exemplars of best practices</i>		
		<i>Discussion: key components</i>		
		<i>Introduction of online instruction principles</i>		
		<i>Discussion: differences between face-to-face and online instruction</i>		
		<b>Getting logged on, addressing any technical (non-LMS) issues</b>		
		<i>Finalizing objectives,</i>		

		<i>assessments, outcomes, and modules</i>		
Tuesday 11/10	Instructional design fundamentals	<b>Introduction to Moodle</b>	9:00 - 12:30, 1:00 - 3:30	
		<i>How-to: Moodle basic navigation</i>  <i>Discussion: Impression of interface. Advantages and disadvantages for instructors? Students?</i>		
		<i>Activity: Continue finalizing objectives, assessments, outcomes, and modules</i>		(Writing Objectives Template; modified Course Blueprint)
Wednesday 11/11	Setting up the course	<i>In-depth demo of course components</i>	9:00 - 12:30	Familiarity with “My Courses” and “My Home” screens
		<b>How-to: Inputting weekly objectives and outcomes</b>		3-5 course objectives (Writing Objectives Template)
		<b>How-to: Posting a file</b>		1 syllabus in .pdf format
	Basic features	<i>How-to: Adding a page (lesson sub-page)</i>  <i>What and why to include items on a page such as Resources.</i>	1:00 - 3:30	2 course readings/reference texts/media (information to be found under “lessons” in Blueprint)
		<b>How-to: Creating assignments</b>		3 assignments /assessments/projects
		<b>How-to: Quiz creation</b>		2 quizzes/tests

Thursday 11/12	Interactive features	<b>Introduction to interactive elements</b>  <i>Discussion: Best practices for incorporating interactive elements into online instruction</i>	9:00 - 12:30, 1:00 - 3:30	
		<b>How-to: Managing the gradebook (*batch download)</b>		<i>Overall grading scheme (sequence of assignments/assessments, percentage of each assignment/assessment towards grade total, etc.)</i>
		<b>How-to: -Creating and managing discussion forums</b>		<i>3 discussion prompts (as part of lesson outlines)</i>
Friday 11/13	Extracurricular	<i>Guest lecture from faculty on how they experienced online learning</i>	9:00 - 12:30, 1:00 - 3:30	
	Review and recuperation	<b>Catch-up/review of features covered in week 1</b> <b>-adding images/formatting</b> <b>-discussion forum (grading, content-rich)</b>  <i>Discussion: Week 2 scope and objectives</i>		
Saturday 11/14		<b>Newport, RI</b>	9:00 - 5:00	
Sunday 11/15		<b>Free Day/Explore Boston</b>		

Monday 11/16	Implementing course material	<b>Review of technical features -VoiceThread</b>	9:00 - 12:30, 1:00 - 3:30	
		Activity: NCA faculty continue to design/develop independent classes in Moodle		
		<b>Discussion: Successes and doubts so far with creating course content</b>		
		<b>Guest speaker: Aidan and Revit</b>	3:30-	
Tuesday 11/17	Extracurricular	<u>ABX Tour and Expo</u>	8:30 - 12:30	Tour meeting place to be confirmed
	Implementing course material (contd.)	<b>How-to: Enrolling others in your course/advanced gradebook</b>  Activity: NCA faculty will enroll each other in their courses	1:00 - 2:00	
		Glen LeRoy visit	2:00-2:30	
		Karen Nelson visit	3:00-4:00	
Wednesday 11/18	Extracurricular	<u>ABX Tour and Expo</u>	8:30 - 12:30	Tour meeting place to be confirmed
	Implementing course material (contd.)	<b>Discussion/feedback on online class experience</b> <b>*extensible activities</b> <b>-gradebook (weights, categories)</b> <b>-quiz(question bank)</b>  <b>independent work time</b>	1:00 - 3:30	
		<b>Activity: Group critique</b>		

Thursday 11/19	Extracurricular	<a href="#">ABX Tour and Expo</a>	8:30 - 12:30	Tour meeting place to be confirmed
	NCA on-site training	<b>How-to: Delivering a workshop on Moodle features</b>	1:00 - 3:30	
		<b>Live demo of sample NCA trainer workshop</b>		
		<b>Discussion: Implementation strategies</b>		
		Activity: NCA trainer presentation preparation		<i>Video tutorial guide (to be distributed by BAC)</i>
Friday 11/20	NCA on-site training	NCA trainer presentation preparation	9:00 - 12:30, 1:00 - 3:30	<i>Video tutorial guide (to be distributed by BAC)</i>
		NCA faculty present a training seminar		
		<b>2:00-3:30 -- Planning next steps and post-training roles (Tim, Jason, and Don)</b>		
Saturday 11/21		<a href="#">Free Day/ Explore</a>		
Sunday 11/22		<a href="#">Free Day/Explore</a>		
Monday 11/23		Travel Day		