POET™

POET (Program for Online Excellence in Teaching) Level 2: Online Teaching Fundamentals

Syllabus

Introduction

Welcome to the POET Online Teacher Fundamentals course. This course is an introduction, not just to D2L and course design, but how to teach online. Online learning, like classroom learning, is complicated. Learning the instructional management system is one step. Learning best practices in course design is another step. Learning the intricacies of online teaching and learning is another step.

Course Description

This 12-week fully online class will introduce new or relatively new online faculty to the basic steps of designing an online or hybrid class and to the pedagogy and best practices of online teaching. Topics will include the basics of creating an organized and engaging online course, delivering content in multiple ways, engaging and managing students, creating instructor presence, using D2L Brightspace tools, assessing student work, and using groups. Pre-requisites: POET 1 or instructor consent for prior online teaching experience.

Course Outcomes

Participants will be able to:

- Review the basics of D2L features such as the quiz tool, news features, discussion creation, grade book, and drop box.
- Create assignments that incorporate best practices for online learning and course design
- Recognize and implement ADA best practices into online course design, assignments, and communication
- Distinguish the similarities and differences between online teaching and course design
- Debate issues regarding online learning interaction, communication, and demeanor
- Successfully create discussion questions, quiz questions, and other assignments that align to the outcomes in their courses
- Demonstrate how to access D2L and online education resources for further instruction and assistance
- Construct meaningful assessments techniques in their online courses and learn how to use D2L tracking to gauge effectiveness of assignments and other course elements

Expectations

The class is the equivalent of a one credit class spread over 12 weeks. Participants should log into the class at least twice a week to read materials and complete assignments.

The instructors, Val Lundberg and Amy Jo Swing, will provide many examples, best practices, and resources for online teaching. This class is only meant to be an introduction to all these complicated concepts. The resources provided in this class as well as future workshops, trainings, and mentoring, will give more detailed information and instruction to help instructors complete or improve their online courses and teaching.

Follow Up

Those who complete the training will be expected to have their course peer reviewed the second time they teach it or the semester following the training, whichever comes first.