

Summer 2020 Faculty Development Workshops

Contents

Overview	1
Responsive Course Design Workshop.....	1
GCC Mini Workshops – Summer 2020, Week of July 27	3
GCC Mini Workshops – Summer 2020 – Week of August 3	4
GCC Mini Workshops – Summer 2020, Week of August 10	5
GCC Mini Workshops – Summer 2020, Week of August 17	6
GCC Mini Workshops – Summer 2020, Week of August 24	7
GCC Course Help – Fall 2020, Week of August 31	10

Overview

The documents below are the workshop schedules I created for Summer 2020. The workshops in July were targeted toward classroom-based faculty transitioning to remote teaching; the August workshops were for online and remote instructors.

The drop-in hours scheduled the Week of August 31 continue through the Fall semester; as of October 4 I am conducting a needs analysis as a precursor to creating the late fall/winter schedules.

Notes:

- Workshop Session Descriptions are on pages 8-9.
- Presenters include myself (“Judie”), our Blackboard Administrator (“Harold”), the Dean of Distributed Learning (“Craig”), our Accessibility Technologist (“Nancy”), and our Media Services people (“Media” and “Barry”).
- Hyperlinks have been removed to anonymize Zoom rooms.

Responsive Course Design Workshop

Hello Everyone,

Please join me for a workshop on preparing Fall courses for any modality. A "Responsive" course can be taught face-to-face one day and is ready to continue remotely the next. This up-front planning can reduce stress and help keep students focused.

The Responsive Course (Re)Design workshop consists of four units - Design, Activities, Inclusion, and Communication - to break down the course update process into manageable chunks while providing you with best practices in teaching remotely, plus ways to implement evidence-based teaching strategies into all courses.

Emphasis is placed on alignment with learning objectives, evidence-based teaching strategies (retrieval practice, interleaving, spaced repetition, metacognition), Universal Design for Learning, and building community through instructor presence and student-to-student interaction.

Participants will gain access to a support website with documents you can use to ensure courses are student-ready when/if the teaching modality suddenly changes. Participants will also be engaging in discussions and activities; some homework is required between sessions.

You can participate asynchronously in Blackboard, or join the Zoom session for real-time sharing and discussion.

June Cohort:

[Zoom dates/times:](#)

Tuesday, June 9, 10:00am - noon - Section 1: Design

Thursday, June 11, 10:00am - noon - Section 2: Activities

Tuesday, June 16, 10:00am - noon - Section 3: Inclusion

Thursday, June 18, 10:00am - noon - Section 4: Communication

July Cohort:

[Zoom dates/times:](#)

Tuesday, July 7, 10:00am - noon - Section 1: Design

Thursday, July 9, 10:00am - noon - Section 2: Activities

Tuesday, July 14, 10:00am - noon - Section 3: Inclusion

Thursday, July 16, 10:00am - noon - Section 4: Communication

GCC Mini Workshops – Summer 2020, Week of July 27

All sessions held in Zoom; no registration required.

Week of July 27	Monday 7/27	Tuesday 7/28	Wednesday 7/29	Thursday 7/30
10:00 am	<p>“Date Management” in Blackboard: Zoom Judie</p> <p>---</p> <p>Bb* Drop-in Help: Zoom Harold</p>	<p>Course Design Best Practices: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>	<p>Blogs, Wikis, & Journals in Blackboard: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>	<p>Remote Learning Template – Organize Your Course Materials: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>
11:00 am	<p>Blackboard Tips & Tricks: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>	<p>Accessible Digital Content: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p>	<p>“Assignments” - Best Practices for Authentic Assessment: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>	<p>Video Storage in Ensemble: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>
1:00 pm	<p>“Tech Tool of the Week”: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p>	<p>Organize Your Bb Course Menu: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p> <p>---</p> <p>Accessibility Drop-in Assistance: Zoom Nancy</p>	<p>Intro to Blackboard Grade Center: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p>	<p>Add Closed Captions to Your Videos: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p>
2:00 pm	<p>“Remote Learning” Best Practices: Zoom Harold</p> <p>---</p> <p>Bb Drop-in Help: Zoom Judie</p>	<p>Get Familiar with Zoom Tools: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p> <p>---</p> <p>Accessibility Drop-in Assistance: Zoom Nancy</p>	<p>All about Ally: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p>	<p>Make a Video for Your Course: Zoom Judie</p> <p>---</p> <p>Bb Drop-in Help: Zoom Harold</p>
3:00 pm		<p>Zoom Drop-In Help: Zoom Craig</p>		<p>Zoom Drop-In Help: Zoom Barry</p>
6:00 pm	----	<p>The Remote Learning Template – Organize Your Course Materials:</p>	<p>Adaptive Release in Blackboard: Zoom Judie</p>	<p>Create an Ensemble Dropbox for Your Students: Zoom Harold</p>

Week of July 27	Monday 7/27	Tuesday 7/28	Wednesday 7/29	Thursday 7/30
		Zoom Craig		

*Bb = Blackboard

GCC Mini Workshops – Summer 2020 – Week of August 3

All sessions held in Zoom; no registration required.

Week of August 3	Monday 8/3	Tuesday 8/4	Wednesday 8/5	Thursday 8/6
10:00 am	Blackboard Tips and Tricks: Zoom Harold --- Bb Drop-in Help: Zoom Judie	“Tech Tool of the Week” Zoom Judie	Intro to Blackboard Grade Center: Zoom Judie	
11:00 am	“Date Management” in Blackboard: Zoom Judie --- Bb Drop-in Help: Zoom Harold	“Assignments” - Best Practices for Authentic Assessment: Zoom Judie	Add Closed Captions to Your Videos: Zoom Judie	
1:00 pm	Organize Your Blackboard Course Menu: Zoom Harold --- Bb Drop-in Help: Zoom Judie	Get Familiar with Zoom Tools: Zoom Judie --- Accessibility Drop-in Assistance: Zoom Nancy	Video Storage in Ensemble: Zoom Judie	
2:00 pm	Course Design Best Practices: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Make a Video for Your Course: Zoom Judie --- Accessibility Drop-in Assistance: Zoom Nancy	Create an Ensemble Dropbox for Your Students: Zoom Judie	
3:00 pm				Zoom Drop-In Help: Zoom Barry
6:00 pm	----	Remote Learning Template – Organize Your Course Materials: Zoom Craig	“Remote Learning” Best Practices: Zoom Judie	

*Bb = Blackboard

GCC Mini Workshops – Summer 2020, Week of August 10

All sessions held in Zoom; no registration required.

Week of August 10	Monday 8/10	Tuesday 8/11	Wednesday 8/12	Thursday 8/13
10:00 am	Blackboard Tips & Tricks: Zoom Judie --- Bb* Drop-in Help: Zoom Harold	Add Closed Captions to Your Videos: Zoom Harold --- Bb Drop-in Help: Zoom Judie	“Date Management” in Blackboard: Zoom Harold --- Bb Drop-in Help: Zoom Judie	“Remote Learning” Best Practices: Zoom Harold --- Bb Drop-in Help: Zoom Judie
11:00 am	Video Storage in Ensemble Zoom Harold --- Bb Drop-in Help: Zoom Judie	Get Familiar with Zoom Tools: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Course Design Best Practices: Zoom Harold --- Bb Drop-in Help: Zoom Judie	“Tech Tool of the Week”: Zoom Harold --- Bb Drop-in Help: Zoom Judie
1:00 pm	“Assignments” - Best Practices for Authentic Assessment: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Intro to Blackboard Grade Center: Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Accessibility Drop-in Assistance: Zoom Nancy	Remote Learning Template – Organize Your Course Materials: Zoom Judie --- Bb Drop-in Help: Zoom Harold	All about Ally: Zoom Judie --- Bb Drop-in Help: Zoom Harold
2:00 pm	Get Familiar with Zoom Tools: Zoom Harold --- Bb Drop-in Help: Zoom Judie	Blogs, Wikis, & Journals in Blackboard: Zoom Judie --- Bb Drop-in Help: Zoom Harold --- Accessibility Drop-in Assistance: Zoom Nancy	Create an Ensemble Dropbox for Your Students: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Organize Your Blackboard Course Menu: Zoom Judie --- Bb Drop-in Help: Zoom Harold
3:00 pm		Zoom Drop-In Help: Zoom Craig		Zoom Drop-In Help: Zoom Barry
6:00 pm	----	Adaptive Release in Blackboard: Zoom Craig	Remote Learning Template – Organize Your Course Materials: Zoom Judie	“Assignments” – Best Practices for Authentic Assessment: Zoom Harold

GCC Mini Workshops – Summer 2020, Week of August 17

All sessions held in Zoom; no registration required.

Week of August 17	Monday 8/17	Tuesday 8/18	Wednesday 8/19	Thursday 8/20	Friday 8/21
10:00 am	Creating Accessible Digital Content: Zoom Judie --- Bb* Drop-in Help: Zoom Harold	“Remote Learning” Best Practices: Zoom Harold --- Bb Drop-in Help: Zoom Judie	“Assignment” Best Practices: Zoom Harold --- Bb Drop-in Help: Zoom Judie	Create an Ensemble Dropbox for Your Students: Zoom Harold --- Bb Drop-in Help: Zoom Judie	---
11:00 am	Make a Video for Your Course: Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Zoom Drop-in Help: Zoom Media	Add Closed Captions to Your Videos: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Video Storage in Ensemble: Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Zoom Drop-in Help: Zoom Media	Get Familiar with Zoom Tools: Zoom Harold --- Bb Drop-in Help: Zoom Judie	Zoom Drop-in Help: Zoom Media
1:00 pm	Blogs/Wikis/Journals in Blackboard: Zoom Judie --- Bb Drop-in Help: Zoom Harold	All about Ally: Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Accessibility Drop-in Assistance: Zoom Nancy	Intro to Bb Grade Center: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Creating Accessible Digital Content: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Active Learning In Zoom (<i>Responsive Course Design</i>): Zoom Judie
2:00 pm	Adaptive Release in Blackboard: Zoom Harold --- Bb Drop-in Help: Zoom Judie	Remote Learning Template – Organize Your Course Materials: Zoom Judie ---	Course Design Best Practices: Zoom Judie --- Bb Drop-in Help: Zoom Harold	“Date Management” in Blackboard: Zoom Judie --- Bb Drop-in Help: Zoom Harold ---	Zoom Drop-in Help: Zoom Media

Week of August 17	Monday 8/17	Tuesday 8/18	Wednesday 8/19	Thursday 8/20	Friday 8/21
		Bb Drop-in Help: Zoom Harold --- Accessibility Drop-in Assistance: Zoom Nancy --- Zoom Drop-in Help: Zoom Media		Zoom Drop-in Help: Zoom Media	
6:00 pm	----	Get Familiar with Zoom Tools: Zoom Craig	Blackboard Tips & Tricks: Zoom Judie	Organize Your Bb Course Menu: Zoom Harold	---

GCC Mini Workshops – Summer 2020, Week of August 24

All sessions held in Zoom; no registration required.

Week of August 24	Monday 8/24	Tuesday 8/25	Wednesday 8/26	Thursday 8/27	Friday 8/28
10:00 am	Intro to Bb* Grade Center: Zoom Harold --- Bb* Drop-in Help: Zoom Judie	9:00 am: OSCQR Zoom Judie --- 10:00 am: Bb Drop-in Help: Zoom Harold	<i>President's Address at 9:00</i>	Remote Learning Student Perspective Zoom Serena --- Bb Drop-in Help: Zoom Judie	Aligning CLOs with Course Activities (RCD)**: Zoom Judie --- Bb Drop-in Help: Zoom Harold
11:00 am	Assignment Best Practices: Zoom Judie --- Bb Drop-in Help: Zoom Harold ---	Why Are there Gauges in My Course? Zoom Judie --- Bb Drop-in Help: Zoom Harold ---	Get Familiar with Zoom Tools: Zoom Harold --- Bb Drop-in Help: Zoom Judie ---	Bb Quizzes 101 Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Zoom Drop-in Help:	Remote Learning Template: Zoom Judie --- Bb Drop-in Help: Zoom Harold ---

Week of August 24	Monday 8/24	Tuesday 8/25	Wednesday 8/26	Thursday 8/27	Friday 8/28
	Zoom Drop-in Help: Zoom Media	Zoom Drop-in Help: Zoom Media	Zoom Drop-in Help: Zoom Media	Zoom Media	Zoom Drop-in Help: Zoom Media
1:00 pm	Remote Learning Best Practices: Zoom Judie --- Bb Drop-in Help: Zoom Harold	Intro to Bb Grade Center: Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Accessibility Drop-in Assistance: Zoom Nancy	Active Learning In Zoom (RCD): Zoom Judie --- Bb Drop-in Help: Zoom Harold	Course Design Best Practices (RCD): Zoom Judie --- Bb Drop-in Help: Zoom Harold	Evidence Based Learning Practices (RCD): Zoom Judie --- Bb Drop-in Help: Zoom Harold
2:00 pm	Bb Drop-in Help: Zoom Judie --- Zoom Drop-in Help: Zoom Media 2:30 – 4:00 - Controlling Content Availability with Adaptive Release in Blackboard: Zoom Harold	Designing for Inclusion (RCD): Zoom Judie --- Bb Drop-in Help: Zoom Harold --- Accessibility Drop-in Assistance: Zoom Nancy --- Zoom Drop-in Help: Zoom Media	Creating Accessible Digital Content: Zoom Judie --- Bb Drop-in Help: Zoom Harold --- Zoom Drop-in Help: Zoom Media	Make a Video for Your Course: Zoom Judie --- Bb Drop-in Help: Zoom Harold --- Zoom Drop-in Help: Zoom Media	How to Close Caption Videos: Zoom Judie --- Bb Drop-in Help: Zoom Harold --- Zoom Drop-in Help: Zoom Media
6:00 pm	----	Video Storage in Ensemble, Plus Assignment Dropboxes: Zoom Craig	Evidence Based Learning Practices (RCD): Zoom Judie	Blackboard Tips and Tricks: Zoom Harold	---

*Bb = Blackboard **RCD = Responsive Course Design Workshop Sessions

Notes:

- Zoom provides live training at https://zoom.us/webinar/register/WN_Qkc7KpkNSFOdlTwpZkGFIQ for **new users**.
- The **Zoom “Getting Started” portal** (<https://support.zoom.us/hc/en-us/categories/200101697>) also provides a lot of great material and tutorials for new Zoom userSession Descriptions:
- **Accessibility Drop-In Assistance** – get 1:1 help ensuring your digital content is accessible.

- **Active Learning in Zoom** – how to increase student engagement during Zoom sessions. Part of the Responsive Course Design (RCD) workshop series.
- **Adaptive Release in Blackboard** – how to give students access to content based on unique parameters.
- **Aligning CLOs with Course Activities** – ensure all CLOs are met, and that your students know them. Part of the Responsive Course Design (RCD) workshop series.
- **Assignment Best Practices** – how to scaffold assignments and use the Bb Assignments tool for best results.
- **Bb Drop-In Help** – get 1:1 help with your Blackboard courses and ask your questions.
- **Blackboard Quizzes 101** – learn how testing works in Blackboard and what options you might use.
- **Blackboard Tips & Tricks** – shortcuts and tools to make working in Blackboard easier.
- **Course Design Best Practices** – ensure your course is set up for your students to navigate intuitively.
- **Creating Accessible Digital Content** – guidance for creating/adding course content that is accessible.
- **Designing for Inclusion** – resources and actions to create an inclusive class environment. Part of the RCD series.
- **Evidence Based Learning Practices** – strategies to improve how students learn. Part of the RCD series.
- **Get Familiar with Zoom Tools** – ways to engage students in active learning techniques in Zoom.
- **How to Close Caption Videos** – make your videos ADA compliant with closed captions.
- **Intro to Blackboard Grade Center** – how to organize the Grade Center and create columns.
- **Make a Video for Your Course** – a key to instructor presence – how to easily make your own videos.
- **Remote Learning Best Practices** – student engagement, active learning, instructor presence, and more.
- **Remote Learning Student Perspective** - Student feedback on remote learning and how we can use this to improve the student experience.
- **Remote Learning Template** – Organize Your Course Materials – ensure students can find what they need.
- **Video Storage in Ensemble, Plus Assignment Dropboxes** – your Zoom videos can be stored in Ensemble for easy integration with Bb, and your students can upload video assignments to an Ensemble Dropbox.
- **Why Are there Gauges in My Course?** – How Ally, the built-in accessibility checker in Bb, helps students.
- **Zoom Drop-In Help** – get 1:1 help with Zoom and ask your questions.

Suggest additional topics by emailing GCCOnline@Genesee.edu

GCC Course Help – Fall 2020, Week of August 31

All sessions held in Zoom; no registration required.

Week of August 31	Monday 8/31	Tuesday 9/1	Wednesday 9/2	Thursday 9/3	Friday 9/4
10:00 am	Blackboard Drop-in Help: Zoom Harold --- Blackboard Drop-in Help: Zoom Judie				
11:00 am	Blackboard Drop-in Help: Zoom Harold --- Blackboard Drop-in Help: Zoom Judie --- Zoom Drop-in Help: Zoom Media				
1:00 pm	Bb* Drop-in Help: Zoom Harold --- Bb Drop-in Help: Zoom Judie	Bb Drop-in Help: Zoom Harold --- Bb Drop-in Help: Zoom Judie --- Accessibility Drop-in Assistance: Zoom Nancy	Blackboard Drop-in Help: Zoom Harold --- Blackboard Drop-in Help: Zoom Judie		
2:00 pm	Blackboard Drop-in Help: Zoom Harold --- Blackboard Drop-in Help: Zoom Judie --- Zoom Drop-in Help: Zoom Media				
3:00 pm	Blackboard Drop-in Help: Zoom Harold --- Blackboard Drop-in Help: Zoom Judie				