

Design (All face-to-face)

Module 01: Welcome to TADL (Nov. 8, 2013)

1. Checklist (Checklist tool)
 - a. Introduction to TADL
 - i. Relevant Quote
 - b. Tasklist
2. Welcome to TADL (Video)
 - a. Overview
 - b. Introduce IDU
 - c. Course Expectations
3. Introduction to Rubric (Learning Object) – what it is and what we use it for.
 - a. Paper version of Rubric
 - b. Paper version of checklist
4. Pedagogy/ Rubric (Content Document) – Section of text that discusses the pedagogy and rubric components covered by this module or how this is an example of the rubric concept in action.
*Importance of Start Here Module
5. TADL Syllabus (text)
6. Course Schedule (text)
7. Online Component orientation (Online course walk-through for hybrid) (video for online versions)
8. Deliverable due Nov. 14 2013
 - a. Complete Analysis *MS Word doc (Nathan and Kathy provide feedback)

Module 02: Course Development Cycle (Nov. 15, 2013)

1. Checklist
2. Lecture
 - a. Course Development Cycle
 - b. Analysis/Course Design Deck (Review participant's Analysis responses)
 - c. Objectives/Gradable items (Grading Matrix)/Content Alignment (Create Learning Object)
 - d. *Video about writing learning objectives (possibly Sonia Toson)
 - e. Course planning Document (CPD)
 - i. Phase 1: Modules
 - ii. Phase 2: Gradable Items
 - iii. Phase 3: Content Outline
 1. Talk about the time commitment for content
 - f. Accessibility
 - g. Copyright

- h. Do's and Don'ts of Course materials
- 3. Practice
 - a. Writing course and module objectives
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables Due: Nov. 21st 2013
 - a. Dropbox: Course Objectives *may refer to SPSU Catalog
 - b. Dropbox: CPD Phase 1: List of Modules or Topics for online course
- 6. Next week...(talking points)

Module 03: Distance Learning/7 Teaching Principles (Nov. 22, 2013)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
- 2. Lecture
 - a. Distance Learning
 - i. Teaching and learning Styles
 - b. Seven Teaching Principles
- 3. Practice
 - a. Work on Course Planning Document (rough draft)
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text) *
- 5. Deliverables
 - a. Dropbox: CPD Phase 2: List of Gradable Items
- 6. Next week...(video)

Development

Module 04: Communicate High Expectations (Introduction to Syllabus) (Jan. 17, 2014) (F-2-F)

- 1. Checklist
- 2. Lecture
 - a. Communicate High Expectations
 - b. Intro to Syllabus Template
 - c. Contact Information
 - d. Learning Objectives/ Course Outcomes and Alignment
 - e. Developing your course schedule (draft) w/o dates
 - f. Netiquette

- g. Policies (Behavior and Grading)
- h. Identify Honor Statement and Disability Statement
- 3. Practice
 - a. Introduction to Sandbox
 - i. Visual Progression Diagram (Course development cycle diagram) *You are here
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: CPD Phase 3: Develop an outline of your content *details of file types
- 6. Next week...(video)

Module 05: Grade book Setup (Jan. 24, 2014) (* Heavy in A/V content and Learning Objects)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
- 2. Lecture
 - a. Points vs. Weighted
 - b. Examples
 - c. Grading Schemes
 - d. Rubrics
- 3. Practice
 - a. How to Create
 - i. Categories
 - ii. Items
 - iii. Bonus Items
 - iv. Grading Schemes
 - v. Rubrics
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: Screenshot of complete Grade book derived from grading matrix
 - b. Dropbox: Screenshot of recreated rubric for a discussion
- 6. Next week...(video)

Module 06: Course Structure and File Management (Jan. 31, 2014) (F-2-F)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist

2. Lecture
 - a. Course Structure
 - b. File Organization
3. Practice
 - a. (Course Builder) How to
 - i. Create Modules
 - ii. Create Placeholders
 - iii. Link files/content to placeholders
 - b. (Manage Files) How to
 - i. Create Folders
 - ii. Upload Files
4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
5. Deliverables
 - a. Dropbox: Screenshot of the expanded view in the Course builder (based off of phase 3 of CPD)
 - b. Dropbox: Screenshot of the Manage Files area
6. Next week...(video)

Module 07: Interactions (Feb. 7, 2014)

1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
2. Lecture
 - a. Faculty-to-Student Interactions
 - i. Importance of intro video
 - ii. Importance of introduce yourself discussion
 - b. Student-to-Student Interaction
 - i. Student Café/Lounge (Chat and Discussions)
 - ii. Group Activities
 - c. Communication
 - i. Synchronous vs. Asynchronous Communication
 - ii. 1-way Communication
 1. Lectures
 - a. Overview Page
 - b. Course Content (tools and file type options in D2L)
 - c. Quicklinks vs. Links tool
 - d. *Jason Intro & talks about digital media content
 - e. Go to Training (basic)
 2. Feedback
 - iii. 2-way Communication

1. Email
2. Discussions
 - a. Class Discussions (Discussions tool)
 - b. Creating Discussions
 - c. Linking to grade book
3. Chat
3. Practice
 - a. Create an Introduce yourself discussion topic.
 - b. Chat Tool
 - i. Create a Chat room
 - c. Discussion Tool
 - i. Create a student self-help forum (Q & A)
 - d. Course Builder
 - i. How to replace placeholder with content.
4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
5. Deliverables
 - a. Dropbox: Screenshot of “Introduce Yourself” discussion topic
 - b. Dropbox: Submit outline/script for welcome/introduction video
 - i. Schedule appointment to record (video due by: Feb 27th)
 - c. Dropbox: Revisit Course Content Outline (more details on file types)
 - d. Dropbox: Screenshot of the Public Chat room that serves as a Student Café/Lounge
 - e. Dropbox: Screenshot of the Discussion topic for Student Q&A.
6. Next week...(video)

Module 08: Respect Diverse Learning Styles (Feb. 14, 2014) (F-2-F)

1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
2. Lecture
 - a. Respect Diverse Learning Styles
 - b. In-depth look at content
 - i. What is Content? (Thoroughly explain)
 - ii. Using images with content
 - iii. Word/PPT to PDF
 - iv. Presentation of content
 - c. Digital Media
 - i. What is digital media
 1. Bridging the gap (text and graphics)
 2. Concepts from Multimedia Learning

- a. Modality
 - b. Reaching a larger audience
 - c. Benefits
 - i. Enhances cognition
 - ii. Recording options
 - 1. Video development phases (Jason's email)
 - iii. Recording facilities
 - iv. Scheduling Recordings
 - d. Finding/developing Learning Objects
- 3. Practice
 - a. Convert a word or PPT doc to PDF
 - b. Course Builder
 - i. How to replace placeholder with content.
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: Submit a document that has been covered to PDF due by Feb. 21st.
 - b. Dropbox: Screen shot of all lecture content populated into modules due by Feb. 27th
- 6. Next week...(video)

Module 09: Encourage Active Learning I (Quizzes) (Feb. 28, 2014) (F-2-F)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
- 2. Lecture
 - a. Encourage Active Learning
 - b. Quizzes/Surveys/Self Assessments
 - c. Question Types
 - d. Respondus
 - e. Respondus Lock-down Browser
 - f. Proctoring exams
- 3. Practice
 - a. Create a Syllabus Quiz
 - i. Uploading a quiz from Respondus
 - ii. Linking quizzes to the grade book
 - b. Course Builder
 - i. How to replace placeholder with content.
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables Due: March 20th
 - a. Dropbox: Screenshot of all of the course quizzes created

6. Next week...(video)

Module 11: Encourage Active Learning II (Dropbox) (Mar. 14, 2014)

1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
2. Lecture
 - a. Importance of Assignments
 - i. Turning homework into online work
 - ii. Due dates
 - iii. Turnitin.com
 - b. Rubrics
 - i. Refresher
 - ii. How to apply rubrics
3. Practice
 - a. Create a Dropbox
 - b. Build a Rubric
 - c. Course Builder
 - i. How to replace placeholder with content.
4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
5. Deliverables Due: March 27th
 - a. Dropbox: Screenshot of all of your dropbox assignments created in D2L
 - b. Dropbox: Screenshot of a discussion or assignment rubric
6. Next week...(video)

Module 12: Emphasize Time on Task (Mar. 21, 2014) (F-2-F)

1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
2. Lecture
 - a. Emphasize Time on Task
 - b. Finalizing your course schedule
 - c. Managing Dates
 - d. Release Conditions
 - e. Introduction to TADL Groups and checklist (For peer review) (1 week)
3. Practice
 - a. Manage Dates Tool

- b. Putting Course Schedule into Syllabus
- c. Using Release Conditions (Syllabus Quiz)
- d. Using the Classlist tool
 - i. Enrolling
 - ii. Communicating
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: Finalized Syllabus (Word) *Track Changes for feedback
 - b. Dropbox: Screenshot of Group members enrolled as students in sandbox
- 6. Next week...(video)

Delivery

Module 13: Instructor's Manual (Mar. 28, 2014)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
- 2. Lecture
 - a. Instructor's Manual
 - b. Introduction to Instructor's Manual Template
 - i. Cover each section
- 3. Practice
 - a. Serve as a student in your fellow group member's course
 - i. Complete modules 1 – 3
 - ii. Submit at least 1 assignment, 1 discussion, and 2 quizzes (1 + Syllabus quiz)
 - iii. Fill out the Peer Review Checklist
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: Submit Peer Review Checklist
- 6. Next week...(video)

Module 14: Grading and Feedback (Apr. 4, 2014) (F-2-F)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
- 2. Lecture
 - a. Feedback

- b. Grading
 - i. Why to
 - ii. How to
- c. Revisiting Rubrics
- d. Final Grade Calculations
- 3. Practice
 - a. Grade Group Member Submissions
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: Screenshot of Grade book with grades
- 6. Next week...(video)

Module 15: Course Enhancements (Apr. 11, 2014)

- 1. Checklist
 - a. Overview
 - b. Previously... (video) Prior knowledge
 - c. Tasklist
- 2. Lecture
 - a. Checklist Tool
 - b. Replace Strings
 - c. News Tool
 - d. Intelligent Agents
- 3. Practice
 - a. Using Replace strings
 - i. News Item
 - ii. Intelligent Agent
 - b. Create a checklist *Module or Course Checklist
- 4. Best Practices and Review (SPSU Rubric and Syllabus) (text)
- 5. Deliverables
 - a. Dropbox: Finalized Instructor's Manual
- 6. Next week...(video)

Open Session Apr. 18, 2014 (F-2-F)

TADL Graduation Apr. 25, 2014 (F-2-F)
