



ED5195 Information Sheet – Continuing Education Credits at the Graduate Level

Advanced Online Teaching Skills and Techniques

Course Description

Advanced Online Teaching Skills and Techniques is a seven-week course for experienced Virtual School and Professional Development facilitators. The readings and activities bring the basics of online facilitation to a higher-level, encouraging deep conversation about creating successful learning communities, promoting collaboration, and enhancing instructive techniques. Where appropriate, the course draws on free Web 2.0 Tools that support the pedagogical focus of each session. Participants work both individually and collaboratively throughout the course and create as a final project a comprehensive Facilitation Strategy List for successful online facilitation in a Web 2.0 world.

Prerequisites

This is an advanced course for individuals or teams of educators who want to learn how to maximize the potential of the online course environment to meet the needs of learners. Participants are expected to have regular access to computers and proficiency with email and current Web browsers.

Course Requirements

In addition to completing the course readings and activities, students are required to submit a final product to the course instructor via email, with the following three items:

1. Documentation of their active participation in the online course discussion;
2. An Advanced Facilitation Task List developed in a collaborative wiki; and
3. An evaluation of their learning.

See page 4 of this document for additional details about the course requirements.

ED5195: Register

Course Registration Form

Please use the registration document on page 5 of this packet, and choose among the submission options listed below. Fill in the first and third sections of the registration form, which contain required information. The second section is optional. The remaining section will be completed by ETLO staff.

Register Electronically (*Preferred Method of Registration*)

If you were able to open the Microsoft Word version (<http://www.edtechleaders.org/documents/gradcredit/ED5195.doc>) of this document, you should be able to enter the required information directly into the registration form (see page 5 of this packet). When you have finished, please save the document, and send it as an attachment in an email to Joyce Balich at jbalich@edc.org.

If you opened the PDF version (<http://www.edtechleaders.org/documents/gradcredit/ED5195.pdf>), you will need to print out the registration form and fill it out by hand (see Register by Mail or Register by Fax below).

Register by Mail

Please print out a copy of the registration form, complete the information in ink, and mail to:

Joyce Balich
Education Development Center, Inc.
43 Foundry Avenue
Waltham, MA 02453-8313

Register by Fax

Please print out a copy of the registration form, complete the information in ink, and fax to Joyce Balich at 781-790-2721.

ED5195: Make Payment

Amount

The cost of credit for each course is \$575.

Payment by Check

Check should be made payable to "Education Development Center, Inc.," and mailed to:

Joyce Balich
Education Development Center, Inc.
43 Foundry Avenue
Waltham, MA 02453-8313

Payment is nonrefundable.

Payment by Credit Card

Payment is also accepted by Visa or MasterCard. Please visit the online credit card form at <https://secure.edc.org/etlo/credit.asp> and complete the required information. This form is provided over a secure connection.

Payment is nonrefundable.

Credit for 5 quarter or 3.3 semester hours will be awarded for the academic quarter in which the course requirements and payment are submitted. A completion report from Antioch University Seattle will be sent directly to you within 6–8 weeks of the end of the quarter.

End-quarter deadlines are as follows:

Winter Quarter: March 31st **Spring Quarter:** June 30th
Summer Quarter: September 30th **Autumn Quarter:** December 31st

**Please note that you will have one full year from the date of enrollment in the course to complete credit requirements and make payment if you wish to receive credit.*

ED5195: Course Requirements

Advanced Online Teaching Skills and Techniques

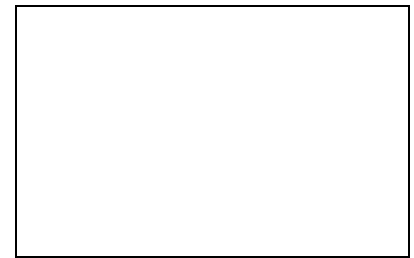
Detailed Course Requirements

In addition to completing the course readings and activities, participants are required to submit a the final product to the course instructor via email, with the following three items described below: 1) documentation of their active participation in the online course discussion, 2) a copy of the collaborative Advanced Facilitation Task List, and 3) an evaluation of their learning.

Assignment	Objective	Submit to Instructor
<p><i>Participate Actively in Course</i> Students will complete all required course activities and readings.</p> <p>Students will visit and post in the online discussion board at least once per week of the course. Students are expected to allow a minimum of two hours per week for the online discussion.</p> <p><i>Weekly postings are due each week before the start of the next week's session; students are evaluated on the timeliness of postings in addition to content.</i></p>	<ul style="list-style-type: none"> • Demonstrate an understanding of session goals and readings. • Contribute to collaborative course environment and advance the overall group discussion. • Display proficiency with using asynchronous discussion tools in the following areas: <ul style="list-style-type: none"> ○ logging on to the discussion ○ posting new messages ○ responding to postings 	<ul style="list-style-type: none"> • Copies of six message postings, annotated with information about the relevance of the postings to starting and/or expanding course discussion, and their relation to course readings and activities. • Should include at least one example of a reply and one example of starting a new thread.
<p><i>Develop Collaborative Advanced Facilitation Task List</i> Students will develop a collaborative Advanced Facilitation Task List in a course wiki. The Task List should address:</p> <ol style="list-style-type: none"> 1. Strategies to support an active online learning community. 2. Strategies to incorporate collaborative and group-work activities. 3. Differentiation of instruction with plans to deliver content in diverse ways. 4. Assessment component of task list to effectively assess and provide feedback to participants. 	<ul style="list-style-type: none"> • Demonstrate an understanding of the key challenges of implementing and facilitating online collaboration and group-work activities. • Demonstrate an understanding of differentiating online instruction by delivering content in diverse ways. • Demonstrate an understanding of effective feedback and assessment methods to help participants maximize their performance. 	<ul style="list-style-type: none"> • A copy of the collaborative Advanced Facilitation Task List developed. • This should address the specific areas described to the left.
<p><i>Evaluate Learning (Self-Assessment)</i> Students will submit a 3–5 page self-assessment of their participation and learning in the course. The self-assessment will include reflective responses to the following questions:</p> <ol style="list-style-type: none"> 1. What were your greatest challenges and successes as a learner in this online course? 2. Based on this experience, what Web 2.0 strategies will you use to support an active learning community? 	<ul style="list-style-type: none"> • Demonstrate an understanding of the key challenges of encouraging higher-level thinking, promoting collaboration and a successful learning community, and enhancing instructive techniques. 	<ul style="list-style-type: none"> • 3–5 page reflection/self-assessment on participation and learning in the online professional development course. This will include responses to the reflective questions at left.

Grading: Pass/Fail

ANTIOCH UNIVERSITY SEATTLE
CENTER FOR COMMUNITY AND PROFESSIONAL LEARNING



Registration/Course Completion form
ED5195: Advanced Online Teaching Skills and Techniques
In collaboration with Education Development Center, Inc.

Required Information Please Print Clearly	Student Name: _____	Social Security No.: _____
	Street Address: _____	Birthday: _____
	City/State/ZIP: _____	Country: _____
	Work Telephone: () _____	Home Telephone: () _____
	Email: _____	Fax: () _____
	District/Org.: _____	Blackboard username: _____

Optional Our files only	Professional Interests: _____
	Professional Goals: _____
	Ethnicity: <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Race/Ethnicity Unknown, Other

Gender: Female
 Male

Registration Please Use Ink	Course Title: <u>Advanced Online Teaching Skills and Techniques</u>	Instructor: _____	Course Start Date: _____
	Date Registered: _____ (office use)	Date Completed: _____ (office use)	Course Number: <u>ED5195</u>
	Credit(s): <u>5 quarter or 3.3 semester credit units</u>	Payment Method: <input type="checkbox"/> Check #: _____	
		<input type="checkbox"/> Credit Card (MC/Visa Only)	<i>Please make secure payment at EDC site: https://secure.edc.org/etlo/credit.asp</i>

Course Completion Information. This section will be completed by your instructor	Instructor's comments: _____	Credit(s) granted: _____
	Instructor's signature: _____	Date: _____