Learning Spaces – Training Series

D2L Basics
Bizzell Library, Rm 149D  -  Tuesday 09/01/15, 1:30-3:00pm

Description
Are you new to D2L? Familiar with D2L but want more experience? In this hands-on workshop, you will become knowledgeable of the most commonly used tools in D2L (Content, News, etc.). You will also gain experience with the functionality of the learning environment so that you can get your D2L course up and running in one session!

Outcomes
At the end of this workshop, you should be able to...
- Construct, upload and organize your Content
- Create a News post
- Send an email from the course Roster
- Set up your Grade book
- Create a Dropbox assignment and tie it to the Grade book (time permitting)

Who should attend: Instructional faculty, research faculty, graduate assistants, administrative staff and others that are new to D2L.
What should you bring: Personal device to access learn.ou.edu; electronic copy/copies of course content.

Introduction to Qualtrics
Bizzell Library, Rm 149D  -  Tuesday 09/08/15, 1:30-3:00pm

Description
Would you like to make your classroom or research data collection faster and easier? Quick and simple online surveys can help you SAVE MORE TIME and HUSTLE. In this hands-on workshop, you will become familiar with what Qualtrics, an online survey tools, can do for you. You will gain experience with the basic functionality of the tool, including what to consider before utilizing and administering an online survey and how to distribute one. This workshop is particularly essential for anyone new to Qualtrics!

Outcomes
At the end of this workshop, you should be able to...
- Create and activate your Qualtrics account
- Locate and describe the basic functions of Qualtrics
- Identify the different question formats Qualtrics supports
- Create and distribute a simple survey in Qualtrics
- Locate data output from Qualtrics

Who should attend: Instructional faculty, research faculty, graduate assistants, and those who want to attend later Qualtrics workshops.
What should you bring: A short survey you would like to implement in Qualtrics and questions!

Grading Assignments: Save Time (and your Sanity!)
Bizzell Library, Rm 149D  -  Tuesday 09/22/15, 1:30-3:00pm

Description
Teaching a large class or multiple classes and want to save time grading assignments? Wondering if there is a way to make offline grading easier and more accessible? In this session, we’ll share how instructors can leverage Turn It In and Assignment Grader to make grading assignments easier, while saving time. You will learn how to mark up electronic documents while both online and offline.

Outcomes
At the end of this workshop, you should be able to...
- Enable Turn It In on a Dropbox assignment
- Set up Originality Reports
- Use the GradeMark feature
• Create and log in to your Edudentity account
• Grade a Dropbox assignment in Assignment Grader

**Who should attend:** Instructional faculty, administrative staff, graduate assistants, and assessment liaisons.

**What should you bring:** Personal device to access learn.ou.edu; mobile device for Assignment Grader use.

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**Quizzes: More than Multiple Choice**

Bizzell Library, Rm 149D - Tuesday 09/29/15, 1:30-3:00pm

**Description**

This workshop will teach the participant how to create assessments in D2L, including creating a Quiz from start to finish. Whether you’re teaching a course or wanting to use assessments in a non-teaching capacity, you will walk away knowing how to leverage the Quizzes tool to evaluate users’ learning progress and learning outcomes for quantifiable assessment.

**Outcomes**

At the end of this workshop, you should be able to...

- Learn the various types of quiz questions and when they should be used
- Create a Quiz and link it to the Grade book
- Set up the Question Library and import questions from the Question Library into a Quiz
- Add time restrictions for a Quiz

**Who should attend:** Instructional faculty, research faculty, administrative staff, graduate assistants, and assessment liaisons.

**What should you bring:** Personal device to access learn.ou.edu.

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**Qualtrics for Rubrics**

Bizzell Library, Rm 149D - Tuesday 10/06/15, 1:30-3:00pm

**Description**

After attending an introductory Qualtrics workshop, you now know how to use Qualtrics to create basic online surveys, but how can you further utilize this tool to address your needs as a classroom instructor who needs to grade and assess on a regular basis as well as manage those data afterwards? Let Qualtrics be your aid and make your grading and reporting easier, more consistent, and more fun. Most importantly, you will get your results quickly. **This hands-on workshop will guide you through the process of implementing a rubric in Qualtrics.**

**Outcomes**

At the end of this workshop, you should be able to...

- Explain the purpose and function of rubrics and how to use them in grading and reporting (for more Rubrics-related information, please contact us at assessment@ou.edu)
- Create a rubric in Qualtrics
- Explain why and how to use a Qualtrics rubric and how it will assist grading and reporting

**Who should attend:** Instructional faculty, research faculty, graduate assistants, administrative staff, assessment liaisons and chairs/directors.

**What should you bring:** An example of a rubric you would like to implement in Qualtrics.

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**Preparing for Midterm Grades in D2L**

Bizzell Library, Rm 149D - Tuesday 10/13/15, 1:30-2:30pm

**Description**

This session will focus on helping the participant configure their grade book in preparation for Midterm grade submissions. **This will be a shorter, hands-on walk through of the grade submission process.**

**Outcomes**

At the end of this workshop, you should be able to...

- Set up Grade book in preparation for Midterm Grade submissions
• Understand the difference between Calculated and Adjusted Final Grade
• Release Midterm Grades to students
• Send Midterm Grades to Ozone

Who should attend: Instructional faculty, research faculty, graduate assistants, administrative staff and assessment liaisons.
What should you bring: Personal device to access learn.ou.edu.

MyMedia: Leveraging Video Content for Course Engagement
Bizzell Library, Rm 149D - Tuesday 10/27/15, 1:30-3:00pm

Description
Video is permeating educational institutions, transforming the way users teach, learn, study, communicate, and work. More and more places are adopting video as their primary method of content delivery. Are you interested in incorporating video in your course but are unsure as to how to use it effectively? In this hands-on workshop, you will learn how to harness the power of video to achieve improved outcomes and encourage student engagement.

Outcomes
At the end of this workshop, you should be able to...
• Add video to a News item
• Provide video feedback for Assignments
• Create videos for Intros or Content descriptions
• Submit a video Discussion post
• Use CaptureSpace to create searchable, interactive video that can be viewed on any device at any time

Who should attend: Instructional faculty, research faculty, administrative staff, graduate assistants, administrative staff and assessment liaisons.
What should you bring: Personal device to access learn.ou.edu.; video content for use in course.

Qualtrics for Curriculum Mapping
Bizzell Library, Rm 149D - Tuesday 11/03/15, 1:30-3:00pm

Description
After attending the introductory Qualtrics workshop and rubrics application workshop, you may be wondering what else you can use Qualtrics for outside of the classroom setting - especially to make your many roles as a faculty/staff member easier, quicker, and more fun. In this workshop, we will teach you how you can utilize this tool to address your needs as a department when mapping a curriculum. In this hands-on session, you will be guided through the process of designing and administering a survey for curriculum mapping.

Outcomes
At the end of this workshop, you should be able to...
• Describe the purpose of a curriculum map (for more information, please contact us at assessment@ou.edu)
• Apply Qualtrics survey results in curriculum redesign
• Construct a curriculum map in Qualtrics survey tool

Who should attend: Instructional faculty, research faculty, graduate assistants, administrative staff, assessment liaisons and chairs/directors.
What should you bring: An example curriculum map (or program-level student learning outcomes) you would like to implement in Qualtrics.
**Tracking Progress with Data and Reports**  
Bizzell Library, Rm 149D  -  Tuesday 11/10/15, 1:30-3:00pm  

**Description**  
Assessment plays a critical role in the online learning process. Monitoring a student’s understanding and progress within the subject in person is often difficult. **In this session, we will teach you how to utilize the User Progress tool to track learner progress as a class and individually.** You will learn how to use the tool to assess the effectiveness of your instructional materials and monitor use of course content, participation in discussions, performance on quizzes, and a variety of additional activities.

**Outcomes**  
At the end of this workshop, you should be able to…  
- Leverage Class and User Progress for student engagement  
- Interpret Content reports to determine effectiveness of course materials  
- View statistical information by tool (Quizzes, Content, etc.)

**Who should attend:** Instructional faculty, research faculty, administrative staff, graduate assistants, and assessment liaisons and chairs/directors.  
**What should you bring:** Personal device to access learn.ou.edu.

**Automated Communication in D2L with Intelligent Agents**  
Bizzell Library, Rm 149D  -  Tuesday 11/17/15, 1:30-3:00pm  

**Description**  
Intelligent Agents (IAs) are a powerful tool in the D2L arsenal. They can be used for task delegation, recognition of student achievement (e.g., a high score on a quiz) and also warn of potential issues (e.g., lack of online activity or poor performance on an exam). **In this hands-on workshop, you will walk through the process of creating Intelligent Agents, from determining the type of agent needed to creating the email that will be sent to users that meet the IA criteria.**

**Outcomes**  
At the end of this workshop, you should be able to…  
- Create an Intelligent Agent for Login Activity  
- Create an Intelligent Agent for Course Activity  
- Understand the relationship between Release Conditions and Intelligent Agents  
- Use Replace Strings to create IA emails

**Who should attend:** Instructional faculty, research faculty, graduate assistants, administrative staff and assessment liaisons.  
**What should you bring:** Personal device to access learn.ou.edu.

**Preparing for Final Grades in D2L**  
Bizzell Library, Rm 149D  -  Tuesday 12/08/15, 1:30-3:00pm  

**Description**  
This session will focus on helping the participant configure their grade book in preparation for Final grade submissions. **This will be a shorter, hands-on walk through of the grade submission process.**

**Outcomes**  
At the end of this workshop, you should be able to…  
- Set up Grade book in preparation for Final Grade submissions.  
- Understand the difference between Calculated and Adjusted Final Grade  
- Release Final Grades to Students  
- Send Final Grades to Ozone

**Who should attend:** Instructional faculty, research faculty, graduate assistants, administrative staff and assessment liaisons.  
**What should you bring:** Personal device to access learn.ou.edu.