

Online Teaching and Learning's
FROM REMOTE TO ONLINE WORKSHOP

Session 1: Spring Quarter 2021
Session 2: Summer Session C 2021

Description

Would you be interested in using what you learned teaching remotely to create an online course? If so, we invite you to apply for one of OTL's "From Remote to Online" workshops to build a course that merges creative pedagogy with best practices for online instruction. These small, hands-on programs will provide instructors the opportunity to work with an experienced team of online course developers and video producers to create that course. Those teams will then work with participants to design, produce, and offer their course online as early as Fall 2021 (for the Spring Workshop).

Each of the workshops will provide instructors with a guided exploration of effective online instructional practices and will inspire the design of a course while drawing on principles that promote student learning and excellence in online and blended classes. The workshops are also designed to promote and model engagement, interactivity, and inclusiveness. It will further offer a testbed for assessing innovative, technology-enhanced methods and flexible formats in online instruction. Four Zoom meetings during the quarter will bring participants together to share best practices and exchange ideas with design teams and colleagues.

Benefits and outcomes

Each course will be assigned an Instructional Designer to assist in the design or redesign of that course, identify and test appropriate digital tools, and guide the building of the course website in UCLA's new Canvas LMS. During and beyond the period of the workshop, participants will have access to our media production team and its professional studio in order to record, edit, and produce content for their course website. There is no cost to departments or participants for these services, and the resulting courses will be among the first cohort of classes offered on UCLA Canvas.

Workshop participants will:

- learn from resources on online teaching and learning best practices and methodologies
- meet with UCLA instructors with long-term experience of online instruction
- engage in cross-disciplinary conversations, exploring practices in online teaching
- revise your syllabus in preparation for online delivery
- draft and present one sample module (a week or topic) of your course, providing a snapshot of the student learning experience in your redesigned course
- acquire practical, technical skills including organizing a course website; video production; facilitating live classes with Zoom, and other digital tools
- develop a detailed timeline for course project completion and course approval paperwork in consultation with the department chair
- receive early training in the Canvas LMS that will be replacing CCLE
- receive \$5,000 for the time spent in summer designing and building the course

Application, Eligibility and Timeline

Spring Quarter:

Participation in the Spring Quarter Workshop is limited to 8 participants and is open to Senate faculty, Unit 18 lecturers, and academic administrators who anticipate teaching the course at least three times in an online format. Interested applicants will need to provide the following in their submission:

- a 2-3 page written statement of interest that includes a general course description, a brief explanation of why you think the course is appropriate for an online or flipped format, and a commitment to attend the structured workshop program
- the application should indicate the first quarter in which the course will be taught
- for an existing course, please attach that course's syllabus

The application **must** be accompanied by a letter from the department chair that reflects the department's commitment to offering the course in the online format for a minimum of three years, where the course fits into the departmental curriculum, and its contribution to students' progression to timely degree progress in their departmental major or in that of other departments.

The intended course can be fully online or deliver a significant portion of its instruction asynchronously and should be a course that will be offered regularly in these formats in the future. Courses may be undergraduate or graduate level. Priority will be given to courses that address one or more of the following:

- promoting departmental curricular and pedagogical goals
- helping the campus to address performance disparities within particular classes
- meeting enrollment demands in impacted majors

- providing more courses that will help students complete degrees faster
- easing the transition from high school or community college to UCLA

Participants should commit to attending all workshop sessions. The workshop will require approximately two hours of individual participant time per week for the four weeks: one hour of preparation for each session and a one-hour Zoom meeting.

Completed workshop applications must be submitted by 11:59 pm on Monday, April 12th to be considered. Applications must be submitted via email to contact@online.ucla.edu. Applications received after April 12th will not be considered for the Spring Workshop, however they may be submitted again for the subsequent Summer Workshop application period.

Workshop Format and Schedule (Spring)

April 12: Applications due

April 19: Accepted projects notified

April 19-24: Pre-meeting with an instructional designer

Participants will be matched with an instructional designer before the program begins. Before the first week, participants will meet with their instructional designer to lay the preliminary groundwork for the course design.

Weeks of April 27 – May 18: Workshop sessions

The workshop will model a blended format including four live Zoom sessions, asynchronous preparation on our course site, and consultations with your instructional designer. The live Zoom sessions will feature examples, demonstrations, discussions on a variety of topics, guest presentations, and a chance to try out a variety of tools and strategies. Prior to each live session, participants will be expected to complete activities in the companion course site in Canvas. Participants will have access to the course site once they are approved for participation in the program.

Topics for the live Zoom sessions are listed below:

1. *Week of April 27: What is Different about Teaching Online:* redesigning your syllabus, pacing and structure, learning outcomes, Backward Design, synchronous vs. asynchronous, module plans, translating contact hours
2. *Week of May 4: Strategies for Engagement:* instructor presence and communication, Slack, forums/boards, announcements, active learning and interactivity, groupwork and interaction

3. *Week of May 11: Beyond Lecture: Video, Media, Writing*: Pre-recording; live Zoom - interactive features and activities, chunking, annotation activities and tools, podcasts, documents, external and Library resources, ADA and copyright
4. *Week of May 18: Assessment and Feedback in the Virtual Environment*: how to design assessments in an online course, quiz tools, polling tools, proctoring, Speedgrader, rubrics, student presentations, alternatives to exams, (formative) self- and peer assessment, cumulative portfolios & projects

Participation in the workshop will culminate with a revised syllabus that will serve to build the online class on which the instructional designers and fellow workshop participants will provide feedback. This syllabus will also be submitted for online course approval according to the processes determined by the Senate's Undergraduate and Graduate Councils.

Summer Session C:

The Summer quarter FROM REMOTE TO ONLINE Workshop will follow a similar schedule. Dates for submitting applications and the program schedule will be available mid-Spring quarter. To be contacted when those dates are confirmed, please email contact@online.ucla.edu.

Spring and Summer 2021: Course design and preparation

After these workshops, you will continue to meet with your instructional designer to complete your course and offer it as early as Fall 2021. If you choose to record video lectures in the OTL studio, recording sessions and video editing will be done throughout Spring Quarter, Summer Session, and, for courses offered after Fall 2021, in subsequent quarters.

For any other questions, please email contact@online.ucla.edu.

To learn more about best practices in teaching and learning, attend this year's teaching symposium, [TEACHING AT UCLA: LOOKING FORWARD WITH 2020 VISION](#) that will be held April 12-16, 2021 via Zoom. You may be particularly interested in the From Remote to Online session, Wednesday, April 14, from 2:30-4:00 or one of the Introduction to Canvas workshops on Tuesday, April 13, from 2:30-4:00 and Thursday, April 15, from 12:30-2:00.