CELT Teaching Tip for June 10, 2020 [Summer Edition]

Prepare for Fall 2020 by engaging in summer CELT programs

CELT Summer Course Design Institute (2020)

The CELT Course Design Institute (CDI) focuses on course planning, building a student-centered course in Canvas, active engagement strategies, learning assessment techniques, designing a learner-centered syllabus, and implementing accessibility. The Course Design Institute is for four days. Each day consists of a required engagement in a 60-minute synchronous hands-on workshop followed by an optional 30-minute guided discussion. CELT is also offering a Condensed Course Design Clinic, a faster-paced version of the Institute.

Participants seeking further engagement can request individual or group consultations with CELT staff and campus partners later in the day during open labs. CELT will enroll all participants in a self-paced Canvas course with curated support materials to support their work.

Topics
- Online Course Essentials (ONCE) and the ISU course template
- Fundamental course design tools, processes, and support
- Learning Assessments Techniques (LAT)
- Transparent teaching framework (Transparency in Learning and Teaching)
- Inclusion and accessibility

Objectives
- Describe the primary dimensions of learner-centered course design.
- Use the tools and course design processes (e.g., ISU Template, worksheets, Quality Matters rubric)
- Align assessments, learning strategies, and learning objectives that promote college students' success.
- Implement components of an inclusive syllabus, accessibility, and Universal Design for Learning principles.
- Locate ISU's teaching and learning support resources.

Who can attend?
- Each offering of the four-day Course Design Institute* is open to 20 faculty or staff (with teaching responsibilities) from Iowa State University.
- The Condensed Course Design Clinic is open to anyone interested in teaching and course design at Iowa State University.
- All disciplines are welcome and encouraged to participate in either of the offerings.

Benefits
- Receive a certificate of completion and recognition of participation shared with their department chair(s).
- Customize your Canvas course using the highly adaptable ISU Template in preparation for Fall 2020.
- Build or assess your course design using the Quality Matters Self-Review tool.
- Connect with peers.
- *Participants who fully engage in the four-day Institute and complete all of the requirements listed below will receive a $500 professional development stipend from the Senior Vice President and Provost. Note: This benefit is only available to those who complete the Institute.

Requirements for completion
- Commit to and engage in each of the Institute's 60-minute synchronous hands-on workshops (held over four days) or the Clinic's scheduled event.
- Consider attending at least one of the optional guided discussions or open labs.
- Proceed with your course (re)design work.
- Explore the self-paced Canvas course with curated instructional materials and resources.

- *Complete the Self-Review Evaluation Tool on your own and submit the PDF document to CELT within seven (7) days following the Institute. CELT will send an acknowledgment of completion to you, as well as directions for your departmental administrator to initiate the transferring of the $500 professional development stipend from the Senior Vice President and Provost.

When are the Institutes or the Clinic?
- The full Course Design Institute is for four days. Each day consists of a required engagement in a 60-minute synchronous hands-on workshop followed by an optional 30-minute guided discussion and open labs (individual and group consultations).
- The Condensed Course Design Clinic will meet once for approximately four hours total.

Choose from one of these Institutes or the Clinic:

- **June 22-25:** Register via this June 22-25 Webex registration form (https://bit.ly/3dnO6dD). We will meet daily from 9-10 a.m. for a synchronous hands-on workshop (required) followed by a 30-minute guided discussion and Open Labs (individual and group consultations).

- **July 13-16:** Register via this July 13-16 Webex registration form (https://bit.ly/3gJE5K8). We will meet daily from 1-2 p.m. for a synchronous hands-on workshop (required) followed by a 30-minute guided discussion and Open Labs (individual and group consultations).

- **August 3-6:** Register via this August 3-6 Webex registration form (https://bit.ly/3cqh2jY). We will meet daily from 9-10 a.m. for a synchronous hands-on workshop (required) followed by a 30-minute guided discussion and Open Labs (individual and group consultations).

- **CELT Condensed Course Design Clinic, August 11:** Register via this August 11 Webex registration form (https://bit.ly/2MrTpxa). We will meet from 8 a.m.-12:15 p.m. for a synchronous hands-on workshop followed by Open Labs (individual and group consultations).

Extend Your Learning
- Unable to attend the Institute or Clinic? Explore other opportunities via CELT's Events and Professional Development Opportunities page (http://bit.ly/celt-isu-events).
- What can you do after completing the Institute? Attend a Quality Matters workshop (https://bit.ly/2AQKUch) and supplementary programming from Opportunities page (http://bit.ly/celt-isu-events).

For more information, visit the CELT Summer Course Design Institute (2020) page (http://bit.ly/celt-cdi2020).

Implement Online Course Essentials (ONCE) with the ISU Course Template

Online Course Essentials (ONCE) is a simple ISU Course Template in Canvas and a straightforward process to assist instructors in including the must-have elements in their online courses. Whether a course is taught entirely online or as a combination of face-to-face lectures with online instructional materials, activities, and assessments, it can benefit from including these essential components. Both the ISU course template and the Plan Your Course Worksheet contain a reference to the following online course essentials:

- A direct relationship between the course's learning objectives, assessments, learning activities, instructional materials, and technologies

- User-friendly, consistent, and accessible course navigation

- Transparent learner expectations

- Technical and academic support resources

- ISU-branded course elements (not a required feature, but a nice option)

Built around the Essential 3-point Standards (PDF) (http://bit.ly/2s4Nkxg) of the Quality Matters rubric (http://bit.ly/isu-qm), ONCE gives instructors all the online course essentials. Focus less on the technicalities of creating an online course in Canvas and more on what matters the most – student learning.

To begin, visit the CELT's Online Course Essentials (ONCE) page (https://bit.ly/celt-once).

Host a CELT Online Course Essentials (ONCE) course design virtual workshop. Upon participating in this workshop, attendees will be able to:

- Build a Canvas course using ISU Template
- Recognize the online course essentials
- Map out the essentials for your online Canvas course
- Locate CELT online teaching and learning resources

Submit a request via the CELT ONCE Course Design workshop form (https://bit.ly/2WpndQt).

Need assistance? Contact CELT by emailing celt-help@iastate.edu and including "ISU Template" in the subject line.

Get started with 20-Minute Mentor Commons

You now have access to an on-demand digital library of that offers solutions to common classroom challenges-in just 20 minutes! Some of the most popular topics include:

- Classroom Management
- Assessment, Grading and Feedback
- Course Design
- Active and Engaged Students
- Inclusion
- Universal Design for Learning
- Building Online Classroom Community

Get started on your development via CELT's 20-Minute Mentor Commons page (http://bit.ly/celt-20)

Know where to go at ISU

For help with the Canvas, contact Canvas Support via the ?Help menu in Canvas:

All 24/7 support options may be found by clicking the ? Help icon (found on the left-hand navigation bar in Canvas https://canvas.iastate.edu/) to access the support available to you:

- **24/7 phone support.** Call 515-294-4000, then follow the prompts to connect with Canvas support.
- **Find answers to common questions** in the Canvas Instructor Guides (http://bit.ly/38M9BC2).
- Use the resources in the **MyCanvas Teacher at ISU** site (http://bit.ly/mycanvasteacher).

For help with the Start-of-course checklist and using ISU Admin Tools for enrolling students, contact the ISU Solution Center:

- Email solution@iastate.edu
- Call 515-294-4000 and follow the prompts to receive support from Solution Center staff

Our ISU Campus Partners are here to help,
Call us through the CELT Response Team 515-294-5357 (Summer, Monday-Friday, 10-2 p.m.). We have staff across campus willing to assist. If needed, the campus partners will meet with you virtually using WebEx. Additionally, you may wish to contact one of the support units directly. Please note which program, department, or college each unit serves and contact the unit for your area (http://bit.ly/isu-support).

CELT 2020 Summer and Fall Programs

Browse and register for CELT 2020 Summer and Fall Programs events by searching CELT's Upcoming Events page (http://bit.ly/celtevents) or CELT's channel on the ISU Events Calendar (http://bit.ly/celt-isu-events).

Download the CELT 2020 Summer and Fall Programs (PDF) (https://bit.ly/3fmK4mL)