Overview

These workshops are designed to take learners past the skills and knowledge learned in the Teaching and Learning with Collaborate Web Conferencing workshops. Participants will continue to build their knowledge on best practices as we will explore advanced virtual facilitation techniques and teaching strategies. The series includes your choice of 4 workshops.

Workshops:

Creating Engagement in Online Sessions

Developing engaging sessions, which stimulate active learning will encourage student attendance and increase knowledge retention. We want students to want to come to class! During this workshop participants will learn tips and tools to involve students in all aspects of learning through the use of our collaboration features, like, interactive whiteboards, web tours, breakout rooms and application sharing.

Learning Outcomes:

- Identify Collaborate tools used to engage participants.
- Investigate ways to establish a non-threatening learning environment.
- Examine active learning strategies to get participants involved in the session.
- Review sample activities to enhance pedagogy
- Brainstorm ways to make activities done in your classrooms more interactive using Collaborate features such as breakout rooms, web tours, interactive whiteboards and more!

Effective Uses of Advanced Content Tools

What other content tools can you use to engage learners? This workshop will explore advanced Collaborate tools that are not taught in the Getting Started series. Together, we will explore exciting uses and best practices to bring additional types of content into your sessions.

Learning Outcomes:

- Use advanced content tools to engage learners in your sessions.
- Demonstrate how to bring multimedia content into a session using the multimedia library and web tour.
- Identify how to create reusable, automatically reviewed assessments using the quiz manager.
- Demonstrate ways to scaffold learners by using the notes tool.
- Demonstrate how to show and solve mathematical equations using the graphing calculator.
The Accessibility Imperative: Providing Access for All

The Collaborate platform was built on the philosophy that “no user is left behind.” We are committed to this philosophy and as a result, we have developed this workshop to help faculty and course developers to learn how to use the web conferencing accessibility features and functionality. In this hands-on workshop, you will learn how to use the tools, as well as learn tips to engage all types of learners in your sessions.

Learning Outcomes:

- Identify Collaborate features that support the needs of users with disabilities.
- Demonstrate the usefulness of features that accommodate users with low vision/blindness, hearing/deafness, or mobility and cognitive impairments.
- Design and develop sessions that are accessible to all users.
- Instruct session participants on how to use the accessibility features.

Increasing Workshop Success

Ever wonder why some sessions seem to be effortless, while in others there are difficulties accessing the session and getting participants to interact? This workshop is designed to give moderators the skills and knowledge to implement Collaborate best practices to create interactive and problem-free sessions. In addition, workshop attendees will participate in an open Q&A forum to answer specific inquiries about how to accomplish activities in your virtual sessions.

Learning Outcomes:

- Develop interactive instruction and reusable content avoiding potential pitfalls
- Implement best practice tips to impart to your attendees
- Identify pre-session tools set-up for smooth transitional use of tools to ensure all participants have good learning experience
- Identify resources for both moderators and participants
- Q & A session designed to focus on your session types

Collaborate with Work Groups Using Breakout Rooms

Small group work and collaboration in work groups is a staple of teaching and learning in the physical classroom. Many instructors abandon these activities when they teach in the virtual classroom out of fear that they can’t be successful. During this workshop, you will learn how to harness the power of Breakout Rooms to effectively facilitate group work.

Learning Outcomes:

- Identify uses for Breakout Rooms and Work Groups
- Identify possible blockers for using Breakout Rooms
- Effectively use Breakout Rooms to facilitate work groups
- Identify and demonstrate Breakout Room tools and settings
- Design and develop a reusable Breakout Room activity
Facilitating Successful Online Meetings

We all know that with the right facilitation skills, Collaborate can be a great online teaching and learning tool. What you might not realize is that it is also a great tool for facilitating online meetings. In this workshop, we focus on the non-academic use of Collaborate by exploring guidelines and suggested best practices to host successful online meetings with your colleagues, whether they are local, across the United States or international.

Learning Outcomes:

- Identify what makes online meetings successful.
- Evaluate how to manage session communication and participation.
- Review options for showing a meeting agenda.
- Identify how multiple people can collaborate on a document.
- Integrate small group discussions during your online meeting.

Lecture Capture with Blackboard Collaborate

Are you using Collaborate to capture your lecture which will be distributed to your students for asynchronous viewing? Do you simply want to make a library of instructional recordings? This workshop is designed to teach the attendee best practices, tips and tools that can be used to enliven your recordings and bring in Collaborate features that will enhance learning.

Learning Outcomes:

- Identify the meaning of a Lecture Capture
- Investigate use of basic Collaborate tools such as an introduction of the Collaborate platform, using Audio and Video features, uploading content, sending file transfers, and using the recording tools.
- Explore advanced features of Collaborate that can be used in recordings such as: Interactive whiteboards, Application Sharing, Multimedia, Recording conversions.
- Implement best practice tips and brainstorm how you will be using Lecture Captures

The “Flipped” Collaborate Classroom

How can we modify the traditional way of classroom teaching where an Instructor lectures and students hopefully absorb what is being taught? Let’s come together and learn about this innovative way to teach where assigned recordings and technology is used as a precursor to the live event, and live classroom time is where discussions extend the learning experience and knowledge is enriched.

Learning Outcomes:

- Review Best Practice Tips and Ideas for Lecture Capture
- Identify the concepts of the Flipped Classroom
- Design and develop a model using recordings for content delivery and class time to expand knowledge.
Web Conferencing Advanced Workshop
Series for Original
Remote/Onsite

- Investigate how Collaborate features can be used to engage students in interactive live sessions
- Evaluate the LMS features to create a blended educational approach

Who Should Attend
These workshops are appropriate for faculty, administrators, IT staff, support staff, project leads, instructional designers; and anyone who plans to use, or support the use of Collaborate.

Location and Duration
- Each package contains four workshops (customer choice), for groups up to 20 participants.
- Each of the four workshops will last 2 hours, if delivered remotely. If delivered onsite, the training consultant will establish a schedule with the client over a two-day period.
- Remote: Training Consultant will provide a link to a Collaborate session. Each participant should join from their remote location as opposed to being in a room together.
- Onsite: At client location, a minimum of two days will be required for onsite training. If delivered onsite the customer is responsible for T & E.

Prerequisites
- Essentials and Beyond the Basics workshops are prerequisites in order to have a clear understanding of how to use the features in Collaborate. It is also strongly recommended that participants have practiced using Collaborate, either by attending the Putting It All Together workshop, or by completing the Practice Lab Series.
- Collaborate Launcher Installed
  - Click Here for Windows Launcher
  - Click Here for Mac Launcher
- Email and high speed Internet access
- Basic computer navigation and web browsing skills.