

Your questions answered: LOTTO I and LOTTO II

Learning Online, Teaching with Technology Online

What's the difference between LOTTO I and II?

- LOTTO I - help using tools in Blackboard
- LOTTO II – how to design your fully online or hybrid course to meet Quality Matters essential standards

What is covered in LOTTO I?

- What do you need in your BSU syllabus? Parts of a syllabus required. How to make measurable learning objectives written from a student's perspective.
- What is the learner centered approach? What is minimum presence?
- How to:
 - post your syllabus on Blackboard,
 - edit Blackboard items such as textbook, contact info, and virtual office hours
 - use Qwquickly Attendance to take attendance in a face to face class.

LOTTO I continued

- How to:
 - send announcements to your students on Blackboard
 - set up your Blackboard Gradebook so that students can see their current progress
 - create discussion boards, wikis and blogs in Blackboard
 - create module folders in Blackboard
 - upload new content (like PDF files of handouts or PowerPoint)
 - use Blackboard Collaborate Ultra to record lectures
 - Create assignments, including SafeAssign and TurnItIn
 - Create rubrics and attach them to Blackboard Assignments
 - Create tests in Blackboard and how to use Respondus Lockdown Browser
 - Set up iCan to use for an Early Alert System and for advising / office hours

What is covered in LOTTO II?

- What do you need in your BSU syllabus? Parts of a syllabus required. How to make measurable learning objectives written from a student's perspective.
- Quality Matters (QM) rubric – what is it? How do we meet the essential standards?
- Start Here elements for QM standards
- About this Course elements for QM standards
- How online teaching is different from face-to-face teaching (hint: Social engagement with your students will look different in online courses!)
- Updating your syllabus for an online course – additional syllabus components, checking learning objectives, aligning course learning objectives to module learning objectives

LOTTO II continued

- The modular approach – what are modules? why use them? what belongs in them? how should you divide the materials from your particular course into modules?
- Instructional Materials, Learning Activities, Learner Interaction, and Assessments – what's the difference? Identify these course characteristics and ensure alignment.
- Accessibility for all students – learn how to make your course materials accessible to all learners. Ex: considerations for students using screen readers or who need closed captions and transcripts for video content.
- Copyright considerations – make sure your course content meets copyright laws!
- Finding course content – where to find content, different types of interactive content, using open education resources (OER), how to record your own lectures, how to encourage interaction between students

LOTTO II continued

- Grading your students fairly – how to use rubrics (pedagogy), how to create a rubric in Blackboard and attach it to an assignment
- How to make your course easier for students to navigate and read.
- Blackboard course shell management – how to use Blackboard Date Management to update due dates for assignments between semesters, how to make your gradebook easier to read by using color coding, how to archive your course for record keeping purposes