



## FACULTY READINESS PROCESS FOR HYBRID COURSE DELIVERY– CURRY COLLEGE

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### Introduction

Through its Strategic Plan, Curry College has committed to developing and delivering academic programs in using a hybrid teaching format. Pursuant to that goal, the Faculty Center created a **Faculty Readiness Process** to prepare faculty with the technical skills and instructional design concepts necessary to teach in this academic environment.

This process has three steps:

<b>Step 1</b>	<b>Faculty Self-Assessment</b> from Penn State ( <i>recommended</i> ) Measures technical, administrative, and pedagogical competency to teach hybrid courses.
<b>Step 2</b>	<b>Blackboard Readiness Online Course</b> This is a self-paced online tutorial course with self-checks to teach faculty the essential Blackboard components needed to teach in the Hybrid format. These tutorials prepare faculty for the Blackboard Assessment (below), and are valuable for those new to elements of Blackboard or as a refresher. <hr/> <b>Blackboard Assessment</b> ( <i>required</i> ) This is a Blackboard assessment course for faculty to complete to demonstrate their knowledge of Blackboard. Faculty will receive feedback from their Chair/Director to either re-submit parts of the assessment, or to move on to the next step.  Upon successful completion of the Assessment, you will receive a <b>Certificate of Completion</b> demonstrating that you are prepared to teach hybrid at Curry College.
<b>Step 3</b>	<b>Blended Learning Pedagogy Best Practices Workshop</b> ( <i>required</i> ) This will be taught by the Faculty Center and will be scheduled according to faculty availability. Follow up consultation will also be available for course design or instruction on technology tools.

This **Faculty Readiness Process**, described in detail below, will ensure that the faculty teaching courses in our blended programs have the training and support they need to deliver high quality instruction.

### **Step 1: Faculty Self-Assessment**

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Prior to beginning the Blackboard and course design training, it is recommended that faculty take a Faculty Self-Assessment, created by Penn State, that measures competence in three areas:

- ☐ Technical Competency
- ☐ Administrative Competency
- ☐ Pedagogical Competency

This tool is valuable not only for self-assessment, but also to introduce faculty to concepts in hybrid course delivery. When the assessment is finished, the respondent will receive an email with a report including their answers and a list of resources to consult for questions they answered incorrectly.

Click on the link below to take the assessment. Type in your first name, last name and email address; then click Begin. There is no other login needed. The assessment should take approximately ten minutes to complete: [Faculty Self-Assessment](#)

Click on the following link to see an example of the report you will be sent: [Self-Assessment Report](#)

## Step 2: Blackboard Readiness Online Course and Blackboard Build Assessment – (2 Parts)

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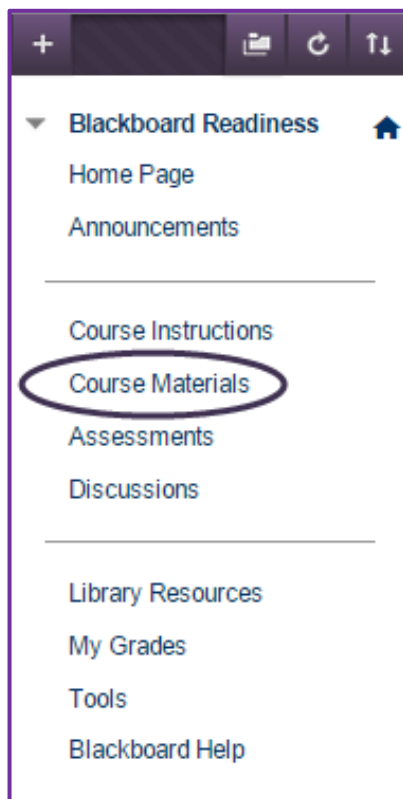
This step in the process is designed to teach faculty the critical technical skills necessary to use the Blackboard LMS (the BlackBoard Readiness Online Course), and then assess their use of those skills through a course-building exercise (the Blackboard Build Assessment).

### Blackboard Readiness Online Course

At the conclusion of the Blackboard Readiness Online course, faculty should be able to:

1. Build Content
2. Use Collaboration/Communication Tools
3. Create Assessments
4. Use Course Management Tools
5. Manage the Grade Center






When you get into the course, you will see everything you need to complete the tutorials. The left navigation looks like:



Click on **Course Instructions** to view the steps to completing the course.






Click on **Course Materials** to begin

These are the five modules. Instructions below each folder tell you exactly what to do:

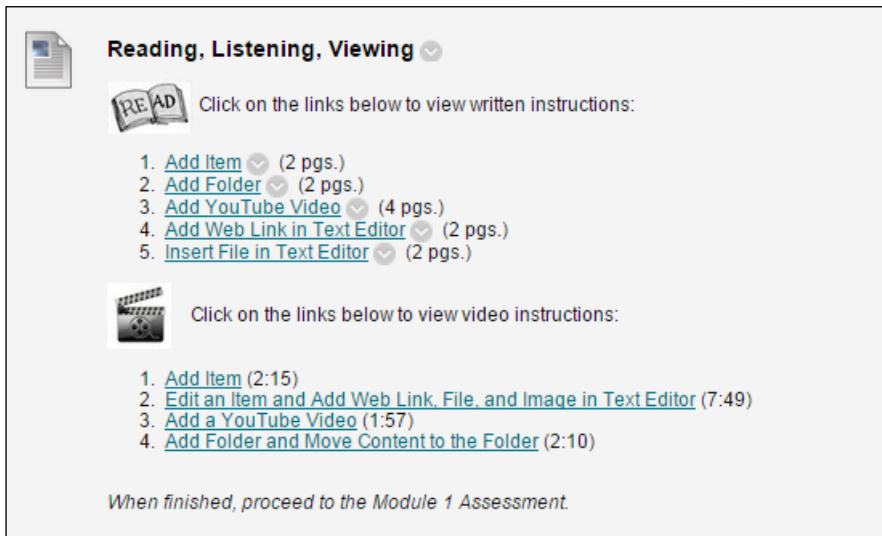
	<b>Module 1 - Build Content</b> <ul style="list-style-type: none"><li>Click on Module 1 to learn about Building Content in a Blackboard Course.</li><li>It will take you approximately 30 minutes to complete the material and 10 minutes to complete the Assessment.</li></ul>
	<b>Module 2 - Use Collaboration/Communication Tools</b> <ul style="list-style-type: none"><li>Click on Module 2 to learn about Collaboration and Communication Tools in Blackboard.</li><li>It will take you approximately 30 minutes to complete the material and 10 minutes to complete the Assessment.</li></ul>
	<b>Module 3 - Create Assessments</b> <ul style="list-style-type: none"><li>Click on Module 3 to learn about Creating Assessments in Blackboard.</li><li>It will take you approximately 30 minutes to complete the material and 10 minutes to complete the Assessment.</li></ul>
	<b>Module 4 - Use Course Management Tools</b> <ul style="list-style-type: none"><li>Click on Module 4 to learn about some of the Course Management Tools in Blackboard.</li><li>It will take you approximately 30 minutes to complete the material and 10 minutes to complete the Assessment.</li></ul>
	<b>Module 5 - Manage the Grade Center</b> <ul style="list-style-type: none"><li>Click on Module 5 to learn about the Grade Center in Blackboard.</li><li>It will take you approximately 30 minutes to complete the material and 15 minutes to complete the Assessment.</li></ul>

Within each module, you will see:


Learning Objectives, a Reading, Listening, and Viewing Folder, a Test and a Discussion Board to ask questions:

	<b>Learning Objectives</b>  At the end of this Module, you should be able to: <ul style="list-style-type: none"><li>Add an Item</li><li>Add a Folder, and Move Content into the Folder</li><li>Add a YouTube Video to your Course</li><li>Edit an Item and Add a Web Link, File, and Image in the Text Editor</li></ul>
	<b>Reading, Listening, Viewing</b> <ul style="list-style-type: none"><li>Open this folder to view this week's readings and videos.</li><li>There are 5 documents to review and 4 videos to watch.</li></ul>
	<b>Build Content Self-Assessment</b> <ul style="list-style-type: none"><li>Click the link above to begin your Assessment.</li><li>You have unlimited attempts to take the Assessment.</li><li>There are 5 questions.</li></ul>
	<b>Questions Module 1</b> Click on the Questions Link above to post any questions you have about this Module. To add your question: <ul style="list-style-type: none"><li>Click on Create Thread, Add a Subject, Add a Message</li><li>Click Submit</li></ul>


Within each Reading, Listening, and Viewing folder, you will see a list of guide sheets and video tutorials covering each of the learning outcomes. For example, in Module 1, you will see:



**Reading, Listening, Viewing** ▼

 Click on the links below to view written instructions:

1. [Add Item](#) ▼ (2 pgs.)
2. [Add Folder](#) ▼ (2 pgs.)
3. [Add YouTube Video](#) ▼ (4 pgs.)
4. [Add Web Link in Text Editor](#) ▼ (2 pgs.)
5. [Insert File in Text Editor](#) ▼ (2 pgs.)

 Click on the links below to view video instructions:

1. [Add Item](#) (2:15)
2. [Edit an Item and Add Web Link, File, and Image in Text Editor](#) (7:49)
3. [Add a YouTube Video](#) (1:57)
4. [Add Folder and Move Content to the Folder](#) (2:10)

*When finished, proceed to the Module 1 Assessment.*

Finally, we ask that you complete a short survey to let us know what you thought about the course and if there was anything else we could add.

### **Blackboard Build Assessment**

Given an individual Blackboard Course Shell, you will be asked to demonstrate the following competencies:

- Build content in a course
- Structure a course by using folders
- Communicate with students and create collaboration among students
- Create assessments to evaluate student learning
- Manage your course and use course tools
- Manage the Grade Center

You will be given questions based on each of these areas to build in Blackboard.

**\*\*You will receive a Certificate of Completion upon successful completion of the Assessment.**

### Step 3: Blended Learning Workshop

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The objectives of the Blended Learning Face-to-Face workshop are:

- Receive and review Curry College's [Blended Learning Best Practices](#) document.
- Discuss the unique Pedagogy of teaching in the Blended format. At the conclusion of the workshop, faculty should be able to:
  - Use the Curry College Master's Degree Hybrid Course Template
  - Write measurable learning outcomes
  - Meet Seat-time equivalency requirements
  - Create a strong faculty presence during online weeks
  - Discuss tools for creating video presentations during online weeks
- Set up an arrangement to work with the Instructional Designer for support before and during your hybrid course.
- Sign up for training for Panopto (video tutorial tool) or other tools as needed through the Faculty Center.