

# Instructional Design Monthly Professional Development Workshop List October, 2020

---

| Title   | Description   | Date/Time  | Items Required               |
|---|---|--|------------------------------|
| <b>Facilitating Courses Using Microsoft Teams</b> | <p>Microsoft Teams is a collaboration and communication tool that can increase student participation in your courses. You can conduct classes, share course materials, and engage students using a variety of apps. In this one-hour workshop, you will learn how to use Microsoft Teams for facilitating your courses.</p> <p>Upon completion of this workshop, you will be able to:</p> <ul style="list-style-type: none"> <li>• Compare and contrast the features of Zoom and Teams.</li> <li>• Schedule a meeting with your class.</li> <li>• Record meetings and enable real-time captions.</li> <li>• Use screen sharing and file sharing.</li> <li>• Create and administer polls.</li> </ul> | <p><b>When:</b> October 8, 2020<br/>5:15 pm – 6:15 pm EDT</p> <p><b>Where:</b><br/><a href="#">Instructional Technology Professional Development – Teams Channel</a></p> | <p>✓ Microsoft Teams App</p> |

# Instructional Design Monthly Professional Development Workshop List

## October, 2020

| Title  | Description   | Date/Time  | Items Required   |
|--|---|--|--|
|  | <ul style="list-style-type: none"> <li>Download and share a meeting recording.</li> <li>Discuss best practices in facilitating courses using Teams.</li> </ul>  |  |  |
| <b>Quality Matters Connection: Course Development Template</b> | <p>Are you a faculty member (tenure-track, non-tenure-track or part-time adjunct) who is new to distributed learning, or are you new to developing courses for remote learning or interested in developing a hybrid or online course? Would you like to become familiar with best practices for designing courses in a distance learning environment? This virtual session will introduce you to SWU's course development template and prepare you to engage in quality course design.</p> <p>Upon completion of this session, you will be able to:</p> <ul style="list-style-type: none"> <li>Identify the eight general standards on the Quality</li> </ul> | <p><b>When:</b> Tuesday, October 20, 2020<br/>2:00 pm – 3:00 pm EDT</p> <p><b>Where:</b> <a href="#">Quality Matter Professional Development - Teams Channel</a></p> | <ul style="list-style-type: none"> <li>✓ Course Syllabus</li> <li>✓ Sandbox</li> </ul> |

# Instructional Design Monthly Professional Development Workshop List October, 2020

| Title | Description  | Date/Time | Items<br>Required |
|-------|--|-----------|-------------------|
|       | <p>Matters Rubric™.</p> <ul style="list-style-type: none"><li>• Recognize how the Quality Matters Rubric™ is applied to course design.</li><li>• Design quality courses using the SWU course development template.</li></ul> |           |                   |