LASALLE UNIVERSITY

COURSE OVERVIEW

In Collaboration Online Plus (COP) you will learn to use a discussion board, a wiki, a blog, and a synchronous teaching tool (Blackboard Collaborate). All of these tools help to foster collaboration in the online course environment. You will have the opportunity to practice with the tools, while being asked to think about how these tools could work in your course. You will be collaborating with both your instructors and your COP classmates throughout the course. The collaboration tools you will be using may be used in both hybrid and online* classroom environments.

*Note: For simplicity's sake, when we refer to "online" courses, or "online" environment, we are referring to both - hybrid and online - course environments, however, online collaboration tools can be used in the face-to-face classroom environment as well. Using online collaboration tools in a face-to-face course is referred to as Web enhancing your course. For the purposes of this course, we will be using the tools as if you are teaching in the "online" classroom, but you will be able to imagine the flexibility of using online collaboration in any type of course.

COURSE OUTCOMES

As an online instructor, facilitating collaboration in the online teaching environment can be very challenging, particularly when there are many tools to choose from. The goals of COP are to:

- Introduce you to tools that are available for collaborating online;
- Give you the opportunity to collaborate with your classmates using the tools; and
- Help you start thinking about how you would use online collaboration tools for pedagogical enrichment in your own online courses.

By the end of the course, you will gain experience in the function and application of multiple online collaboration tools.

COURSE DATES

This course is a four week course.
Start: Monday, April 7 | **End:** Monday, May 5

Other: There are **3 required** synchronous session dates for this course.
Week 1 – April 7 (the first day of the course)
Week 2 – April 15

Week 3 – April 22

You are required to attend a session on the first day of the course; and also select one synchronous session per week for Week 2 and Week 3. You will receive an email invitation, via *Doodle* to confirm your attendance.

REQUIRED READINGS AND MATERIALS

READINGS

All course readings will be posted and accessed through the online course. Each week, as each tool is introduced, you will be assigned readings that apply to using that tool. Prior to the beginning of each week, you will be able to go into the course to download, or view, weekly course materials.

Because this course is about online collaboration, it is your responsibility to read and respond to the comments and questions of your classmates. During each week of the course, you will see the collaboration building quickly in the collaboration tool for that week. You will easily become part of the online weekly conversation in the course.

SOFTWARE/HARDWARE REQUIREMENTS

Computer
An updated laptop or desktop computer is required; a Mac or a PC. An iPad or any other mobile device is not recommended.

Make sure the computer(s) you will be using for the course is in good working condition. If you are operating from an older computer, three to five years old, expect delays on accessing the tools and downloading material. Make sure your Internet browser (Firefox is recommended) is up to date as well as your Java software.

Internet Connection
A high-speed Internet connection is required! A Learning Management System (LMS) is a very robust system. *If you do not have a high-speed connection,* working with it can be difficult, or impossible.

Headset
A headset, with a microphone, is required for the synchronous (real-time) sessions - plan on purchasing a headset if you do not have one. Considering that you are going to teach online, you will want to have a comfortable headset of your own. We have used a few different types of Logitech headsets. A good one will cost approximately $39.99 and up. You could also borrow a set.

INSTRUCTORS

CONTACT INFORMATION

There are two instructors for the course.

Instructor: Regina M. Hierholzer, MS
Email: hierholz@lasalle.edu
Phone: (O) 215-713-3909 (C) 215-292-7876

Instructor: Nick Gogno, MS
Email: gogno@lasalle.edu
Phone: (O) 215-951-1912 (C) 267-218-2578

Office Hours: There is flexibility worked into the course for office hours, depending on what you need. Please reach out and schedule a date and time via email, phone, or online synchronous session.

Location: Completely online.

INSTRUCTOR BIOS

Currently I am the Director of Online Programs for La Salle University. I work in the field of online teaching and learning. I specialize in online course design, course development, and consult with faculty and program directors about how teaching and learning takes place in the online course environment. One of my specialties is online collaboration.

I have been supporting faculty in eLearning since March 2005. I have an MS in Information Technology Leadership (ITL) and a BA in Digital Arts and Multimedia Design (Dart), both from La Salle University. I have had experience in Web Design and front-end Web Development, which opened up a wonderful opportunity to be involved and interested in the development of the online teaching environment. I have taken several online courses while I was enrolled in the Information Technology Leadership Program (ITL).

Aside from my nine years experience with training and developing faculty for the online teaching environment, I believe that my own online student experience has provided me with many invaluable lessons to continue supporting faculty for online teaching readiness. My commitment to online teaching and learning, and to La Salle University, is to help our faculty have a satisfying and rewarding experience while preparing and implementing their teachings online.

Regina Hierholzer, MS

Currently working as an Instructional Designer at La Salle University, I support faculty and staff in designing, developing, and implementing a variety of instructional technologies in their blended and online learning environments. I have a Master's of Science in Education and Instructional Technology from St. Joseph's University and a BA in English and Secondary Education from La Salle University.

In addition to working at La Salle, I lead instructional design projects for Kamehameha Schools in Honolulu, where I worked previously providing training in hybrid and online learning and facilitating online courses. In my spare time, I enjoy improving my web design and graphic design skills. I have also held a position as an English teacher for five years at Upper Darby High School as well as serving in many other roles in technology-centered instruction and curriculum development. I see online learning as an exciting, growing field that marks a fundamental shift in the intellectual development and empowerment of today's students.

Nick Gogno, MS

COURSE REQUIREMENTS

Each week of the course, it is required that you participate by collaborating with your classmates, *asynchronously* and *synchronously*. After all, collaborating online is the primary theme for the course.

You will be required to work in a small group in Week 2. Working in a small group will help you to understand how group work can shape the learning that takes place in an online learning environment.

Overall, it is an expectation that you participate in all four weeks of this course. Please read the schedule on page five of the syllabus. The work that is required is what will earn you a certificate of completion.

To help keep you on track, a reminder will be sent, via email, before each week begins and you will know what is ahead of you.

COURSE STRUCTURE

Even though the Initial synchronous Meet & Greet session is on a Monday, each online week will run from Tuesday to the following Monday. We worked out the weekly schedule for the Mondays to be used as catch-up days, from the week before, or as preparation days for the week ahead. Use them in whichever way suits your learning style. We know everyone has a very busy schedule; however you do not want to get behind, better to use the Mondays as a prep day rather than a catch-up day!

During the first three weeks you will be very involved in collaborating with your classmates working through the tools. During the last week you will also start to plan what you would like to do in your own online course and schedule an appointment with an instructional designer from the Instructional Design team. The last week is designed to help you to wind-down and finish up!

> **Please note:** Collaboration Online Plus has both *asynchronous** and *synchronous*** course work. All asynchronous course work will be conducted and completed in the LMS, and synchronous class work will be conducted in Blackboard Collaborate, accessed through the course.
>
> ***Asynchronous – working online over a period of time.** When working *asynchronously* online, all assignments for discussions, wikis, blogs, etc. will be completed in the week assigned.
>
> ****Synchronous – working online at the same time.** Please note that there are three required (real-time) sessions for this course.

COP SYNCHRONOUS DATES

Initial Synchronous Session

- Initial Meet & Greet Session
    - **Monday, April 7, 12:30 to 1:15 pm**
    - This initial session is a casual "Meet and Greet" session. The *goal* is to make sure you are able to get into the online course and also able to access the synchronous tool.
    - Please be prepared with a headset (with a microphone) for this session.
    - If for some reason you cannot meet during the designated timeframe, let us know via email (gogno@lasalle.edu |hierholz@lasalle.edu). We will arrange an alternative time.
    - Attending the Meet & Greet session is required for the certificate of completion.

Guest Speaker Sessions

- Week 2
    - Dr. Rhonda Hazell – **Tuesday, April 15, 6:30 - 7:30**
- Week 3
    - Dr. Thomas Conway – **Tuesday, April 22, 6:30 - 7:30**

    - Attending the Guest Speaker Sessions is required for the certificate of completion.

Note about guest speaker sessions: We have arranged to have guest speakers to present in the course. Each guest speaker is a La Salle faculty member and has experience teaching online. They have graciously agreed to meet with all of us to share their online teaching experiences,

Academic Affairs   Instructor: Regina M. Hierholzer, MS
Academic Computing   Instructor: Nick Gogno, MS
Faculty Development Program   Collaboration Online Plus (COP) Spring 2014 Added

tips, and techniques. These sessions are for you, and you can expect that they will be interactive. Be prepared to bring your concerns and questions about teaching online!

WEEKLY SCHEDULE	
Week and Topic	**Assignments with Due Dates**
Week 1 Mon. April 7 to Mon. April 14 **Topic:** Collaboration Using a Discussion Board	*There are four assignments due for this week:* **Assignment #1** **Participate** in "Meet & Greet" synchronous session in Blackboard Collaborate on Tuesday, April 7 at 12:30 pm to 1:15 pm. Be prepared to talk about your own learning goals for the course. **Assignment #2** **Participate** in the "Course Introductions to Build Community" on the discussion board. **Due Dates:** Initial post – ASAP at the very latest by Friday, April 11. Please post as soon as you can. This way, everyone can get to know something about you early on to start building community quickly. Reply to several classmates as the introductions come in throughout the week – keep the discussion going and have all of your responses in by Midnight on Monday, April 14. **Tip:** Pop in the course as much as you can to contribute in building the course community to keep the conversations going. **Assignment #3** **Read** the eArticle by Ron Benson posted in Week 1 Module. **Participate** in Week 1 Discussion Board Assignment – you should have a total of three posts by the end of the week = your initial response to the reading, and two other responses to your classmates. **Due Dates:** Initial post due by Midnight on Friday April 11, or sooner. Respond to two of your classmates and complete the assignment by Midnight on Monday, April 11. **Assignment #4** **Complete** the self-test on designing effective discussion questions. **Due date:** by Midnight on Monday, April 14.

Week 2 *Tues. April 15 to Mon. April 21* ***Topic:*** Collaboration Using a Wiki Group Project	*This week leads up to the Easter holiday. At La Salle, there are no assignments due on official holidays. It is not expected for you to complete anything on Good Friday, Holy Saturday, or Easter Sunday. However, you may do whatever fits into your schedule. There are two assignments due for this week:* **Assignment #1** **Participate** in Week 2 Wiki Assignment. This is a **group assignment** – you will be assigned a group via email during Week 1. Contact your group members early on to decide how your group will collaborate to complete the Wiki assignment. **Tip:** Concentrate on learning how to create a Wiki for this week. Start collaborating and posting to your group's Wiki page early! You should be checking the Wiki periodically throughout the week to review your group's contributions, making your updates and changes to the content. We will both check into the Wiki to help the groups with the formatting and answer questions via email. **Due Dates:** Initial Wiki contributions by midnight on Thursday, April 17. Complete your Wiki with your group by midnight on Monday, April 21. **Assignment #2** **Participate** in Week 2 Guest Speaker synchronous session on Tuesday, April 15 @ 6:30 pm -7:30 pm **Complete** a paragraph on a lesson learned from a guest speaker. **Due Date:** Lesson learned due by Midnight on Monday, April 21.
Week 3 *Tues. April 22 to Mon. April 28* ***Topic:*** Collaboration Using a Blog	*There are two assignments due for this week:* **Assignment #1** **Participate** in Week 3 Blog Assignment. **Due Dates:** First initial blog response by midnight Friday, April 25. Complete your responses to classmates by Midnight on Monday, April 28. **Assignment #2** **Participate** in Week 3 Guest Speaker synchronous session on Tuesday, April 22 @ 6:30 pm -7:30 pm. **Complete** a paragraph on a lesson learned from a guest speaker. **Due Date:** Lesson learned due by Midnight on Monday, April 28.
Week 4 *Tues. April 29 to Mon. May 5* ***Topic:*** Collaboration on Course	*There are three assignments due for this week:* **Assignment #1** **Participate** in "Course Reflection" Assignment – details on assignment will be introduced closer to the week. **Due date:** by Midnight on Friday, May 5.

Reflection Instructional Design	**Assignment #2** **Complete** ID Assignment – this assignment is intended to give you the opportunity to think-through how you will design your course for the online environment. **Due Date:** An instructional designer will be supporting you in planning out your course. Please complete this assignment early on in Week 4. Upload the completed assignment to the course and send a copy to the instructional designer that you are partnered with. **Assignment #3** **Schedule** ID Appointment: You will schedule an appointment with an instructional designer. **Due Date:** by Midnight Monday, May 5. **Note:** Email or phone the instructional designer you are partnered up with by the end of this week. You will be notified who to schedule with. Scheduling the appointment is required for the completion certificate. Complete all the assignments early and finish the course early. By the end of this week, you are finished the course!!

EVALUATION AND ASSESSMENT OF PERFORMANCE

You will be graded on your participation for each assignment. However, it is the quality of your participation that earns you the certificate of completion for this course.

GRADES & FEEDBACK

Grades will be posted within one week after the scheduled due date. We will send out an email reminder that your grades and my feedback are posted to the "My Grades" tool in the course.

TECHNICAL SUPPORT

If you have technical problems, please contact us by email at hierholz@lasalle.edu or gogno@lasalle.edu.

There are also other ways to get technical support:

(1) Contact a La Salle help desk technician – a technician is available at the faculty and staff help desk, call 215-951-1860; a technician will take your call, or return your call if you leave a message. There are specific hours to reach a technician; the hours are posted on the following page:

http://www.lasalle.edu/technology/helpdesk/. On the off hours, your call will be taken by a call center and be returned by a La Salle help desk technician during their hours.

(2) You can send an email to report your issue to helpdesk@lasalle.edu *or*

(3) You can open up a ticket, called an "incident", through the iSupport Helpdesk System at http://helpdesk.lasalle.edu. This will work for La Salle employees only. Make sure you know your username and password for the system. If you forget, click on the "change your password" link and create a new password.

(4) You can post your issue on the "Technical Issues?" discussion board that is designed into the course. We will check this discussion often. This is also an applicable way to reach out to your classmates to help you.

SYNCHRONOUS COLLABORATION TOOL SUPPORT

Test out the Blackboard Collaborate tool *before* each collaborate session.

STEP 1: Checking System Requirements
Test to see if you have the supported Operating System and the updated version of Java installed for Blackboard Collaborate to work on the computer you are using for this course: http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473.

STEP 2: Configuring Your System
On the same page, test for your connection, settings, and configure your audio. You will see that there are three different configuration rooms to do so. Pick one of them.

- In the event of a technical problem with the Blackboard Collaborate tool, do not hesitate to seek out help through our help desk services, as stated above,
- Note: It is difficult to troubleshoot a synchronous session while it is going on. Check your system requirements and configure your system before the session begins.
- **Please do not skip these steps.**

LAST BUT NOT LEAST…

If you are a *new online instructor*, we are looking forward to reading, seeing, and listening to all of your online teaching and learning questions and concerns as you are getting started. If you are an *experienced online instructor*, we look forward to bringing you another step closer to enjoying teaching teaching online! We wish you the best of luck with your experience and learning in Collaboration Online!

Regina and Nick