

EDIT 772 Syllabus

Web Conferencing / Virtual Collaboration

Course Information

Course number/title/ description:

Edit772-WT1: Web Conferencing / Virtual Collaboration

Virtual communication and collaboration is a key component of any 21st century learning environment. Web conferencing tools like Adobe Connect, Elluminate, or WebEx are being used to hold live, online meetings, interactive presentations, just-in-time training, and remote support. This 1 credit course introduces students to the fundamental capabilities of this class of Web2.0 tools and best practices for effectively using the key online, real-time meeting features, such as presentations (typically PowerPoint), application sharing, polling, shared white boarding, web tours and other functionality. You will also develop your skills as an e-moderator through individual and group assignments including conducting a live webinar for the final project. The course will be conducted in a blended format using both synchronous class meetings (via Elluminate and/or Adobe Connect) and asynchronous activities (via Blackboard).

Course date: Monday, January 9, 2012 to Wednesday, January 18, 2012

Meeting day(s): Mondays and Wednesdays (7-9 pm); Saturday (10am-12pm)

Instructor Information

Name: Nick Langlie, nlanglie@gmu.edu Phone: 434-535-6030 Office: Office hours: Blackboard or LearnCentral.com by appointment (quickest way to get help is to email me at nicklanglie@gmail.com and you should get a note back within an hour, typically).

Nature of Course Delivery

This course is conducted completely online and blends online lecture and demonstration sessions, traditional online Blackboard course activities with self-directed learning to meet the course learning objectives. **All classes meet synchronously online in a designated Adobe Connect Pro or Elluminate meeting/teleconferencing environment. Instructions to access the meeting space will be sent by email.** The course will meet over two weeks.

Technology Requirements

Students must have access to the following technologies for the successful completion of this course at a distance:

- A personal computer with at least 1.0 GHz speed, 250 Mb RAM, an audio board, and Ethernet enabled.
- A Microphone/speakers or USB headset
- A video camera compatible to the computer used for the course.
- _Firefox or Internet Explorer web browser (latest version).
- _Flash Player.
- _Access to high speed Internet without the interference of an enterprise firewall.

Learner Outcomes

Course goals: In this course students will:

- compare and contrast the benefits of using Adobe Connect or Elluminate

- become familiar with the features and mechanics of configuring and moderating virtual learning events using Adobe Connect or Elluminate
- understand the moderator's role in a web conference and the skills required to engage learners by giving feedback, organizing collaborative learning, integrating multimedia, and facilitating synchronous virtual discussions and breakout sessions
- prepare and moderate an educational webinar or webcast
- reflect on the implications for designing virtual learning events

Textbooks

Recommended reading: **The Synchronous Trainer's Survival Guide: Facilitating Successful Live and Online Courses, Meetings, and Events, by Jennifer Hofmann** This book is available for free as an online e-book through University Libraries Databases > NetLibrary (<http://www.netlibrary.com.mutex.gmu.edu/Details.aspx?ProductId=91878>)

Recommended reading: *Selected web readings and resources will be provided.*

College of Education and Human Development Statement of Expectations

Introduction: All students must abide by the following:

- _Students are expected to exhibit [Professional Behavior and Dispositions](#).
- _Students must follow the guidelines of the [University Honor Code](#).
- _Students must agree to abide by the university policy for [Responsible Use of Computing](#).
- _Students with disabilities who seek accommodations in a course must be registered with the [GMU Disability Resource Center \(DRC\)](#) and inform the instructor, in writing, at the beginning of the semester. Call 703-993-2474.

Major Course Assignments

1. **Personal Audio Introduction** - 60-90 second recording (individual) This is due on Saturday, 01/14.
2. **Web Conference evaluations** - Attend and evaluate two live or recorded webinars of two different types and of 30-60 minutes duration each (individual) This is due by Tuesday, 01/17 for discussion in Live Session on 01/18.
3. **Article Discussions:** For each article shared in the discussion board, share your initial reaction in a response that is no less than 150 words. Then answer the second question and/or tie what you have read to how this applies to how you might teach online. Always think about how you can best use content, communication and assessment to create a rich learning experience for your students online. This is an on-going assignment that will conclude on 01/18.
4. **Webinar Facilitation Exercise:** Conduct a **live Webinar with the class using Blackboard Collaborate**- You will present a 5 to 10 minute PowerPoint presentation (Groups of 3 to 4)

a. Then you will demonstrate the use of 3 standard web conferencing features in **Blackboard Collaborate** and 2 interactive techniques. This should take about 10 minutes. Then, each group member will be required to share a feature he or she does and doesn't like. This should take about 10 minutes for the whole group, for a total of 30. You can use Whiteboarding, Breakout rooms, Screen sharing, polling, Q&A or Interviewing, Breakout Rooms, etc., or anything else you can learn about Elluminate/Blackboard Collaborate. Be creative and fail forward :)

Group 2 will Present on Saturday 01/14 at 10:00.

Baliwag, Filla Sofia C.

Beggs, Lisa C.

Claman, Gayle

Group 3 will Present on Saturday 01/14 at 10:30.

Desens, Linda F.

Foreman, Daniel E.

Gunn, Colleen E.

Group 4 will Present on Saturday 01/14 at 11:00.

Jurist, Diana J.

Kelly, Caryn E.

Perry, Victoria A.

Group 5 will Present on Monday 01/16 at 7:15.

Phillips, Katherine A.

Platt, Jocelyn H.

Scagnelli, Joel P.

Group 6 will Present on Monday 01/16 at 7:45.

Stayrook, Heather A.

Tuttle, Jennifer A.

Watson, Tanisha S.

Group 1 will Present on Monday 01/16 at 8:15.

Heylin, Leigh B.

Isaac, Lody

Ismeail, Hiba H.

5. Peer Reviews: Partner evaluations. You will watch the recording of your group's presentation. For each of your group members, provide a critique of two things they each did well and one where they could improve. Be thoughtful and positive in your critiques, as we are all trying to learn from one another! This is due on 01/18.

Summary of Grading - Total points 100

Personal Introduction/recording - *10 points*

Web Conference evaluations - *15 points*

Article Discussions – 20 points

Webinar Facilitation Exercise - *40 points*

Peer Reviews - *15 points*