

## Summer 2010 New Faculty Mini Institute

August 17, 2010

### Getting Started

#### **Course Web Site Design with SharePoint Designer and OIS Manager**

This step-by-step, hands-on workshop will teach new users the basics of developing a class website. Each participant will be assigned a website on a CSTL server that can be used for instructional purposes. *Online Instruction Suite (OIS) Manager* and *SharePoint Designer* will be introduced and participants will learn how to access their sites and create/edit web pages for a class. This workshop will also cover basic web editing and management tasks such as class web site organization, managing rosters, emailing students, password-protecting documents, inserting graphics and tables, and more.

**Tuesday, August 17, 2010, 8:30 am to 12:00 pm**

**KL311: CSTL Experimental Technology Classroom**

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### Effective Use of OIS Modules

*Note: All new faculty are strongly encouraged to attend the entire afternoon workshop.*

#### **Forum and DropBox**

The first half of this session will introduce *OIS Forum* as a tool to facilitate online discussions. Participants will learn the basics of creating and managing student discussions, providing feedback, tracking student participation, and how the program may be used to engage students in creative ways. Participants will learn how to structure, manage, and facilitate various types of discussions, and how journals may be used to foster the development of creative, independent ideas.

The second half of the session will introduce *OIS DropBox*, a program that enables faculty to distribute, collect, and grade electronic documents and provide timely feedback to students. Basic features to be covered include: creating a class drop box, organizing student assignments by creating categories and drop boxes, the student view, editing files, grading files, and assigning feedback.

**Tuesday, August 17, 2010, 1:00 pm to 1:45 pm**

**KL311: CSTL Experimental Technology Classroom**

#### **Utest**

In this session faculty will learn how to use *OIS Utest* to add online testing to the class websites. The workshop will address how users can create and grade subjective questions, produce randomly generated tests from question banks, generate statistical reports for tests, and allow students access to test feedback.

**Tuesday, August 17, 2010, 2:00 pm to 2:45 pm**

**KL311: CSTL Experimental Technology Classroom**

#### **GradeA**

In this session faculty will learn how to create and maintain online grade books for face-to-face, blended, or web-based classes using the Excel-based *OIS GradeA* application. By the end of the session participants will be ready to create grade books, enter and save data, and calculate and post grades for students to access from class websites.

**Tuesday, August 17, 2010 3:00 pm to 4:00 pm**

**KL311: CSTL Experimental Technology Classroom**