SPRING/SUMMER 2021 WEBINAR SERIES
INSTRUCTOR PROFESSIONAL DEVELOPMENT

Quercus Basics
April 26, 2021, 12-1:30pm
May 4, 2021, 7-8:30pm
May 12, 2021, 7-8:30pm
June 3, 2021, 12-1:30pm

In this session, participants will learn about all aspects of using Quercus as an instructor, and will consider the student experience throughout the duration of a course. This session will cover:
- Setting up a Quercus site
- Adding and organizing files and content
- Creating and grading assignments
- Building quizzes
- Forming student groups
- Running discussion boards
- Communicating with students

Quercus Gradebook Management
*You MUST attend Quercus Basics training before attending this training session

April 6, 2021, 12-1pm
April 8, 2021, 7-8pm
April 20, 2021, 7-8pm
May 19, 2021, 7-8pm
June 22, 2021, 12-1pm

In this session, participants will review the basics of grading in Quercus, including the necessary adjustments to ensure accurate reporting of final grades. This session will cover:
- Setting up your Gradebook
- Grade posting policy
- Applying deductions for late submissions
- Applying grades for missing assignments

Remote Delivery
April 19, 2021, 12-1:30pm
April 21, 2021, 7-8:30pm
May 6, 2021, 7-8:30pm
May 11, 2021, 12-1:30pm

Remote Delivery aims to simulate the in-class experience in a technologically mediated environment, but at SCS we're taking it to the next level. This session will cover tips and guidelines to help you:
- Organize your content for an easier transition to online
- Re-design your current activities to deliver them online
- Build engagement and support from the ground up
- Use assessment proven practices for online

Webinar Technical Skills
April 27, 2021, 12-1pm
May 4, 2021, 12-1pm
May 17, 2021, 7-8pm
June 7, 2021, 12-1pm

In this session, participants will walk through the technical requirements of Bb Collaborate, the University of Toronto's webinar platform integrated into Quercus. This session will cover all aspects of using the platform, including:
- Setting up and scheduling live webinar sessions
- The Bb Collaborate interface
- Functionality & settings
- Basic troubleshooting

Teaching with Webinars
May 5, 2021, 7-8:30pm
May 18, 2021, 12-1:30pm
June 10, 2021, 7-8:30pm

In this session, participants will learn about the soft skills required to be an impactful online instructor. This session will cover:
- Guiding principles of being a teacher, social convener, problem solver and guide
- Examples of webinar teaching techniques and activities
- Webinar planning and time management

Bb Collaborate Advanced - Breakout Groups
*You MUST attend Webinar Technical Skills training before attending this training session

April 29, 2021, 12-1pm
May 20, 2021, 7-8pm
June 17, 2021, 12-1pm

In this session, participants will walk through the Breakout Groups fiuntionality of Bb Collaborate. This session will cover this advanced feature, in particular:
- Starting Breakout Groups and assigning participants
- Sharing content with Breakout Groups
- "Visiting" Breakout Groups

Backchanneling Techniques for Online Courses
May 11, 2021, 7-8pm

In this session, participants will explore collecting and using feedback from learners during both synchronous and asynchronous activities. This session will cover:
- What are synchronous and asynchronous backchannels
- How to use communication cues to promote student response and engagement
- How to use student feedback to adapt the course experience

Removing Roadblocks in Online Learning
May 13, 2021, 12-1pm

In this session participants will learn about common barriers that learners experience in online learning, and how you as the instructor can improve the learning experience. This session will cover:
- Practical techniques to ensure your course is a positive learning experience from start to finish
- Adult learning practices to increase engagement, motivation, retention and understanding for your learners
- Tips for improving online delivery, including webinars, discussions boards, assignments, group work, and learner networking

Designing Effective Assessments
April 28, 2021, 7-8pm
May 17, 2021, 12-1pm
June 24, 2021, 12-1pm

In this session, participants will review the principles of learning evaluations and how to implement them in their courses. This session will cover:
- Alignining assessments with learning outcomes
- Assessment deliverables and the Workplace
- Deliverable's alternate formats

Creating Accessible PowerPoint Documents
May 20, 2021, 12-1pm

In this session, participants will review guidelines to create accessible PowerPoint documents to meet AODA WCAG 2.0 Level AA compliance. This session will cover:
- Accessibility overview
- Accessible features in PowerPoint documents

Maintaining Engagement + Long Lasting Learning
June 8, 2021, 12-1pm

In this session, participants will learn practical skills to keep learners on track and motivated throughout the duration of a course. This session will cover:
- Sustaining learner engagement through techniques for grabbing attention and making content and assignments relevant
- Processes for building confidence in your learners and their new knowledge and skills
- Identifying areas for improving online course delivery

End of Semester Activities + Next Semester Planning
July 29, 2021, 12-1:30pm

In this session, participants will go over the steps to smoothly conclude a course, including ensuring all assessments are properly graded, and how to incorporate student feedback for next semester. This session will cover:
- The course copy process
- Effectively using Grades in Quercus
- Strategies for improving your course rating

To register for any of the webinars, please visit: http://bit.ly/SCSwebinars