SPRING/SUMMER 2022 WEBINAR SERIES
INSTRUCTOR PROFESSIONAL DEVELOPMENT

Getting Started with Quercus
April 19, 2022, 12-1:30pm
May 5, 2022, 7-8:30pm

In this session, participants will learn the basics of using Quercus as an instructor. 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

Getting Started with Zoom
April 28, 2022, 7-8pm
May 10, 2022, 12-1pm
June 7, 2022, 12-1pm

In this session, participants will walk through the technical requirements of Zoom, the current videoconferencing platform used in courses at the School of Continuing Studies. This session will cover all aspects of using the platform, including:
- Claiming your educational licence
- Setting up and scheduling live meetings
- Functionality & settings
- Recording a meeting and sharing the recording with learners
- Basic troubleshooting

Quercus Gradebook Management
*You MUST attend Getting Started with Quercus training before attending this training session
April 26, 2022, 12-1pm
May 25, 2022, 7-8pm

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
- Setting up a grade posting policy
- Applying deductions for late submissions
- Applying grades for missing assignments

Authentic and Effective Assessments
May 19, 2022, 12-1pm

In this session, participants will review the basics of learning evaluations and how to implement them in their courses. This session will cover:
- How learning outcomes inform assessments (and not the other way around)
- Assessment deliverables and their alignment with the workplace
- Effective group work
- Feedback best practices

Removing Roadblocks in Online Learning
May 4, 2022, 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

Breakout Groups in Zoom
*You MUST attend Getting Started with Zoom training before attending this training session
May 12, 2022, 12-1pm
June 14, 2022, 12-1pm

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

Exam Creation and Implementation
June 8, 2022, 12-1pm

In this session, participants will walk through the final exam creation process and deployment in Quercus. This session will cover:
- Best practices for file upload exams
- Best practices for close-ended and open-ended exams
- The importance of an exam window and the School's support

Maintaining Engagement + Long Lasting Learning
June 23, 2022, 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 Checklist and Planning
August 9, 2022, 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:
- Preparing grades for input in Instructor My Access
- The course copy process in Quercus
- Setting up a gradebook
- Strategies for improving your course evaluation ratings

Webinar Ideas: Fostering Interaction Among Learners
May 17, 2022, 12-1pm

In this session, participants will explore five highly interactive activities for webinar sessions. This session will cover:
- A focus on social interaction: why is this important?
- Promoting a critical thinking approach

Webinar Ideas: Promoting Reflection on Class Topics
June 15, 2022, 12-1pm

In this session, participants will explore five highly interactive activities for webinar sessions. This session will cover:
- Fostering a culture of feedback in your course
- Rewarding contributions to the course experience

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