

One course per week

**Training A**  
***Blackboard - Navigation***

The teacher training will focus on the first steps in mastering the Blackboard platform - Navigation. The training will focus on the steps of logging in, where to find your courses, how to communicate with students via chat, and where to find assessment and assignment areas.

\*This workshop is focused on teachers that do not have confidence in the navigation process.

**Objective:** By the end of the training it is hoped that teachers will understand what is necessary to begin navigating Blackboard.

**Training B**  
***Blackboard - Uploading and Creation***

The teacher training will focus on the first steps in mastering the Blackboard platform - Uploading and Creation. The training will focus on the steps necessary to upload your material, create discussions and assignment areas, and monitor and contribute to class discussions.

\*This workshop is focused on teachers that do not have confidence in uploading and creating material on Blackboard

**Objective:** By the end of the training it is hoped that teachers will understand what is necessary to begin uploading and creating on Blackboard.

**Training 1**  
***Teaching is Still Teaching in an Online Environment***

The teacher training will focus on expanding the knowledge of online learning environments. The training will concentrate on helping educators transfer their skills in traditional classroom settings to an online environment.

***The key points will be:***

1. Proper ways to provide ongoing guidance for students in an online environment
2. Ways to encourage engagement and proper communication (Netiquette)
3. Importance of providing timely, supportive, and substantive feedback to help students succeed

**Training 2**  
***Discussion and Time Management***

The training will help educators identify the importance of online discussions to assist with student engagement, and ways of expanding their knowledge on critical topics connected to students' course completion. Additionally, the training will help teachers build practical time management skills in this new normal, allowing students and teachers to feel confident in meeting deadlines, building communication and trust.

***The key points will be:***

1. How often should teachers engage with students?
2. How to encourage online discussions and engagement
3. How to sustain work-life balance

**Training 3**

***Understanding Purpose - Encouraging Student Engagement***

The training focus will be on helping students understand the purpose of what they are learning. Students must understand the WHY - Why are they reading specific material, completing assessments, or participating in discussions in online environments?

Engagement is not only peer-to-peer or student-to-teacher. It includes active engagement with the new knowledge they are obtaining within the virtual classroom.

***The key points will be:***

1. Encouraging questions to gain knowledge

Outline for planned training beginning (possible) March 23, 2021

2. Providing engaging activities that promote retention and learning

**Training 4**  
***Plagiarism***

The training focuses on understanding why students choose to plagiarize work. Often teachers assume that students cheat because they are lazy or attempting to find an easy way to pass. While this may be the case with some, very often, the main reason students cheat is due to:

1. Lack of confidence in their abilities and understanding of the material  
2. Fear of asking questions due to:

- Teachers negative responses to questions
- Fear of appearing bothersome or incapable
- Bad time management and study skills, which lead to procrastination and inevitably a desire to find an easy way to pass.

***The key points will be on:***

1. Encouraging questions
2. Avoiding negative replies to students
3. Teaching proper study and time management skills
4. Consistently communicating the consequences of plagiarism