

Master Course Creator Series

These courses would have associated Moodle shell with evaluation and discussion forums when applicable. They can be completed in any order within three years to qualify for the Master Course Creator Badge.

□ Accessible Documents

Accessibility has become a hot topic in online education and is now a required element of a course reviewed using the Quality Matter standards. Join us in this workshop and you will learn how to create accessible documents in Word and Adobe Acrobat. We will also cover some accessible elements within Moodle.

Assignment: Submit a document that is accessible and passes evaluation.

□ Alignment in the Online Course

What does it mean for objectives, materials, activities, and assessments to be aligned within an online course? We will present a method for evaluating your course to ensure that all the elements fit together.

Assignment: Download the Alignment Map Resource from the ECE Professional Development Course and make the necessary changes for it to be correctly aligned.

□ Assessment & Measurement

In this workshop, which is part of the Master Course Creator series, we will discuss the importance of alignment between your objectives and your activities and assessments. We explain how to ensure alignment of assessments with course and module objectives.

Assignment: Present a measurable objective and an appropriate assessment that aligns with that objective.

□ Course Overview & Introduction

The Course Overview area is the first part of the course that the students will see, but probably the last thing you will create. In this workshop, we will discuss the items that should be included within a Course Overview area to effectively orient your students in your course.

Assignment: Submit the elements of an effective course overview. These include: Instructor introduction, Course-specific policies/procedures, Getting started instructions. Submit the course ID of the course containing the overview.

□ Educational Video

In this workshop, you will be introduced to best practices for choosing and creating video resources and implementing them in your course. We will also cover how to ensure that your video content is accessible for all learners.

Assignment: Create a short (3-10 minute) video to use in your courses. It can be over any relevant topic and recorded with any device or program. It must be accessible, with either closed captioning or a written transcript.

□ Managing your Moodle Gradebook

This workshop will cover the tools and techniques to maintain your Gradebook in Moodle 3 effectively.

Assignment: Create/showcase a functioning gradebook for a working course for review. The gradebook must pass evaluation.

□ Measurable Objectives in an Online Course

Clear learning objectives provide a foundation for a quality course. In this interactive workshop, you will revise or create measurable objectives that provide a roadmap for your activities and assessments.

Assignment: Submit 3 - 5 measurable objectives from a single course. You may be asked to explain how each is measurable if it is unclear.

□ Rubrics

If you have ever struggled with the details of how to grade an assignment, this workshop is for you. We will discuss how to create a rubric that will help students understand the assignment, while also making grading easier for you. Bring a rubric or assignment to this workshop and you will receive feedback that you can apply immediately to improve your course.

Assignment: Submit a rubric that demonstrates good practice for rubric design along with a detailed description of the assignment.

□ Webex Personal Room

Your WebEx Personal Room is a valuable tool for engaging with online students. In this workshop, you will learn how to open and run your personal room either as a one-on-one meeting option as well as an open office for online classes. You will also be introduced to some unique features of the room that are different from the standard training sessions.

□ Quality Review

For this element of the MCC, submit a complete course that meets Quality Matters standards through informal review. Once the course passes evaluation and the other courses of this series are completed, you will receive the Master Course Creator Badge showing your commitment to quality course development.