

INNOVATION TODAY

JANUARY 2021

PRINCIPLES OF GOOD PRACTICE (PGPs)

During the summer 2019 semester, the CTL updated the [Principles of Good Practice form](#). As you complete this form, please make sure you are using the newest version, which can be found on the [CTL webpage](#) (under the Forms section). Please follow these steps when completing the PGP:

- Download and save the form to your computer.
- Open the form using Adobe Reader or Adobe Acrobat DC.
- Complete pages 1 and 2.
- Digitally sign the form.
- Email the form as an attachment to [Kayla Willis](#).



Reach out to the CTL if you have any questions or concerns.

PROCTORING OPTIONS

The college has several proctoring options available to help meet the needs of your course. The following is a list of proctoring options. You can find more information about these tools in the [Brightspace Mechanics course](#), under **Extra Resources**.

- [Respondus LockDown Browser/Respondus Monitor](#)
- [Proctorio](#)
- [Zoom](#) Proctoring by the instructor
- [Alternative assessments](#)

***Please note that Respondus LockDown Browser/Monitor now works with Chromebooks!**

INTELLIGENT AGENT TEMPLATES

Intelligent agents are a good way to automatically obtain data in a course and to have Brightspace automatically send emails to students for not accessing a course, not completing assignments, not accessing content, and other actions. [To learn more about intelligent agents, click here.](#)

CTL has created several pre-made templates that you can copy directly into your course. You can copy these templates from the Brightspace Course Resources via CTL course shell. View the "[How to Copy Intelligent Agents](#)" resource for more information about how to add the templates to your course and enable the agent.





TEACHING ONLINE: FUNDAMENTALS

Are you interested in teaching blended or fully online courses at the college? If so, you will need to complete *Teaching Online: Fundamentals*. In this course, participants will learn about online andragogy, course design philosophies, and how to transition traditional classroom instruction into online instruction. This course is a 7-week, fully online course. Participants must complete Brightspace Mechanics (Brightspace Basics **and** Brightspace Plus) and receive the Brightspace Mechanics certificate of completion **prior** to enrolling in this course. Registration is now open in WebAdvisor. **Please contact [Mikken Canham](#) if you any questions about this course.**

Date: January 19 – March 5

PD Credit: ZPODI_1031_01

Step Credit: ZPODI_1031_S1

Prerequisite: Earn [Brightspace Mechanics](#) certificate

*This course is included in the *Teaching Online Certificate*.

TEACHING ONLINE: PEER REVIEW

Are you interested in collaborating with colleagues to learn new ideas that can improve your online course? If so, you may be interested in completing *Teaching Online: Peer Review*. This course is a collaborative gathering of peers with the purpose of improving online courses through group mentoring and facilitation. Registration is now open in WebAdvisor. **Please contact [Mikken Canham](#) if you any questions about this course.**

Date: February 5 – April 2

PD Credit: ZPODI_3033_01

Step Credit: ZPODI_3033_S1

Prerequisite: Must have taught 3 online credit sections over more than one semester within the last 2 years.

*This course is included in the *Teaching Online Certificate*.



TEACHING ONLINE: ADVANCED

Want to learn new ideas and strategies for teaching online? If so, join us for *Teaching Online: Advanced*. In this 7-week course, participants will explore accessibility, technology tools, student engagement, and more. Registration is now open in WebAdvisor. *Please note that the end date listed in WebAdvisor is incorrect.* **Please contact [Mikken Canham](#) if you any questions about this course.**



Date: February 15 – April 9

PD Credit: ZPODI_4089_01

Step Credit: ZPODI_4089_S1

Prerequisite: Must have passed *Teaching Online: Fundamentals* and have previously taught or be currently teaching a fully online class.

*This course is included in the *Teaching Online Certificate*.

GRADEBOOK TRAINING

CTL will be offering several training sessions this month to help you set up your gradebook and learn about some of the gradebook tools. If you want to learn more about gradebook settings, how to add grade items, how to delete items, how to automatically drop items, etc., we highly encourage you to join us at one of the sessions below. This is also a great time to get help setting up your gradebook or fixing any issues that you have had with the gradebook in the past.

Managing the Gradebook when Using a Points System:

To join sessions listed below, please click this URL: <https://mclennan.zoom.us/j/2542990000>

Or, go to <https://mclennan.zoom.us/join> and enter meeting ID: 254 299 0000

- Tuesday, January 26th from 2:00-3:00
- Friday, January 29th from 9:30-10:30

Managing the Gradebook when Using a Weighted System:

To join sessions listed below, please click this URL: <https://mclennan.zoom.us/j/2542998382>

Or, go to <https://mclennan.zoom.us/join> and enter meeting ID: 254 299 8382

- Tuesday, January 26th from 9:30-10:30
- Friday, January 29th from 2:00-3:00

BRIGHTSPACE MECHANICS

Don't forget there are a lot of resources in the Brightspace Mechanics course. View the [Index](#) to help you easily find the resource you need. For information about how to do this, view the [How to Use the Index video](#).



Wishing you a happy, healthy, and successful 2021!

