EDIT 772 Syllabus
Web Conferencing / Virtual Collaboration

Course Information

Course number/title/ description:

Edit772-WT1: Web Conferencing / Virtual Collaboration

Virtual communication and collaboration is a key component of any 21st century learning environment. Web conferencing tools like Adobe Connect, Elluminate, or WebEx are being used to hold live, online meetings, interactive presentations, just-in-time training, and remote support. This 1 credit course introduces students to the fundamental capabilities of this class of Web2.0 tools and best practices for effectively using the key online, real-time meeting features, such as presentations (typically PowerPoint), application sharing, polling, shared white boarding, web tours and other functionality. You will also develop your skills as an e-moderator through individual and group assignments including conducting a live webinar for the final project. The course will be conducted in a blended format using both synchronous class meetings (via Elluminate and/or Adobe Connect) and asynchronous activities (via Blackboard).

Course date: Monday, January 4, 2009 to Wednesday, January 13, 2009

Location: Blackboard

Meeting day(s): Mondays and Wednesdays (7-9 pm); Saturday (10am-12pm)

Instructor Information
Name: Rick Reo, rreo@gmu.edu / Phone: 703-993-8536
Office: Prince William Campus, Occoquan Bldg., rm231
Office hours: Blackboard or LearnCentral.com and by appointment.

Nature of Course Delivery

This course is conducted completely online and blends online lecture and demonstration sessions, traditional online Blackboard course activities with self-directed learning to meet the course learning objectives. **All classes meet synchronously online in a designated Adobe Connect Pro or Elluminate meeting/teleconferencing environment. Instructions to access the meeting space will be sent by email.** The course will meet over two weeks.

Technology Requirements

Students must have access to the following technologies for the successful completion of this course at a distance:

- A personal computer with at least 1.0 GHz speed, 250 Mb RAM, an audio board, and Ethernet enabled.
- A Microphone/speakers or USB headset
- A video camera compatible to the computer used for the course.
- Firefox or Internet Explorer web browser (latest version).
- Flash Player.
- Access to high speed Internet without the interference of an enterprise firewall.

Learner Outcomes

Course goals: In this course students will:

- compare and contrast the benefits of using Adobe Connect or Elluminate
- become familiar with the features and mechanics of configuring and moderating virtual learning events using Adobe Connect or Elluminate
- understand the moderator's role in a web conference and the skills required to engage learners by giving feedback, organizing collaborative learning, integrating multimedia, and facilitating synchronous virtual discussions and breakout sessions
- prepare and moderate an educational webinar or webcast
- reflect on the implications for designing virtual learning events
- evaluate applications of virtual meetings and moderation

Textbooks

Recommended reading: **The Synchronous Trainer's Survival Guide: Facilitating Successful Live and Online Courses, Meetings, and Events, by Jennifer Hofmann** This book is available for free as an online e-book through University Libraries Databases > NetLibrary (http://www.netlibrary.com.mutex.gmu.edu/Details.aspx?ProductId=91878)

Recommended reading: *Selected web readings and resources will be provided.*

College of Education and Human Development Statement of Expectations

Introduction: All students must abide by the following:

- Students are expected to exhibit Professional Behavior and Dispositions.
- Students must follow the guidelines of the University Honor Code.
- Students must agree to abide by the university policy for Responsible Use of Computing.
- Students with disabilities who seek accommodations in a course must be registered with the GMU Disability Resource Center (DRC) and inform the instructor, in writing, at the beginning of the semester. Call 703-993-2474.

Major Course Assignments

1. Personal Audio Introduction - 60-90 second recording

2. Attend and evaluate two live or recorded webinars of two different types and of 30-60 minutes duration each (individual)
    a. Elluminate site, LearnCentral events , Acrobat Connect Pro User Community, ULiveandLearn etc.
    b. Post your evaluations to discussion forum before 1/6 meeting

3. Practice Facilitation Exercise: Conduct and record a **Webcast** - Powerpoint 5 minute presentation (dyads)
    a. Demonstrate the use of 3 standard web conferencing features and 2 interactive techniques
        a. See list of requirements (e.g., Whiteboarding, Breakout rooms, Screen sharing)

4. Live Facilitation Exercise: Conduct & Facilitate a **Webinar** Session w/ Q&A or Interview or Breakout Rooms (10-12min)
    a. Individual students present a live webinar in learncentral.com
    b. Requirements TBD

5. Peer Reviews
    a. Dyad/partner evaluation
    b. Webcast /Webinar presentation evaluations

Summary of Grading - Total points 100

Personal Introduction/recording - *5 points*
Web Conference evaluations - *15 points*
Webcast Exercise - *20 points*
Webinar Facilitation Exercise - *45 points*
Peer Reviews - *15 points*

Grading

Scale: A = 94-100; A - = 90-93; B+ = 86-89; B = 83-85; B- = 80-82; C = 70-79; F = 69 and below

Course Schedule (subject to change): all meetings online

Dates	Topics & Readings	Assignments

DAY 1
 	
1/4, Mon.
7-9pm
	Course overview and introduction
	
	• Personal and course introductions
	• Demo and setup basic course collaboration tools
	• Elluminate vs. Connect
	• Form 2 person teams
	
	Readings Hofmann eBook: Introduction, Ch 1, Ch2
	Other Readings: Instructional Uses/Best Practices
		Personal Audio Introduction – 60 to 90 second recording
		Due 1/5
		
		Attend and evaluate two live online webinars 30-60 min. long (individual):
		Due 1/7
		
		Self-directed training
		
		Elluminate
		    • LearnCentral
		    • Elluminate *Live!* ® V9.5 and Higher Training and Documentation for Moderators
		
		Adobe Connect
		    • Penn State's Acrobat Connect Community

DAY2
 	
1/6
Wednesday
7-9pm
	Demonstrations and Instructional Uses
	
	Meeting 2: Overview of Web Conferencing webinar
	    • presentation types and styles
	    • schedule final presentation times
	
	Readings Hofmann eBook: Ch 3, Ch 4
		Conduct and record a Webcast (5 minute Powerpoint presentation)
		Due 1/10
		
		Continue Self-directed training

DAY 3 **1/9** **Saturday** **10:00 am to** **12:00 pm**	**Open Online Lab** • Continue self-directed training • Meet with instructor for on-demand support Readings Hofmann eBook: Ch 5, Ch 6	Complete Self-directed training
DAY 4 **1/11** **Monday** **7-10pm**	**Practice and Present** Webcast presentation reviews Readings Hofmann eBook: Ch 7	
DAY 5 **1/13** **Wednesday** **7-10pm** **Final class**	**Present and Peer Reviews** Final webinar demonstrations: conduct a live interactive web conference w/ Q&A	Webinar All course assignments due 1/13.