Designing and Delivering Online Training: Library CE Institute Outline

Online Sessions 1 & 2

Week One: Gearing up for online learning development
Online Kickoff session: April 8 (1.5 hours)
- Overview of program goals and vision
- E-learning rocks!
  - Discover the distinct advantages of online learning, beyond time/cost savings (Have you reviewed the E-Learning Modes handout?)
- Library learning for the 21st century
  - Learn about recent "21st century" updates to the Competency Index for the Library Field

Week Two: Designing and collaborating for online learning
Online Session #2: April 16 (1.5 hours)
- Engaging the learner online:
  - Discover webinar best practices and strategies for engagement in the live online environment (resource: Guide to Successful Webinars)
  - Learn some engagement strategies for the self-paced experience
- Collaboration for library CE
  - Explore the potential for collaboration to maximize impacts of earning opportunities within the current CE landscape
- Priority topics for the library field
  - Identify specific topics for developing content that builds 21st century library competencies
  - Negotiate working group alliances to prepare for collaborative development of learning objects

Week 3—4: Building content development skills (April 21 – May 4)
Note: A Moodle environment will support all asynchronous course activities, collect course resources, and foster discussion and sharing among participants and facilitators.
- Each working group confirms their topic selection
- Each participant downloads and activates Articulate Storyline software
- Participants take basic training on Storyline. WebJunction will provide access to self-paced training on lynda.com; participants choose to learn individually or in cohorts.

In-person Institute

Week Five: Two-day in-person immersion (May 6 – 7)
Location TBD

Day One
- Instructional design for online
  - Apply instructional design principles to support and empower e-learners
  - Learn basic graphic design principles for an effective look-and-feel
  - Focus on assessments and outcomes
  - Activity: groups work together to sketch out learning objectives for selected topics and designs for content objects; critiques and feedback
- Defining quality
  - Identify characteristics of quality and design strategies for achieving it
- Rapid course development models
  - WebJunction and Infopeople share pilot models for rapid online course development
  - Explore other models for rapid, cost-effective development of elearning content
- Hands-on with authoring tools
  - Discuss how to fit the tool to the learning objectives (not the other way around)
  - Activity: working groups begin to build framework for learning objects, applying existing knowledge and co-learning new skills

Day Two
- Hands-on with authoring tools
  - Open lab for working groups: continue to develop self-paced learning objects (including evaluation/assessment component); increase skills with tools
  - Reconvene with all to share discoveries
- Virtual collaboration
  - Devise strategies for continuing to work effectively in the virtual environment
  - Working groups map out plan for completing the project through virtual collaboration; share plan with all

Online post-sessions

Week 6—9: Creating learning objects (May 12 – June 8)
Working groups meet and work to advance their projects, using the Moodle learning environment and other online collaboration tools of choice. Groups post their work plans and schedules, updating them as work progresses.
WebJunction and Infopeople facilitators will provide support and guidance throughout.
Online Session #3: May (20, 21, or 22 TBD) (1 hour)
- Meet to discuss what's working and what challenges surface
- Synchronous opportunity to strategize and support each others' efforts
Note: other online sessions may be scheduled as needed

Week 10—14: Creating learning objects (June 9 – July 3)
Working groups work toward prototyping their learning objects to the point where they can test them online; participants view each others' e-learning objects for inspiration and feedback.

Online Session #4: June TBD (1.5 hours)

- Show & Tell: each group demo 10-minute segment
- Continuing collaboration: how to connect with others to increase coordination among CE providers
    - Devise plans to teach rapid development models to others

Week 15—18: Offering new learning content to the library field (July 7 – 31)

Working groups complete their learning objects by the end of July. Courses are uploaded to a server and offered as learning for the library field. All learning objects developed by the Institute will also be openly and freely available through WebJunction. Evaluation of the program will continue through the end of August.

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