OTAN Online Workshops for 2011-12

All onnline workshops are 1.5 hours unless otherwise noted and **all participants must be OTAN members prior to the workshop***:

10 Activities Using Google Search for You and Your Students *(New!)*
Become a more effective "Web researcher" and pass the information to your students by discovering advanced search techniques. Learn to: Find Web sites that are similar, find a term or word on a specific site, utilize brainstorming searches, translate entire Web sites into another language, refine search for specific file types (like .pdf or .doc). If it is on the Internet, this workshop will show you how to find it.
Prerequisites: Hi-Speed Internet connection, basic mouse, keyboarding, and Internet skills.

An Online Presence for Teachers *(New!)*
Participants will learn how to develop a Web site for their classroom using Weebly and/or a wiki tool, including entering text for announcements or assignments, creating links between their pages and to other Web sites, and adding pictures/clipart, and documents. They will also see how to use the sites for collaboration/discussion or writing practice. We will discuss the strengths and weaknesses of both types of Web presence and show examples of how they are used in adult ed.
Prerequisites: Basic computer and Internet skills.

Cell Phone Activities Using Voice and Camera *(New!)*
In the second part of the Cell Phone Series the participants will identify effective ways to use cell phone photo features in teaching and learning. Additionally participants will analyze online tools that have been integrated in education by using cell phones such as Google Voice and mobile friendly web sites. Presenter will share a list of educational applications for smart phones and demonstrate use of QR codes.
Prerequisites: Ownership of, or access to, a mobile device such as an ipad or cell phone with texting capability.

Cell Phone Basics to Use in the Classroom
Do you own a cell phone and want to explore ways of using it in the ABE/ESL classroom? In this online workshop, you will learn about features you did not even know you had. Discuss ways to establish cell phone etiquette in your classroom. Use texting as a learning tool and integrate polling activities at any time in instruction. Discover the camera feature on your phone.
Prerequisites: Ownership of, or access to, a mobile device such as an ipad or cell phone with texting capability.

Create Free Online Quizzes
Learn to create custom, entertaining and engaging online quizzes using FREE Web sites. By the end of the workshop you will have created a free online quiz that your students can access any time!
Prerequisites: Basic computer and Internet skills.

Create Quick and Easy PowerPoint Slide Shows for Instruction
Participants will learn how to quickly and easily create PowerPoint™ slideshows for language instruction or practice. Participants will learn how to insert clipart images, or images found on the Internet, as language prompts for in-class guided practice or assessment.
Prerequisites: Basic computer and Internet skills; Microsoft PowerPoint installed.

Create, Share, Review, and Collaborate with Online Documents
Participants will learn how to create online documents, forms, spreadsheets, and presentations (slide shows). They will collaborate and share documents, pictures, presentations, and online forms that aggregate data, with students or colleagues. Organizing folders and files, exporting and importing content, and saving documents in different formats (like .pdf, .ppt, .doc, and .xls) will also be covered – all online! At the end of the workshop participants will have created an online document, slideshow with images, form for input, and a spreadsheet with graphical chart. Components of this workshop can be tailored to meet the needs of a site.

Creating A High Quality Online Course

In this short workshop, review the 6 basic areas of creating a well-designed online course. Review specific guidelines on creating good content, principles of instructional design, elements of student assessment, technology requirements, course evaluation and management, and the implementation of 21st century skills within your course. Short discussions on each area will be encouraged and rubrics to measure a current or future course will be provided.

Prerequisites: Basic computer skills and comfort with navigating the Internet. This would also be a good workshop to take before taking "Moodle: Create a Course Web Site."

Interactive Whiteboards - Creating Student Activities (Promethean and Smartboard)

Interactive whiteboards (IWBs) are great tools for student collaboration, sharing and practice. This workshop is designed to provide an orientation to IWB software, tools and activities to get you started in your classroom.

Prerequisites: Basic computer and file management skills.

Moodle: Create a Course Web Site
(2 hours)

Moodle is an online course management system where you can post assignments, have an online discussion, and organize documents your students can access any time. You can also create quizzes and track student results. This workshop will introduce you to the Moodle system and basic functions such as adding resources and activities. As part of this workshop, you will receive your own Moodle course site from OTAN. [*Note: OTAN will create Moodle accounts and course shells for all registered participants. If you cannot attend this session please contact OTAN.*]

Prerequisites: Basic computer and internet skills.

Moodle: Using the Lesson Activity

The Lesson module in your Moodle course is a powerful tool for learning. As a teacher, you can create simple "flash card" lessons to help students learn vocabulary or other content that needs reinforcement. Lessons are also adaptive. The student guides their learning based on the choices they make while completing the tasks or activities within the lesson. Teachers can add quiz questions, embed videos, and link to other documents or Web pages. Through this webinar, teachers will gain a basic understanding of how lessons work, and create one short lesson within their course. Participants are encouraged to have lesson materials on hand such as presentations, text files, and images to use in the creation of their lesson.

Prerequisites: All participants must have their own Moodle course shell with teacher editing rights. Your course can be hosted by OTAN or your school site. (Moodle v1.9.5 is recommended). Participants should have completed the "Moodle: Creating a Course Web Site" workshop prior to this workshop (or its equivalent.)

Moodle: Create Online Interactive Activities (New!)

Hot Potatoes™ is a free software program that allows you to create several different activities and upload them into your Moodle course. This workshop will introduce you to the basic software program and how to create activities such as the Crossword puzzle, drag 'n drop cloze activities, jig-saw puzzles, and more. Hot Potatoes activities give teachers a great deal of flexibility in providing both assessment tools as well as practice activities for students.

Prerequisite: Participants must download and install the free Hot Potatoes http://hotpot.uvic.ca/index.php program prior to the workshop. Also see prerequisites for the workshop titled "Moodle: Using the Lesson Activity" for other requirements.)

Moodle: Creating Assignments

Fully integrate your classroom activities into an online experience for your students. Create student assignments incorporating other Moodle modules, use resources found online, or upload your own materials. Student assignments will include review, reflection and assessment.

Prerequisites: Must have taken the introductory course "Using Moodle to Create a Course Web Site" and have an assigned course.

Moodle: Customizing Your Course and Grade Book

After completing the initial workshop "An Introduction to Creating a Course Web Site" with Moodle, this workshop will provide an opportunity to review prior material as well as add new course management skills. Participants will learn how to add and remove students, change enrollment duration, learn the differences of backing up, restoring and resetting courses, and review course settings to be sure they meet your course objectives. In addition, participants will learn how to customize grade book views, back-up and export their grade book, and prepare their course for their next class of students.

Moodle: Using Audio to Enhance Teaching and Learning (New!)

Using audio to enhance teaching and learning engages students and helps to build collaboration and community within an online course. The "NanoGong" activity in Moodle allows teachers and students to provide audio in all aspects of learning within an online course. Particularly useful for language learners, teachers can ask students to record assignments such as reading written passages, or post audio replies to discussion groups. This is an "add-in" module and is not part of the typical Moodle installation.

Prerequisites: All participants must have their own Moodle course shell with teacher editing rights. Their course can be hosted by OTAN or their school site (Moodle v1.9+ with the NanoGong module installed is recommended). Participants should have completed the "Moodle: An Introduction to Creating a Course Web Site" workshop prior to this session (or its equivalent).

Moodle: Using the Quiz Activity to Assess Students

The quiz activity in a Moodle course allows the teacher a great deal of flexibility in assessing student performance and understanding. With a variety of question types available, you can create a bank of questions that can be re-used several times within a single quiz, within one course, or for your entire program area. Quizzes also allow the teacher to give specific feedback on each question, and general feedback on a students' overall performance on an assessment. Teachers control how often a student can take a quiz, how much time must elapse between each attempt, how it is scored (highest score achieved, average, first or last) and Moodle does all the math! Participants will end this session with a quiz and several questions created.
Prerequisites: For prerequisites see the workshop titled "Moodle: Using the Lesson Activity").

Online Documents: Create, Share, and Collaborate!

Learn how to create documents online along with collaborating and sharing with students or colleagues. Organize folders online, export and import content, and save documents into different formats (like .pdf, .html, .doc, and .xls).
Prerequisites: Hi-speed Internet connection, basic mouse, keyboarding and Internet skills, Google account (free).

Online Resources for ABE/ASE/GED Teachers

This session will focus on the ABE/ASE and GED teaching resources available on the OTAN Web site. Topics include effective strategies for browsing and searching the OTAN Web site, and using the site as a gateway to the best adult education sites for your program. We offer Lesson Plans, Classroom Activities, a database of sites to use with your students, articles on classroom instruction and much, much more. Why spin your wheels using an Internet search engine when OTAN has already done the work for you?
Prerequisite: Participants should be comfortable using computers and the Internet.

Online Resources for ESL/EL Civics Teachers

This session will focus on the ESL and EL Civics teaching resources available on and through the OTAN Web site. Topics include effective strategies for navigating and searching the OTAN Web site, and using the site as a gateway to the best adult education sites for your program. We offer Lesson Plans, Classroom Activities, a database of Sites to Use With Your Students, articles on classroom instruction and much, much more. Why spin your wheels using an Internet search engine when OTAN has already done the work for you? Using our "My Resources" feature will allow you to save the great things you will find so they can be accessed from any Internet connected computer.
Prerequisite: Participants should be comfortable using computers and the Internet.

Online Slide Shows - Create, Share, and Present

Teach your students how to create an online presentation with only a few clicks - for free. Create slides, format text, insert pictures and links, or upload an already existing PowerPoint into Google Presenter. Learn how to create, share, and collaborate with your students and colleagues using Google presenter.
Prerequisites: Hi-speed Internet connection, basic mouse, keyboarding and Internet skills, Google account (free).

Orienting Students to Online Learning

This meeting provides a forum to talk with other online teachers and different strategies and approaches to orienting students being successful online learners. From low literacy students to CTE, all students need a solid understanding of what to expect in an online course, or Web resources to support their course of study. Come and talk among your peers as to current research on best practices for preparing students to be successful online learners. Materials and relevant Web sites will be shared and reviewed.

Simple Free Web Tools to Use with Basic Literacy Students

Teachers and students can make their own Web-based projects using easy-to-use Web sites. These Web tools are a motivating, fun way to take grammar, writing, and reading assignments online with the possibility of sharing with others. Students can practice vocabulary and spelling lists with online games and can express themselves creatively by making avatars, comic strips, digital movies, and more.
Prerequisites: Basic computer and Internet skills.

So You Want To Teach Online?

Teaching online is much different than teaching face-to-face in a traditional classroom. Attend this webinar to learn what those differences are, what it takes to be a good online teacher, what technical skills are needed, and where you can find additional help for all of the above. Expect to participate in discussions and share ideas and concerns among the participants.
Prerequisites: Basic computer skills and comfort with navigating the Internet. This would also be a good workshop to take before taking "Moodle: Create a Course Web Site."

Social Networking for Adult Education (Mostly Facebook)

New popular means of communication offer opportunities for adult education programs to reach potential learners who are not currently being served, as well as reinforcing and deepening communication with current students and alumni. Additionally, Web 2.0, and especially social networking and media applications, allow for a timely and easy way to update content. Educators use these tools to create personal professional development networks and model lifelong learning and positive online presence. The presenter will demonstrate examples of how adult education programs, individual administrators and teachers use Facebook.

Teaching Critical Thinking for the Internet

If it is on the Internet, it must be true! Not! How do you know if a Web site is accurate? How do you help your learners think critically about online information? How do you keep your learners safe online? Information literacy is defined as the ability to find, evaluate, and use information. This webinar will give you the tools to locate, organize, and evaluate online information, and provide tools for teaching your students to think critically about the information they find online. Participants will identify and practice using appropriate and copyright-safe ways to access, use, and present information from online resources.

Prerequisites: Hi-speed Internet connection, basic mouse, keyboarding, and Internet skills.

Three Fun Online Activities for Students

Take class projects to the next level with free and easy-to-use Web sites for sharing student activities, interests, or hobbies. Students can add images, audio and/or music, and even video, to enhance content. Build community where students comment on projects with text, audio, or video. Everything is saved online for easy sharing via e-mail and links or embedding on a Web page.

Prerequisites: Basic Internet knowledge and navigation.

USA Learns: A Web Based Tool for ESL Learners

USALearns.org is a free Web site designed for ESL students who want to improve their English skills outside of the traditional classroom. The site offers three unique courses for beginner to high intermediate students. This webinar will introduce you to the content and show you how to use the teacher site to monitor your distant learners' progress.

Prerequisites: Basic Internet knowledge and navigation.

Using Picture Dictionaries in the Multilevel ESL Classroom

Come discuss and discover the ways to use picture dictionary pages to support communicative instruction across levels. The presenter will share presentation strategies, including overhead transparencies, interactive software, and PowerPoint™ slides that make it easy for all learners to understand and work with the lesson content. Student-centered practice activities will also be demonstrated. Handouts include lesson plans and sample activity templates.

Minimum Requirements for Participating in OTAN Online Workshops

- Broadband Internet connection (DSL, cable modem, or faster)

- Computer with speakers or headphones

- Active email account and OTAN membership in order to register

- Some workshops have other requirements, please read the descriptions on the Web site carefully.

- OPTIONAL: A microphone connected to your computer will enable you to talk directly with your presenter. Those without a microphone can type questions at any time.

- Online workshops require a minimum of 6 participants, and they may be cancelled if registration is not met.