

THE CITL REPORT

A newsletter of pedagogy, technology, and current trends in instructional design.



THIS ISSUE'S QUICK LINKS

- [iLearn Resources](#)
- [CITL Staff Directory](#)
- [Teams Resources](#)
- [Technology
Workshop
Schedule](#)

UPCOMING EVENTS

[CITL Winter](#)

[Workshop](#)

January 12, 2021

10am-2pm | Virtually
[Register Now!](#)

[View the full CITL
Workshops &
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OLC COURSE DESIGN REVIEW RUBRIC

Want to make sure your course is ready for spring? The Instruction Design Team will be implementing the use of Online Learning Consortium's Online Course Design Rubric. The utilization of this checklist will create consistency in course reviews while supporting faculty in the use of best practices in course design.

tntech.edu/citl/instructional-design

CITL BEST PRACTICES AND TEACHING TIPS FOR COURSE SUCCESS

As we prepare to enter a new semester, here are a few best practices and teaching tips to ensure your course is a success this spring.

[View the CITL COVID-19 Course Checklist.](#)

- **Have a clear communication plan and course schedule for students.**
 - Determine when, how often, and what method of communication you will use.
 - Outline your communication schedule and let students know what they can expect regarding response time, course communication for assignments, and office hours.
- **Keep on hand the university student success resources.**
 - Make sure students know about the resources available to help them succeed. Counseling Center, Health Services, Tutoring, Advisors, Accessible Education Center, Library are just a few examples.
- **Develop mechanisms to check student progress and keep them on track.**
 - If using iLearn, leverage the Analytics tool to track student progress and utilize iLearn settings to ensure students view and access necessary course materials. Contact one of the CITL Supported Instructional Technology Specialist to learn more.
 - Require feedback from students.
- **Implement effective engagement practices to engage with students on-ground and online throughout the semester.**
 - Use discussion boards, group meetings, and consistent communication to keep students engaged in your course, with each other, and with you as the instructor.

ILEARN SPRING 2021 COURSE CHECKLIST

- Copy Course Content from last semester to this semester's course
- If you use Respondus Lockdown Browser or Monitor, make sure to go to the Quizzes and select the Lockdown Browser tab to update the course for the new term.
- Add TAs or Co-Instructors
- Upload your syllabus to iLearn
- Check your course's accessibility
- Make a course introduction video

MICROSOFT TEAMS UPDATES

• ILEARN INTEGRATION WITH TEAMS

There is now an option to integrate your Team for your course through iLearn. This integration allows you to create your Team from within your iLearn course, automatically adding the students, TA/GAs, and co-instructors from your classlist. Students can access your course's Teams site through a new widget within your iLearn course page. [Visit the CITL website to learn more.](#)

• USING BREAKOUT ROOMS IN TEAMS

Microsoft Teams now gives you the ability to use Breakout Rooms in your meetings! There are a few specific things you have to do in order to use this feature:

- 1) [Ensure you have the latest version of Teams.](#)
- 2) You must schedule the meeting through the Calendar function. The meeting link cannot be copied.
- 3) Breakout Rooms only work for **scheduled** meetings of **3 or more** people.

[Click here for a step-by-step guide on how to use Breakout Rooms in Teams.](#)

MEET WITH AN INSTRUCTIONAL TECHNOLOGY SPECIALIST TODAY

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