



WSU Tech

## PRD 003 Foundations of Instructional Practices: Technology Orientation

### Course Outcome Summary

#### Course Information

<b>Description</b>	This course is designed to introduce new instructors to the systems, applications and hardware they will utilize as teaching faculty at WSU Tech. Topics in this course include myWSUTech, introduction to Blackboard, Innovation Café, Skype for Business, and Outlook.
<b>Career Cluster</b>	Education and Training
<b>Instructional Level</b>	Continuing Education
<b>Total Hours</b>	3

#### Types of Instruction

Instruction Type	Credits/Hours
Lecture	0/3.0

#### Course History

<b>Revised By</b>	Trish Schmidt (pschmidt)
<b>Last Approval Date</b>	12/12/2018

## Target Population

Faculty both full and part time who are new to teaching at WATC

## Course Outcomes

### 1. The faculty member will be able to log on to WSU Tech computer network

*Status Active*

#### Criteria

1.1. Demonstrate how to log onto the WSU Tech network

### 2. The faculty member will be able to demonstrate basic functions of Skype for Business

*Status Active*

#### Criteria

- 2.1. Identify the role of Skype for Business at WSU Tech
- 2.2. Demonstrate skills need to receive/place a call using Skype for Business
- 2.3. Demonstrate the skills needed to send an instant message in Skype for Business
- 2.4. Demonstrate skills needed to share screen using Skype for Business
- 2.5. Demonstrate skills needed to forward Skype for Business calls to another number
- 2.6. Locate Skype for Business conversation history in Outlook
- 2.7. Locate Skype for Business Help
- 2.8. Demonstrate call forwarding function

### 3. The faculty member will be navigate in myWSUTech

*Status Active*

#### Criteria

- 3.1. Locate myWSUTech
- 3.2. Identify the role of the myWSUTech for faculty
- 3.3. Identify the Outlook Web App email link
- 3.4. Identify the faculty, student, library tabs
- 3.5. Identify the following channels on the student tab: online learning, student forms, student policies, student registration
- 3.6. Identify the following channels on the library tab: Find books, e-books, videos, articles , work cited resources

### 4. The faculty member will access Blackboard Learn

*Status Active*

#### Criteria

- 4.1. Access Bb Learn via myWSUTech
- 4.2. Access Bb Learn via internet

### 5. The faculty member will identify the role of Bb Learn in the college community

*Status Active*

#### Criteria

- 5.1. Identify the role of Bb in online and hybrid credit courses
- 5.2. Identify the role of Bb in traditional credit courses
- 5.3. Identify the role of master and template courses at WSU Tech
- 5.4. Identify the role of the Start Here Module
- 5.5. Identify the required elements of the Start Here Module for each teaching modality
- 5.6. Identify the time frames attached to the Start Here Module documents
- 5.7. Discuss the importance of using only approved templates for the Start Here Module documents

### 6. The faculty member will perform basic functions in Bb

*Status Active*

#### Criteria

- 6.1. Access the Global Navigation Menu and My Blackboard
- 6.2. Navigate the Global Navigation Menu and My Blackboard
- 6.3. Navigate MyBlackboard
- 6.4. Identify the elements of the Bb Learn interface including tabs, content frame, course menu, control panel, action bar, edit mode, and student preview mode
- 6.5. Identify the WSU Tech tabs in Bb including My Courses, Student Resources, Innovation Cafe and Content Collection
- 6.6. Locate and discuss the Course Content area
- 6.7. Identify the role of Course Content and the Start Here Module in a WSU Tech course shell

**7. The faculty member will be able to utilize web services available to WSU Tech employees**  
*Status Active*

**Criteria**

- 7.1. Identify the role of remote desktop connection
- 7.2. Demonstrate logging onto the remote desktop connection
- 7.3. Locate the WSU Tech Intranet
- 7.4. Identify the role of the intranet at WSU Tech for faculty
- 7.5. Locate the internet browsers available to WSU Tech employees
- 7.6. Discuss browser selection issues
- 7.7. Locate Microsoft Outlook
- 7.8. Access Microsoft Outlook
- 7.9. Identify the role of Microsoft Outlook for faculty
- 7.10. Identify WSU Tech Help Desks - faculty and student contact information
- 7.11. Locate the IT services Guide
- 7.12. Access the Innovation Café
  
- 7.13. Identify the role of Innovation Cafe
- 7.14. Identify the content pages on the Innovation Cafe
- 7.15. Review the Blackboard page on the Innovation Cafe.
- 7.16. Review the WSU Tech course standard page

**Additional Requirements**

Add non course pre - req's here.

**Class Capacity**

Enter Class Capacity based on each Instructional Method offered

- 20 Traditional
- 30 Web-based
- 30 Hybrid

**Course Equivalency**

Course Number or N/A

**Credentials**

Enter Data or N/A

**Instructional Method**

Traditional, Web-Enhanced, or Hybrid

**ITL Content**

Enter NAC or AVC and the number or N/A

**State Alignment - Course**

Yes or No

## Course Learning Plans and Performance Assessment Tasks

Type	Title	Source	Status
LP	Foundations: Technology Orientation - Initial session	Course	Active