Creating Your Course Site

Purpose

Are you interested in using the OpenLab to teach your course? In this workshop we'll go from sign-up to course site creation and give you beginning tips for how communicate with your students on the OpenLab. No account required!

Agenda

Arrival and Introductions (5 mins)
- Pass around sign-in sheet
- What is the OpenLab, what does it do, why use it to teach (Why Open? Why Lab?)
- Group introductions
- Get a sense of what the experience level of those attending are. If all have accounts and have at least experimented, then advancing to the course creation section and adjusting time frame accordingly is advised.

Overview of Site and Navigation (5 minutes)
- BRIEF Tour of site – courses, clubs, projects, & portfolios – show one of each
    - Courses: <u>Jody Rosen, Telling Brooklyn Stories</u> (docs, discussion, site architecture, course materials, interactive dimension), <u>Jill Belli Writing With New Media</u>
    - Projects:
        - Projects that we run: <u>The Open Road</u>, <u>Open Pedagogy on the OpenLab</u>, <u>The Buzz</u>
        - Projects for grant funded initiatives: <u>Cultural History of Digital Technology</u>, <u>WebWork Integration Project</u>
        - Projects for college initiatives: <u>First Year Writing</u>, <u>L4</u>
    - Clubs: <u>Anime Gaming Underground</u>, <u>PRIDE Initiative</u>, <u>New Tech Times</u>
    - Portfolios: <u>Jes Bernhard</u>, <u>Irene Iarochevitch</u>, <u>Raffi</u> (Faculty)
- What is a profile page?
    - Each member has a "profile" page – displays their personal content
- What's the difference between a profile and site?
    - each group has a "profile" page: "hub" of activity and "portal" to web site
    - Different ways of conceiving these areas: Profile for admin/logistics, site for content-based work; profile as private, site as public-facing, etc.

Sign up, Profile & Avatar (10 mins)
- Go through sign up process
- Editing profile page and uploading avatar
- Talk about Signing up with Students:

- Point to help content where they can review the signup process so as to be prepared to support students with signing up and/or direct students to this content.
- Good time to talk about not requiring students to use photos of themselves or use their real names, creative commons, etc

Course Creation (10 minutes)
- Walk through course creation process
    - Logistics: best practices for names/URLS
    - Privacy settings on profile/site
    - Uploading avatar
- Different ways of conceiving Profile/Site? Profile for admin/logistics, site for content-based work; profile as private, site as public-facing, etc.
    - Best to briefly mention profile tools and then move on to site functionality
- Contributor roles: Admin can change structure of site, members can add content

The default set-up of your course (5 Minutes)
- Discuss the default menu set-up
- Describe the difference between pages vs. posts
- explain to edit the default pages

Review existing courses and think through organization (10 minutes)
- Point to Spotlight Archive (and promote spotlight)
- Point to homepage and search function
    - They can search courses similar to the ones they're teaching or look at how their specific colleagues organize their course sites.
- Ask them to think about how they want students to use the course site
    - Open up: Blogging, posting assignments, co-annotating texts, discussion..
    - Vs. structure as dynamic and interactive syllabus
    - Show example of site map and ask them to draw out their own.
        - Can do card sort exercise.

Editing your course from the default (20 minutes)
- Creating new pages
- Custom menu creation
- Widgets (RSS, Calendars, Custom Menus, etc)
- Changing the header image

Discussion of copyright (10 minutes)
- Creative Commons License (vs. Copyright)
    - Copyright is assumed default, unless otherwise specified
    - On OL, a specific CC is default, unless otherwise specified.
    - CC culture of sharing and remixing

- Ex: Briefly mention growing number of OERs and the OER Fellowship, and the new cloning feature on the OL.
- Using others content on the OL
    - What is Fair Use? Good fair use checklist from <u>CUNY central website</u>
        - When to password protect
        - When to think about using "Files" on the course profile
        - Alternatives (Dropbox, Blackboard)
    - Finding Creative Commons licensed images
        - Point to OL Help content
        - https://medium.com/@dustin/stock-photos-that-dont-suck-62ae4bcbe01b

Thinking to the Future → Clone a Course (2 mins)
- Cover main issues
    - Naming Protocol
    - Everything in drafts
    - Reactivating a custom menu
    - What happens with images

Independent Work Time and Q&A (10 minutes)
- What do you want to know? What do you need help with?
- Demo and/or explain requested features and provide one-on-one assistance as needed

Feedback and Final Questions (3 mins)
- Direct participants to Google Form: tinyurl.com/OpenLabWorkshop
- OpenLab email and help section

Working with Your Students

Purpose

Do you want to go beyond just sharing materials with your students? In this workshop you'll learn how to design, collect, and assess student work on the OpenLab.

Agenda

Arrival and Introductions (10 minutes)
- Pass around sign-in sheet
- Participant and facilitator introductions
- Introduction to the workshop concepts
    - Asynchronous resources for your students

- The OpenLab can be a contact point for your students not just for your class but for the City Tech community writ large.

Overview of Site and Navigation (10 minutes)
- Tour of site – courses, clubs, projects, & portfolios – show one of each
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    - Projects:
        - Projects that we run: [The Open Road](#), [Open Pedagogy on the OpenLab](#), [The Buzz](#)
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        - Projects for college initiatives: [First Year Writing](#), [L4](#)
    - Clubs: [Anime Gaming Underground](#), [PRIDE Initiative](#), [New Tech Times](#)
    - Portfolios: [Jes Bernhard](#), [Irene Iarochevitch](#), [Raffi](#) (Faculty)
- What is a profile page?
    - Each member has a "profile" page – displays their personal content
- What's the difference between a profile and site?
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    - Different ways of conceiving these areas: Profile for admin/logistics, site for content-based work; profile as private, site as public-facing, etc.

What Kind of Student Work is on the OpenLab (30 minutes)
- **Overview and Questions to keep in mind**
    - What is the content?
    - Does the assignment have a clear goal/purpose?
    - Who is the audience?
    - Does the assignment promote questions/arguments/dialogue, etc., or does it report information?
    - Are there other ideas we didn't cover that people are interested in?
    - Privacy

- **Blogging**
    - to engage with course concepts
    - to enhance/extend class discussion/class interaction
    - as low-stakes writing
    - as high-stakes writing
    - as a "living document" of a course
    - as a multimedia platform
- Use Cases
    - Low-stakes blog posts
        - Michael Krondl's [Culinary Tourism Course](#)

- Any of [Sandra's](#) courses
- Jody's [glossary assignment](#)

- High-stakes blog posts
  - Jill's students' [final projects/write-ups](#)
  - Karen Goodlad: [36 Hours on Brooklyn Waterfront](#)

- Blog posts that address/answer other blog posts

- Blog posts that incorporate multimedia
  - Both Jill and Karen's above
- Go over privacy settings for blog posts
  - Using privacy settings for scaffolding and/or drafting writing assignments
- Using categories to organize blog posts, blog assignments
  - Show examples of categorized blog posts (any of above will work, esp. Karen, Jody, Jill)
- Using tags to organically index course subjects and content
  - Show examples of tag clouds
    - [Ways of Seeing](#)
    - [Art of Food](#)
- Rubrics posted online
  - Jody has a long page about blogging, which also contains a [rubric](#)
  - Any of Karen's assignments, [for example](#)
  - Sandra Cheng includes more [general blogging guidelines](#) "

- **Commenting**
  - to engage with assignments
  - for extra credit
  - to engage with other students in dialogue
- Use Cases
  - Students replying in comments
    - See both above, also any of Jonas's (e.g. [Jonas's logic puzzle](#))
    - how to encourage student commenting/interaction (any of above will work)

- **ePortfolios**
  - to give students more ownership over their work
  - to give students a record of their work as they progress as students
- Use Cases
  - ePortfolios used for course work
    - Jill's final projects
    - Jenna - see [LC with Jody](#)

- **Projects**
    - for group work [BZ: also individual student blogs? e.g. Jennifer Sears]
- Use Cases
    - Projects used for course group work
        - Karen Goodlad, Laura Westengard, The Guide
        - Laura Westengard's students' Gothic NYC

- **Annotating**
    - Explain using Hypothesis.is for annotating
        - 3rd party; Use plugin to activate on site
        - Must create accounts with Hypothes.is
    - Basic overview of functionality
        - Annotations vs. highlights
        - Groups
        - privacy
        - Show how annotations are organized on hypothes.is
    - Examples of use - any use cases?
        - Have them comment on one another's work?
        - Comment on their blogs in a line by line way
        - Annotate texts?

Supporting your Students (5 minutes)
- Help Documentation
    - Signing up
    - how to write a post
    - Adding media
- Student workshops
- Office hours
- openlab@citytech.cuny.edu

Using the Grader Plug-in (15 minutes)
- Show how to activate the plug-in
- demo use: walk through tutorial
- explain best practices

Blogging and Copyright (10 minutes)
- How does copyright work for students' content on the OpenLab?
- What are good copyright guidelines for students to consider?
    - Copyright guidelines for images, review "Help" content
    - Copyright "best practices" for using selections from texts, etc.
- What is "Fair Use" and where can you find more information?
    - Library resources/workshops on fair use in digital teaching, also "LibraryBuzz" and "Email a Librarian"

Feedback and Final Q&A (5 minutes)
- Direct participants to Google Form: tinyurl.com/OpenLabWorkshop
- OpenLab email and Help section