

To Our Valued Customers,

Once again, Mona Information Technology Services has arranged a series of Instructional Technology Workshops for Faculty and Administrative staff. This training will be done on two levels: Basic and Advanced. The dates and modules to be covered in each session are as follows:

**Focus:** *Building Active Learning spaces for students through the use of Virtual Learning Environments (OurVLE) and Student Response Systems (Clickers)*

**Date:** Monday August 25, 2014 - Friday August 29, 2014

**Time:** 9:00 A.M. – 12:00 P.M. & 1:30 P.M. - 4:30 P.M. (Daily)

**Venue:** Math Computer Lab (Faculty of Science and Technology, UWI Mona Campus)

**Schedule:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Session</b>
<i>Mon. August 25</i>	<i>9 AM - 11AM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<i>Introductory Session</i>
<i>Mon. August 25</i>	<i>1:30 PM - 3:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<i>Introductory Session</i>
<i>Tue. August 26</i>	<i>9 AM – 12 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<i>OurVLE Basic Training</i>
<i>Tue. August 26</i>	<i>1:30 PM - 4:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<i>OurVLE Basic Training</i>
<i>Wed. August 27</i>	<i>1:30 PM - 4:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<i>OurVLE Basic Training</i>
<i>Wed. August 27</i>	<i>1:30 PM - 4:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<i>OurVLE Advanced Training</i>

<i>Thurs. August 28</i>	<i>1:30 PM - 4:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<b><i>OurVLE Advanced Training</i></b>
<i>Thurs. August 28</i>	<i>1:30 PM - 4:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<b><i>OurVLE Advanced Training</i></b>
<i>Fri. August 29</i>	<i>9 AM – 11AM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<b><i>Clicker Basic Training</i></b>
<i>Fri. August 29</i>	<i>1:30 PM - 3:30 PM</i>	<i>Math Computer lab (Faculty of Science &amp; Technology)</i>	<b><i>Clicker Basic Training</i></b>

**Topics to be covered in the Introductory Session:**

- ✓ Exploring “Learning Spaces”
  - Physical
  - Virtual
- ✓ Active Learning - Theories and Applications
- ✓ Using Virtual Learning Environments/VLEs (OurVLE) to facilitate Active Learning.
- ✓ Using Student Response Systems/SRS (Clickers) to facilitate Active Learning.

**Topics to be covered in the OurVLE Basic Training:**

- ✓ Navigating the OurVLE platform
- ✓ A look at some of the new features
- ✓ Updating Personal Profile
- ✓ Adjusting course settings
- ✓ Uploading and managing files
- ✓ Creating and managing Discussion Forums
- ✓ Creating and managing Choice Activities

**Topics to be covered in the OurVLE ADVANCED Training:**

- ✓ A deeper look at Groups
- ✓ Utilizing the Grouping feature
- ✓ Utilizing the Restrict Access feature
- ✓ Quiz creation and management
- ✓ Using blogs
- ✓ Creating and managing Glossaries

(Other modules may be covered if time allows)

### **Topics to be covered in the Clicker Basic Training:**

- ✓ Getting started with Clickers
  - Software installation
  - Getting familiar with the software interface
- ✓ Creating polling slides
- ✓ Incorporating polling slides into classroom presentations
- ✓ Collecting and managing students' responses
- ✓ Using clickers to make courses more interactive and engaging

### **Registration Guidelines:**

Please click on the link below to sign up for the session that you wish to attend.

**Link:** <http://ourvle.mona.uwi.edu/course/view.php?id=653>

Once you click on the link you will be directed to the OurVLE platform. If prompted for your username and password, please use the same credentials/information you would have used to log onto your computer using the UWI\_Mona Domain on campus and/or to access your Mona Exchange email.

The name of the area for registration is **OurVLE Tutorials** (see steps below). If prompted to enroll yourself in the course please click “yes” or “enroll” until you see the registration area.

Due to space limitations, we ask that you register as early as possible. If you are having difficulties in registering please contact us at [ourvlesupport@uwimona.edu.jm](mailto:ourvlesupport@uwimona.edu.jm) or at extensions 7299 – 7301.

Should you encounter any difficulties with the links provided above, please follow the steps below to locate the registration area.

### **Steps:**

1. Log in to OurVLE (<http://ourvle.mona.uwi.edu/>) using your UWI\_Mona Domain/Mona Exchange email credentials
2. Locate the **Course Categories** block on the left of the page and click “All courses”.
3. In the “Search courses” field located at the bottom of the page, type **OurVLE Tutorials** and select “Go”.
4. Enter the **OurVLE Tutorials (OIT101)** container. If prompted to enroll yourself in the course, please click “Yes” or “Enroll”.
5. The choice activities/registration forms are indicated by a question sign icon “?”

6. Select the date and time of your choice and click the “Save my choice” button to submit.

Space availability is on a first come, first served basis.

**Sign up NOW!**