

## EKOĞİTİM – TEACHING AND LEARNING CENTER (TLC) TRAINING PROGRAM

**A) FOI – FUNDAMENTALS OF INSTRUCTION:** This module aims to help you develop the knowledge and skills you need to design and plan the teaching process. Participants who successfully complete all 6 sessions of this module will receive a digital certificate.

<b>FOI 1</b>	<b>Introduction to Learning Design</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• explain the steps followed in learning design</li> <li>• describe the concept of backward design in curriculum development</li> <li>• define the concept of constructive alignment</li> </ul>
<b>Time Required</b>	1 hour
<b>FOI 2</b>	<b>Learning Outcomes &amp; Course Learning Objectives</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• explain the difference between learning outcomes and learning objectives</li> <li>• align learning outcomes with the taxonomy</li> <li>• examine examples of effective learning outcomes from a range of disciplines</li> <li>• evaluate existing learning outcomes for the course you teach</li> </ul>
<b>Time Required</b>	1.5 hours
<b>FOI 3</b>	<b>Syllabus Design &amp; Course Planning</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• define what a learner-centered syllabus is</li> <li>• list the items that should be included in a course syllabus</li> <li>• examine examples of effective syllabi</li> </ul>
<b>Time Required</b>	1 hour
<b>FOI 4</b>	<b>Assessment Design &amp; Strategies</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• compare and contrast formative and summarize assessments</li> <li>• explain the four fundamental principles of effective assessments</li> <li>• explain the advantages and disadvantages of selected response and constructed response questions/items</li> <li>• list the principles of writing effective selected-response items (e.g. multiple-choice questions)</li> <li>• analyze some alternative assessments task types</li> </ul>
<b>Time Required</b>	1.5 hours
<b>FOI 5</b>	<b>Designing Rubrics &amp; Giving Feedback</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• explain the purpose and benefits of using rubrics/assessments criteria</li> <li>• list the elements of an analytic rubric</li> <li>• draft a rubric for one of your existing assignment/project, etc.</li> <li>• explain the strategies for delivering effective feedback</li> </ul>
<b>Time Required</b>	1.5 hours
<b>FOI 6</b>	<b>Methods to Increase Student Engagement and Active Participation</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• describe ways to increase student engagement and active participation</li> <li>• use some applications to increase student engagement and active participation</li> </ul>
<b>Time Required</b>	1.5 hours

**B) TETL – TECHNOLOGY-ENHANCED TEACHING & LEARNING:** This series aims to provide you with the knowledge and skills you need to use the learning management system (Blackboard Learn) and video platform (Panopto) effectively in your teaching processes.

<b>TETL 1</b>	<b>Student-Centered Course Site Design</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• list the points to consider when organizing course materials</li> <li>• upload different types of materials on course sites on Blackboard Learn</li> <li>• organize the uploaded materials on course sites</li> </ul>
<b>Time Required</b>	1 hour
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to <ul style="list-style-type: none"> <li>• use their laptop</li> <li>• have some materials saved on their laptop.</li> </ul>
<b>TETL 2</b>	<b>Discussion Forums</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• define different purposes of discussion forums</li> <li>• create a discussion forum on Blackboard Learn</li> <li>• design a discussion forum for assessment purposes</li> </ul>
<b>Time Required</b>	1 hour
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to use their laptop.
<b>TETL 3</b>	<b>Grade Center</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• organize Grade Center columns</li> <li>• manage calculated columns</li> <li>• create categories</li> <li>• create Smart View</li> </ul>
<b>Time Required</b>	1 hour
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to use their laptop.
<b>TETL 4</b>	<b>Creating Tests and Pools</b>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• create tests and pools</li> <li>• create different types of test questions</li> <li>• adjust availability and grading settings for tests</li> </ul> <p><b>Note:</b> In the "Test" section of Blackboard Learn, a variety of question types, including multiple-choice, fill-in-the-blank, and open-ended exam questions, are available. The term "Test" does not solely refer to multiple-choice questions.</p>
<b>Time Required</b>	1.5 hours
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to <ul style="list-style-type: none"> <li>• use their laptop</li> <li>• have some sample exam questions saved on their laptop.</li> </ul>
<b>Pre-requisite</b>	Participation in the <b>"FOI 4"</b> session is required to attend this session.

<b>TETL 5</b>	
<b>Assignments and Rubrics</b>	
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• create assignments</li> <li>• create a draft rubric on Blackboard Learn</li> <li>• associate a rubric to an assignment</li> <li>• grade assignments using the rubric</li> </ul>
<b>Time Required</b>	1.5 hours
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to use their laptop.
<b>Pre-requisite</b>	Participation in the <b>"FOI 5"</b> session is required to attend this session.
<b>TETL 6</b>	
<b>Panopto Video Platform: Basics</b>	
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• record lecture videos</li> <li>• share recordings</li> <li>• move recordings to a different folder</li> <li>• describe good practice in recording and sharing lecture videos</li> </ul>
<b>Time Required</b>	1 hour
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to use their laptop.
<b>TETL 7</b>	
<b>Panopto Video Platform: Advanced Features</b>	
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• edit videos</li> <li>• add quiz questions to videos</li> <li>• add PPTs or streams to videos</li> </ul>
<b>Time Required</b>	1 hour
<b>Requirements</b>	This is a hands-on workshop and participants are recommended to use their laptop.
<b>Pre-requisite</b>	Participation in the <b>"TETL 6"</b> session or having already acquired the learning outcomes of TETL 6 is required to attend this session.

**C) ELD – E-LEARNING DESIGN:** The aim of this program is to equip you with the necessary knowledge and skills to design courses based on e-learning.

<b>ELD</b>	
<b>Fundamentals of E-learning Design</b>	
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• define the benefits and challenges of e-learning</li> <li>• identify the key components of effective e-learning design (e.g., learning objectives, target audience, content types, assessment strategies)</li> <li>• choose appropriate e-learning formats (e.g., video lectures, quizzes, simulations), activities and assessments based on learning objectives</li> <li>• create simple e-learning modules using text, images, and multimedia elements</li> <li>• integrate interactive elements and collaborative learning strategies</li> </ul>
<b>Time Required</b>	3 hours
<b>Pre-requisite</b>	Completing the <b>FOI and TETL</b> modules or having already acquired the learning outcomes of those modules is required to attend this session.
<b>Note</b>	Upon completing this module, participants will receive ongoing support and guidance from the TLC as they design and implement their own e-learning courses.