

Faculty Development Course

Registration and Course Access Manual



Academic Affairs

June 2017

Version 2.0

As part of Palm Beach State College's efforts to improve student learning, an online faculty development course has been developed. This manual provides all the information needed about this course, including who is required to participate, information on registration and completion of the course, and compensation for participants required to participate.

The **Faculty Development Course** is taken completely online through the Blackboard Course Management system. Any Windows or Macintosh-based computer should be able to access to course site. You may use your own computer at home, or you may use a computer in one of the College's computer labs, or in the Professional Teaching and Learning Centers at the campuses.

If you have never taken a class online, this is also your opportunity to learn about online learning. It is understood that faculty required to take this class will start at different levels of readiness for distance learning. This manual is designed to make this process as simple as possible, and provide you the flexibility of taking the course at a place and time that best suits your schedule. Once you have signed on to the Blackboard system, you will find many tools and documents to help you navigate through Blackboard. You may find that online learning is very effective and convenient, and decide to pursue teaching online.

Who Must Participate and When?

All adjunct faculty currently employed by Palm Beach State College, or adjunct faculty hired in subsequent terms who are assigned as **primary instructors** on a credit, college preparatory or PSAV class must participate. If you are not sure if you need to participate, please email Clarisse May at maym@palmbeachstate.edu.

Others who teach Continuing Education classes, avocational classes, full-time faculty, or those who were not primary instructors on a class may participate, but will not be paid for participation.

New adjunct instructors **must complete the course in their first term teaching** at the College as a primary instructor.

Steps to Participate in the Online Course

Step 1 - Register in the Online Course

1. Click on the following link to use the online tool for course registration:

<https://www.palmbeachstate.edu/forms/AdjunctDevelopment/login.aspx?ReturnUrl=%2fforms%2fadju%2fdevelopment%2f>

Sign in to the registration tool using your Palm Beach State User Name, but attach @pbcc.edu to your username, as in **smithj@pbcc.edu** if you are using your computer from home. Some part of the Palm Beach State Computer system are still programmed to recognize the old web name. If you are using a computer on campus, then you need just use your username and password such as smithj.

The screenshot shows the login page for the Adjunct and Instructor Development Registration Form. The page has a dark green header with the Palm Beach State College logo on the left. Below the logo is a blue sidebar with a 'Return to Previous Page' link. The main content area has a light yellow background. At the top of the main area is a breadcrumb trail: 'HOME > Adjunct and Instructor Development Registration Form'. Below this is the title 'Adjunct and Instructor Development' in large blue font. Under the title is a red line of text: 'Summer 2017 session begins on Thursday, June 15, 2017'. Below that is a black line of text: 'Use your Palm Beach State College network email ID and password to login.' At the bottom of the main area is a login form with two input fields: 'Email Id:' and 'Password:'. To the right of the 'Password:' field is a 'Log In' button. A black arrow points from the top right of the page down to the 'Log In' button.



The screenshot shows the Palm Beach State College logo in the top left corner. Below it is a dark blue sidebar with the text "Return to Previous Page" and "Palm Beach State College" at the bottom. The main content area has a dark green header with the text "HOME > Adjunct and Instructor Development Registration Form". Below this is the title "Adjunct and Instructor Development" in bold. A red text line states "Summer 2017 session begins on Thursday, June 15, 2017". A paragraph of text explains that adjuncts and instructors should select a date to register. Below this is a table with columns for Start Date, End Date, Event Title, Location, and Seats. The table has one row with the following data: Start Date: 06/15/2017, End Date: 08/1/2017, Event Title: Faculty and Instructor Development 001 - Summer 2017, Location: Online, Seats: 50. A "Register" link is in the first column, and a "Details" link is in the last column.

Return to Previous Page

HOME > Adjunct and Instructor Development Registration Form

Adjunct and Instructor Development

Summer 2017 session begins on Thursday, June 15, 2017

If you are an adjunct or instructor at Palm Beach State College, select from one of the dates below to register. Click on the title to view more information for that session.

	Start Date	End Date	Event Title	Location	Seats	
Register	06/15/2017	08/1/2017	Faculty and Instructor Development 001 - Summer 2017	Online	50	Details

Palm Beach State College

When you click on a register link, the screen confirms your registration and an email will be sent to your Palm Beach State College email account.



The screenshot shows the same Palm Beach State College logo and sidebar as the previous image. The main content area has the same header and title. The red text line is still present. Below it, a bold text line states "You have successfully registered for this course." A paragraph of text explains that important information was sent to the user's email regarding their registration.

Return to Previous Page

HOME > Adjunct and Instructor Development Registration Form

Adjunct and Instructor Development

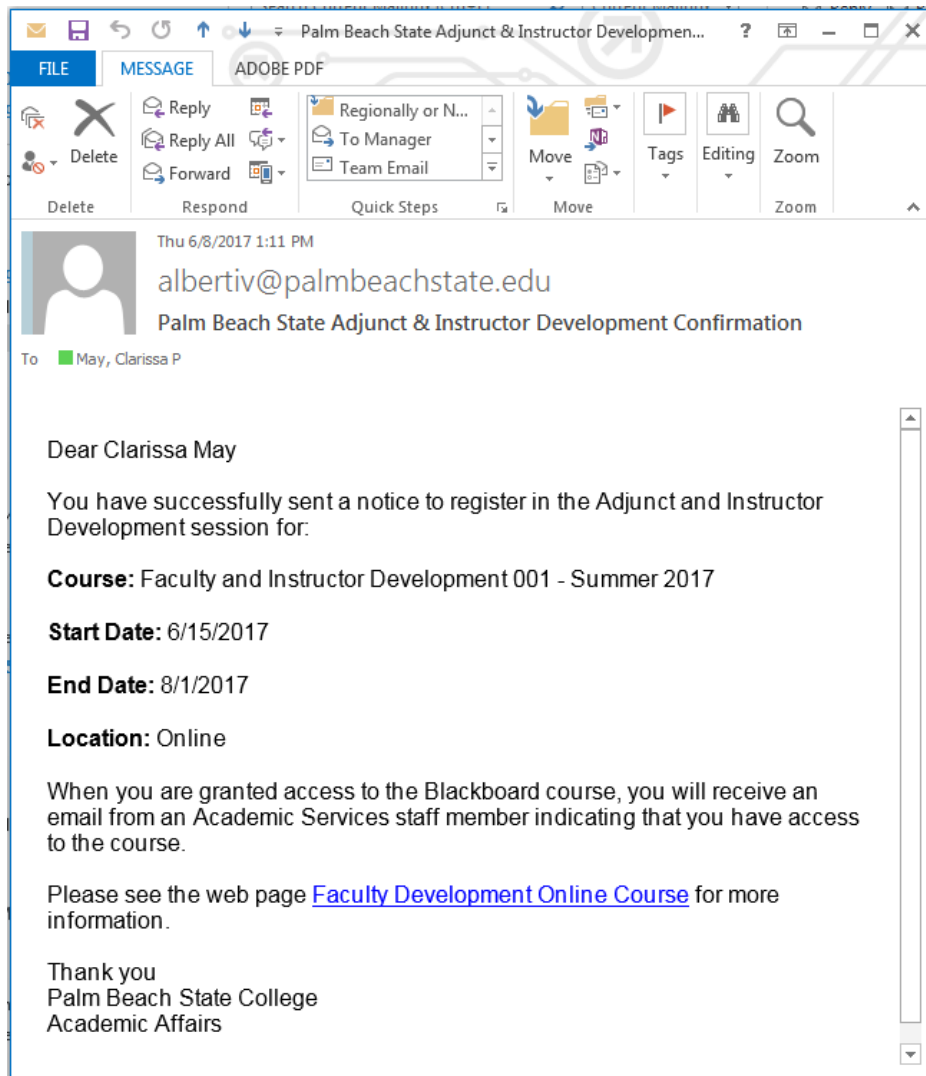
Summer 2017 session begins on Thursday, June 15, 2017

You have successfully registered for this course.

Important information was sent to your email regarding your registration.

Palm Beach State College

This part of the registration process alerts Academic Services to add you to the Blackboard Course Management System. You will receive a confirmation email from your course moderator once you have been activated in the Blackboard system, typically within 24 business hours.



Step 2 - Access the Blackboard Website

Once you have been notified by your course moderator that you have been provided access to Blackboard system, please access the Palm Beach State Blackboard web site at <https://palmbeachstate.blackboard.com>.

1. Click the “Browser Check” button to make sure you have the needed system software and plug-ins to run Blackboard.

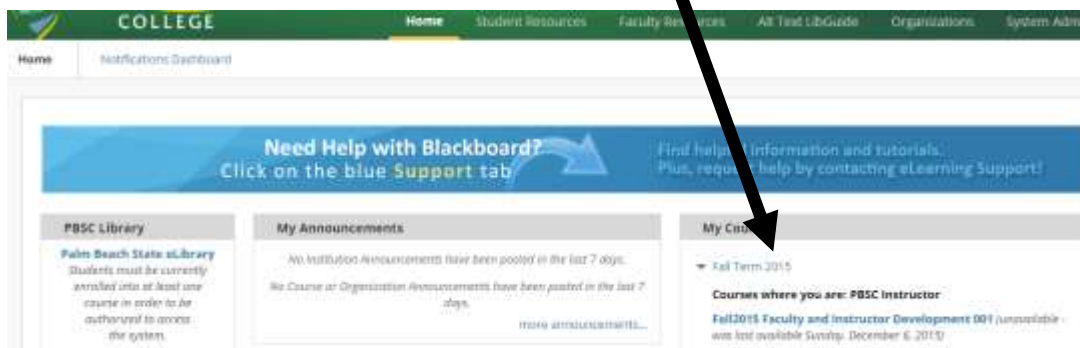


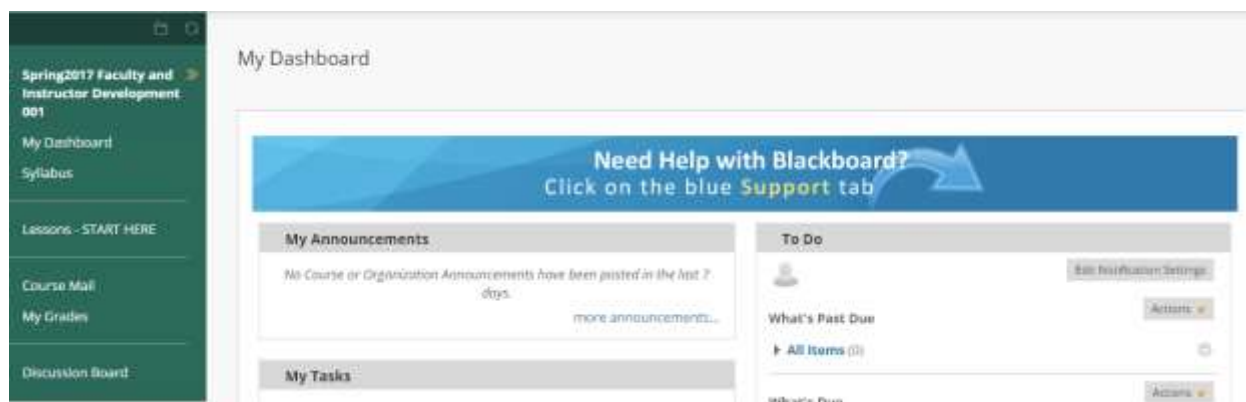
2. Enter the same user-ID and password that you use for accessing your College email and the EmployeeWeb system. If you do not know or have forgotten your user-id or password, please contact the Palm Beach State College Service Desk at 561-868-3100 or via email - helpdesk@palmbeachstate.edu.



On the Course List Screen, you will see a course entitled "Faculty Development – 001" *with the current term you registered* -click on that link.

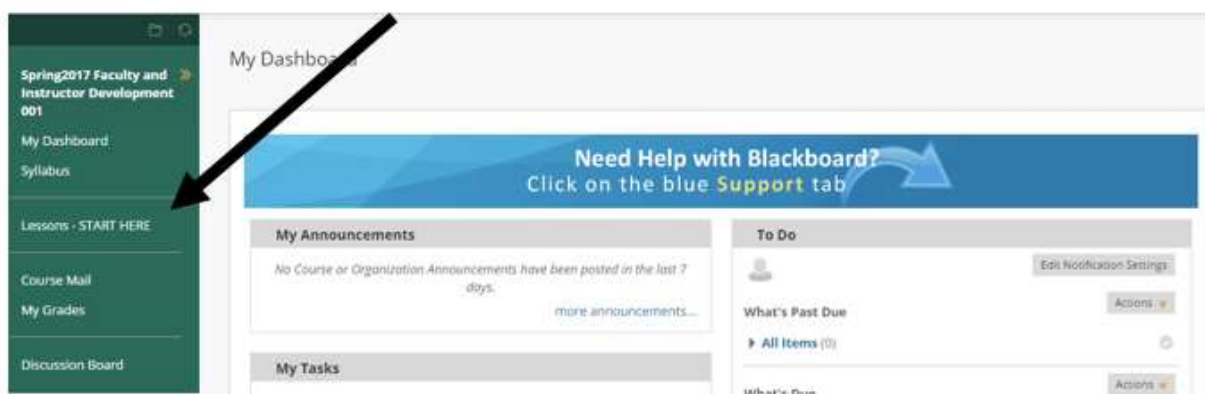
You now should be within the Blackboard course.





Step 3 - Participate in the Online Course

1. The online faculty development course is divided into learning modules. Click on the **Lessons** bar on the left side of the computer screen. Each course is moderated by an Academic Affairs staff member, who can answer any questions you may have through the course's built-in email system. The staff member will also monitor your completion of the needed assignments within the course.



2. You will see that the course is divided into four Units. You should start with the **Course Orientation and Overview** item, which will provide you with an overview on taking courses online and navigating the course.

Lessons - START HERE

START HERE: Course Orientation and Overview

This module will introduce the participant to the course and provide information on course learning outcomes, and strategies for successfully completing the course.

Unit 1 - About Palm Beach State College

This unit contains information on the College's history, administrative structure, campus locations, academic programs, students, enrollment and faculty.

Unit 2 - Getting Results

This unit contains the Getting Results instructional program. Created by the League for Innovation and WGBH, these modules will provide you with pertinent information on teaching and learning.

Whether you're a new or experienced teacher, you have a chance to make an impact in the future of the country. How can you be as effective as possible?

This multimedia resource for college faculty will challenge your previous thinking about teaching and learning and give you the basic tools for effective classroom practice. The key theme of the course is to encourage you to focus on what the students will do and take responsibility for their success. Teachers know their content and they know how to explain. These are valuable skills. But teachers have to become experts at tapping into their students' knowledge base and how they learn.

Unit 3 - Assessment at Palm Beach State College

This unit presents information on the assessment strategies used by Palm Beach State College to assess general education and programs. Faculty are provided with strategies to assess course learning outcomes and how to use the results of assessment for improvement of student learning.

Unit 4 - Critical Thinking and Course Reflections

This unit provides a look at the College's Quality Enhancement Plan (QEP) and includes a course wrap-up and reflective exercise.

3. Once you have completed the Course Orientation, you may proceed to Unit 1, which provides information about Palm Beach State College, its programs and students.

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Unit 1 Introduction: Welcome

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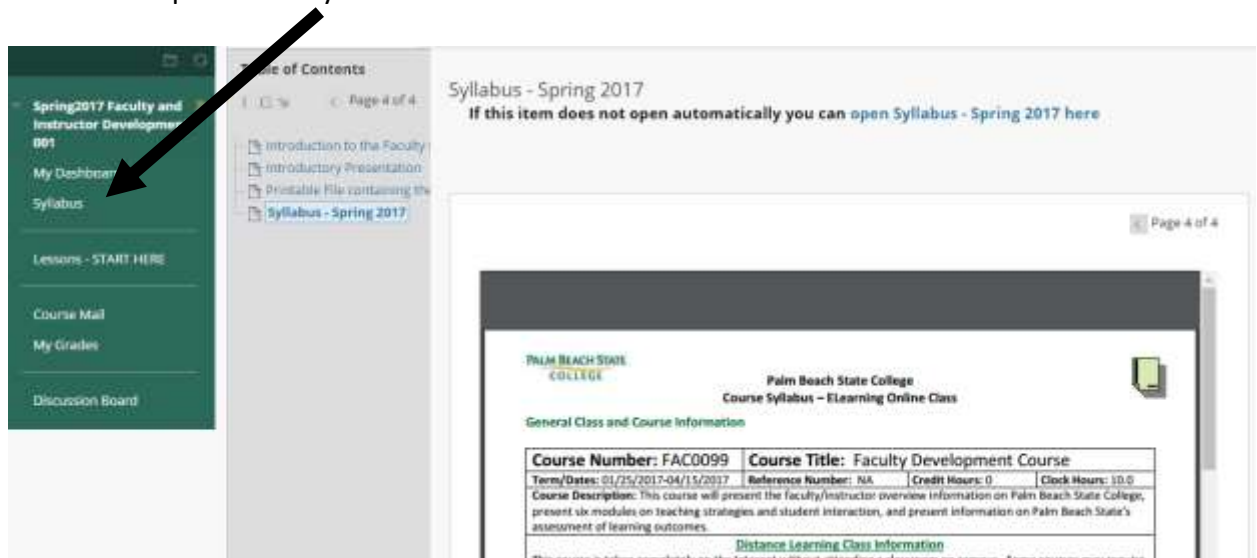
Unit 1

Welcome to Unit 1!

In this unit, you will find four modules, each containing a slide presentation with information about the module's subject. After viewing the four modules and taking notes, please take the online quiz. The quiz has 20 questions related to the slide presentations. You may take the quiz up to three times, and the highest score will prevail.

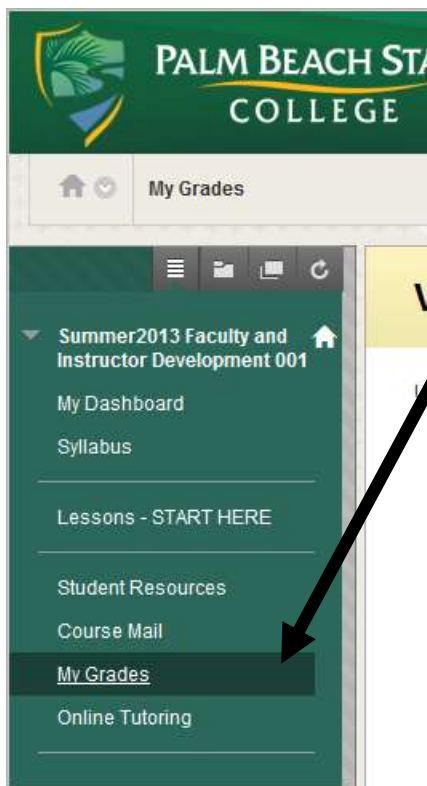
Step Number	Description of your task
1	Review the slide presentations under each module.
2	Take notes on the content of slide presentations.
3	Take the quiz on the contents of the presentations.

4. As you work through the units, there are specific assignments and activities that you will need to complete. The syllabus is available within the course.



Step 4 - Complete the Course

Once you have been placed within a course, you have until the end date listed in the syllabus to complete all quizzes and assignments. You may check the grade book to see your progress.



Once you have finished all assignments and quizzes, you will receive an email confirming your completion of the course and if eligible for payment (\$150.00), the completion will be sent to Human Resources and Payroll for payment processing.

Questions? Please email Clarisse May at maym@palmbeachstate.edu