

The Office of Online Education ([www.lehman.edu/online](http://www.lehman.edu/online)) assists with the creation, promotion, and support of innovative, effective and accessible education. We advise on the use of instructional technology, guided by best practices in online, hybrid and face-to-face teaching. We consult on learner-centered course design, and on the development and delivery of online courses and programs.

### **Faculty Resources:**

Please visit our [Faculty Resources pages](#) which are continually updated and link to a variety of resources and faculty development activities involving teaching and learning with technology.

**Make an appointment with the Office of Online Education** to discuss your needs for support. You might be looking for ways to refresh and renew your course, learn about the latest technologies, or make your course more engaging. Or perhaps you want to learn how to enhance your course with Open Educational Resources (OER), and to possibly replace a textbook. Please note that we can meet with you online. Please [fill out this form](#) and send us an email to [online.education@lehman.cuny.edu](mailto:online.education@lehman.cuny.edu).

### **Upcoming Workshops and Training:**

#### **HYFLEX FOUNDATIONAL WEBINAR – 60 mins**

Dates: Wednesday, September 29 @12pm, Thursday, February 2 @12pm

Hybrid Flexible (HyFlex) course design is a multi-modal student-centered approach to teaching and learning. This one-hour webinar will cover the foundations of HyFlex course design, including principles upon which HyFlex is built, best practices aligned with those principles, as well as instructional and assessment strategies. We will explore and discuss the advantages and possible challenges of teaching a HyFlex course. [Registration](#)

#### **ADAPTING HYFLEX WORKSHOP– 90 mins**

Dates: **Thursday, August 19 @2pm**, Friday, October 15 @12pm, Wednesday, February 3 @12pm

Designing a course with more than one learning path is a significant shift from traditional course design, offering students multiple access points to participate and achieve course learning goals. This 90-minute workshop is structured to facilitate adapting an existing assignment, class session, and/or syllabus to HyFlex. Through direct instruction, resources, templates and small group feedback, participants will receive support and structure to get started with designing a HyFlex learning experience. [Registration](#)

#### **HYFLEX LEARNING COMMUNITY – AY2021-2022**

Monthly meetings will be held to share experiences, resources, and teaching strategies for HyFlex teaching and learning. Faculty are invited to participate in ongoing discussions and collaborate with peers also teaching HyFlex. Some meetings will feature short presentations on emerging key practices teaching HyFlex. Members of the HyFlex learning community will also have access to a digital space to share resources. [Registration](#)

#### **ONLINE LEARNING CONSORTIUM (OLC) WORKSHOPS**

Dates: September 2021- February, 2022

Faculty are invited to apply to participate in an OLC workshop. The OLC is the leading professional online learning organization in the US, providing professional development for online teaching and learning. Most workshops range in length from 3 to 7 days, and provide opportunities to interact with faculty from a wide variety of institutions. Workshops are designed as online classes so that faculty also experience being an online learner. Topics span a broad range, including: *Strategies for Facilitating Live Online Sessions*, *Designing with Accessibility in Mind*, *Engaging Learners in Online Discussions*, *Creating Infographics for Learning*, *Adaptive Learning Fundamentals and Courseware Exploration*, *Strategies to Implement Augmented*

and *Virtual Reality, Creating Effective Assessments*. Certificates are issued by the OLC upon timely completion of all coursework. [Registration & More Information](#)

## **FACULTY MENTORS**

Fall 2021: August 23-December 21

Faculty mentors serve as a resource and support for faculty across the academic schools in leveraging technology to support student learning and quality instruction. The Office of Online Education supports the faculty mentors to ensure that they have all the necessary resources to be successful in their roles. For more information and to identify the mentor for your school each semester, [visit the mentors page](#). Faculty are invited to reach out to the respective mentor from their school, listed below, for guidance and support about teaching with technology and online.

### **Human Services, Health Sciences and Nursing**

- Natasha Nurse-Clarke (natasha.nurse@lehman.cuny.edu), Nursing
- Douglas Oberlin (douglas.oberlin@lehman.cuny.edu), Exercise science

### **Natural and Social Sciences**

- Naomi Spence (naomi.spence@lehman.cuny.edu), Sociology
- Rich Lahijani (richard.lahijani@lehman.cuny.edu), Economics and Business

### **Art and Humanities**

- Crystal Curry (crystal.curry@lehman.cuny.edu), English
- G.D Peters (gd.peters@lehman.cuny.edu) English

### **School of Education**

Julia Hood (julia.hood@lehman.cuny.edu) Counseling, Leadership, Literacy and Special Education

- Jennifer Van Allen (jennifer.vanallen@lehman.cuny.edu), Counseling, Leadership, Literacy and Special Education

### **LEH300 Courses**

- Michael Polesny (Michael.Polesny@lehman.cuny.edu), English
- Elizabeth Hollander (Elizabeth.Hollander@lehman.cuny.edu), English

## **PREPARATION FOR TEACHING ONLINE: A FOUNDATIONAL WORKSHOP FOR FACULTY**

Dates: January 3-16, 2022, June 6-19, 2022.

Faculty who expect to teach both fully online and hybrid courses are invited to participate in this two-week, asynchronous, instructor-facilitated workshop, offered throughout the year. The workshop models effective design and facilitation skills, and addresses pedagogical approaches to teaching online and hybrid, as well as organization and management of an online class, providing first-hand experience in online learning. Faculty need their chair's approval before registering, and must have an active appointment during the time of the workshop, and expect to teach two online or hybrid courses within a year of completing the workshop. Faculty who successfully complete the workshop are eligible for payment. [Registration & More Information](#)

## **ENHANCING YOUR ONLINE OR HYBRID COURSE THROUGH THE USE OF OPEN EDUCATIONAL RESOURCES (OER) WORKSHOP**

Dates: February 7-18, April 18-29, 2022

Faculty are invited to register for this workshop that will introduce them to OER, and help them get started in finding, evaluating, and making a course plan to fully integrate one or more OER into their course. Faculty will be prepared to intentionally refresh and redesign their course with OER. This workshop will be offered fully online (asynchronously) on Blackboard. Faculty need their chair's approval to register, and those who successfully complete are eligible for payment. [Registration & More Information](#)

## TUTORIALS, TEMPLATES, TOOLS:

### **Blackboard (Bb) Basics Training Course**

This asynchronous, self-paced course enables faculty to build a foundation for using Blackboard to support teaching and learning. On average, it takes about 2-4 hours to complete. Most modules have video tutorials, help guides and links to web resources. You will receive a certificate upon successful completion. This course is best for new to Blackboard and those who want to refresh their knowledge of Blackboard. Follow [these instructions](#) to enroll in the course.

### **Lehman Online Course Template**

Every semester all courses are automatically given a generic Blackboard course template. We invite you to adopt the *Online Course Template* for your course. The online course template was designed by experienced online faculty to meet the needs of Lehman students. The modular course design provides an attractive and organized learning roadmap that makes it easier for students to navigate the course. By using the *Lehman Online Course Template*, faculty can build out their courses more easily and efficiently, and ensure that their students experience a consistent learning environment. For more information visit the [template webpage](#).

### **Online Course Readiness Review**

This interactive form enables faculty to review their online course to ensure that all essential course design elements are in place to support student learning. The Office of Online Education can provide feedback, guidance, and further assist faculty with the online course design. Faculty can complete the *Online Course Readiness Review* for each online course they teach. For more information visit the [online course readiness review webpage](#).

## ADDITIONAL FACULTY RESOURCES

### **FAQs for Faculty Going Online in a Hurry**

FAQs continue to be updated by the Office of Online Education to provide answers to questions pertaining to teaching remotely. For more information visit the [FAQs webpage page](#).

### **Teaching and Learning Webinar Series**

Throughout the year, we offer monthly, hour-long, lunchtime webinars for faculty on essential topics in online, hybrid, and innovative teaching. These fully-online webinars are facilitated by the department of Online Education staff and each features a presentation by a faculty cohost with expertise in the topic. Webinar topics range from Online Office Hours and Online Meetings, Communication Strategies for Student Engagement, Online Tests and Quizzes, Creating More Engaging Assignments with VoiceThread, Designing and Implementing Successful Group Work. A text summary, a video recording and presentation slides are available on the [webinar webpage](#).

### **Getting Started with Online Teaching Webinar Recording**

Routledge is offering free access to webinar recording on Getting Started with Online Teaching with Susan Ko, Faculty Development Consultant in the Office of Online Education and Clinical Professor in History at Lehman College. Dr. Susan Ko is the author of the best-selling book "Teaching Online: A Practical Guide" (2017), 4<sup>th</sup> edition. Note that the webinar recording is free, but you will be asked by the publisher to register before accessing. For more information visit the [webinar webpage](#).

## **STUDENT RESOURCES: GET STUDENTS READY FOR REMOTE/ONLINE LEARNING**

### **Student FAQs for Remote/Online Learning**

[Student FAQs for Remote/Online Learning](#) have been developed by the Office of Online Education to answer essential questions about accessing online learning materials, and how to make the most of the online experience.

### **Distance Learning Guide: Tips for CUNY Students**

The [Distance Learning Guide](#) was prepared by CUNY's Macaulay Honors College and the Graduate Center to offer student resources and tips for success for remote/online learning.

### **How to Succeed Online**

Blackboard's [How to Succeed Online](#) guide offers some helpful tips to students who might be new to online learning.

### **Lehman Online Student Orientation: Are You Ready?**

[Lehman College Online Student Orientation "Are You Ready?"](#) is a one-hour, asynchronous, self-paced, non-credit online course, designed to help students get oriented with the Blackboard environment, assists students in developing the necessary technology proficiency, and prepares students for online learning. All current students are **automatically enrolled** in the orientation and able to access it from the Blackboard Homepage under *My Organizations*.

**Make an Appointment with the Online Student Specialist** to discuss your student needs in the online programs and get assistance with establishing consistent communication protocols with your students, how to advise and guide your students, and prepare them to be successful in the online environment. Simply, send an email to [lehman.online@lehman.cuny.edu](mailto:lehman.online@lehman.cuny.edu).

## **WHO TO CONTACT FOR SUPPORT**

### **Office of Online Education**

For faculty inquiries about online education, please contact [online.education@lehman.cuny.edu](mailto:online.education@lehman.cuny.edu)

For student inquiries about online learning, please contact [lehman.online@lehman.cuny.edu](mailto:lehman.online@lehman.cuny.edu)

### **Information Technology Division**

For technical questions about Blackboard and other technologies, please contact the IT support email address, [faculty.help@lehman.cuny.edu](mailto:faculty.help@lehman.cuny.edu).

For help with Blackboard and CUNYFirst logins, student support and other technology inquiries, contact the Help Desk, [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu), 718-960-1111

Technology can be a very powerful tool when it comes to teaching. When used appropriately it can engage students and support their learning. Whether your course is on campus or online, feel free to use these resources:



**Blackboard** is a learning management platform that allows you to post course materials, create an opportunity for students to engage with you and with each other, and demonstrate that they have achieved the set learning goals. Available on mobile.



**Blackboard Collaborate Ultra** is a real-time video conferencing tool that enables you to meet virtually, share applications, use a virtual whiteboard to interact, and even create breakout groups. This platform allows one to see six (6) video streams simultaneously, and up to 250 participants on audio.



**VoiceThread** is a web-based interactive tool for collaboration and discussion. Instructors can create mini-lectures by recording a video from a webcam, uploading slides or other course materials and adding a narration. Students can engage in meaningful conversations using audio and video comments. Students can also create multimedia presentations or e-portfolios. Available in Blackboard.



**Turnitin** is a web-based application that makes it easy for you to give feedback and voice comments to your students about their writing, it can save time on grading, it generates originality reports and can lead to reducing plagiarism and improving student writing. Available in Blackboard. More information



**Zoom** uses video conferencing and screen-sharing to provide easy to use interactive communication. You can also record sessions for later viewing. One can use Zoom for real time class sessions, for office hours, or to bring in a virtual guest speaker.



**Office 365** provides OneDrive for Business, and Skype for Business, among other tools. OneDrive for Business, the cloud storage solution, will allow you to update and share files from multiple devices and work collaboratively on a document at the same time. You will also receive 1 (one) TB of free storage.



**LiveScribe Pen** allows you to transform handwritten notes into an instructional lecture. Record what you say as you write, draw or sketch and share the "pencasts" so your students can review complex material. Faculty may request a LiveScribe pen, subject to availability.