

BEST PRACTICES FOR AN EFFECTIVE ONLINE LICENSING SCHOOL

[Click Here for the webinar link.](#)

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A NEW WAY

“And no one puts new wine into old wineskins; otherwise, the wine will burst the skins, and the wine is lost, and so are the skins; but one puts new wine into fresh wineskins.”

- Mark 2:22

OLD WAY

- 16 hours online
- 64 hours residential (spread over 8 days)

NEW WAY

- 80 hours online
- spread over 4-7 weeks (conferences decide)

SUBJECTS WE WILL COVER TODAY

1. Curriculum Content

How to Set It Up

How Will Students Respond to the content?

How will You evaluate the responses?

2. Delivery Platforms –

Getting the Content to the Students

3. Training

Teachers

Students

Tech Producers

4. Best practices in online education

CURRICULUM CONTENT

1. Books (*get approved by GBHEM*)

2. Lectures

Asynchronous (not live)

Synchronous (live)

EMORY'S REQUIRED BOOK LIST

1. *The New Interpreter's Study Bible*
2. *2016 Book of Discipline*
3. *Book of Worship*
4. *This Holy Mystery: A United Methodist Understanding of Holy Communion*
5. *By Water and the Spirit: Making Connections for Identity and Ministry*
6. *The United Methodist Clergy Book of Firsts* by F. Belton Joyner, Jr.

HOW WILL STUDENTS
RESPOND?

Papers

Discussion Boards

Quizzes

Demonstrations

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PAPERS

- 1-2 pages
- Specific questions on big topics
(sacraments, theology)

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DISCUSSION BOARDS

- At least one per subject area
- More than a yes/no question
- Require them to respond to at least two other students

HOW WILL STUDENTS
RESPOND?

Papers

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Quizzes

Demonstrations

QUIZZES

- I tend to use these for subject areas that are objective (like UM Tradition)
- I tend to make them pretty easy. I'm not trying to trip up students. Just trying to make sure they understood what they read/heard.

HOW WILL STUDENTS
RESPOND?

Papers

Discussion Boards

Quizzes

Demonstrations

DEMONSTRATIONS

- I'm only using this now when we're in a 100% online format
- Baptism
Communion
Preaching

DELIVERY PLATFORMS

IDEAL – a Learning Management System

- Canvas / Moodle / Blackboard
- PRO: all of your materials in one place
- CON: expensive

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MAKE IT HAPPEN – Band-Aid Methods

- JOTFORM (quizzes)
- FACEBOOK (discussion board)
- VIMEO / YOUTUBE (asynchronous video)
- ZOOM (synchronous lectures)
 - password protect
 - breakout rooms
 - producer to help teacher

HOW ARE YOU GOING TO
EVALUATE THE RESPONSES?

OPTION 1 – Pass / Fail

OPTION 2 – Grades

HOW ARE YOU GOING TO
EVALUATE THE RESPONSES?

ALWAYS....

Comment on papers

Monitor discussion boards

TRAINING

TEACHERS

- Mandatory
- FYI – If they're a bad teacher in the classroom, it will be magnified online

STUDENTS

- Synchronous – mandatory
- Asynchronous – optional

TECH PRODUCERS

- This is a necessity
- Allows the teacher to teach
- Monitors student participation
- Available for private chats (so class doesn't get interrupted for one person)

TRAINING

STUDENTS

BEFORE CALLING IN

- * minimize background noise
- * turn your phone to silent or vibrate; do not place it near your computer
- * get family members off the internet
- * sit facing a window (natural light is better than artificial)
- * prop a laptop / tablet on books so that you are looking directly into your camera
- * everything you would do before a real class (go to the bathroom, have a drink nearby, prep your space)

TRAINING

STUDENTS

WHEN YOU GET ON THE CALL

- * turn on your video
- * turn off your microphone (*only turn on your microphone when speaking*)
- * open the participant box (*make sure your name appears the way you want it to; if it doesn't, edit it*)
- * open the chat box

TRAINING

STUDENTS

DURING THE CALL

- * gallery view is best when there is a big class discussion going on
- * speaker view is best during lectures and when anyone is sharing their screen
- * mute your video when you need to stretch / go to the bathroom
- * use nonverbal response functions in the Participants box to get the teachers attention for a question
- * if you have a technical problem, send a private chat to the technical producer sitting in on your class

HOW TO CALCULATE CONTACT HOURS

VIDEOS (asynchronous) --- running time x 2

MEETING TIME (synchronous) --- actual time met

DISCUSSION BOARD --- 30-60 minutes depending on difficulty

QUIZZES --- 15-30 minutes depending on difficulty

PAPERS --- none

READINGS --- none

Rule of thumb: if you would normally do it INSIDE the classroom, it can count as contact hours

BREATHE

Be Kind to: Yourself
Your Teachers
Your Students