

# BEST PRACTICES FOR AN EFFECTIVE ONLINE LICENSING SCHOOL

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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)

HOW WILL STUDENTS  
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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



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## 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?

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## 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