2021 ITL PRESENTER PREP FOR ON DEMAND SUBMISSIONS

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CHAT BOX: Please stay muted and post your responses in the chat box:
1. What is one success in your teaching this semester?
2. What do you most want to get out of this session?

Session Goals

By the end of the session, you will be able to:
- Identify key conference goals and reflect on how your On Demand session enables those goals
- Identify important conference resources and policies
- Reflect on the strengths/weaknesses of example On Demand sessions from 2020
- Develop plans for your specific submission
- Connect with other presenters and hear different plans/approaches to sessions
- Receive feedback on your session plan if desired

ITL Conference Goals

- **Engage participants** in:
    - Fostering & building Mason's teaching community
    - Innovating and experimenting with new teaching ideas/tools
    - Applying presenter's ideas to cross-disciplinary contexts
- Give attendees **concrete ideas and tips** to take into their classroom next week
- **Celebrate & share** all the cool things our instructors are doing in the classroom
- Give presenters an opportunity for **professional development**

Conference Format

Sched: Conference Scheduling App

- Customize your profile, bio, & schedule

ITL Conference Proceedings Electronic Journal **(ITLCP)**

- **Note:** The ITLCP is a published journal--your entries will have their own DOI. Be aware of this if you want to publish the same materials elsewhere.

At-a-Glance Schedule

Conference Policies

Accessibility:

- [Assistive Technology Initiative](#) (ATI)
- Consider uploading a transcript with your videos or submitting a [service request](#) to ATI for captioning.

Copyright

- You are responsible for ensuring all your materials follow copyright laws

IRB:

- If you are presenting on your research with human subjects (students), please make sure you have IRB approval.
- [SoTL Collaboratory](#)

On Demand Sessions

- **Digital poster**:
  - PDF
  - Interactive (Prezi/JamBoard)
- **Pre-recorded video**:
  - Traditional presentation
  - Demonstration or walkthrough of learning activity
  - Tour of website/tool affordances or "how to"
  - Tour of your digital poster

- **Teaching Artifact**:
  - Assignment handout (for students)
  - Assignment "how to" guide for instructors (or annotated student handout)
  - Website
 - Videos/references used as part of activity

You are not limited to one file or video--submit as many supplementary materials as needed (handouts, transcripts, example activities, etc.)

Example - Traditional Lecture

[ON DEMAND: Undergraduate Research: Enhancing Access for COS Transfer Students](#) (5 mins), by Kerin Hilker-Balkissoon

Resources:
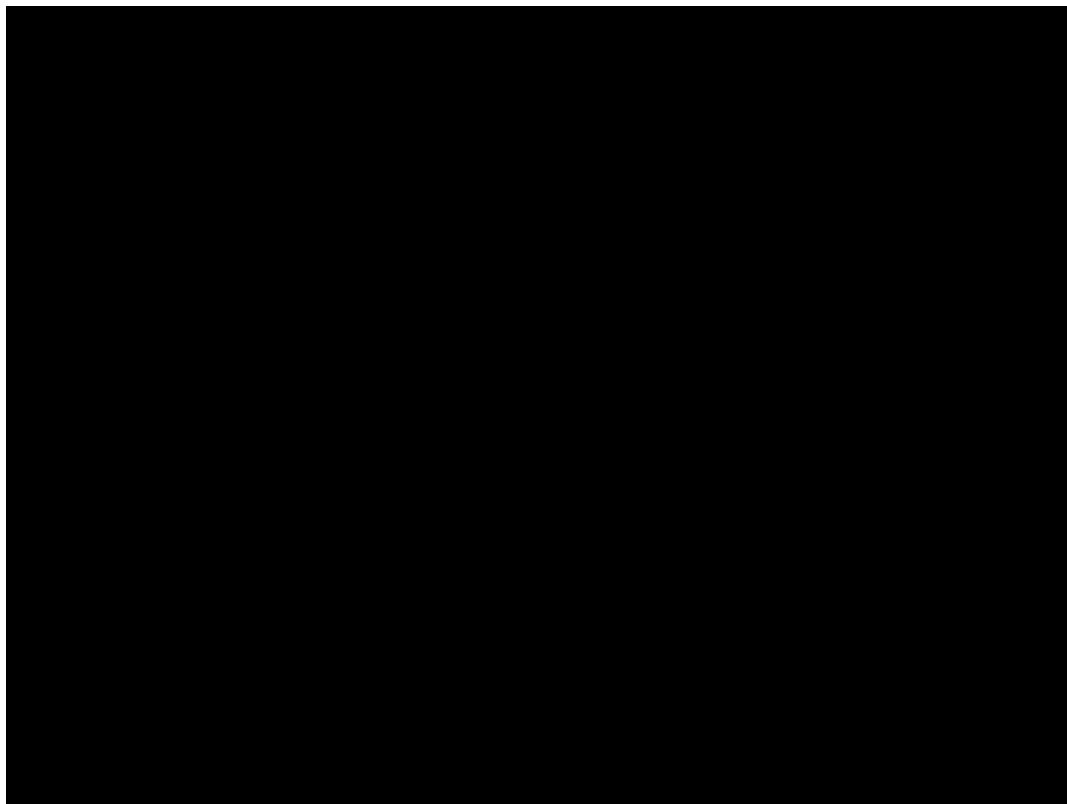
- PowerPoint: "Record Slide Show"
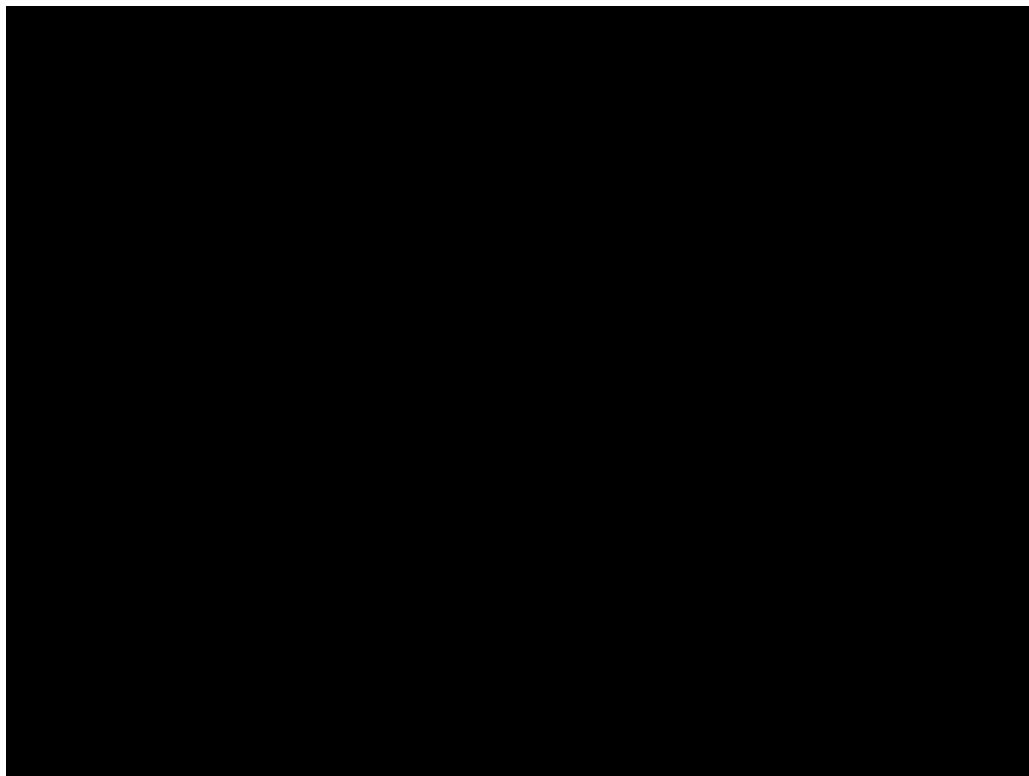
Example - Animated Video

[ON DEMAND: A Requiem for Exams, Discussion Questions, and Textbooks](5 mins), by Justin Ramsdell

Resources:

- [Powtoon](#)

Example - Multimedia Submission

[ON DEMAND: Teaching/Learning New Product Development from Active Learning Classroom to Online](#) (5 mins), by Laurie Meamber

- Presentation Video
- Conference Poster (PDF)
- Example Class Activity (PDF)
- Presentation Transcript

Breakout Group Activity

1. Take 2-3 minutes each:
    - Introduce yourself (name, dept., ITL session title)
    - Give a brief description of your ITL On Demand session plan
    - Describe how you plan to make it engaging and relevant to viewers.
2. Discuss what you like/dislike about the example entries and what you might be able to apply to your own On Demand submission
3. Use remaining time to discuss your session plans and any questions or concerns you have about your session. (*Or, if you feel ok with your session, take some time to network and connect about the upcoming semester*)

General Video/Teaching Artifact Outline

1. Introduce yourself, your affiliation (Mason and department), and your title
2. Describe your teaching context--course, UG or Grad, course size, etc.
3. Describe your teaching goal(s) or values that are embodied by the strategies you are sharing
4. Show/describe the activity or resources
5. Explain any tips, challenges, or issues to expect/anticipate (share examples)
6. Remind viewers that more information and supplementary materials can be found on the conference proceedings page for this session
7. Remember to thank them for watching, whoever they are :-)

*For guidelines and tips on different types of digital posters, see the **ITL On Demand Session Planning Guide***

Submitting Your Materials

- If possible, please submit your materials by August 25th.
- **The hard deadline for submitting materials is August 30th.**
  - We will try to post anything submitted after that date, but cannot guarantee it will be posted in time for the live portion of the conference.
- Save each file as: **surname-session title-file name**.
- Submit documents, presentation slides, or posters as PDFs.
- Submit videos as MP4s.
- Maximum upload is 300 MB.
- If you want multiple files to appear in a specific order, include this information in the comment box
  - (e.g., 1-Video, 2-Assignment Directions, 3-Grading Rubric).
- Read through the instructions and submit materials via the ITL For Presenters page.

Optional Feedback

- **OPTION A: If you feel prepared with your session plan**—Thank you for attending—sign off to go work on the million other things you need to do ☺️

- **OPTION B: If you want to talk about the content of your session**—Stay logged in to discuss the specifics of your session with Katie and get feedback.

DISCLAIMER: *Katie is not an expert in the tech tools mentioned here--if you have troubleshooting questions about programs like Prezi, Powtoon, JamBoard, or PowerPoint, please contact ITS or consider requesting a consultation with one of Stearns Center's instructional designers.*