

Building Blended Learning

Transitioning Content, Students and Instructors



Objectives

- Illustrate advantages of blended learning
- Identify major business impacts
- Examine alternative media available
- List the challenges for developers, learners and instructors
- Define the power of the virtual classroom
- Offer best practices for transitioning to a blended environment
- Provide example of AgLearn Admin Training



Blended Learning Optimizes Resources

- Allows agencies to do more with less
- Key is selecting the right combination of media
- Surround electronic content with human interactive content
- Creates higher interest among learners



Major impact is possible

- **Scale** – reach more people
- **Speed** – reach thousands simultaneously
- **Throughput** – eliminate bottlenecks
- **Complexity** – multimedia can bring stronger results
- **Cost** – select the lowest cost media that solves the problem.



The Right Mix - Select 2 or 3

- Classroom
- WBT
- CD-ROM
- Live Virtual Classroom
- Webinars
- Conference calls
- Simulations
- Job aids
- Virtual labs
- EPSS
- Portals
- Mentors
- Communities of Practice



Leveraging Technology for Effective Teaching : Then and Now

Training

- Instructor-led
 - “Sage on the stage”
- Scheduled (pushed)
- Classroom delivery
- Goal: Consistent Content Delivery to all learners
- One size fits all

Learning

- Self-directed
 - “Guide on the side”
- Self-serve (pulled)
- Multiple delivery media
- Goal: Make best use of available tools to improve performance
- Aligned with learning styles



Teaching Tools and Technology: Then and Now

Classroom

Blackboard

Meetings

Discussions

Prerequisite work
(Homework)

Correspondence

Library

Virtual Classroom

Electronic Whiteboard

Web/Video/Audio
Conferencing

- Chat Rooms
- Communities
- Listservs

Digital Drop Box

- Email
- Instant Messenger

Search Engines, Wikkis

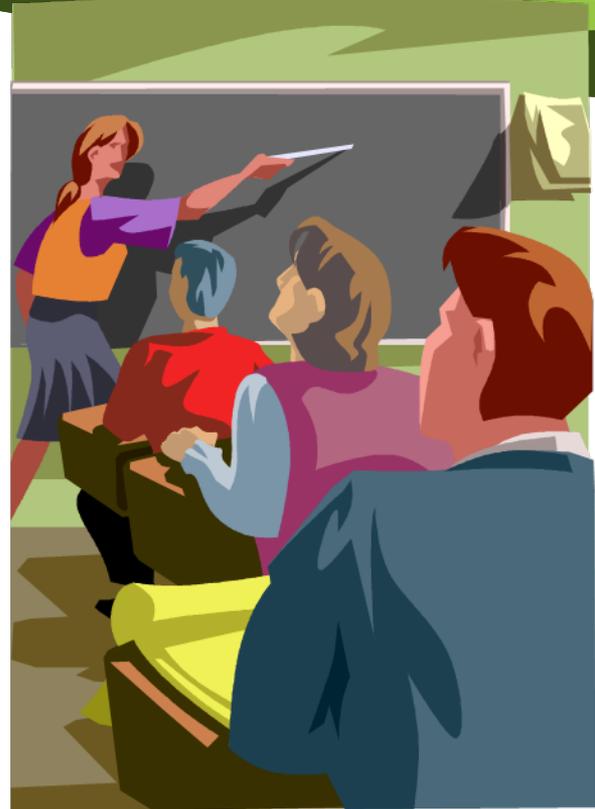


Learner Challenges

- Comfort level with new technology
 - Identify capabilities of current technology
 - Practice
- Motivation
 - Identify own learning style
 - Find ways to interact and ask questions
 - Search for portals, communities of practice
- Flexibility can change accountability
 - Take control of their own learning
 - Manage their own schedule

The Traditional Classroom

- No cell phones
- No access to email
- No interruptions
- Walk in, set up, teach
- Eye contact
- Interact with students
- Students interacted with students





Blended Learning In the Classroom

- Connect to Internet and Intranet Resources in the classroom
- Use online courses as prerequisites or to supplement content
- Assign homework online
- Use AgLearn communities for post class discussion



Webinar vs Virtual Classroom

- Webinar – Presentation of Information
 - Large audience
 - One way information
 - Little to no interaction
- Virtual Classroom – Training in an online environment
 - Collaborative
 - Interactive
 - Engaging



Today's Student





Traditional to Virtual Classroom

- Structure content for VC delivery
- Design effective interactions to keep participants engaged and involved
- Use tools to create engaging exercises that are fun and reinforce learning
- Adapt traditional instructor skills to this new environment

Structure Content for the Virtual Classroom

- Clear purpose and goal?
- Can objectives be accomplished?
- Prerequisite knowledge needed?
- Mixed audience?
- How tech savvy is audience?
- Change management issues?





Structure Content for the Virtual Classroom

- What info must be presented?
- Will you need more than one session?
- Will the webinar be part of a blended solution?
- How will you evaluate learning?
- How will participants refresh their learning?



Design Effective Interactions

- Visually appealing
- Illustrate instructional goals
- Activities introduce, illustrate, and summarize
- Keep moving, 60 to 90 seconds per slide
- Activities every 3 to 5 minutes
- Vary interactions



Adapt Traditional Instructor Skills

- Ask questions
- Provide demonstrations
- Illustrate with scenarios
- Use other subject matter experts
- Require contributions
- Don't lecture!!!
- ALWAYS conduct a rehearsal with real participants and a facilitator
- Always have a Plan B available



A Blended Learning Example

AgLearn Administrator
Training



Welcome Basic, Amy

[\[Help \]](#)

SF-182 - Here's what you need to know:

- [How to Support SF-182s in AgLearn](#)
- [How to Complete and Submit an SF-182](#)
- [How to Approve a Submitted SF-182](#)
- [How to Verify Completed SF-182 Training](#)
- [SF-182 Process](#)

Role-Based O

- [AgLearn Basic](#)
- [Master Report](#)
- More coming s

This is YOUR want to see o

[Click here](#) to s suggestions o

To assess your progress and comprehension of the material presented in this course, use this simulated Basic Administrator environment to save and execute a search of users in DC. In order to do this, you will have to:

- Add the State search criteria
- Save the search
 - Search ID: DC users
 - Description: Search pertaining to only DC users
- Access the saved search
- Perform a search of DC users

Click **Continue**.

Continue



Print



Text

Master Reporter Course

USDA Master Reporter Course
Managing Reports / Run a Report / Run a Report

USDA United States Department of Agriculture
AgLearn

About AgLearn | Contact Us | Home | Help | Logout

User Management | Learning | Commerce | Content | **Reports**

Welcome Role, Masman

SF-182 - Here's what you need to know
[How to Support SF-182s in AgLearn](#)
[How to Complete and Submit an SF-182](#)
[How to Approve a Submitted SF-182](#)
[How to Verify Completed SF-182 Training](#)
[SF-182 Process Job Aid](#)

Role-Based O...
[AgLearn Basic Master Report](#)
 More coming

This is YOUR want to see
[Click here](#) to suggestions

From the **Master Administrator** page, select the **Reports** menu

For this topic, you will use the following scenario to...
 You want to see a Learning History summary for all work in the state of Maryland. You want to restrict the months of 2008, 1/1/2008 to 3/31/2008.

Notes

Managing Data Entry and Searches

A number of search screens in AgLearn make it easy to find data by applying a search filter. Search filters can be created to suit any eventually by adding or removing search criteria at will. Most administrators will find a regular set of search criteria that meets their most common needs, and will make only occasional changes for special circumstances. Search-specific tasks include the following: **Personalize a Search, Perform a Search, Personalize Search Results, Save a Search, Execute a Saved Search, Perform a Select or Add From List Search, Select and Enter a Date via the Calendar Icon and Perform a Selection via the Selection Icon.**

A Day-in-the-Life Scenario

You need to be able to find all users whose last names begin with the letter "S." You also need to know how many users reside in a specific domain.

Adding/Removing Search Criteria

Step	Activity	View
------	----------	------

1.	Select the User Management menu.	
----	---	--

2.	Click the Expand icon next to Add/Remove Criteria	
----	---	--

3.	Check (or uncheck) the boxes for the criteria you want to use.	
----	--	--

4.	Click Submit Query .	
----	-----------------------------	--

5.	The options you selected will appear for subsequent searches.	
----	---	--

The search screen is available on many menus. The User Management menu is being used for illustration purposes.

Administrator Center

[Administrator Login](#)
 Restricted to designated personnel only

[Administrator Toolkit](#)
 Key tasks and procedures

Learner Center

[Learner Login](#)
 Requires a USDA eAuthentication User ID

[Current Course Catalog](#)

Administrators, Welcome

AgLearn Administrators, welcome to your needs. Take a look around and

Role-Based Online Tra

- [AgLearn Basic](#)
- [Master Reporter](#)

Notes

You can perform either a Simple or Advanced Search depending upon the level of detail needed.

Managing Scheduled Offerings

The Scheduled Offering Wizard is used to create a scheduled offering, assign it resources, and break it up into segments with the appropriate resources. You can enter the vital information and then edit it later on. You will assign an item, set up the segment, and select resources. The system will alert you to any scheduling conflicts right away so that you are aware of them and can make the necessary adjustments. The Calendar Preview gives you a graphic view of your new offering and the conflicts. Subtasks pertaining to Scheduled Offerings are accessible from the **Scheduling** menu. Scheduled Offering-specific subtasks include the following: **View**, **Add**, **Edit**, **Copy**, **Cancel**, **Close**, and **Delete a Scheduled Offering Record**, and **Use the Scheduled Offering Notification Assistant Tool**.

Viewing a Scheduled Offering Record

Step	Activity	View
1.	Select the Learning menu.	Learning
2.	Select Scheduled Offerings.	None Scheduled Offerings

Admin Issue - Message (HTML)

To: TeamAgLearn@usda.gov

Cc:

Subject: Admin Issue



Adding the Virtual Classroom

- Teaching new or complex procedures
- Providing access to Experts
- Sharing best practices and lessons learned
- Identifying new learning resources
- Establishing a community of practice



Conducting a Catalog Search

Advanced Catalog Search



The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.

Keywords

Title:

Description:

ID:

Search Options

Search for: All Only Items Curricula Only Offerings

Instructor-Led Online Blended Other (Select one or more)

Subject Area:

Delivery Method:

Source:

App Share Example

Application Share

✓ How do I search my catalog?

 Managing Learning Via the Catalog pg 4





Learner Center

[Learner Login](#)

Requires a USDA
eAuthentication User ID

Administrator Center

[Administrator Login](#)

Go here to see the latest
Admin resources and
tools

Resource Center

[Will AgLearn Work on My
Computer?](#)

Steps to Save You Time

[Trouble Logging In?](#)

Click Here to Resolve

[External Registration](#)

Create your USDA
eAuthentication User ID
and Register in AgLearn

[New User?](#)

Click here for a tour of
AgLearn.

Welcome to AgLearn!

Help your career and increase your knowledge with new and exciting courses built for you.

Learning Resources

New Courses - Just Released!

[The Enhanced AgLearn Tour](#)

Learn what's new and different!

[The SF-182 Online Interactive Course](#)

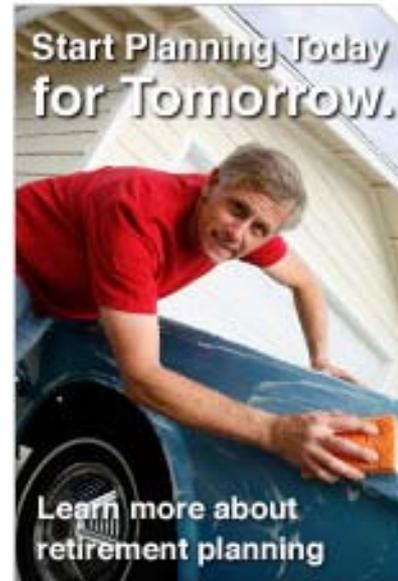
How to submit, approve and verify!

[The AgLearn Supervisor Online Interactive Course](#)

Many improvements for supervisors, including an "at a glance" dashboard of "My Employees!"

Continuing Education

- [Project Management Institute](#)
- [National Association of State Board of Accountancy](#)
- [International Information Systems Security Certification Consortium](#)
- [Human Resource Certification Institute](#)
- [Six Sigma Credentialing Program](#)



**Start Planning Today
for Tomorrow.**

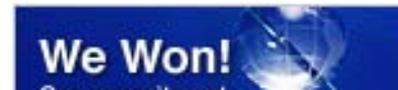
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retirement planning

Current SkillsSoft Course Catalog



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of courses to find
the course that is
right for you.
Get Started Today!

We Won!



Web Safari Example

Creating a Certificate of Completion

Where should Kevin start?

- Catalog
- Learning Plan
- Reports
- Learning History
- Personal Profile

Polling Example



Knowledge Check

What menu provides access to creating a new SF-182 request?

Enter your answer in the chat area.

Click the ✓ when you are finished.

Chat Example
You'll have **30** seconds!





Summary

- Structure content with the audience and technology in mind
- Design effective interactions to keep participants engaged and involved
- Use tools to create engaging exercises that are fun and reinforce learning
- Adapt traditional instructor skills to the new environment