

WebFun Checklist

Technology, applied in conjunction with pedagogical concepts, can create an effective student-centered environment and enhance learning outcomes. By following this series of workshops, combining learning strategies and technology tools to produce a student-centered, web-based, instructional environment, we can ensure successful development of an online/hybrid module in WebCT.

Prerequisite	Description	Check if completed or experienced with skill	Date Completed
* indicates a CLUE or OCET class			
* Basics	Basic PC or Macintosh operating system skills	<input type="checkbox"/>	
* Email	Familiarity with using electronic mail including sending attachments	<input type="checkbox"/>	
* Word Processing	Familiarity with creating, formatting, and saving documents including creating tables and saving documents as HTML (Beginning & Intermediate Word.)	<input type="checkbox"/>	
* Web Browsing	Familiarity with using the World Wide Web to access and download information.	<input type="checkbox"/>	
File Management	Familiarity with organizing files, creating folders, copying, moving, and deleting files. (CD tutorial available in the Library)	<input type="checkbox"/>	
Web Design (Level 1)	Description	Check if completed or experienced with skill	Date Completed
Web Design Basics & ADA (Part 1 of 3)	Familiarity with web design concepts and viewing existing websites critically. Ability to design a website by determining the goals & target audience, gathering & prioritizing the content, and flow-charting the site. Basic knowledge of what makes a site ADA compliant.	<input type="checkbox"/>	
FrontPage (or Netscape Composer) & Simple HTML (Part 2 of 3)	Familiarity with using a web authoring tool to put your content into electronic form. Familiarity with basic HTML tags.	<input type="checkbox"/>	
Images for the Web (Part 3 of 3)	Familiarity with saving images from the web, taking original pictures with a digital camera, or scanning printed material to capture images in digital format. Familiarity with optimizing images for the web.	<input type="checkbox"/>	
Adobe Acrobat (opt)	Converting documents into PDF format.	<input type="checkbox"/>	

Authorizing Signature

Instructor's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____

Dean of Instruction's Signature: _____ Date: _____

Beyond WebFun Checklist

WebFun I (Level 2 & 3)	Description	Check if completed or experienced with skill	Date Completed
Pedagogy and Tedagogy	Familiarity with using WebCT from a student's perspective to complete online coursework. Able to use the Instructional Design model to develop a paper-based module.	<input type="checkbox"/>	
WebCT Fundamentals Hands-on	Familiarity with using the basic WebCT tools to create one online module.	<input type="checkbox"/>	
WebFun II – may be completed in any order (Level 4)	Description	Check if completed or experienced with skill	Date Completed
Advanced PowerPoint	Familiarity with advanced PowerPoint features such as creating custom presentations, importing text, embedding files.	<input type="checkbox"/>	
Banners	Familiarity with creating customized banners for your web page or website.	<input type="checkbox"/>	
Keypads	Familiarity with using keypads to add interactivity to your existing face-to-face PowerPoint lectures.	<input type="checkbox"/>	
Impatica for PowerPoint	Familiarity with using Impatica to deliver fully narrated PowerPoint presentations over the web.	<input type="checkbox"/>	
Mimio	Familiarity with using Mimio to provide recorded whiteboard lecture content over the web	<input type="checkbox"/>	
Forms in Acrobat	Familiarity with creating electronic forms and surveys.	<input type="checkbox"/>	
Camtasia	Familiarity with creating screen recording tutorials.		
Advanced WebCT	Familiarity with advanced WebCT features such as the glossary tool to add multimedia and the image database tool.	<input type="checkbox"/>	
Advanced WebPage Design	Familiarity with advanced web design skills such as breadcrumbs, cascading style sheets, metatags, organization and error codes.	<input type="checkbox"/>	
Shooting Digital Pictures	Familiarity with picture taking techniques in using a digital camera to capture high quality images.	<input type="checkbox"/>	
Web Streaming	Familiarity with basic web streaming concepts such as compression schemes, file types, and using video in your course.	<input type="checkbox"/>	