GMIT BOLT & the DigitalEd September Schedule

Building digital teaching and learning capabilities.

Book a place on any Clinic on Microsoft Bookings:
https://outlook.office365.com/owa/calendar/BOLTDigitalTeachingLearningClinics@gmit.ie/bookings/

Level 1
New to Teaching Online

Level 2
Intermediate
(Some prior experience teaching online)

Level 3
Advanced
(Experienced Online Teacher – Digital Champion)

*New Clinic Added for September

Date	Time	Clinic Title	Clinic led by	Level
Sept 2, Wed	10-11am	*Microsoft Teams – Icebreakers: Explore various digital icebreakers and activities for Generation X, Y and Z.	Dr Clare Gilsenan	Level 1
Sept 2, Wed	12-1pm	Microsoft Teams – Introduction: This session will explain exactly what Microsoft Teams is and isn't. We will talk about how to access it and why you may want to use it. We will take a whistle stop tour of all the key features and components of Microsoft Teams and explain how it fits into the wider IT environment of Moodle and Office365.	Orla Skehill	Level 1
Sept 2, Wed	2-4pm	Universal Design for Teaching and Learning (UDL): Making a difference in higher education This webinar will discuss what UDL is and how it can be embedded into our practice. Making a small difference in our teaching for student learning and applying UDL principles can make a big impact in Higher Education.	Laura Hegarty	Level 1, 2 & 3
Sept 3, Wed	10am-12pm	Microsoft PowerPoint – Introduction: Introduction to PowerPoint in Office 365 includes creating and editing slides, effective use of layouts, and publishing lectures.	External Trainer	Level 1
Sept 3, Wed	2-4pm	Microsoft PowerPoint – Advanced: Advanced features of PowerPoint in Office 365 includes Design Ideas, templates, 3D content, accessibility, Presenter Coach, screen recording and Stream publishing.	External Trainer	Level 2 & 3
Sept 4, Fri	11am-1pm	Creating Video for Blended & Online Learning: This webinar will look at some of the basic theory surrounding the use of video for blended learning before introducing participants to tools for video creation. Participants will learn how to operate a lightboard studio, set up a basic video shoot and edit, upload and share a video they have created.	Dr Cormac Quigley	Level 2 & 3

Sept 4, Fri	1-2pm	**Digital Teaching & Learning Q&A Clinic**	Teaching & Learning Office Team with Dr Carina Ginty, Orla Skehill & Dr Sean Daffy	Level 1 ,2 & 3
Sept 4, Fri	2-3pm	**Moodle - Setting Up Assessments:** Learn how to set up quizzes, online assessments, open book and more!	Dr Katie O'Dwyer	Level 1
Sept 7, Mon	10am-12pm	**Getting Up & Running with Digital Open Badges - Part 1:** This webinar is designed to familiarise participants with not only what digital open badges are, but how to use them within their context. This includes defining digital badges, identifying which types of badges work best, elements focusing on the 'how to' aspect of designing, creating, issuing and receiving digital open badges using a suite of online software tools. Participants will be asked to create a digital badge and then provide feedback from their experiences in doing so in a follow-up session.	Dr Wayne Gibbons	Level 2 & 3
Sept 7, Mon	12-1pm	**Microsoft Teams – Introduction** *(Repeat session of Sept 2)*	Orla Skehill	Level 1
Sept 7, Mon	2-4pm	**Learning Design Workshop - Part 1: Designing a module learning experience for online or blended learning:** This session will explore the ABC Learning Design Method and useful curriculum design resources. This method is particularly useful for designing or re-designing programmes that are moving to an online or blended format. A module design rubric will also be introduced with a suite of DigitalEd resources developed and reviewed as part of the iNOTE project. **Note:** We recommend participants sign up for Part 2 also to explore assessment strategies and student engagement techniques.	Dr Carina Ginty	Level 1, 2 & 3
Sept 8, Tue	10-11am	**Microsoft - Backup/OneDrive Save & Restore:** This session will, step by step, go through the "Moodle Backup, OneDrive Archive Store and Moodle Restore" of your Moodle courses in prep for the new academic year.	Mary O'Donnell	Level 1
Sept 8, Tue	2-3pm	**Moodle - Setting Up Assessments** *(Repeat session of Sept 4)*	Dr Katie O'Dwyer	Level 1
Sept 9, Wed	10-11am	**Getting Up & Running with Digital Open Badges - Part 2:** This webinar is a follow-up discussion session for **Part 1 Participants from Sept 7** to provide feedback from their experiences in creating a digital badge and engage in Q&A regarding various software solutions needed for working with badges.	Dr Wayne Gibbons	Level 2 & 3
Sept 9, Wed	11am-1pm	***Learning Design Workshop Part 2: Assessment Strategy Planning** This session is a follow-up session to Part 1, learning design and it will explore assessment options and developing an assessment strategy for a module or programme.	Dr Carina Ginty	Level 1, 2 & 3
Sept 9, Wed	12-1pm	***Microsoft Teams – Icebreakers** *(Repeat session of Sept 2)*	Dr Clare Gilsenan	Level 1

Sept 9, Wed	2-4pm	**H5P – Building Creative Teaching & Learning Resources in Moodle:** H5P is a quick and easy way to develop interactive activities and learning resources to use online with Moodle and for face-to-face teaching. take a tour of the basics of H5P, its benefits and limitations plus the wide variety of activities you can create. From quizzes, to games and interactive videos – there's a huge choice of templates.	Orla Skehill	Level 2 & 3
Sept 10, Thu	10-11am	**Recording a Lecture with Teams, PowerPoint or Screencasting:** The session will focus on: what do you need Hardware/Software, what are you trying to achieve (Synchronous vs Asynchronous and the right tools to achieve specific outcomes), and how to do it (setting the scene).	Ulrich Hoeche	Level 1
Sept 10, Thu	12-1pm	**Microsoft OneDrive & SharePoint – Introduction**	Mary O'Donnell	Level 1
Sept 10, Thu	2-3pm	**Digital Teaching & Learning Q&A Clinic**	Teaching & Learning Office Team with Orla Skehill & Dr Sean Daffy	Level 1 ,2 & 3
Sept 11, Fri	10-11am	**Recording a Lecture with Teams, PowerPoint or Screencasting** *(Repeat session of Sept 10)*	Ulrich Hoeche	Level 1
Sept 11, Fri	12-1pm	**Moodle – Gradebook 3 Step Setup:** This session will ensure that the user is notified of a simple 3 step Gradebook Setup process that will ensure GDPR compliance and secure delivery of student results in an online environment. Further complexity for your Gradebook can be built in afterwards.	Mary O'Donnell	Level 1
Sept 14, Mon	10-11am	***Moodle – Graded Forum**	Mary O'Donnell	Level 1
Sept 14, Mon	11am-1pm	**Creating Video for Blended & Online Learning** *(Repeat of session of Sept 4)*	Dr Cormac Quigley	Level 2 & 3
Sept 14, Mon	3-5pm	**Learning Design - Part 1: Designing a Module Learning Experience** *(Repeat session of Sept 7)*	Dr Carina Ginty	Level 1, 2 & 3
Sept 15, Tue	10-11am	**Microsoft Teams – Introduction** *(Repeat session of Sept 2 & 7)*	Orla Skehill	Level 1
Sept 15, Tue	11am-1pm	***Learning Design Part 2: Assessment Strategy Planning** *(Repeat session of Sept 9)*	Dr Carina Ginty	Level 1, 2 & 3
Sept 16, Wed	10am-12pm	**Microsoft PowerPoint – Introduction** *(Repeat session of Sept 3)*	External Trainer	Level 1
Sept 16, Wed	2-4pm	**Microsoft PowerPoint – Advanced** *(Repeat session of Sept 3)*	External Trainer	Level 2 & 3
Sept 17, Thu	10-11am	***Moodle – Groups**	Mary O'Donnell	Level 1
Sept 17, Thu	11am-12pm	***Microsoft Teams – Icebreakers** *(Repeat session of Sept 2 & 9)*	Dr Clare Gilsenan	Level 1
Sept 17, Thu	2-4pm	**H5P– Building Creative Teaching & Learning Resources in Moodle** *(Repeat session of Sept 9)*	Orla Skehill	Level 2 & 3
Sept 18, Fri	9-10am	**Digital Teaching & Learning Q&A Clinic**	Teaching & Learning Office Team Dr Carina Ginty and Annette Cosgrove	Level 1, 2 & 3
Sept 18, Fri	12-1pm	***Moodle – Quiz**	Mary O'Donnell	Level 1

Sept 21, Mon	11am-1pm	**Learning Design - Part 1: Designing a Module Learning Experience** *(Repeat session of Sept 7 & 14)*	Dr Carina Ginty	Level 1, 2 & 3
Sept 21, Mon	2-3pm	***Digital Ink: Using OneNote as a whiteboard for online learning:** Learn how to use Microsoft OneNote as a whiteboard in online classes. Explore the functions for hand drawings, maths and multimedia content and learn to create live handwritten demos that can be shared and replayed.	Dr Sean Daffy	Level 1
Sept 22, Tue	2-3pm	***Moodle – Workshop**	Mary O'Donnell	Level 1
Sept 23, Wed	10am-12pm	***Learning Design Part 2: Assessment Strategy Planning** *(Repeat session of Sept 9 & 15)*	Dr Carina Ginty	Level 1, 2 & 3
Sept 24, Thu	10am-12pm	**Technology Enhanced Learning (TEL) Tools for a Blended Teaching Module:** Explore various TEL Tools for blended learning that can be incorporated into an existing course and be used in a blended/online teaching to support student led learning, provide more opportunities for students to give feedback, and encourage engagement.	Annette Cosgrove	Level 1 & 2
Sept 24, Thu	2-3pm	**Microsoft Teams Live Lecture:** This session will cover how to get started teaching with Teams and include how to record a lecture in Teams, deliver a live session, and how to link this content to Moodle.	Annette Cosgrove	Level 1