



TRAINING/WORKSHOP/ORIENTATION PROPOSAL

Title : "VSU E-Learning Environment Training – Workshop"

Participants : VSU Faculty

Date and Time : January 31 & February 2, 2022 (Monday & Wednesday) 9:00 AM – 5:00 PM

Venue : ZOOM and live-streamed via VSU Workplace: Academic Staff

Rationale

In line with the University's preparation for the resumption of classes this 2nd semester AY 2021-2022, a 2-day VSUEE training-workshop will be conducted. Newly-hired faculty will be provided with an in-depth knowledge on the use of VSUEE as the official LMS of the university, while Interested faculty may join this 2-day training workshop so that they will be refreshed with the VSUEE functionalities and other vital activities for them to fully operationalize their virtual classrooms.

Objectives

At the end of the training-workshop, participants will be able to:

1. Navigate the VSUEE interface.
2. Develop and manage virtual classroom.
3. Send messages and emails using QuickMail to students or groups of the course.
4. Use of Equation Editor and ChemType Editor for lectures and quizzes. Intended for Engineering, Math, and Science courses.
5. Embed videos to lecture material (not a separate file but together with the text)
6. Prepare Lessons (depending on the IM template)
7. Prepare different types of questions and the conduct of examination using the Safe Exam Browser.

Methodology/Strategy

Discussion of topics and hands-on practice of the VSUEE.

Resources Needed:

The resources needed in this webinar are the following:

- 1) internet connectivity
- 2) snacks and lunch
- 3) laptop/computer
- 4) Zoom access
- 5) Resource Speakers

Expected Outcome:

Participants are expected to populate and upload lesson contents in his/her VSUEE Virtual Classroom in the delivery of his/her lessons.