



Mimio Advanced Skills

Course description:

This course focuses on extending the uses of an Interactive Whiteboard in the classroom. It enables Mimio advocates opportunities to collaborate and share new and innovative ideas with other teachers.

Course objectives:

The goal of this course is to offer participants insight on improving teaching by creating increasingly interactive assignments. Successful completion of the Mimio Core Skills Course is a prerequisite. Upon completion of this course, participants will be able to:

1. Understand the various components of Mimio hardware and software
2. Develop advanced lessons in MimioStudio Notebook which inspire whole class participation
3. Use the Mimio Gallery to contribute to multimedia-rich lesson development
4. Know when and how to use Screen Annotation effectively
5. Know when and how to use Text Tools and Recorder effectively
6. Expand effective interactive teaching resources to include interactive websites
7. Use available Mimio web resources in lesson development
8. Share ideas and teaching resources with other course participants
9. Develop Lessons that meet the Mimio Quality Criteria

Methodology:

This course is taught through an assortment of readings, videos, assignments, discussions, assessments, and live online sessions. All materials are available in the Blackboard course shell. Participants will need a computer with Internet access to be able to access Blackboard. The course instructor will send participants a username/password in the course orientation email during the week prior to the course start date. At that time, participants will be able to access the course by going to <http://Mimio.blackboard.com> .

Time Frame:

The course is split into five modules to be completed over a five-week period, one module per week. Participants can expect to spend a minimum of 8 hours per week on the course. Each week of the course begins on Monday and ends on Sunday. The course site will be available to students the Friday before the start of the course.

Note: This is not a self-paced course. New topics are introduced each week with associated readings, discussions, videos, assignments, assessments, and a live online session. It is critical that students schedule time for the course on a weekly basis, requiring a minimum of 8 hours of time each week.

Textbooks:

No required textbooks. Handouts and web resources are posted each week in the Blackboard course shell.



Course Policies and Procedures

Successful online student/participant: It takes great effort to be a successful online student. Students must be self-motivated and self-disciplined to keep on schedule with readings, videos, assignments, discussions, and assessments.

Communication is a key: It is very important that class members keep connected with the course, classmates, and instructor. Students with questions may use email, the discussion board, and/or the live online session to convey them. The power of this online course is a direct result of the community atmosphere.

Working ahead: All the readings, videos, assignments, discussions, and assessments will be open each week on Sunday morning. The weekly survey will be open on Thursday of each week.

Netiquette: All course participants are expected to follow rules of common courtesy in all email messages, discussion boards, and live online sessions.

Responding to email: The instructor will check email daily and strive to respond to course-related emails within 24 hours.

Announcements: Students must check the announcements each time they log into the course. All important reminders, updates, questions and answers, etc. are posted there. If a student happens to miss any announcements, they are always available in the "View Last 7 Days" or "View Last 30 Days" tabs.

Late work: All assignments, discussion board posts, assessments, and live online session participation are due on Sunday night. In the event of an absence at the live online session, the participant should watch the recorded session, write a brief summary, and then email the summary to the instructor.

Feedback on assignment submissions: Participants should check for feedback on the graded assignments in the gradebook by clicking the "View Comments" link. Grades on assignments, discussions, assessments, live online session participation, etc. are posted as soon as possible.

Submitted Files: All files submitted throughout the online course will become property of Mimio.

Syllabus Prepared by: Mimio Training and Professional Development Department
Email: Training@mimio.com
Meeting Dates: Online and live online sessions on Monday Evenings
(7:30PM - 8:30PM EDT or EST, whichever applies)



Course Outline

Week 1 — MimioConnect (8 contact hours)

- 1) Read assigned material and watch the videos in Week 1
- 2) Respond to the discussion board question and to at least two other postings
- 3) Complete and submit the assignments:
 - a) About Yourself
 - b) MimioConnect
- 4) Complete the Week 1 Assessment
- 5) Participate in Live Online Session
- 6) Complete the Week 1 Survey

Week 2 — Enhancing Lessons: Sounds and Images (8 contact hours)

- 1) Read assigned material and watch the videos in Week 2
- 2) Respond to the discussion board questions and at least two other postings
- 3) Complete and submit the assignments:
 - a) Create and Share an audio/video Gallery
 - b) Images and Sound Activity
- 4) Complete the Week 2 assessment
- 5) Participate in Live Online Session
- 6) Complete the Week 2 Survey

Week 3 — Advanced Interactive Applications (8 contact hours)

- 1) Read assigned material and watch the videos in Week 3
- 2) Respond to the discussion board questions and to at least two other postings
- 3) Complete and submit the assignments:
 - a) Using the Recorder
 - b) Screen Annotation
 - c) Question Objects
- 4) Complete the Week 3 Assessment
- 5) Participate in Live Online Session
- 6) Complete the Week 3 Survey

Week 4 — Helpful Resources (8 contact hours)

- 1) Read assigned material and watch the videos in Week 4
- 2) Respond to the discussion board questions and to at least two other postings
- 3) Complete and submit the assignments:
 - a) Share Your Resources
 - b) Opportunities for Practice Activity
- 4) Complete the Week 4 Assessment
- 5) Participate in Live Online Session
- 6) Complete the Week 4 Survey

Week 5 — Quality Lessons (8 contact hours)

- 1) Read assigned material and watch the videos in Week 5
- 2) Respond to the discussion board questions and to at least two other postings
- 3) Complete and submit the assignments:
 - a) Final Project
- 4) Complete the Week 5 Assessment
- 5) Participate in Live Online Session
- 6) Complete the Week 5 Survey



Evaluation Criteria:

To provide each participant with an authentic online student experience, course activities are graded. Participants will **need to submit all work and achieve an overall score of 85% or higher to receive a certificate of completion.**

Discussion board postings: 20% (4 points each, 20 points total)

Sharing information leads to new ideas and is the best way for participants to learn from each other. To that end, each week's module has an associated discussion forum. Students post a response to each forum question, and start conversations with their peers. Points are earned for responding to each discussion forum and for replying to fellow participants.

Up to 4 points will be earned for each week's responses. The goal of the discussion forum is to develop dialogue between participants. Participants respond to each discussion question no later than **Thursday** of each week, and respond to at least two other class members postings by the **Sunday** ending the week. Students are encouraged to respond to more than two other postings and to learn from each other. Note that no points will be earned for discussion responses posted after the week ends.

Points will be earned for discussion postings as follows:

1 Point: All responses are not provided.

2 Point: Minimal responses to the question

3 Points: The postings are responses to the question but lack depth and do not attempt to be part of a class-wide conversation.

4 Points: Substantive responses that are insightful and encourage conversation.



Assignments: 40% (40 points total)

Week 1

About Yourself (4 points)
MimioConnect (4 points)

Week 2

Create and Share an audio/video Gallery (4 points)
Images and Sound Activity (4 points)

Week 3

Using the Recorder (4 points)
Screen annotation (2 points)
Question Objects (2 points)

Week 4

Share Your Resources (4 points)
Opportunities for Practice Activity (4 points)

Week 5

Final Project (8 points)

Points will be earned for assignments as follows:

Full credit: The requirements for each individual assignment are indicated within the assignment description on the Blackboard course shell. You will receive full credit for the assignment if the requirements are met.

No credit: If you receive no credit for the assignment, you will receive feedback and have the chance to resubmit the assignment by the end of the week. You may check feedback on the graded assignments in their gradebook by clicking the "View Comments" link if you did not receive full credit.

Assessments: 20% (20 Points total)

After students complete the work for each week, they take the associated assessment. They are allowed to use notes or other materials to complete the assessment. Weekly assessments vary in length but there are a total of 40 questions for all four assessments with each question worth 0.5 points. The assessments contain a mixture of true/false, multiple choice, and multiple answer questions. Each assessment is due at the end of the week.

Live Online Sessions: 20% (4 points each, 20 points total)

Each week there will be a live online session that participants are expected to attend. In the event of an absence students will need to watch the recording of the session and email a short paragraph to the instructor summarizing what was learned.