Get Your Ducks (& Turkeys) in a Row: Prepping for Next Semester

CITL Tech Tuesday Workshop

Today's Menu

- Main Course: Refresh Your Syllabus & Materials
- Side Dishes: Streamline Navigation
- Key Ingredient: Check Accessibility
- Add a Dash of Engagement
- After Dinner Reflection
- Invite AI to the Table

CHECK-IN POLL:

Select the festive option that most closely matches your progress on next semester's course prep.

🦃 Already cooking — my course is nearly ready

🥧 Still mixing ingredients — getting organized

🍂 Just opening the cookbook — haven't started yet

☕ Waiting for leftovers — procrastination is my plan

The Main Course: Refresh Your Syllabus & Materials

- Update dates, due dates, and links

- Align outcomes with activities

- Revisit policies

- Add a "Course at a Glance" Section

Important Tennessee Tech Syllabus Links

Course Syllabus
Requirements

Syllabus
Information Guide

Syllabus Template

AI Syllabus
Statement Options

From TN Tech Faculty Handbook

Side Dishes: Streamline Navigation

1 Simplify your course layout

2 Use consistent naming for modules and assignments

3 Remove outdated or duplicate links

4 Quick Tip: View your course in **student mode** to test clarity

Module Organization

Key Ingredient: Check Accessibility

- Use alt text for images
- Closed captions for videos
- Check color contrast and heading structure
- Use built in checkers for Word and PowerPoint before uploading to iLearn

> "Accessibility isn't extra steps; it's steps you've missed."
>
> @NickTillem
> Instructional Designer

Accessibility

- CITL - Accessibility Resources

- Syllabus Information

- Document Accessibility

- Closed Captioning in YuJa videos

Panorama Check-in

    Deadline: February 3

    Goal: Spring courses must reach at least 70% with **0 Severe** and **0 Major** issues. Alt text on all images.

    How: Review your Panorama report and fix flagged issues

    Resources: Book a Consultation with a CITL member for support.

TN Tech iLearn Template

Designed with Accessibility in Mind

Easy to implement

Ready for your content

The Seasoning: Add a Dash of Engagement

Consider adding or refreshing one activity to include interactive components

→

Try short polls, reflective prompts, or low-stakes quizzes

→

Encourage connection through quick check-ins or discussions

Add in media when applicable

→

Build in student choice or feedback loops
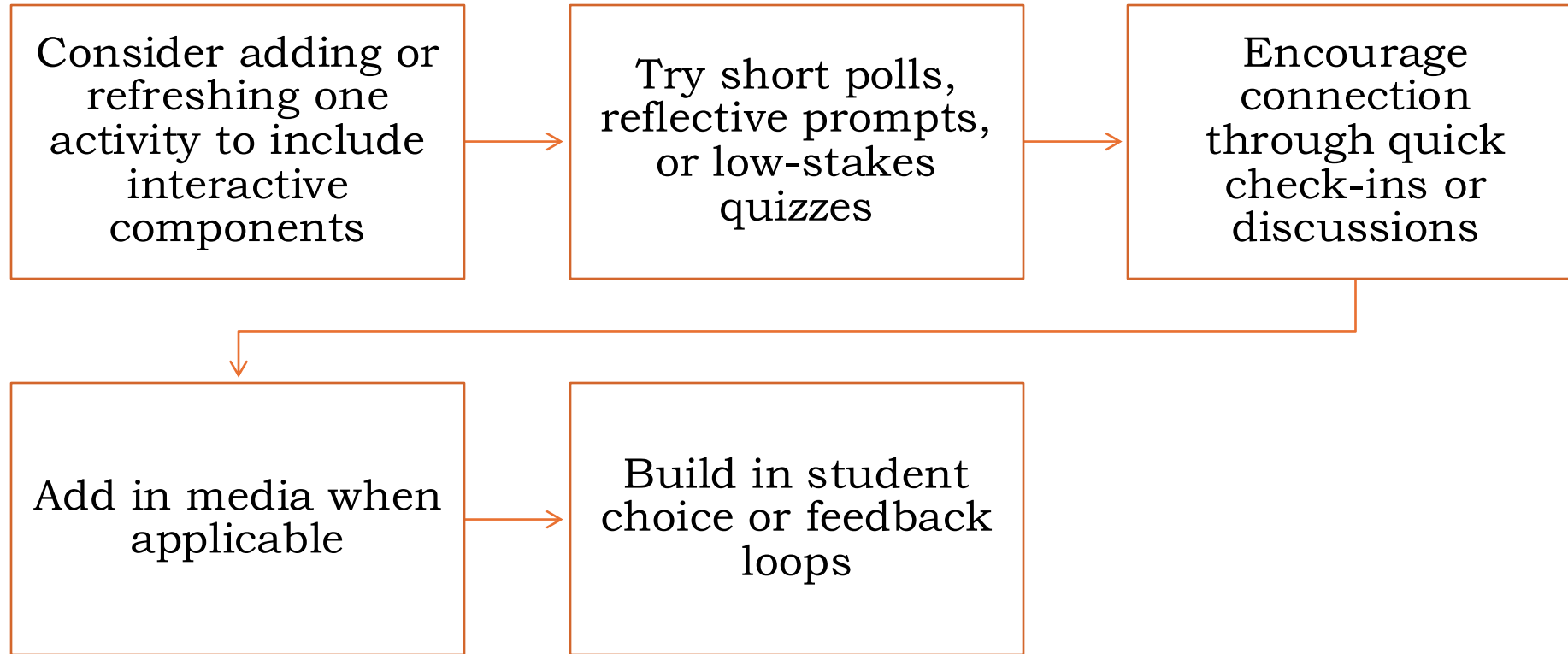
CHECK-IN POLL:

Which "seasoning" do you use the most to keep students engaged?

- Discussion prompts

- Quick quizzes or polls

- Reflection journals

- Group projects or peer feedback

After Dinner Reflection

Reflect on your teaching and classroom activities

Use student feedback to drive future instruction

Create a short "Course Prep Checklist" for next semester
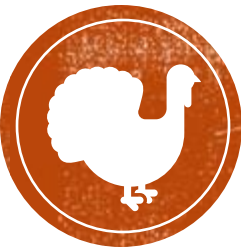
- What worked well in the course?
- What did not work as planned?
- What technical difficulties did I or my students have?
- What areas of the course would I like to improve?
- What can I change or enhance within my control?
- What content or activities would I like to add/change?
- Are the course materials accessible?
- Do I want to re-evaluate my grading scales/policies?

Reflection Questions

Invite AI to the Table
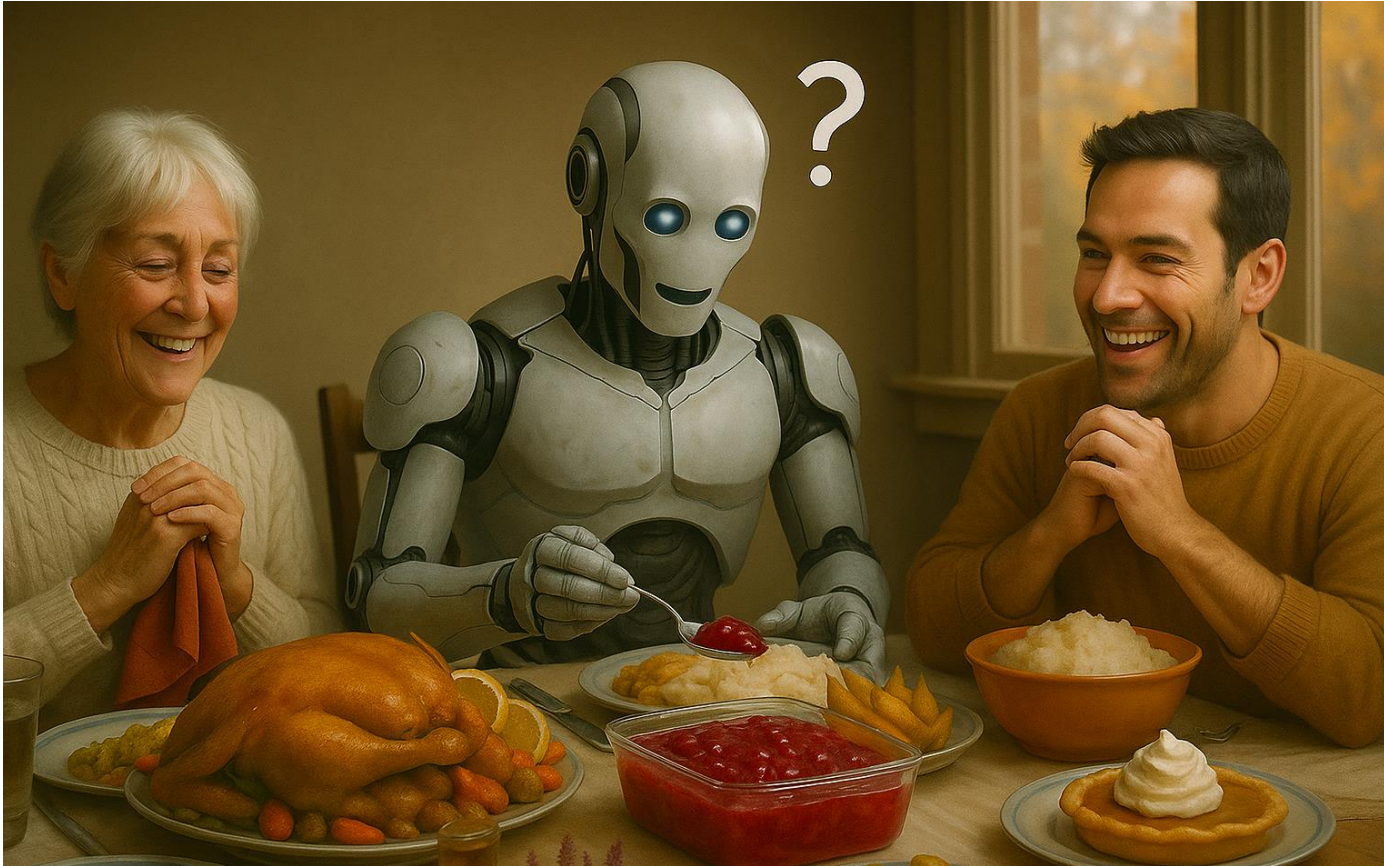
Created using ChatGPT 5 on Nov. 6, 2025
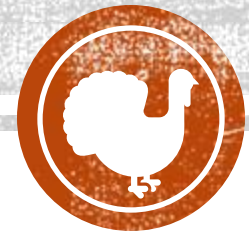
CHECK-IN POLL:

Have you tried using AI tools to help prep your course?.

- Yes — and I love it!

- I've experimented a bit

- Not yet, but I'm curious

- No thanks, not my cup of tea

NEW TO AI? CHECK OUT OUR AI ACADEMY!

The AI Academy is a course designed for anyone looking to explore and build a foundational understanding of Artificial Intelligence.

AI Academy Registration

Generated with AI (Gemini)· March 2025
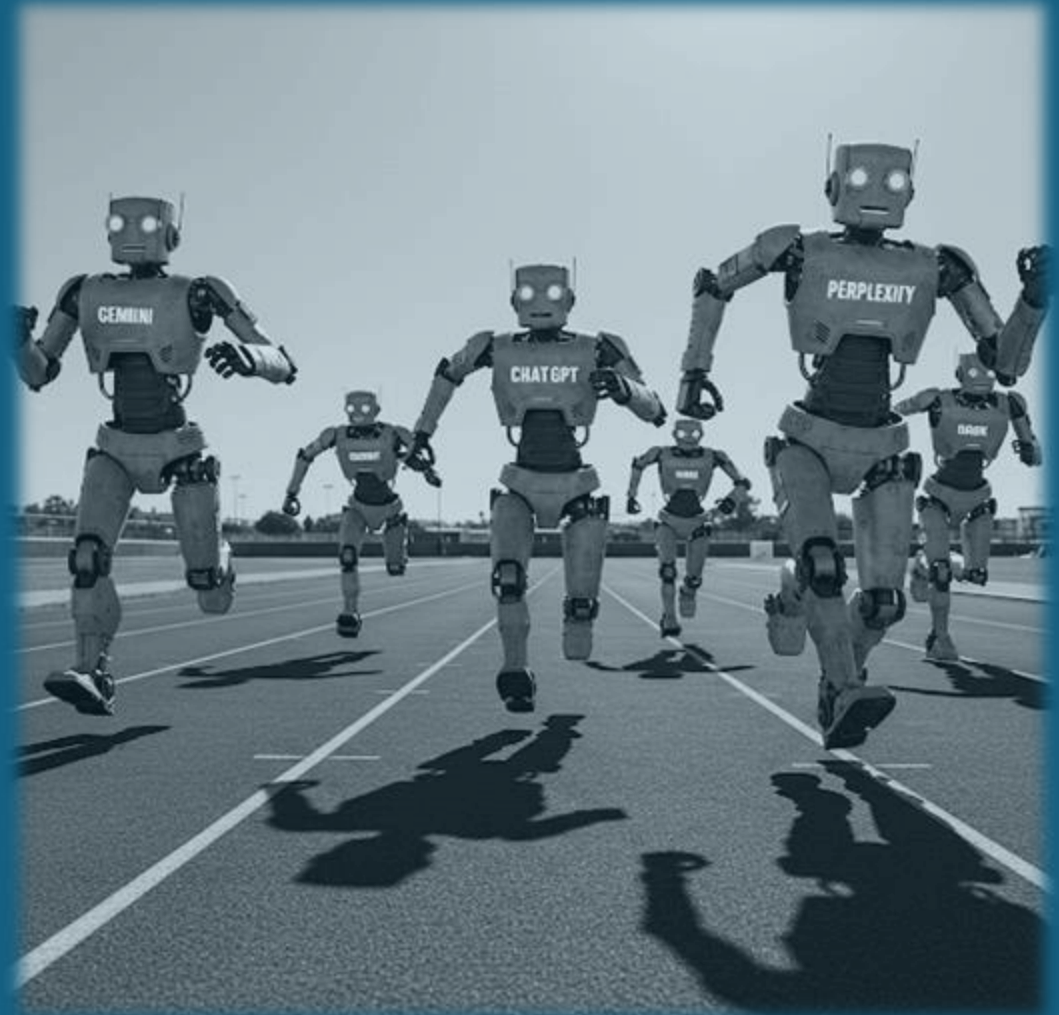
How can AI help?

Syllabus, Assignments, Accessibility, Engagement, and more...
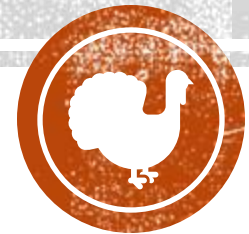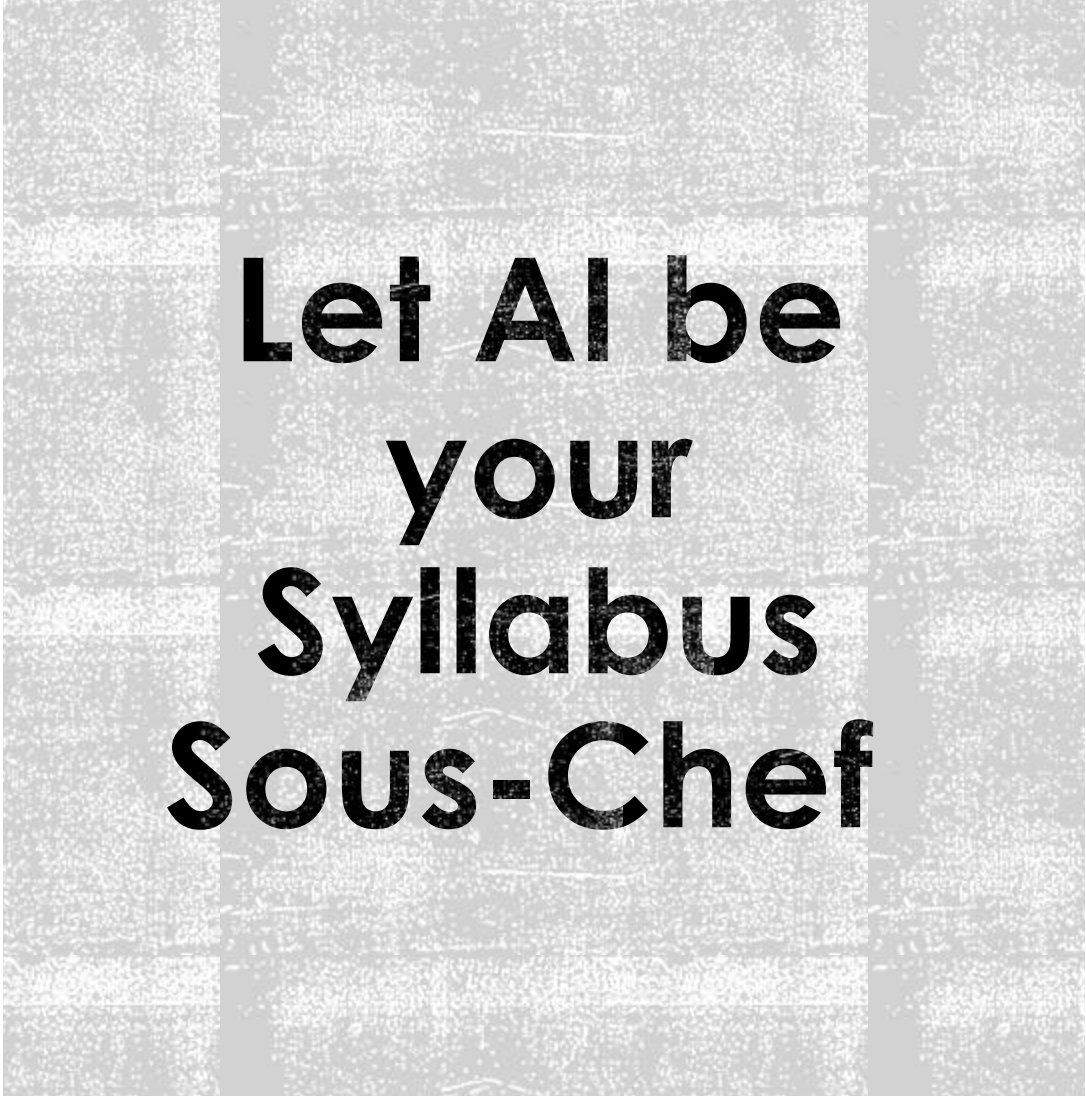
- Refine learning objectives
- Check alignment
- Change dates
- Detect unclear language

Let AI be your Syllabus Sous-Chef

AI Helps Set the Table-
So Students Find What They Need Fast!

<u>Increase transparency</u>
for assignment
instructions

Identify redundancies
or confusing elements

Create consistency
with naming
conventions

Condense long
instructions

AI Helps Serve Up Accessible Courses for Every Student

Simplify complex language

Promotes student-friendly tone

Suggests alternative text

Create multiple representation options

Suggests consistent labeling of files, links and sections

Using AI to Add Engagement

Brainstorm interactive ideas

Adapt instructions to fit the modality of course

Can be tailored to Bloom's levels

Add real-world or current event connections

Suggests reflective prompts

Other Ways AI can Help:

- Draft announcements, emails or reminders
- Create templates
- Reformat or repurpose content
- Generate rubrics
- Condense material into key points for students

How Can WE Help YOU?

Consultations

- Course Design
- Learning objectives
- Course Templates

Observations

- Not sure where to start?
- Trying a new classroom strategy?
- We offer feedback and support!

Instructional Diagnostics

- Mid-Semester Feedback
- Midpoint of every semester
- Spring is already booking!

For any questions, please schedule a consultation with one of our technology specialists or instructional designers.

Resources & References:

- AI Academy Registration
- CITL - Accessibility Resources
- Editing Captions in the Video Editor – YuJa Help Center
- 11.18 Tech Tuesday Resource Document.pdf

Questions, Comments, Concerns?
Feedback Survey

THANK YOU!

Next Week's Session:
Panorama and Spring Course Design Support

Book Now