Description:

The Quickstart to Instructional Support Assisting Workshop was a requirement for all new Graduate Assistants in the College of Education. The workshop was designed to train new GA’s in all aspects of Springboard, The University of Akron’s Learning Management System. They were taught how to add content, set up grades and discussion boards, add assignments to the dropbox and email students in a course. These were the basic functions most professors wish for their GA’s to do for them.

Speakers were also brought in to train the Graduate Assistants how to set up a panopto lecture recording and an elluminate session. These were two other ways of communicating with students that a professor may wish to do in an online course. A speaker from the library was also invited to come in and explain to the GA’s how to use Course Reserves. Course Reserves provide the University of Akron teaching faculty with a convenient way of making assigned course readings readily available to students. Three types of Reserves are available for use: Print Reserves, Electronic Reserves, and Media Reserves.

Lastly all GA’s are required to complete an online sexual harassment training that is conducted online by the University.

Impact:

This project provided Instructional Support Assistants and Graduate Assistants with the basic knowledge to teach their own course using the Springboard system or to assist faculty members with setup and instruction in their own courses.
**Intent:**

This workshop is to be taught every summer prior to the start of the new school year. All new Graduate Assistants/Instructional Support Assistants are required to take this course as a condition of their GA contract.