2021 Assessment Institute
Information Session for Presenters & Moderators

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Welcome!

- Thank you for taking time to join us for this information session for presenters and moderators of the 2021 Assessment Institute, held virtually Sunday, October 24 through Wednesday, October 27, 2021

- The Institute organizer is IUPUI, and we are grateful to our campus leadership and colleagues for their support

- We will post a Qualtrics attendance link in the chat; please register your attendance

- Type any questions you may have in the Q&A box at the bottom of the screen; we will address these questions in the latter portion of our time together

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Goals for This Information Session

- Describe the purposes and audiences of the Assessment Institute

- Explain the changes being made as a result of our virtual offering in 2021

- Recognize the considerations of presenting via Zoom Webinar at this year's Institute

- Sign-up for a small group Zoom Webinar consultation session between now and the start of the Institute

- Prepare for and deliver a dynamic, informative presentation to this year's attendees

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First, Meet the Rest of the Team Bringing You the Institute

- Track Leaders and Institute Partners make invaluable intellectual contributions

- From *Planning and Institutional Improvement* at IUPUI:
  - Angela Bergman
  - Linda Durr
  - Caleb J. Keith
  - Michele Trent
  - Shirley Yorger

- From *University Information Technology Services*:
  - Greg Brenner
  - Ross Wilkerson

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Purposes and Audiences of the Assessment Institute

- The Assessment Institute is the oldest and largest higher education event of its type in the U.S. focused on assessment and improvement

- Typically, we have nearly 1,200 colleagues join us each year for our in-person event at the Indianapolis Marriott Downtown Hotel

- This year, we are offering the Institute as a virtual engagement, and we are providing complimentary registration to support our colleagues

- We have had an enthusiastic response: so far, 6,000+ individuals have registered for this year's Institute; we have ~400 unique educational sessions

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Purposes and Audiences of the Assessment Institute

- The Assessment Institute is an inclusive higher education event

- All institutional types and several disciplines and areas of study are represented

- Participants also come from national associations and research organizations

- This year, attendees are joining us from all 50 states and 37 countries

- Faculty, administrators, and staff from all areas of campus attend, along with researchers and policymakers; several students also attend each year

- Everyone–from newcomers to advanced practitioners–is valued and welcomed

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Purposes and Audiences of the Assessment Institute

- We offer 11 dedicated tracks and numerous other topics

- *Dedicated tracks:* Community Engagement; Diversity, Equity, & Inclusion; Faculty Development; Global Learning; Graduate/Professional Education; HIPs in the States, including ePortfolios; Learning Improvement; NILOA; STEM Education; Student Affairs and Co-Curricular Programs and Services; and Student Partnership and Engagement in Assessment

- *Other topics:* Accreditation; Assessment in Online Courses & Programs; Assessment Methods; Community Colleges; Competency-Based Education; Emerging Trends; General Education; Institution-wide Data Collection/Use; Leadership in Assessment; Major Fields; and Use of Technologies

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Changes Being Made Because of Virtual Offering

- All events, including pre-Institute Workshops, are included in the registration

- Our virtual schedule is organized to meet the needs of the majority of our attendees, most of whom reside in the continental United States:

Eastern Time Zone	*Central* Time Zone	*Mountain* Time Zone	*Pacific* Time Zone
11:00 a.m. – 6:00 p.m.	10:00 a.m. – 5:00 p.m.	9:00 a.m. – 4:00 p.m.	8:00 a.m. – 3:00 p.m.

- To accommodate our shorter-than-usual days, we have extended this year's Institute by one day–through Wednesday, October 27, 2021

- All sessions will be recorded and posted to our website; some individuals will elect to participate by watching the recorded sessions after the Institute

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Changes Being Made Because of Virtual Offering

- To ensure your recorded session is posted to our website, all presenters and moderators must sign and return our *Recording Release Form* to planning@iupui.edu

- All concurrent sessions will be offered via the 1,000-person instance of Zoom Webinar platform; person(s) 1,001+ will receive a notice the Zoom Webinar is full

- Attendees will *not* sign-up for individual sessions; thus, you have the potential for several hundred colleagues to attend your individual session

- Because some of us may be unaccustomed to audience sizes this large, it will be important to plan for the considerations of presenting via Zoom Webinar

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Considerations of Presenting via Zoom Webinar

- Each presentation team needs to identify their own moderator (e.g., colleague, student, research assistant); the moderator needs to register for the Institute

- Please review the detailed **Presenter Instructions** and **Moderator Instructions**; each of these documents outlines step-by-step actions to take before and during your session (consult "Information for Presenters" section on our website)

- Zoom Webinar provides an excellent platform to have your work showcased to a wide audience; however, there are some limitations to participant interactivity

- *Limitations include:* inability to see participants; lack of breakout room options; and the need to monitor chat and Q&A functions to address attendee needs

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Considerations of Presenting via Zoom Webinar

- Presentation teams and their moderator(s) should design their sessions to determine how they will promote attendee engagement

- Presentation teams and their moderator(s) should announce to attendees at the start of the session how they will promote engagement, including points in the session during which Q&A or other interactivity will take place

- You are welcome to paste links to surveys, polls, additional resources, etc. in the chat function; however, we recommend not having participants leave the Zoom webinar (instead, have them launch a new window and remain with you)

- Consider leveraging tools/technologies from your own institution/organization

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Sign-up for Small Group Consultations

- Presentation teams and moderator(s) are encouraged to sign-up to attend one of several small group consultation sessions on using Zoom Webinar

- Michele Trent from our team will be happy to provide you times when such consultations are available; please email her directly at mtrent@iupui.edu

- Even if your presentation is not yet fully developed, we encourage you to sign-up for the consultation session to become familiar with Zoom Webinar, as this can inform your session planning

- Please review the detailed **Presenter Instructions** and **Moderator Instructions** before the consultation session

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Prepare for & Deliver a Dynamic, Informative Presentation

- Recognize the purposes and audiences of the Assessment Institute, along with the changes we are making as a result of our virtual offering this year

- Review the instructions and sign-up for a small group consultation session

- Begin thinking about how you will develop and implement your session in light of Zoom Webinar considerations; also consider leveraging your own tools and technologies to promote interactivity (if available and possible)

- Attendees appreciate concrete (vs. theoretical) examples, opportunities to ask questions/follow-up with you, and handouts or resource materials to refer to afterward

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Prepare for & Deliver a Dynamic, Informative Presentation

- Please send handout materials you wish to have posted to our website prior to the Institute to planning@iupui.edu by Monday, October 4, 2021

- On the day of your session, it is important that moderators login to the room 15 minutes before the session start time; presenters should login to the room 10 minutes before the session start time

- Prior to your session, ***watch for emails from these accounts***: Zoom, Planning, Aiweb, or Aicon; these will contain your unique Zoom links

- Consider adding Zoom connection details to your calendar; this option is included in the email containing your Zoom connection details

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Other Important Information

- We will offer a Bonus Preview Session on October 15, 2021, focused on the *Grand Challenges in Assessment*; stay tuned for more details about this session

- We will offer a Post-Institute Bonus Session in mid-November, featuring findings from the *Equity-Centered Assessment Landscape Survey*; again, stay tuned for more details about this session

- We will debut Season 2 of our award-winning podcast, *Leading Improvements in Higher Education,* at this year's Assessment Institute; access episodes on our website or through common podcast streaming services and apps

- Promote this year's Assessment Institute on Twitter; use **@Assessment_Inst**

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Finally…

- Remember we are offering complimentary registration to this year's Institute; with 6,000+ attendees, your work will receive tremendous visibility

- We will let attendees know what to expect in our advance communication with them; in other words, we will attempt to proactively manage their expectations

- Attendees are grateful for the time, expertise, and resources you share with them

- Please continue to promote the Assessment Institute in your various networks

- We thank you for attending this information session today, and we appreciate your spending time and energy to develop and deliver a dynamic presentation

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Contact Us for Additional Information

- Michele Trent: to sign-up for small group consultation sessions on using Zoom Webinar: mtrent@iupui.edu

- Angela Bergman: to provide handouts, to return the *Recording Release Form,* and with session scheduling questions: planning@iupui.edu

- Stephen P. Hundley or Caleb J. Keith: to discuss any other matters concerning the Assessment Institute: shundley@iupui.edu; cakeith@iupui.edu

- Visit **assessmentinstitute.iupui.edu** for complete details about this year's Institute, including virtual schedule overview and session information

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