A prospective student clicks on the green “Enroll in this activity” button.

CITT Instructional Design Workshop

The CITT ID Workshop simultaneously overviews the instructional design process and highlights the pedagogical building blocks of online course design and management. Participants will experience an online learning environment from the student perspective while exploring data-supported theory and methods through lectures, readings, research, resources, models, and optional activities. This workshop is open to any interested instructors and can be completed in 5-7 hours on your own schedule.

The CITT ID workshop is highly recommended for any instructor interested in developing an online, blended or hybrid course, flipped classroom, or MOOC.

Topics include:

- The instructional design process
- Best practices for teaching online
- Lecture presentations
- Assignments and assessments
- Effective discussion boards
- Groups

Activity Details

Fee:
Free
Section:
Ongoing
Activity Start:
Any time

Contact Information

CITT Workshop
Email:

Phone:

Address:
Turlington Hall
Gainesville, Florida 32611

Enroll in this activity
The student is asked about their association with UF

1. Students without a GatorLink account should choose the first option, “No”. The instructions for creating a GatorLink account are included in this document.

2. Students who already have a GatorLink account should choose the second option, “Yes”.

3. Students that have used QuickReg in the past but their GatorLink account is inactive should choose the third option. They will need either their UFID, their GatorLink user name, or the email they used when they originally registered for their GatorLink. This option will reactivate their GatorLink account. They may also need to reset their GatorLink password.

4. Students who can’t remember their GatorLink account or UFID should contact the UF help desk at (352) 392-4357.
Students that need to create a GatorLink account must have the following information:

- **First Name**
- **Last Name**
- **Phone Number** *(If the student lives outside of the United States or Canada, they must have a cell phone number in order to create a GatorLink account.)*
- **Date of Birth**
- **Email Address** *(Do not use the same email address to register several students, do not use your email address to register another student, each student must have their own unique email address.)*
Students without an existing GatorLink account, will need to fill out the GatorLink account registration form shown here. *This process does not register the student for the class.*

The GatorLink account form requires the student’s first name, last name, phone number, email, and birth date. The program that is offering the course may ask for additional information such as address, professional license numbers, etc.

If there is a fee the student will need to agree to the refund policy.
Once a student has submitted the GatorLink account registration form an email is sent to their email address to confirm that it is correct. This email contains a verification link that students **must** click on in order to create their GatorLink user name and password.
After the student clicks on the verification link that was sent in the email, a UFID is automatically created for them and they are directed to a screen confirming their email was verified. The student must now click on the “Create your GatorLink” button as outlined in red below to create their GatorLink user name and password.
After the student clicks on the “Create your GatorLink” button they will be taken to another website outside of Quick Registration to create their GatorLink account. (This process is shown below and on the following five pages.)
Contact Method Screen
The student selects how they wish to receive the verification code, either by voice, text, or email then click the “Next” button to continue.

A verification code will be sent to you via your selected contact method. You must have phone and email contacts on file with the university, to protect your identity before setting your new password. Please select one of the contact methods below:

Please note that voice calls are only available for US and Canadian numbers at this time.

- Work Phone: [ ] Ends with [ ]
- Business Email: [ ]
- Voice [ ]
- Text [ ]
- Email [ ]

You will be notified at the following email addresses regarding activities affecting your account.

Business Email:
Personal Email:

NEXT →

continued on next page...
Verification Code Screen

The student must enter the verification code they received through voice, text, or email. Then click on the “Next” button to continue.

GatorLink Account Creation...continued from previous page.
GatorLink Account Creation...continued from previous page.

Acceptable Use Policy
The student must read and agree to the terms then click on the “Accept & Continue” button in order to continue.

Acceptable Use Policy
This represents a summary of the University’s Acceptable Use Policy. Users are required to comply with the entire policy, which can be found by clicking here. Approval requirements are detailed in the full policy.

Introduction
University information Technology (IT) resources are to be used for university-related purposes. Some examples of IT resources are computers, software, networks, and electronic devices. This policy applies to all users of university IT resources, whether affiliated with the university or not, and to all users of those resources, whether on campus or from remote locations. Users are responsible for following the University’s Acceptable Use Policy.

General Rules
Users of university IT resources must comply with all applicable legal requirements. Users are responsible for any activity originating from their accounts. Users shall not share their accounts and passwords. Users shall not use IT resources to gain unauthorized access to anything. Disruptive use of university IT resources is not permitted. University IT resources shall not be used for commercial purposes without prior approval. Occasional personal use of university IT resources by employees is permitted when it does not consume a significant amount of those resources, is otherwise in compliance with this policy, and meets with the approval of the supervisor. The university may monitor the activity and accounts of any users of university IT resources. Communications made concerning university business are generally subject to the Florida Public Records Law and retention requirements. Users must not augment the university network infrastructure without prior approval. Additional requirements apply to the collection, use, storage, and maintenance of Restricted Data.

Consequences of Violations
Users who violate this policy may be subject to penalties and disciplinary action, including expulsion, dismissal, or revocation of user access.

ACCEPT & CONTINUE

continued on next page...
Create Password Screen

Students must create a GatorLink password, then click the “Next” button to continue.

GatorLink Account Creation...continued from previous page.
When the student is done creating their GatorLink account they will:

- **Course has fee:** click on the button to pay for their course (goes to IPAY) OR
- **Course is free:** click on the button to complete their enrollment (returns them to QuickReg)
If there is a charge for the activity, the student will be directed to IPAY to enter their credit card information.
When the student’s credit card is approved—or if there is no fee for the activity—two things will happen:
1) they will be redirected to this successfully enrolled screen and
2) they will receive an email confirming their successful enrollment in the course (see the next page for an example email).

You have been successfully enrolled in Test activity2!

Now that you're enrolled in the activity, you can directly access it by logging in below.

Log in

You can always come back and see all of your enrollments by visiting the following URL:

http://reg.distance.ufl.edu/dev/Enrollments
The email that confirms a successful enrollment contains:

1. course information;
2. the student’s UF identity information (GatorLink and UFID);
3. a direct link to the course in Canvas;
4. program contact information if students have any questions about the course.

Dear (Student Name),

You have been successfully enrolled in:

Activity: Your activity name will be listed here.  
Section: The section name will be listed here.

Your UF identification information is:

User account (GatorLink ID): myGatorLink ID
Student ID (UF ID): ########

To access your activity, you can either click on the following link:

http://elearning.ufl.edu/

On the right side of the page, click the blue button labeled "e-Learning" and enter your GatorLink user name and password, not your email. Then select the name of your activity from the menu at the top named "Courses".

To view your UF Quick Registration enrollments, visit:

https://reg.distance.ufl.edu/reg/Enrollments

For questions concerning your registration or accessing your activity, please email _____ or call (352) _____ during office hours.

Thank you,

The UF Quick Registration Team
Depending on the activity, the student may be directed to UF’s e-Learning website (shown below) or they can access their activity directly through the course log-in link that was sent in the confirmation email.