

Distance Learning Mentoring Group

Minutes for March 31, 2005 - 4 P.M. - 6:00 P.M. AS 192

In attendance at the DLMG meeting : Keri Sanders, Bob Klassen, Sandra Woien, Julia West, Danene Richardson, and Peggy Johnson.

Faculty showed the online courses they have developed up to this point this semester. They are looking good!

Sandra's PHI 213 Bioethics course

Sandra would like to make the banner more interesting than the typical WebCT banner. Peg said you can do this easily in Powerpoint. You can access directions for this procedure at this URL

http://www.mc.maricopa.edu/other/ctl/_ctl_SD/resources/helpdocs/how_to/images_with_pp.swf

Sandra's homepage has a *Getting Started* icon and a *First Week* icon. During the first week, students complete one of each task they will need to do in the course. This includes sending an email to Sandra, posting to the bulletin board, taking an online quiz, watching a Breeze presentation (audio added to Powerpoint), and submitting an assignment by pasting it into the body of an email. Sandra is trying to keep her Breeze presentations to no more than 15 minutes in length. If they need to be longer, break it up into separate presentations.

It is a good idea to test these Breeze presentations on a dial-up modem. If it is too slow, you may require your students to have a high-speed internet connection.

Sandra's syllabus informs students that they will automatically fail the course if they commit plagiarism. She uses Google to screen for this. If student's writing seems unusual, she copies and pastes phrases or sentences into Google to see if it finds the same wording in other documents.

Each lesson includes a reading assignment, a quiz, and bulletin board posting. Sandra is using the selective release feature of WebCT. Students must earn at least 70% on the weekly quiz in order to be able to view that week's Breeze presentation. Students may take the quiz up to three times.

Sandra is including a grading rubric so students know what she is looking for on the final exam.

Creating PDF files

Sandra created her calendar in Word and then saved as a "pdf" (Acrobat) file. Acrobat software is on the computers in the CTL. If you bring in your Word document on a floppy disk or thumb/flash drive, put it into a CTL computer. Open the document (calendar) and then select "print". One of the options will be "Adobe PDF". Select that option and Adobe will create a pdf file that it will store on your floppy or thumb drive.

This pdf file can be uploaded into your course. Then all students, no matter what hardware or browser they use, will see it in the correct format. All they will need to view it is free Adobe reader software. Most students will have this software already. If they don't have it, they can download it from <http://www.adobe.com/products/acrobat/readstep2.html>

When you want to make changes to your calendar (e.g. for other semester's), you simply open the Word document, edit it, and tell it to "Print" again. When you select the "Adobe PDF" option, a new, revised PDF file will be created for you to upload to your course.

VIRUS VULNERABILITY

A discussion ensued as to whether you are less likely to catch computer viruses from students if they submit their assignments via the WebCT dropbox or pasted within an email message. According to Jeff Anderson, the risk is about the same which ever of these two methods you use. The key is to save the student's assignment to your computer, scan it with your updated virus protection software, and then open it. (The most risky procedure is to have students send an assignment as an attachment to an email message.)

DIRECTIONS

The CTL's homepage has directions you can copy and include in your course for students on how to use the assignment dropbox, WebCT mail, and

WebCT bulletin board. Click on this link

http://www.mc.maricopa.edu/other/ctl/_ctl_SD/resources/helpdocs/works_hops/webct_tools/index.html

WebCT BACKUPS

We reviewed the necessity for making back-ups of your WebCT course. You will want to make a new backup each time you make significant modifications to your course. Directions for backing up your course can be found at this URL:

http://www.mc.maricopa.edu/other/ctl/_ctl_SD/resources/helpdocs/how_to/webct_create_backup.swf

Adding Guest Access

To see your course exactly as a student sees it, you need to log onto it as a guest. To add a guest account to your course, follow the directions at this website:

http://www.mc.maricopa.edu/other/ctl/_ctl_SD/resources/helpdocs/how_to/webct_create_guest_000.swf

Bob's PED 125 Exercise Science course

Bob's homepage includes icons for "Read Me First", Calendar, Syllabus, WebCT mail, Modules, Dropbox, and WebQuest Project. He has the MCCC Disclaimer statement on the Navigation bar (left side of screen). Also on the Navigation bar, Bob has included a link to his MCC Instructor Homepage and Resource Page. Bob includes a link so students can download Flash player so they can view Breeze presentations he has created (<http://www.macromedia.com/downloads/>).

Bob's syllabus is broken into several shorter files, including Instructor, Course Information, Competencies/Objectives, Technical Requirements, Grades, and Syllabus Acknowledgement Form. Students sign the Syllabus Acknowledgement Form and sent it back to Bob as evidence they understand the specifics of the course.

The Read Me First icon leads to a link where the student can:

- a. check their browser is compatible with WebCT
(<http://www.webct.com/tuneup>)
- b. Distance Learning Web Site
(<http://www.mc.maricopa.edu/other/distance/index.html>)
- c. DL Advisor Chat (online help) -
<http://www.mc.maricopa.edu/other/distance/chat/index.html>
- d. a description of what to do if you use AOL as your browser

This is what Peggy has in her course about AOL:

IF AOL IS YOUR INTERNET SERVICE PROVIDER

IMPORTANT NOTICE TO AOL SUBSCRIBERS

If your Internet Service Provider is America On Line (AOL), you still can use other Web browsers such as Netscape Navigator or Internet Explorer to do your assignments and access your MCC email account. If you have trouble accessing either Bio 100 online course material or your MCC email account, do the following:

First, download Internet Explorer and/or Netscape Navigator browser into your computer. You can go to download the browser you want at [Netscape](#) or [Microsoft](#) sites.

Then install the browser you selected onto your computer.

Now log into AOL.

Once you are online, minimize the AOL window.

Open up the browser of your choice (Netscape or Internet Explorer). You can then browse the Web, download files, or check your Web-based Email from MCC while you are still connected to AOL.



Each module contains a lesson, a discussion board, a quiz, and a Breeze presentation for students to watch. Bob includes the specific competencies that are addressed by his various lessons (modules).

Bob is using the vertical format that Sheila showed us to let students keep track of their course duties. The form has three columns for each module. The first column lists the Activity. The second column lists the Activity Required. The third column lists the Point Value for the activity.

The bulletin board discussions are heavily weight in Bob's course. Students summarize the results of an internet survey. They send this summary to Bob via the WebCT dropbox. Bob downloads their submission, scans it for viruses, and then open the file. Bob likes the fact that assignments submitted through the WebCT dropbox are automatically posted in the WebCT gradebook.

Students post a shorter summary and URL (from their internet search) on the bulletin board for their classmates to view. Students must also reply to the main topic and to at least two other students' postings.

Bob is using the WebQuest procedure that San Diego State University is famous for (<http://webquest.sdsu.edu/>). Bob is using this technique for role playing. Students play the role of an expert in exercise science and develop a lesson to train the trainer. Students choose their topics from a list of topics Bob created. Students create either a Powerpoint presentation or a web page. In the future, Bob may use the Student Presentation tool in WebCT for this assignment.

Keri's MKT 271 Principles of Marketing course

Keri is being very disciplined in creating her course content before spending time finding creative graphics for her course. Her homepage icons include Start Here, First Week, Syllabus (which includes a disability disclaimer), Resources, Homework, Quiz, Gradebook, Calendar, WebCT Mail, and FAQ's (frequently asked questions).

The Disability Disclaimer can be something like this:

In accordance with college policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the MCC Special Services department (480-461-7447) east of the Student Center. The Special Services department can provide assistance to students with special needs such as physical disabilities, learning disabilities, minority students, foreign students, students in developmental studies and older students. Call 480-461-7447 for further information. Their website is <http://www.mc.maricopa.edu/disability>

Keri's students will do homework, post to a discussion board, and take an online quiz each week. They will have a proctored (in person) midterm and final examination. They will also develop a marketing plan. The marketing plan is done in four separate pieces - one part due each month. Keri plans to add a grading rubric to help students know what she is looking for on the marketing plan.

Keri's lessons include an introduction, list of objectives, assignment, a bulletin board posting due on Tuesdays (after they've read the chapter in the textbook), respond to a classmate's posting by Thursday, homework due on Wednesday, and an online quiz that is available from Wednesday to Friday (10% late penalty on Friday).

Keri's lessons have at least three sets of embedded self-check questions. These give the student feedback without having the instructor having to be involved once the lesson is created and posted.

A suggestion was made to avoid red and green colors if possible in your graphics. Approximately 10% of the population (especially in males) are red-green colorblind.

Keri's quizzes are using sets of randomized questions. This means students do not all receive the same questions. Students may take each quiz twice. The highest grade is recorded.

Danene's MTC 101 Introduction to Music Theory course

Danene is very fortunate that an E-pack is available for her course. It doesn't have everything in it she wants, but it does have a very extensive resource collection (e.g. quizzes, games, chapter outlines, glossary, flash cards, audio clips). The tutorial quiz will be used for practice before taking the graded quiz. An interactive CD has practice drills and gives the students their score. It includes live music.

Because MCC is not using the latest - and most expensive - version of WebCT, some of the features of the E-pack do not work on our campus. Jeff Anderson is helping Danene create an interactive keyboard.

A color photograph of the textbook is on the course homepage. Icons include Start Here, Syllabus, First Week, Email, and Chapters.

Danene's students will take a quiz on the syllabus as part of their first week's assignments.

Each week students complete a reading assignment, exercises, web search, bulletin board posting, and take an online quiz.

Danene's challenge is to integrate her resources with Thompson's resources (the publisher) without overwhelming students. She needs to make it easy for students to navigate their way sequentially through the course. She plans to utilize the selective release feature of WebCT to facilitate this.

NEXT WEEK

Ken Costello will conduct a workshop on using Audacity. This free software is very user friendly and makes recording audio files quite doable. **We will meet in the CTL workroom - not in AS 192 - for this one meeting only.**

Peg Johnson