

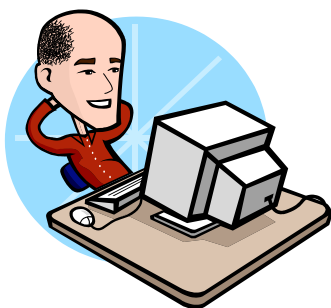


DL Delivery

--all the news that online profs can take in print form

Online Guru

-- your one stop advice source



Rollover Professor

Dear Dr. Guru:

What's up with course roll-overs? When do we need to do it? Why do we need to do it? Does it have anything to do with my spouse's IRA roll-over?

-- Perpetually Puzzled in GEB

Dear PP:

Since Dr. Guru has signed a lifetime contract in blood with JCCC, he doesn't know much about IRAs since retirement seems many centuries away. However, he does know that course rollovers relate more to WebCT than IRAs. Course rollover is the process of backing up your current course and then rolling it into the empty course shell that is set up on the server for the next semester. Rolling your course means that you don't have to re-install all the tools, content, etc. After rolling your course into the new shell, you can re-set specific parts of the course such as the e-

mail, discussion board, and calendar if you wish.

When only a few teachers were using WebCT, Jeff Morgan handled the rollover process. Each semester, he would send out an e-mail, online teachers would fill out a form, and then Jeff would roll the course.

Now that course shells exist for every credit course at JCCC, it's up to each instructor to roll the current semester's WebCT shells into the blank WebCT shells that are set up for next semester.

To roll over your course shell, you need to go to the
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Check Out Page 3 for WebCT Welcome Page info!

Recommended Welcome Page Content:

- Course description
- Contact information for instructor
- Initial contact information (e-mail, course packet, etc.)
- Course objectives
- Course prerequisites
- Required textbooks
- Hardware and software requirements
- On-campus meetings or orientations
- Course assessment methods
- Required plug-ins
- Support Services information

Online Pedagogy: Designing a User-Friendly Course

When I first began teaching online courses, it seemed a good idea to make the course something of a treasure hunt with due dates and assignments "hidden" within content pages. If students submitted all the work on time, then I knew they were read-

ing my material closely. This method didn't really make my students better readers, but it did make them angry and frustrated.

On the other hand, good course design can ease student fears about taking online courses and help them

complete the course successfully. While the following list is not extensive, it will give you some important course design ideas to keep in mind:

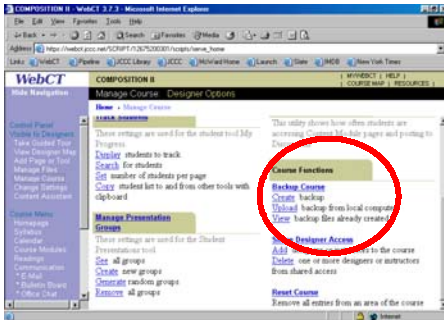
1. Repeat, repeat, repeat.

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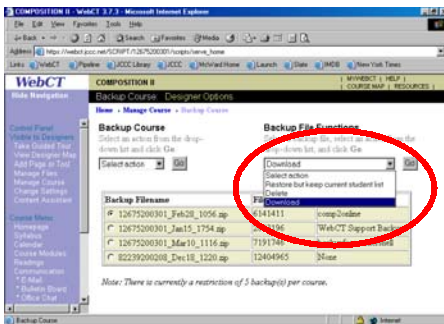
Dr. Guru continued...

(Continued from page 1)

Manage Course section of WebCT. Once you are in the Manage Course section, you will need to click on "Create Backup" under the Course Functions section.



- 1) After backing up your course, click the radio button of the file you want to save and select "Download" from the pull-down menu on the right side of the screen. This step will save a zipped file to your com-



Roll over your courses as soon as you see the new course shells for the upcoming semester on your MyWebCT page. Prospective students will then be able to view your Welcome Page from the Open/Closed class list on the JCCC web page.

- puter's hard drive.
- 2) Return to your MyWebCT page. Open your **new** course shell under the next semester list and go to the Manage Course section.
- 3) Click on "Upload backup from local computer."
- 4) Browse for the file on your hard drive.
- 5) Once the file has been uploaded, click the radio button of the course you want to load into your new WebCT shell and select "Restore but keep current student list" from the pull down menu on the right side of the screen.

Step five completes the rollover process. Now all your material from your current semester's course has been copied to your WebCT shell for the upcoming semester.

Of course, when you rollover your course, you also copy over all existing e-mail messages, discussion board postings, and calendar entries. At some

point before the new semester begins, you will want to erase those items. You can do that by clicking on "Reset Course" in the lower right corner of the Manage Course section of WebCT

You might think you have to wait until the end of the semester to roll over your course, but it's actually better to do it as soon as you notice that the new course shells have been created for the upcoming semester. Here's why: If you created a Welcome Page in your existing course shell, you'll want that Welcome Page to be available for future students on the JCCC Web's open/closed class page. When you roll over your course into the new shell, your Welcome Page is also rolled over, so students who might be interested in taking your class next semester can take a look at the Welcome Page for the upcoming semester. (For more information on Welcome Pages, see page 3.)

If you make further changes to the content of your course for the existing semester, you can always roll over your course again at the end of the semester.

Online Survey for Students

Online courses have been offered at JCCC for several years, but the college has not yet received formal feedback from students...until this semester.

The Distance Learning Coordinating Council has developed a 40-question online class assessment. With this survey, the DLCC hopes to receive information on the overall satisfaction level stu-

dents have with online classes. In addition to general questions about their classes, the survey also covers campus resources such as distance learning technical support and the library's online materials.

The survey will give us feedback about online courses in general. The survey is not intended for individual in-

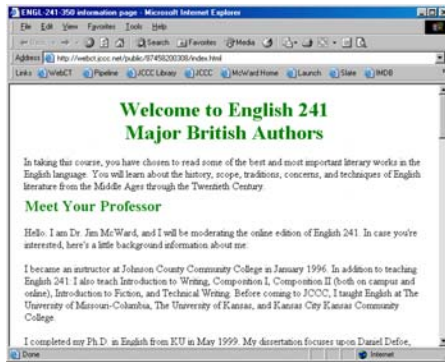
structor evaluation, and nothing on the survey can connect a student's responses to any specific instructor.

Students will be able to access the survey on the Internet around April 15. You will receive more information on the survey by e-mail soon, and we hope that you encourage your students to participate.

WebCT Welcome Pages

Imagine that you're a student interested in taking an online class at JCCC. What are some questions you might have? Does the class require any on-campus meetings? Can I work at my own pace or is there a schedule to follow? Are students required to take tests in the Testing Center?

You can answer these questions and others like them in your own handy-



Sample Welcome Page

dandy Welcome Page for your online class.

To create your Welcome Page, go to the Change Settings section of WebCT, click on the Create/Edit Welcome Page, and simply follow the directions.

In addition to including information about course procedures, you may also want to list the

textbooks, an overview of assignments, and your contact information. Keep the information general so that it can be rolled over easily each semester without extensive revision.

When students go to the JCCC credit class search page, they can click on the CRN for the course and a pop-up window will load with a link to your course Welcome Page. JCCC counselors can also access the Welcome Pages when advising students. The DLCC hopes that Welcome Pages will help to prepare students for the course requirements before they enroll in the class.

Online Pedagogy continued...

(Continued from page 1)

In my on-campus classes, I am constantly reminding my students of due dates, upcoming class projects, etc. That same practice works well in an online class too. With WebCT, for example, you can have due dates listed on the syllabus, the calendar, and the assignment drop box or quiz areas. If they miss the date in one place, they should be able to catch it in another place.

2. Establish a pattern and stick to it. If you divide your class into modules,

it's a good idea to make sure that each module follows the same organizational pattern. Once students adapt to the first module, they'll be more confident with subsequent modules because the organization will be familiar to them.

3. Use the Course Tips feature. The WebCT course tips tool provides the students with daily advice notes that the instructor creates. You can use these tips to provide information about better ways to navigate the course as well as advice for how to succeed in your class.

4. Require students to take a quiz over the course at the beginning of the semester. It's easy to create a short multiple choice quiz that tests students over your policies and course organization. For example, I ask students about the proper way to submit assignments, when it is better to use e-mail or the bulletin board, and where to go to find due dates for assignments.

BTW, this introduction quiz is a more effective way of measuring student reading comprehension than the "frustrate and confuse" treasure hunt strategy.

Virtual Office Hours

The WebCT chat tool and instant messaging software provides students with an easy way to contact you when you are at your computer.

If you have added the WebCT chat tool to your course, tell your students that you will be in one of the rooms when you hold office hours. You can even rename a chat room to something like "teacher's office" if you want. As long as you have your web browser open, you can leave the chat tool running, and

WebCT will give you a little notification alarm when someone enters the room. Be aware that "conversations" in Rooms 1-4 will be recorded. Conversations in the General Chat section will not.

Instant Messaging (IM) programs are another tool for holding office hours. Yahoo! and Microsoft offer two of the more popular IM tools that anyone can download for free. IMs have an advantage over WebCT chat because you can keep them running even when

you're not browsing the Web. You can also set them to show that you're "away" when you're inactive on your computer for a set period of time. However, because the IMs are not contained within WebCT shell, they are really no more private than Yahoo! e-mail or Hot-mail so personal information such as grades should not be discussed. Finally, some computer experts argue that leaving IM programs running poses a security risk for your computer.

DLCC at JCCC

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Ann Schwartz
Denise Scofield
MangE Shelley
Alan Swarts
Judi Vaughn
Randy Winchester



**Johnson County
Community College**

To:

Box #

Mission of the Distance Learning Coordinating Council:

We will explore barriers and opportunities related to education and services outside the face-to-face classroom model. We will develop goals and implement action plans to coordinate Distance Learning initiatives across campus.

Charge:

- * To identify barriers to the development of distance education courses and to eliminate them.
- * To develop processes that encourage and enhance the delivery of distance education courses.

Web Resources for the Online Instructor



Need some technology help? Want some ideas for your online classes? Here are some useful links:

WebCT Online Seminars: <http://www.webct.com/seminar>. Once or twice each month, WebCT features a one-hour synchronous meeting addressing a specific distance learning topic. From this page you can view

descriptions of upcoming seminars and access archived discussions. Our own Alan Swarts conducted a seminar in October on using WebCT to attract new students.

MERLOT: <http://www.merlot.org>. MERLOT stands for Multimedia Educational Resource for Learning and Online Teaching. Here you can access a variety of online learning materials. You can browse by the following subjects: Arts, Business, Education, Humanities, Mathematics, Science and Technology, and Social Sciences.

Journals list at the Distance Education Clearing House: <http://www.uwex.edu/disted/journals.html>. Many journals (both in print and online) cover distance learning. This section

from the University of Wisconsin's Distance Education Clearing House website provides links to approximately 30 such journals and newsletters.

Instructional Design Standards for Quality Online Courses: <http://standards.mivu.org>. This site from Michigan Virtual University describes Online Instructional Design standards for technology, usability and accessibility.

DL Delivery, a newsletter for online instructors at JCCC, will be published on a semi-regular basis during the academic year.

Send all questions, comments, praise, insults, flames, and spam to Jim McWard, editor, at jmcward@jccc.net.