



DL Delivery

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

Expectations for JCCC Distance Learning Faculty

This past year, the Distance Learning Coordinating Council finalized a list of minimum expectations for distance learning faculty.

The DL faculty member should:

- Be available to prospective and enrolled distance learning students for course information and course related activities using methods such as telephone and email contact.
- Inform students about typical response time for questions and the return of assignments.
- Provide a public web page (preferably a WebCT Welcome Page) with course information (as listed below) for prospective distance learning students.
 - Course description
 - Contact information for instructor (name, e-mail, web site, phone, office location)
 - Course objectives
 - Course prerequisites
 - Initial Contact Information (such as e-mail, mailed course packet, course packet in Bookstore)
 - Required textbook(s)
 - Epacks required, if any
 - Hardware and software requirements
 - On-campus meeting/orientation schedule, if any
 - Methods of course assessment
 - Required plug-ins
 - Support Services information
- Present and manage instructional materials for JCCC distance learning courses using WebCT, unless instructional circumstances require otherwise.
- Be proficient in the use of WebCT or attend ETC training.
- Know what support services (like the Student Tech Support line, Library, Counseling, Access Services, Testing Center, etc.) are available to assist in providing a quality educational experience for students enrolled in DL courses.
- Encourage student attendance at distance learning orientation sessions and participate when possible.
- Communicate personal and private information to students (such as grades, etc.) using only Pipeline email and WebCT e-mail to meet the requirements of the Family Educational Rights to Privacy Act (FERPA). Violating FERPA endangers all Federal funds received by the college.



Inside this issue:

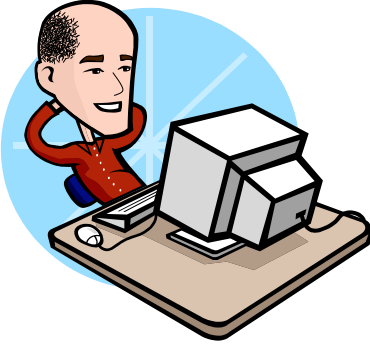
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Important Dates

- May 22 -- Summer mass mailing for DL students (see page 3).
- May 29, May 31 and June 5 -- Summer DL Orientation
- June 2 -- Summer classes begin
- June 26 -- Final day for four-week classes
- July 24 -- Final day for eight-week classes
- Aug. 6-10 -- Pipeline and WebCT system upgrades (see page 3)
- Aug. 11 -- Fall mass mailing for DL students (see page 3)
- Aug. 16, Aug. 18, and Aug. 21 -- Fall DL Orientation
- Aug. 20 -- Fall semester classes begin

Online Guru

--Your one-stop advice source



Summer Fun

Dear Dr. Guru:

In addition to lounging by the pool, sleeping in each morning, and writing my article on the deconstruction of displaced gender politics in the post Information Age, I want to add some more features to my WebCT classes. Right now, I use e-mail, the discussion board, the calendar, and the content pages for posting class notes. What other tools exist and what do they do?

--Wicked WebCT Wannabe

Dear WWW:

Ok. Here's a list (in no particular order) of some of the "second-tier" tools that you can play around with this summer:

The Glossary: We all cover a lot of terminology in our classes. The glossary tool allows you to create a page of terms and definitions. Students can view all the terms at once, and they can complete a keyword search for terms and definitions as well. What's really neat about this feature, however, is the way WebCT allows you to hyperlink the glossary terms in your content pages. When a student clicks on the hyperlinked term while reading through the notes, the definition will

load in a pop-up box. I like this feature because it allows the student to see both the definition and the context for the term.

Student Presentation Tool: If you want your students to complete a class project together, activate the Student Presentation Tool. Students in a group can create a web site within WebCT that will be available for other students in the class to view. This tool allocates space on the WebCT server so students can upload their html files easily. In addition, WebCT creates a

able the tips feature if they choose.

Assignment Drop Box: Students in my classes used to submit all assignments through e-mail. This practice worked well, but with each assignment several students would always e-mail the work past the due date. When I started using the Assignment Drop Box, however, the late work stopped because the drop box won't accept late student work. If you have a lot of students in a class, the drop box is also nice because you can go to a specific assignment and see all of the submissions in one place. You can set the drop box to

Help your students be successful with the glossary and tips tools. Make your life easier with the assignment drop box.

private group area on the discussion board so students can communicate with each other easily. As an instructor, you can form groups manually or use the Group Generator to create groups for you.

Student Tips: If you have a lot of time on your hands this summer, you can see how many pieces of advice you can come up with for students. Once you have a good list, you can activate the Student Tips tool in WebCT and upload your advice points. Then when students log on to the course, they'll get a little pop-up window with a tip on it. Some tips can relate to WebCT: "To compile calendar entries into a list format, click on the Compile hyperlink at the top of the Calendar page." Other tips can relate to student success: "Don't wait until the last minute to submit an assignment for grading." Students can go to the tips section of the course and click through all the tips at once as well. They can also dis-

send students a confirmation e-mail when the assignment is submitted successfully, which means there's no longer the excuse of "Well, I sent you the assignment on time, but it got bounced back to me the next day because I entered your e-mail address incorrectly." (By the way, if you are soft-hearted, you can set the assignments tool to accept late work.)

Content Compiler: It's true, the glossary and the students tips do take some time to get up and running. And the presentations tool and assignments drop box will take some getting used to by you and the students. Therefore, I want to give you one tool on this page that's really easy to put into place. If you use the Content Modules for posting your course notes, then you need to make use of the Content Compiler. When you activate this tool, students are able to select individual content pages that are then "compiled" on a separate web page. Once the notes are compiled on separate web page, downloading or printing the notes is about as easy as it gets.

DL News Briefs

User ID Changes

When fall classes begin, there will be one pretty noticeable change for faculty and students at JCCC. Using the Social Security number as the user ID for WebCT and Pipeline will be a thing of the past. Instead, we'll go back to using a username again, which will be the first part of the JCCC e-mail address. For DL instructors, this means that student names will once again be visible in the "Send To" box of WebCT e-mail.

WebCT Upgrade

The fall semester will also mean a new version of WebCT. We're moving from version 3.7 to 3.8. The basic interface will stay the same, but instructors should appreciate one new feature: Drag and drop. Here's how WebCT describes this feature on its web site: "Uploading course content into WebCT will now be as easy as moving files on your desktop! WebCT Campus Edition 3.8 gives course designers the ability to rapidly move content from their desktops into the WebCT environment using the WebDAV protocol for drag-and-drop upload and retrieval of course content."

In addition to a new version of WebCT, the college will also be adding a new version of Pipeline, called Luminis. To enable these upgrades, however, access to WebCT and Pipeline will be unavailable from August 6-10, 2003. It's also important to realize that any course materials that you might have in Pipeline prior to August 6 will be deleted during the upgrade. So, if you plan to use Pipeline message boards in your fall

classes, do not create a bunch of topics and postings in preparation for those classes until AFTER August 10.

Though you will not be able to access course materials you have in WebCT from August 6-10, those materials will still be in your shell when the system is brought back online on August 11.

DL Student Notification

Starting this summer, all enrolled distance learning will receive a message from the college with instructions for accessing online course materials. Six days before the first DL orientation, the college will mass

mail an instructional postcard to students. Individual mailings will then take place as needed until the last day to add a full-semester course has passed. Students will also be sent an e-mail with the same instructions.

For summer classes, the first mailing will go out May 22. The last mailing will go out June 6. For fall classes, the first mailing will go out August 11. The last mailing will be August 28.

Instructors are still encouraged to send their own letters or e-mails to students before the start of the semester. These postcards and e-mails from the college simply provide students with information for logging on to WebCT,

dates for the DL orientations, and important phone numbers for technical assistance.

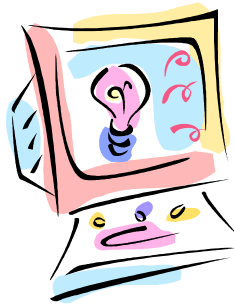
DL Student Survey

Almost 300 students took the first DL Survey in April. While the Distance Learning Coordinating Council has not looked at the data in too much detail yet, initial overviews of the survey results suggests that students are pretty happy with online courses at JCCC.

Welcome Pages

The April issue of DL Delivery highlighted how Welcome Pages are more important than ever since these pages are now available online to students on the JCCC open/closed class page. To see if your Welcome Page is available to students, go to the credit class search page at <http://banweb.jccc.net/student/catalog>, locate your course and then click on the CRN. In the new window, click on the Welcome Page button. If your Welcome Page appears, con-

gratulate yourself for keeping potential students informed. If a Welcome Page does not appear, create one by going to the Change Settings section of your WebCT course shell.



DL Delivery Back Issues

What? You've missed the first two issues of *DL Delivery*? Don't worry because you can access the first two issues (and this issue) on the **Center for Teaching and Learning** website. To find

the electronic versions of the newsletter simply go to the Publications page at <http://web.jccc.net/academic/ctl/publications.htm>. Look for the **Distance Learning Newsletters** heading. You can

find electronic versions of *Centerpiece* and *Innovation Abstracts* on this page as well.

DLCC at JCCC

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**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 Newsletter Archive: http://www.webct.com/newsletters/viewpage?name=news_home_page. Each month WebCT publishes a short newsletter with WebCT tips, update information, and online news. You can

read archived issues on this page. If you like what you see, you can have the newsletters delivered to your e-mail.

Resources for Distance Education: <http://webster.commnet.edu/HP/pages/darling/distance.htm>. This page, maintained by Prof. Charles Darling at Capital Community College in Hartford, CT, lists newsgroups, web sites, and e-journals devoted to distance learning.

Arts and Letters Daily: <http://www.aldaily.com/> Do you want to point your online students to some good reading on the Internet? Check out this site, now maintained by *The Chronicle of*

Higher Education, to read through an annotated listing of news and review on the Internet.

KC Reache: <http://www.kcreache.org/>. JCCC is part of KC Reache, a consortium of local colleges that offer online classes and programs. KC Reache is working to help online students connect with each other through KOSO -- the KC Reache Online Student Organization.

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 jmward@jccc.net.