

Teaching Online Courses at Mid-South Community College

Learning objectives

- By the time you complete this tutorial, you will be able to:
- Identify the MSCC beginning of semester procedures for Blackboard course sites.
- Identify the MSCC end of semester procedures for Blackboard course sites.
- List the MSCC expectations for instructors who teach online or hybrid courses.

Considerations

- LMS / CMS
- Course content
- Beginning the semester
- Student contact
- Virtual communication
- Grade book
- End of the semester procedures

LMS / Blackboard

- Blackboard is the MSCC learning management system (LMS)
- Phillip Marshall and Sandy Cobb are the Blackboard Administrators
- Contact an administrator if you do not already have a Blackboard Account.

Course Content

Course content can come from one or more of the following three sources:

- You develop the course site
- Someone else developed the course site & a copy has been given to you
- Book vendor supplied course cartridge

Course Content

Rule #1: Never agree to teach an online course before the course site exist! You can not realistically create it while you teach it.

If you attempt this.....

You Develop The Course Site

- Take one semester to develop a course you intend to teach the following semester
- Make sure you are aware of the college policies regarding online course development
- Plan on approximately 8 hours development time per chapter
- Get final approval before going live

Someone Else Developed The Course Site

- Speak with the program chair and the director of instructional technology regarding what can and cannot be changed
- Ensure that the course site you are using is a copy of the original – not THE original

- Edit instructor information, syllabi and discussion threads to personalize the site for you

Book Vendor Supplied Cartridge

- Ask the campus Blackboard administrator for assistance
- Do not assume the course will be ready to use
 - Vendors tend to supply too much or too little
 - Delete what you don't need
 - Add what you do need that is not already there
 - Set up your grade book to reflect your assignments and points on your syllabus
 - Add your syllabus

Beginning The Semester

- Double check to be sure all assignments are listed on one printable document
- Add assignment points to the grade book
 - Students expect grades to be accurate when they check them online
 - Make sure your online grade book matches your syllabus
- Add all students from your roster to the course site
 - Do this as soon as you receive your roster and remember to add late “adds” as soon as you receive them

Student Contact

Frequent instructor contact with online students is critical to success. Be sure to let your students know what kind of communication to expect. Contact can be face to face, virtual or a combination of both. Instructors must be in contact with all online students at least once per week.

Email from students should be replied to within 24 hours.

Hybrid / Ground Support

- If you are teaching a hybrid class – you will be meeting your students about ½ the normal time – 1.5 hours per week for a 3 credit course + office hours
- If you are teaching a totally online class, ensure that you have on campus ground support in place for drop-ins – approx. 3 hours per week
- Instructors need to hold virtual office hours via AIM for both hybrid and totally online classes

Virtual Communication

- Types of virtual communication include:
 - Email – Students must use college email account only
 - Discussion board – in Blackboard
 - Blackboard course site announcements
 - Live chats - AIM is recommended
 - Instant Messaging - AIM is recommended
 - Digital drop-box – in Blackboard
- Acceptable file types for printable documents include:
 - PDF
 - RTF

First Contact

- Email your students the first day the course begins
 - MSCC students who enroll in an online course are told to check email and log on to Blackboard by the second day of the course
- Welcome your students to the course and let them know what to expect
- Clarify how they should contact you and how and how often you will be in contact with them
- Assign the online student orientation / response required
<http://learn.midsouthcc.edu/oso/orientation.htm>

Early Intervention - No Shows

If you have any students who do not respond to you within the first week – CALL them!

No Student Left Behind

If you discover that there is a student enrolled in your online course who does not have Internet access at home:

- Request a face to face meeting immediately
- Take the student to the LSC and show him/her how to access the course from there
- If you are using AIM for Virtual chats, help the student get set up with a screen name from the Learning Success center
- Ensure that the student is aware of when the LSC is open and when it is not. Schedule live chats for a time that the student is going to be able to participate

Using AIM on Campus

- MSCC computers do not have AIM installed. Students can use AIM Express. Here is the link: http://www.aim.com/get_aim/express/aim_expr.adp?aolp

11th day Roster – No Show

Use the course statistics to check for non attendance to an online course. If you see that a student has not logged on to the course site as of the 11th day of the course, that student needs to be reported as an official no show.

Grade Book

- Students check grades by clicking on Tools/Check Grades
- Ensure that the information they see is the REAL information and current
- Online quizzes are graded automatically
- Hand in assignments must be manually entered

End Of The Semester Procedures

- Download your grade book to Excel
- Recycle your course site
 - Remove all students in this process
 - Failure to remove students will result in their continuing to see the course as active each time they log into Blackboard
- If you will be teaching this course again, you can leave it active

- If you will never be teaching this course again, email the administrator to have it deleted

Getting Help

Contact the instructional technology department:

- if you are not already enrolled in the online course "Blackboard – From Basics to Multi-media"
- if you need help with any aspect of teaching online