



So You Want to Teach an Online Course

Objectives

- ❖ understand how MCC faculty can get paid to develop an online course
- ❖ identify other MCC faculty who've created online courses and might serve as mentors
- ❖ locate other online courses that might serve as a model, including those designated as exemplary
- ❖ locate hyperlinks that provide step-by-step directions for creating an online syllabus
- ❖ identify features of a well-designed online course
- ❖ elucidate ways to incorporate online tools for an on-campus class
- ❖ identify MCC resources for learning how to use our Learning Management System (LMS/WebCT)
- ❖ locate tutorials to help your students navigate your online course
- ❖ identify software programs suitable for developing online lessons
 1. text
 2. audio
 3. video
 4. Powerpoint
- ❖ understand how Quality Matters can be used to improve course design
- ❖ identify electronic resources available through the MCC library
- ❖ locate extensive list of hyperlinks specific to online learning available on the CTL website

Page 1 - Objectives & Outline

Page 2 - Can You Get Paid & Get Assistance to Develop an Online Course at MCC?

Page 2 - Can You View Online Courses Developed by Other Faculty?

Page 3 - How Should I Start to Design a Module (Unit) in My Course?

Page 3 - What Features Should I Include in My Online Course?

Page 3 - What If I Just Want to Dip My Toes in the Water, Not Jump in All at Once?

Page 5 - How Do I Learn to Use MCC's LMS (WebCT)?

Page 5 - Does MCC Have Tutorials I Might Want to Use?

Page 6 - What Software Should I Use to Develop My Class?

Page 9 - Does MCC Have Any Program in Place to Provide Feedback on Course Design?

Page 9 - Can Online Students Utilize the MCC Library Without Coming to Campus?

Page 10 - I Want More Resources

Can You Get Paid and Get Assistance to Develop an Online Course for MCC?

If you are a residential or adjunct MCC faculty member and want support to develop a new, web-based distance learning course (one not currently offered on-line at MCC), the answer could be yes! You are eligible to apply for acceptance into the Distance Learning Mentoring Group (DLMG), which is offered each spring semester. Check out the details of this fantastic program at http://ctl.mc.maricopa.edu/_programs/dlmg/index.html A link to the online application form is also available at this site.

For a list of the diverse courses developed by MCC faculty who've participated in DLMG, log on to http://ctl.mc.maricopa.edu/_programs/dlmg/sample_course/index.html

Can You View Online Courses Developed by Other Faculty?

Most likely!

- **At MCC** - MCC faculty have traditionally been very willing to grant guest access to their online courses. Sometimes they also grant permission to copy and/or edit files they have created, as long as you give them credit for their work. Most faculty like to start by viewing a course in their own discipline, but don't stop there. You'll get a wealth of ideas from courses in distant disciplines - ideas of what you want to do and what you definitely want to avoid.

Start investigating MCC online classes by clicking on this link:

http://ctl.mc.maricopa.edu/_programs/dlmg/sample_course/index.html Email the faculty member that interests you and ask for permission to view their course. You can also get email addresses for MCC faculty off the MCC homepage (<http://www.mc.maricopa.edu>, click on the Contacts button at the top of the page).

- **Worldwide** - You can use a search engine such as Google (<http://www.google.com>) to locate online courses at other institutions throughout the world. Just search for "online courses" , "online English courses". etc. and you'll find a long list. Email the faculty member at the institution that interests you and explain that you are planning to develop an online course and would like to view their course if possible. Not all faculty will grant you access, but many will.

Investigate these URL 's to locate other online courses you might want to explore:

- Merlot - <http://www.merlot.org>
- Blue Web'n - <http://www.kn.pacbell.com/wired/bluewebn/>
- University of Texas World Lecture Hall - <http://www.utexas.edu/world/lecture/>

- Would you like to see what some award-winning online courses look like? Check out the Exemplary Course Winners at <http://www.webct.com/exemplary>
- Free-ed.net - <http://www.free-ed.net/free-ed/>
- MIT Open Courseware Initiative - <http://ocw.mit.edu/index.html>

MIT has created an Open CourseWare site to make MIT course materials that are used in the teaching of almost all undergraduate and graduate subjects available on the web, free of charge, to any user anywhere in the world. Check it out to see what they have available that might help your students.

- **Publishers** - You might find that a publisher has already created the perfect online course for you, or one that you can modify a bit to suit your desires. Publishers have created online courses called **E-packs**. You can edit, remove, or add to content in the E-Pack, customizing it for your students. Click on this link to see if there is an E-pack for your course! [Searching for E-packs.](#)

How Should I Start to Design a Module (Unit) in My Course?

Miami University's Center of Online Learning has created an online course planning grid, based on the Quality Matters criteria, that really helps you plan the specifics of a module. Check it out at <http://www.units.muohio.edu/cool/tools/index.html> Click on the CoOL Course Creation Grid. This link also enables you to watch and listen to a workshop presentation showing you how to use the planning grid

What Features Should I Include in My

Online Course?

MCC's Distance Education committee members developed an extremely helpful document to answer this question. Access it at http://ctl.mc.maricopa.edu/_programs/dlmg/resources/BestPractices_FinalApril2008.htm In addition to useful weblinks, this document provides information on general course design, assessment, suggestions on how to create an online community, copyright issues, etc.

What If I Just Want to Dip My Toes in the Water, Not Jump In All at Once?

Great idea! Get familiar with online learning by incorporating bits and pieces in your on-campus class first.

All MCC faculty have free access to the Learning Management System for their online and on-campus classes. Because old habits die hard, many of us and our documents still refer to this system as "WebCT", although that is an outdated name. Blackboard Learning Systems purchased WebCT several years ago and the two systems, previously competitors, have merged. So we are moving towards referring to this tool as our Learning Management System or LMS but we aren't completely there yet!

Suggestions for getting started:

- **Grade book Tool** - Students love having access to their grades 24/7, so faculty often begin by using the online gradebook tool in the LMS (WebCT) class they create.
- **Assessment Tool** - Faculty have found that students come to class better prepared when they take an online quiz over reading assignments before they come to class. So many faculty have created online multiple choice/true-false quizzes that are automatically scored by LMS (WebCT) and the grades are posted immediately for the student to see.
- **Discussions Tool** - Students who may be very quiet in the classroom can surprise you with their insightful comments when given time and opportunity online. Expand on an in-class discussion that was cut too short. Ask students what was the muddiest point from the last class, or what was the most interesting/most valuable concept they took away. Require students to post the URL for the most helpful site they found online that helped them in your course. You'll learn a lot!
- **Assignment Tool** - You can save some trees and let your students know their assignment has been received by using online submission of class assignments. Students can see when the assignment has been submitted, the grade as soon as you post it, and get immediate feedback you provide on their work. If you want, you can allow students to submit drafts and edit them based on your input.
- **Drill and Practice** - It's easy and fun to create online games your students can use for reviewing vocabulary words, basic concepts, etc. StudyMate, a very user-friendly software, is available to MCC faculty for free. Use StudyMate to create online crossword puzzles, hangman (fill in the blank), flashcards, and activities similar to the Jeopardy TV show. Click on these links to view sample activities developed with StudyMate:

<http://www.mc.maricopa.edu/~johnson/MCCfacts.htm>

<http://www.mc.maricopa.edu/~johnson/colors.htm>

<http://www.mc.maricopa.edu/~johnson/cities.htm>

Download StudyMate to your computer from this website:

<http://ctl.mc.maricopa.edu/resources/downloads.html>

Directions for using StudyMate can be found at

http://ctl.mc.maricopa.edu/wiki/index.php/Category:Help_Resources under the letter "U", Using Online Games (StudyMate).

You can register for CTL workshops to learn how to use StudyMate at <http://ctl.mc.maricopa.edu/> Click on the CTL calendar or Workshop Registration button (upper left side of screen).

How Do I Learn to Use MCC's LMS (WebCT)?

There are 4 ways you can learn what you need to know:

- **ONLINE AT THE CTL WEBPAGE**

Detailed information on how to set up an LMS (WebCT) class for your students can be found on the CTL homepage at

<http://ctl.mc.maricopa.edu/resources/webct/index.html>

Scroll down the left side of the screen to find the heading **WebCT 6.0 Help Documents**. Select (click on) the link to **Create a Course**. Note the many other documents and videos at this site that can help you.

- **TAKE A CLASS**

If you prefer having a live instructor, enroll in one or more of our free CTL workshops. Workshop descriptions are available at

<http://ctl.mc.maricopa.edu/resources/webct/index.html>. You can register online

for the workshop of your choice on the CTL calendar at

<http://apps.mc.maricopa.edu/calendar/getCalendar.do>

- **MAKE AN APPOINTMENT**

CTL staff take individual appointments to work with you on the project of your choice. Contact any of these CTL staff members for help with our LMS (WebCT):

Melanie Kroening, 480-461-7799, melanie.kroening@mcmail.maricopa.edu

Jennifer Strickland 480-461-7668, jennifer.strickland@mcmail.maricopa.edu

Peggy Johnson 480-461-7703, johnson@mail.mc.maricopa.edu

- **CTL COMPUTERS IN THE POD OR WORKSHOP ROOM**

Computers in the CTL pod (central area) are available on a first-come basis.

Staff offices are nearby so you can ask questions as they arise. Computers in

the workshop room are also available on a first-come basis, any time a workshop is not in session.

Does MCC Have Tutorials I Might Want to Use?

MCC's Distance Learning site has tutorials that can help you learn what you need to know to make an online course run smoothly. It also has tutorials for your students, including whether or not they should enroll in an online class, directions on how to access their online course, how to use the LMS (WebCT) tools, and what to expect out of the course.

This resource is available at <http://www.mc.maricopa.edu/distance/index.html>. You don't have to re-create these tutorials for your students, just place a link on your webpage or inside your online class.

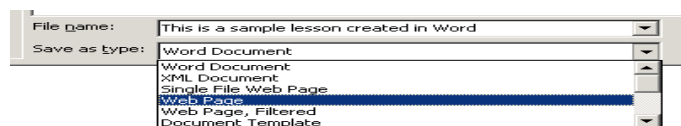
What Software Should I Use to Develop My Class?

So maybe you've decided that you're going to deliver your course, or part of your course, using our LMS (WebCT). The LMS (WebCT) makes the materials available to your students only when you want them to be. It automatically grades and posts scores for quizzes it delivers (if questions are multiple choice or true/false). The LMS provides the site where students can post comments online. But how do you actually create the lesson pages that you want to put into this LMS?

This depends a lot on what pedagogical approach you want to take for your class. You may want your course to be mainly text-based. Or perhaps you want to augment your texts (or replace them) with audio files that you've created. You may want your students to log on and talk in real time with one another. Or you'd like to provide videos your students can watch and then discuss online. These videos might be ones you've created or professionally-created videos. Maybe you've got some dynamite Powerpoint slides (with or without narration) that would form the core of your course. Faculty are delivering online courses using any and all of these options. The choice is yours.

TEXT

- **Microsoft Word** - If you are planning to create fairly simple, text-based lessons, you can create them with Microsoft Word. However, it is desirable that you save the page for the web. Create your document in Word. Then choose File>Save As. From the pull-down menu, choose Web Page.



The extension on your document will be htm or html, rather than doc or docx. Htm/html pages are visible with any browser (such as Internet Explorer).

- **SoftChalk** - If you'd like an interactive, text-based format, consider using SoftChalk software. SoftChalk provides an extremely user-friendly way to develop attractive, well-organized web content. To see an example of a lesson created in SoftChalk, go to http://www.softchalk.com/lb_examples.html

The SoftChalk homepage has excellent online demos, webinars, sample lessons, and directions on how to use SoftChalk. You can access it at <http://www.softchalk.com/>

The district has a license for SoftChalk that faculty can download to their own computers (home or office). MCC faculty can download SoftChalk for PC or

Macintosh computers by clicking on this link:

http://ctl.mc.maricopa.edu/softsense/frm_login.jsp

More directions for using SoftChalk can be found at this link

http://ctl.mc.maricopa.edu/wiki/index.php/Category:Help_Resources Select **Creating Webpages Using SoftChalk** under the "C" heading.

- **Frontpage/NVu/Dreamweaver** - Software like Frontpage (for PC) or NVu (for Macintosh) create attractive HTML pages without you needing to know HTML code. If your department owns it, Dreamweaver is a great program for creating web pages, though it is a little more complicated to learn.

AUDIO

You'll need a microphone. For example, Logitech makes an inexpensive desktop microphone that connects to your computer through a USB port (price around \$20). Most Macintosh computers have a built-in microphone.

- Our LMS (WebCT) makes four Wimba tools available within your online course for creating and uploading audio files:

Voice Board - A tool that allows the instructor to create an audio and text discussion topic. Students can interact with each other and the instructor using audio and/or text.

Voice Direct - An audio and text chat tool. Students and instructors can chat using audio and/or text.

Voice Recorder - A tool that allows the instructor to create an audio message to their students within their WebCT course.

Wimba Podcaster - A tool that allows the instructor to create and compile a series of audio messages. Or the instructor can allow students to post audio messages.

- Alternatively, you may want to edit your files before uploading with **Audacity**. Directions for getting and using Audacity (free software) can be found at http://ctl.mc.maricopa.edu/wiki/index.php/Category:Help_Resources

Using Audacity, you can add music clips, or incorporate famous recordings, such as Neil Armstrong making his famous quote when he landed on the moon, "This is one small step for man ...", available at

<http://www.freeinfosociety.com/site.php?postnum=460>

- You may want to create your online lessons in part (or completely) as audio files.
- Audio files are also useful for students to learn the correct pronunciation of terms.
- Consider providing your students with links to interviews, debates, and discussions of concepts by the experts. This can be the hook for getting your students engaged with relevant concepts. You'll be amazed at what's available at sites such as National Public Radio (NPR) interviews. <http://www.npr.org/> A large number of fascinating interviews are available to you at this site. Or link to CNN to read/listen/view videos on current topics at <http://www.cnn.com> or other news services.

VIDEO

Professional Video - The quickest way to add videos to your course is to link to those available on the internet. Some sites to investigate are:

1. **Annenberg Media** site at <http://www.learner.org/index.html> Type in your discipline in the Teacher Resources search tool at this site. Give your students the link to the video of your choosing and enjoy the discussion that follows!
2. **TED: Ideas Worth Spreading** provides short online videos of talks by the world's great thinkers and doers that you can share with your students. At <http://www.ted.com>, categories include technology, entertainment, design, business, science, culture, arts, and global issues.
3. [Teacher's Domain](#), a service of WGBH, the PBS station in Boston, offers a collection of multimedia resources (many clips from PBS series such as American Experience, Nova, etc.) that are readily available for download and educational use. Registration is free.

Creating Your Own Video - This can be very time consuming, but also very rewarding.

1. If you have a relatively new Macintosh computer (or want to use ones available in the CTL), this task is pretty straightforward. Using the camera and microphone that came with your computer, use the Photo Booth software (it came with your computer) to create your movie. (Note: You will need version 2.2 or later of Photo Booth. It comes with the Leopard operating system.) Then transfer the movie clips you made to iMovieHD (version 6.3 or later) for editing. You can add transitions, music clips, etc. to your video. Upload your completed videos into your course.
2. Jeff Anderson in the CTL is a whiz at helping faculty create video components to put online. You can contact him at jeffa@mail.mc.maricopa.edu or 480-461-7709.

POWERPOINT

- **Uploading Powerpoint Presentations to the Web -**

You can easily upload Powerpoint presentations to the web. If desired, you can also record narration (create audio files) using Breeze software so that students hear your annotations. However, Powerpoint presentations containing audio files or high-resolution graphics can be very large in size and burdensome to download. These files need to be compressed before uploading to the internet. Get the details on how to save any Powerpoint file for the Web at

http://ctl.mc.maricopa.edu/wiki/index.php/Category:Help_Resources

Look under the letter "S", Saving Your Powerpoint Presentation for the Web.

Does MCC Have Any Program in Place to Provide Feedback on Course Design?

MCC is part of the district's pilot program to utilize the Quality Matters (QM) evaluation process. Q M is a peer review process designed to certify the quality of online courses and their components. The QM rubric is research-based and extensively tested. The detailed rubric and feedback provided by the QM evaluation can help you create the best online course possible. The 2005-2006 version of the QM rubric is available at

http://64.233.167.104/search?q=cache:abGcLak_LGQJ:www.qualitymatters.org/Document/s/Rubric%2520FY0506.pdf+2006+rubric+quality+matters&hl=en&ct=clnk&cd=14&gl=us

Participation at MCC is strictly voluntary. The QM website is

<http://www.qualitymatters.org/index.htm> Click on the link to the FIPSE Grant Project.

Can Online Students Utilize the MCC Library Without Coming to Campus?

Absolutely! Many of your students are already aware of this option for their other courses. MCC librarians have invested considerable time and resources in the last few years into making a comprehensive, easy-to-navigate online library for your class.

<http://www.mc.maricopa.edu/library/eresources.html>

Full-text articles of many journals are available. Some textbooks are also available online. Some of these sites are limited to one user at a time (Netlibrary), while others (Ebrary) allow simultaneous logins for many users. Lorna Peralta and the rest of the library staff can help you provide access to the resources your students need.

lorna.peralta@mcmail.maricopa.edu, (480) 461-7675

I Want More Resources

Just for you - check out <http://www.mc.maricopa.edu/~johnson/DLMGRSRC.HTM>

CONTACT INFORMATION

Melanie Kroening, (480) 461-7799, melanie.kroening@mcmail.maricopa.edu
Jennifer Strickland, (480) 461-7668, jennifer.strickland@mcmail.maricopa.edu
Peggy Johnson, (480) 461-7703, johnson@mail.mc.maricopa.edu
Jeff Anderson, (480) 461-7709, jeffa@mail.mc.maricopa.edu
Center for Teaching & Learning (CTL), (480)461-7366