

## Twenty-Six Faculty Collaborated Regarding Online Instruction

Faculty met recently for an informal eFaculty Live! Online Course Showcase and Roundtable Discussion session. Fifteen faculty met in the Faculty Lounge on the TAMU-C campus and eleven attended the session at the Mesquite Metroplex campus. The session was designed to provide faculty opportunity to share ideas regarding online course instruction.



At the close of the session, the faculty members shared some points they felt were beneficial for others teaching online. Allow me to share a few of those with you here:

1. Assign practice sessions during the first week of the course to ensure that students are familiar with the eCollege tools and related technology needed to navigate the course.
2. Define appropriate behaviors at the outset of the course. Do not assume students know such things as netiquette and the meaning of plagiarism. Consider having the students confirm that they have read and understood all of the pertinent information.
3. Develop an online course in gradual increments rather than utilizing all of the new technology in your first course. This way you do not overwhelm yourself or the students.
4. Use a rubric for online grading, especially grading of the discussion forums.
5. It is important to be student-centered in the focus of your course development.
6. Create a syllabus that is more precise or detailed so students know exactly what to expect.

We continue to learn from each other. If you have best practices which have been successful in your online course or web enhanced course, and would be willing to share them with your colleagues, share them with one of the Instructional Design team members. We will include your suggestion in upcoming issues of this newsletter so that all of us may benefit.

*Julie A. McElhany, Ed.D.  
Coordinator for Instructional Design*

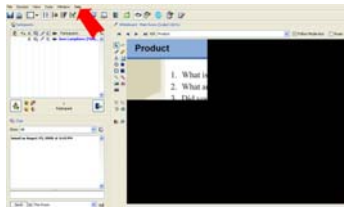
### ClassLive Pro Tip

If you attempt to show a PowerPoint presentation on the CLP whiteboard and your slides are displayed as shown here, the PowerPoint file was created on a com-

### Adobe Presenter Upgrade

A new plug-in is available for installation. To obtain the plug-in login to eCollege, click on the 'Home' tab, and find the section labeled Faculty Sup-

slides are displayed as shown here, the PowerPoint file was created on a computer with MS Office service pack 1 installed.



eCollege, click on the 'Home' tab, and find the section labeled Faculty Support & Training. Click on the hyperlink labeled 'Install Adobe Presenter'. After installing the plug-in you will need to re-open PowerPoint and select the Preferences tab which results in a popup box requiring you to enter a Serial Number (also located under 'Faculty Support Services') and other identifying user information.

To resolve this issue run the PPT file through the Elluminate PPT Converter Tool found at [http://illuminate.com/support/ppt\\_converter.jsp](http://illuminate.com/support/ppt_converter.jsp).

Contact a member of the Instructional Design team for assistance with the Elluminate PPT converter tool or Adobe Presenter.

## Fall 2008 Faculty Training Opportunities

Below is a list of faculty training opportunities for the Fall 2008 term. Please register to attend the session(s) of your choice at <http://www.tamu-commerce.edu/itde/admin/trainingList.asp>. \*Note the special login information for webinar sessions when registering for online webinar sessions.

### Adobe Presenter (Breeze)

#### Hands On Session

#### Instructional Design Lab (AGIT 221)

September 11, 2008

2:00-3:30 pm

Adobe Presenter allows you to create voice-over PowerPoint presentations. This session will provide an overview on how to install the software, record a session, and insert the link into an online course.

### ClassLive Pro for Beginners

#### \*Online Webinar Session

September 15, 2008

1:00-2:30 pm CT

A ClassLive/Elluminate trainer will conduct this session for the beginner ClassLive Pro user. This hands-on session will provide participants an overview of the features of CLP. Participants will login to the session from their individual computers. Instructional login information is provided when registering for this session

### ClassLive Pro Q&A with the Trainer

#### \*Online Webinar Session

September 15, 2008

3:00-4:30 pm CT

The ClassLive Pro/Elluminate trainer will conduct this Q&A session for more experienced CLP users. This hands-on session will provide participants an opportunity to ask questions of a seasoned CLP trainer regarding greater applications of the use of CLP in online instruction. Participants will login to the session from their individual computers. Instructional login information is provided when registering for this session.

### Turn It In

#### Hands On Session

#### Instructional Design Lab (AGIT 221)

September 25, 2008

10:00-11:00 am CT

Presenter: Craig Wheeler

Turnitin is a powerful teaching tool that will allow you and your students to directly address the issue of plagiarism. Not only does it search a variety of sources to catch suspicious passages, it can also be leveraged to help students become better writers. It is easy to set up an account and powerful enough to customize to your needs. During our orientation, we will discover how to set up your account, the class, and assignments.

## **What Wikis Can Do For You!**

### **Hands On Session**

**Location: TBA**

**October 2, 2008**

**1:00-3:00 pm CT**

**Presenters:** Robin Reid & Stan Goodman

Join us in a 2-hour event that includes background information on the use of wikis in schools and colleges across the curriculum and a hands-on training session in how you can incorporate a wiki in your course, whether it's face/face, web-enhanced, online, or distance education! A wiki can offer a way to track student work, encourage collaboration and critical thinking, and incorporate research skills on any topic.

## **Web 2.0: Integrating New Technologies into Online Instruction**

(Offered in two formats and on two dates)

### **Hands On Session, Instructional Design Lab (AGIT 221)**

**October 23, 2008, 1:00-2:30 pm CT**

### **\*Webinar Session—Using ClassLive Pro**

**October 28, 2008, 1:00-2:30 pm CT**

**Presenter:** Stephen Garretson

Blogs, YouTube, VoiceThread, podcasting—the list of new technologies available for instructional use in online and web-enhanced courses continues to grow. This session will introduce some of these technologies and discuss possible ways to integrate them into an online or web-enhanced course.

## **eFaculty Live! Online Course Showcase & Roundtable Discussion**

(Offered in two locations on two different dates.)

### **Mesquite Metroplex Campus**

**November 7, 2008, 10:30-12:00**

### **Commerce Campus**

**November 14, 2008, 10:30-12:00**

This informal round table session is designed to provide faculty opportunity to meet informally to share ideas and experiences in the area of online and web-enhanced instruction. Internet access is provided so that faculty may take a tour of each other's course as a means of gleaning new ideas.

## **Formative/Summative Surveys**

Formative Surveys (Online Courses)

Students: Sept. 5-Sept. 12

Available to Faculty & Staff: Sept. 16

Summative Surveys (Online Courses)

Students: Dec. 1-Dec 8

Available to Faculty & Staff: Dec. 29

## **Support Staff**

Charlotte Larkin, Ed.D.

Director of ITDE

Julie McElhany, Ed.D.

Coordinator for Instructional Design

Dean Aslinia, M.S.

eLearning Support Specialist

Alan Francis, M.B.A.

eLearning Administrative Specialist

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eLearning Support Specialist

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\*\*\*\* A PDF version of this newsletter is available at [www.tamu-commerce.edu/itde/newslettersArchive.asp](http://www.tamu-commerce.edu/itde/newslettersArchive.asp).