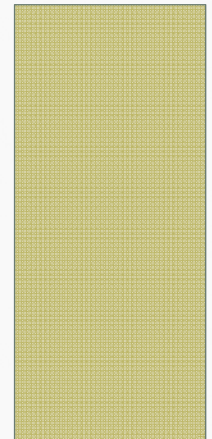# TEACHING ON-LINE CSC 150

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RETHINKING OLD STRATEGIES

- Course directions on homepage
- Notes recorded in Camtasia
- Tutorials for FAQ's
- Drop boxes for assignments
- Questions via discussion thread and email
- Quizzes on-line
- Exam proctors
- Grades posted on-line

COURSE DIRECTIONS

- Be specific
- Write in first person – as you would talk to students in class
- Be approachable
- Require students to send an introduction email
  - Gives student an initial one-to-one communication channel
  - Helps you know that they know how to ask a question
  - Gives you an opportunity to start positively, before any issues arise
  - Important to answer each email
- Require students to post and introduction discussion message to the class

NOTES RECORDED IN CAMTASIA

- Record in your office to customize notes for on-line students.

- Include computer-based examples.

- Create a menu with sections and examples so students can view in parts.

- Render as flash files and work with IDS to post on the Flash server to improve accessability.

- Post zip files for students who want to view off-line.

TUTORIALS

- Recorded in Camtasia
- Provide tutorials for frequently asked questions and topics
- Add additional tutorials as course progresses.

DROP BOXES FOR ASSIGNMENTS

- Create in D2L
- Include links to files with directions
- Set due dates, with special exceptions
- Post due dates to D2L calendar
- Download all files or grade by user
- Scores automatically entered in grade tool
- Email box for late work

QUESTIONS

- Create a discussion thread for students to post questions to the class.
- Answer student questions by email
  - Require well-worded, specific questions
  - Ask for programs to be attached, when applicable
  - Post repeated questions to the discussion thread or homepage
- Keep email for a full semester (paper trail)

ON-LINE QUIZZES

- Posted in D2L
- Set a time limit
- Require use of the lockdown browser
- Make available for 2-3 days
- Copy answers for essay questions into feedback and release after grading
- Set scores to automatically copy to gradebook
- Set matching, T/F, multiple choice and short answer to auto-grade
- Gives students an idea of what to expect on the exams
- Keeps students moving through the course

EXAM PROCTORS

- Require students to find pre-approved (by you) exam proctors.
- Use university exam proctor guidelines & enforce them!
- http://www.sdstate.edu/cee/for-students/proctor/index.cfm
- Be an exam proctor for students who can take them on-campus.

EXAM PROCTORS (CONTINUED)

- Give paper/pencil exam or deliver on-line
- Make personal contact with each proctor (call them)
- Email/fax exams and have them returned by fax, email, or regular mail (with a copy)
- Good Exam Proctors:
  - University Testing Centers (Sioux Falls, Pierre, Madison)
  - Librarians
  - Former principals or teachers
  - Supervisors or commanding officers (military)

GRADES

- Use D2L grade tool
- Set drop boxes, quizzes and discussion tools to auto-post
- Use "Formulas" to weight grades by category, with points inside a category.
- Update after each unit
- Choose whether or not to make assignment stats available