

Faculty News

Your electronic link to teaching at a distance

Spring-Summer 2007



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WHAT'S NEW ~ Extended Campus-Extension Services Integration

A. Scott Reed
Vice Provost

Outreach & Engagement



Stability through Change

Changes always seem to bring both opportunities and questions. The recently announced alignment between OSU Ecampus and Extension Service is an example. The creation of the new Division of Outreach and Engagement will bring increased attention to the third mission of the university—serving those who are not resident at the Corvallis Campus--and Extension and Ecampus have big roles to play.

But the alignment won't happen overnight. With the aid of a skilled consultant, we're embarking upon an eight-month process of faculty and stakeholder involvement in helping to identify ways that OSU's service to outreach students can be strengthened. During this process, the important work will continue with strong supportive leadership from current associate deans Deborah Maddy (Extension) and Mark Merickel (Ecampus). In a recent videostreamed teleconference, the three of us explored desired outcomes of this alignment and expansion and responded to some associated questions. You may wish to view the archived event at <http://oregonstate.edu/media/archives/>

Thank you to all who have helped position these two great organizations to continue in their leadership role. Faculty, students and clients will continue to find the same high quality services and programs while we develop even greater connections and efficiencies.

To help guide consideration of new strategic goals and the important role of the Division of Outreach and Engagement, a steering committee of faculty and staff is being assembled. These individuals will be from both within and outside of the two aligned units and will share the following characteristics:

- Big picture thinker
- An indigenous leader
- Change oriented
- Early adopter
- Respects and values differing perceptions and world views
- Organizational tenure that provides a good understanding of the mission and culture
- Knows the academy
- Connected regionally and/or nationally; knows what's happening around outreach and engagement
- Available to make this assignment a priority in the weeks ahead

We look forward to sharing the progress in the new alignment as we move forward on the important work ahead.

New Extended Campus Website

Ian Cavalier, Web Developer/Design Specialist

Structurally, the Ecampus website content generally has not changed, but our homepage now more completely represents the breadth of what Ecampus does and the audiences we serve. You will notice that we have added five audience portal pages (Future Students, Current Students, Faculty & Staff, and Parents & Family) as alternative ways for our visitors to find the content they're looking for.

Please check it out: <http://ecampus.oregonstate.edu> . If you have comments or feedback, please feel free to send a message to [Ian Cavalier](#).

SPOTLIGHTED FACULTY

Cub Kahn: *in his own words.....*

Geography Instructor/OSU Dept. of Geosciences

I teach Geography of Europe, Geography of the US and Canada, and Population Geography online for OSU Ecampus, and I'm currently developing Geography of Asia as an online course. I also teach regional geography classes on campus at OSU.

In my other work-life, I'm a professional nature photographer. My photos have appeared in publications such as *Audubon*, *Backpacker*, *National Wildlife* and *The New York Times*. I've written four books about nature photography--most recently, *Digital Techniques for Successful Nature Photography*.

When I reflect on my online teaching experiences, I'm reminded of the words of the Zen master Shunryu Suzuki: *"In the beginner's mind there are many possibilities, but in the expert's there are few."* With 16 years of classroom teaching experience behind me, I carry a lot of baggage into the lecture hall; I bring the benefits and limitations of my (self-proclaimed) expert's mind. I know--or think I do!--so much about classroom teaching that I'm sometimes reluctant to try new approaches.

On the other hand, as a relative novice (3 years) teaching online, I still regularly experience the joys (*"Wow, this really works!"*) and missteps (*"You mean Blackboard won't do that?"*) of beginner's mind! I recall that Shunryu Suzuki also said, *"My life has been one long series of mistakes."* As online educators, our mistakes aren't so bad if they indicate that we're experimenting with better methods to facilitate learning.

Even though distance education has existed for decades in various forms, I sense we're still in the "frontier" phase of online education. The rules aren't always clear, and the terrain may look a bit unfamiliar to those of us more accustomed to the classroom, but there's a whole continent of fascinating unexplored territory out there. Indeed, there are many possibilities! As such, we're prone to sometimes make a false start or take the wrong path, but this also means that we're likely to discover new ways to reach our students.

I'm fortunate to have one of the better jobs on the planet. What could be more fun and more stimulating than working with college students--from Corvallis to Chile to Central Europe--to study the spatial context and dynamic interrelationships of people and places all over the world? Teaching online feeds my beginner's mind!

Cub's Five Keys to Online Teaching Success:

1. Solid course design
2. High degree of organization of course site and materials
3. Frequent, positive communication with students
4. "Instructor presence" in the course
5. Continual updating of course site and materials

Acknowledgments: My online teaching would not be successful without the excellent support of the Ecampus staff, particularly Dianna Fisher, Joan Oakes and Victor Yee.

SERVICES/RESOURCES

Tips for Connecting Students to OSU Libraries Resources via Blackboard Maureen Kelly, OSU Cascades Head Librarian & Ecampus Librarian

Article Persistent Links: Faculty can put direct links to electronic articles from a class Blackboard site by using "article persistent links," which are not the same as the URLs that appear when viewing articles online from a database or e-journal. Unlike providing a PDF article file within Blackboard, using persistent links does not require getting copyright permission (required when the article is copied into Blackboard). OSU Libraries offers thousands of electronic journals via its website. Go to <http://mw8xt6bj7r.search.serialssolutions.com/> to search availability. Contact Extended Campus Librarian Maureen Kelly for information on persistent article links.

Interactive Course Assignment Guides: OSU Librarians are experimenting with interactive course assignment guides that focus specifically on individual class research needs. Blackboard can link directly to a guide for your class. Contact your subject librarian for more information.

IM a Librarian: Give your students 24/7 access to library help by providing a link in Blackboard to the Ask a Librarian Page <http://osulibrary.oregonstate.edu/reference/>. Students can use OSU Libraries instant messaging service during the day and chat online at anytime to get help

Library Research: Is your course heavily research based? Make your subject librarian a class TA. This gives the librarian access to the Blackboard site and allows for continuous updating of research information. It provides a discussion board forum for research questions, and the professor and librarian can seamlessly integrate class content and research concepts.

Contact Info: List both the Extended Campus Librarian and the Subject Librarian for your students. Contact Extended Campus Librarian Maureen Kelly at: maureen.kelly@osucascades.edu, 541-322-3110, on the OSU Cascades Campus in Bend. Find the contact information for your Subject Librarian at <http://osulibrary.oregonstate.edu/staff/sublist.html>

Extended Campus Proctored Exams

Joan Oakes, Student Services Assistant

Students who will be arranging for proctored exams must update their contact information in the [online proctoring system](#) and indicate the courses for which they need proctoring each term. Please encourage your students to make arrangements as early as possible for proctored tests.

Students in the local area who wish to use on-campus proctoring must sign up for proctoring early in the term to enable us to request enough rooms to accommodate their needs. Note that computer rooms are in short supply; reservations we are able to secure might not be optimal for all students. Although we try to accommodate last minute proctoring requests, in fairness to students who have made arrangements in advance, we do not overbook on-campus proctoring sessions. Proctored testing is available at other sites in the local area.

If you have any questions, please contact Joan Oakes at: joan.oakes@oregonstate.edu or 541-737-9281.

Tutoring Services for Distance Students

Cindy Lehto, Student Services Specialist

We are pleased that Ecampus continues to provide [online tutoring](#) in response to the successful acceptance by faculty and increased demand by students. The tutoring service selected by OSU Extended Campus is [SMARTHINKING](#), the leading provider of online tutoring and learner support services, fully staffed by experienced, trained and monitored tutors. Free of charge to enrolled Ecampus students, SMARTHINKING is a virtual learning assistance center that provides online tutoring 24 hours a day, 7 days a week. If you would like more information, contact [Ecampus Student Services](#).

Web Resources – Adding Multimedia to Your Course

Victor Yee, Multimedia Developer

Presented below are a few online resources from [Annenberg Media](#) where you can find free teacher resources and video clips to add to your courses! If you find something you would like to use, contact [Victor Yee](#) for help adding the video link to your course.

- [Rural Communities: Legacy & Change](#) This video instructional series for college and high school classrooms and adult learners provides an unexpected and fascinating perspective on America's rural communities, examining their diversity, values, economics, and future.
- [The World of Abnormal Psychology](#) This video instructional series for college and high school classrooms and adult learners shows how people with psychological disorders actually behave, presenting a range of abnormalities as well as more common problems.
- [The Africans](#) Beautifully filmed in 16 African countries, this video instructional series for college and high school classrooms and adult learners looks at the many influences that have shaped this complex continent and its people.

Sample Syllabus Template

Vickie Bailey, Administrative Program Specialist

New [Syllabus Template](#)! Ecampus has created a template for both new and seasoned Extended Campus faculty to use for your sample syllabus, which is posted to the Ecampus Schedule of Classes. Although conforming to the Curriculum Council's syllabus requirements, the template is meant not as a static document, but as a beginning point. We encourage you to personalize it to reflect the uniqueness of your course, your individual approach built upon your experience, incorporating departmental and associated institutional or professional requirements. Feel free to reword text to accommodate your individual style of presentation. Remember to submit your course sample syllabus to [Vickie Bailey](#) via email Word document attachment.



Blackboard INFORMATION

What's New in Blackboard

Paul Tannahill, Faculty Training Coordinator

RSS (Really Simple Syndication) is a technology used to publish frequently updated digital content, such as blogs, news feeds, or podcasts. A user can easily subscribe to a feed, and then receive automatic updates as the source of that feed is updated. Most modern browsers include RSS reader technology, allowing the user to easily view and bookmark the content within the browser.

To add an RSS feed to your own Blackboard course, view the short tutorial [Adding RSS Content to a Blackboard Course](#) or contact either:

Paul Tannahill
Faculty Training Coordinator
541.737.2840
paul.tannahill@oregonstate.edu

Victor Yee
Multimedia Developer
541.737.9974
victor.yee@oregonstate.edu

Blackboard Tips & Tricks: Backing-up Your Course Materials

Victor Yee, Multimedia Developer

Before making any major changes to your Blackboard course, it's a good idea to make a back-up copy. To back-up your Blackboard course:

- 1) go to the Control Panel
- 2) in the Course Options section on the bottom left, click on the "Export Course" button
- 3) check every checkbox
- 4) click on the "Submit" button

A complete back-up of your course will then be ready for retrieval if and when you need to restore your course. See this technique (and more) in action in the "[Course Rollovers in Blackboard](#)" tutorial on the [Ecampus Blackboard Tutorials](#) page.

Blackboard Training Sessions

Paul Tannahill, Faculty Training Coordinator

A series of [Blackboard training sessions](#) will be offered in June, July, and August in the Barnard Classroom located on the 5th floor of The Valley Library. *Space is limited, so please [RSVP](#) 541-737-2840.*

Modifying Course Content in Blackboard			
Tuesday, June 26 @ 10 a.m.	Wednesday, June 27 @ 2 p.m.	Thursday, Aug. 16 @ 2 p.m.	Friday, Aug. 17 @ 10 a.m.
Preparing and Uploading Course Content in Blackboard			
Friday, June 15 @ 10 a.m.	Tuesday, July 10 @ 2 p.m.	Wednesday, July 11 @ 2 p.m.	
Blackboard Tests, Exams and Quizzes			
Thursday, July 19 @ 10 a.m.		Friday, August 24 @ 10 a.m.	
Blackboard Course Rollovers			
Tuesday, June 5 @ 2 p.m.	Wednesday, June 6 @ 2 p.m.	Tuesday, @ August 7 2 p.m.	Wednesday, August 8 @ 2 p.m.

Gradebook: Creating a Back-up

Dianna Fisher, Director, Project Development and Training

It is always good practice to save a back-up copy of your Blackboard Gradebook. There may be times when, after a completed term, the Financial Aid office may ask for grade information that has been erased from Blackboard when the course is rolled over; or there may be the rare occurrence when Blackboard has a "breakdown" and loses Gradebook information.

Here are instructions on how to save a copy of your Gradebook from Blackboard BEFORE grades are uploaded at the end of the term. We recommend you do this whenever new grades from quizzes, tests, essays, etc. are added to the Gradebook:

Downloading the Blackboard Gradebook

1. Open the Control Panel in your Blackboard course.
2. Click on Gradebook.
3. Click on the "**Download Grades**" button.

4. Under “**Delimiter Type**,” select “**Tab Delimiter**” if you will be exporting the report to be read in Microsoft Excel (Comma-delimited files must be imported for use in Excel).
5. Click the **Submit** button.
6. Click the **Download** button.
7. Open with Excel or other spreadsheet program or save the downloaded file to your computer.
8. The file will be named **gb_export.xls**. Rename it with the course number and term and it can easily be accessed again when you need it.

If you need help, please contact Dianna Fisher (dianna.fisher@oregonstate.edu), 541-737-8658.

TECHNOLOGY

What's new – Second Life

Victor Yee, Multimedia Developer

A new online technology called Second Life is gaining momentum in distance education. Second Life is an online 3D virtual simulated environment for peer to peer interaction. This virtual environment is a powerful tool for creating a simulated classroom setting, or creating innovative “serious games.” Students and instructors can work together from any location to learn and try new ideas in highly interactive settings. With a virtual classroom students, are provided with opportunities for an enriched curriculum.

You can view Ohio University Second Life Campus demo at <http://www.youtube.com/watch?v=aFuNFRie8wA> Look forward to some exciting changes with Second Life!

PARTING NOTES

2007 Instructor Survey Results

Alfonso Bradoch, Assistant Director, Department Services

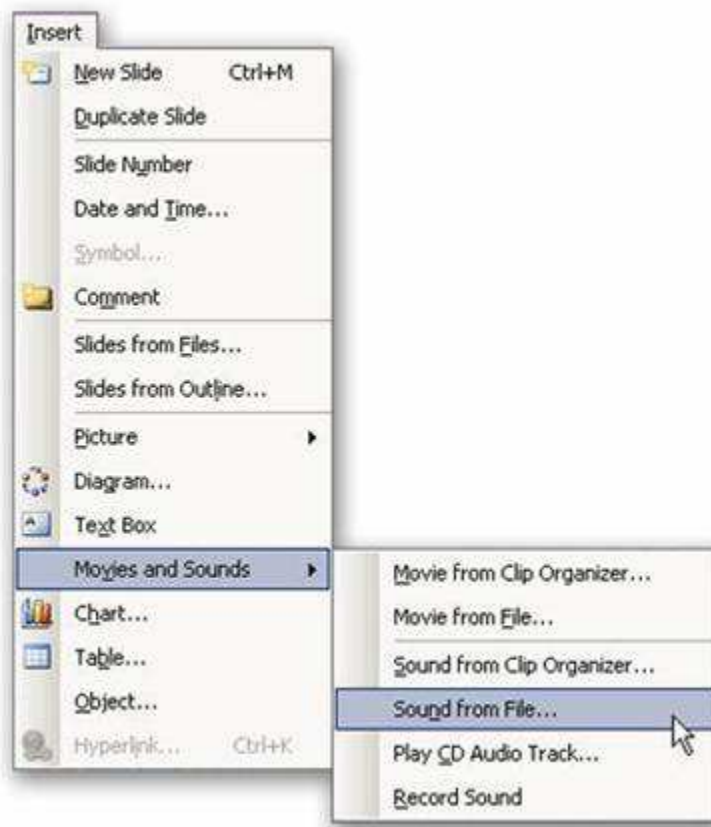
Each year [Ecampus surveys faculty and students](#) to obtain feedback on our services and instruction. The results of the 2007 Student Survey are being evaluated and will also be posted to the Ecampus website for your review in the next few weeks.

We have just completed review of last year's 2007 Instructor Survey, the results from which may viewed as a [PowerPoint presentation](#). The common thread was a continued and increased rate of satisfaction with Ecampus services. A desire for more training in the use of Blackboard was also seen. In response, Ecampus will again offer special topics [training sessions](#) and continue to offer [one-on-one assistance](#) in person and electronically. There were also a number of helpful [“Words of Wisdom”](#) from our more

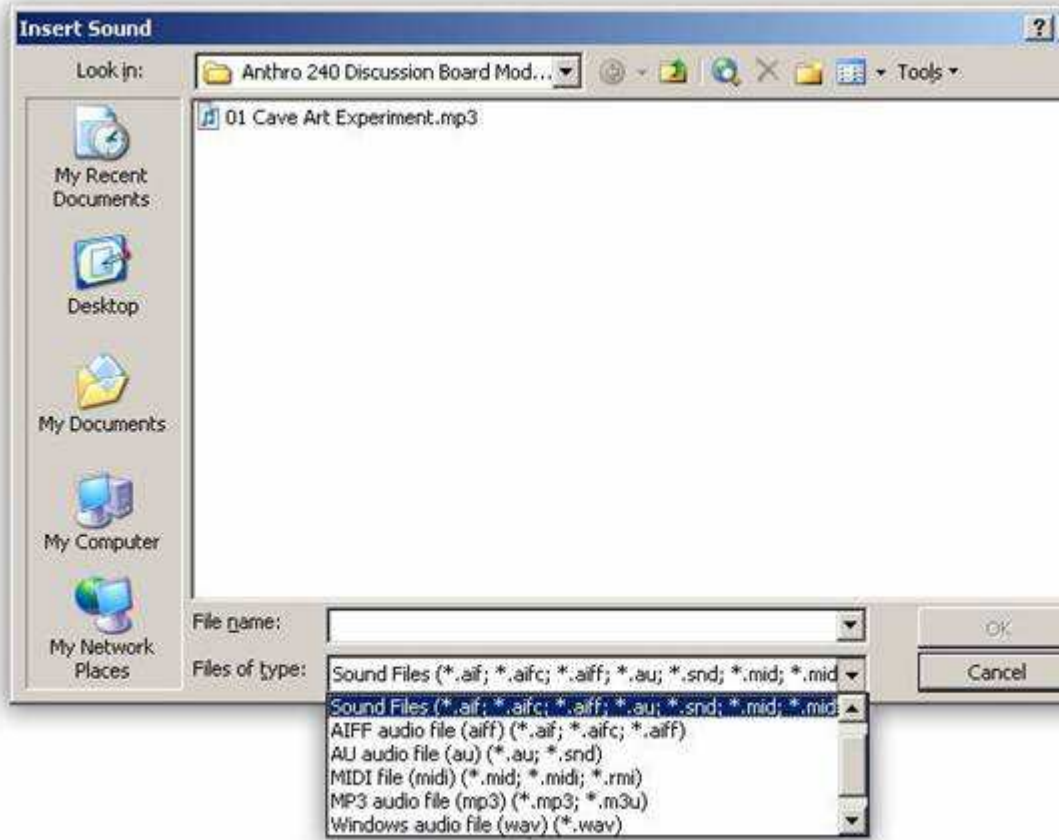
experienced online instructors, which we've posted to the Ecampus website for your perusal.

Of possible interest to you were several reoccurring questions posed by the survey respondents. We have summarized some of those questions below, along with Ecampus' responses:

- **How can workshops be set up through Ecampus?**
 - *Simple! All the information you'll need on setting up workshops, including the link to the CRN request form, can be found on our website; or just contact Vickie.Bailey@oregonstate.edu for assistance.*
- **For slash courses, how can they be combined into one Blackboard course so I don't have to teach them separately?**
 - *Also simple! If you want to combine a 400 and 500 level course so students in both levels can use the same discussion board, just contact [Vickie](#) who will facilitate this for you.*
- **Is there any way to add audio to PowerPoints?**
 - *Yes, and here's how:*
- *In your PowerPoint presentation, click **Insert>Movies and Sounds>Sound from File...***



- Browse to the audio file you wish to include in your presentation. (PowerPoint will recognize most standard audio file formats)



- When you have selected your audio file, PowerPoint will ask whether you want the audio to play automatically, or only when clicked.



- This icon represents your audio file ready to play in your presentation.



- If you need help with this process, feel free to contact [Paul Tannahill](#).
- Is there a clear explanation of [copyright restrictions](#) anywhere on the Ecampus website so I know whether I can post certain material within my course?

- An explanation of copyright restrictions can be found in the [Ecampus website](#). Basically, copyright permissions must be requested and obtained from the copyright holder for any materials to be posted in a course. The text material or media item (such as video or graphic image) may be posted for only one term prior to obtaining copyright approval (covered under fair use law).
- Some copyright holders are more willing than others to grant permission. Factors that determine whether copyright permission will be granted are:
 - • the type of item (i.e., images, journal articles, book chapters, videos, etc.)
 - • how much of the original item/work is to be posted
 - • who holds the copyrights
 - • the cost of copyright fees.
- If you know that a copyright exists for your item(s), please provide us with as much of the copyright information as possible, so that we can expedite the request for copyright approvals. Information we need to perform a copyright search for:
 - Book - copy of the title page and the copyright information
 - Video - needs a copy of the cover front and back, also a copy of the actual Video/DVD.
 - Image or text copied from the Web - a link (URL) to the image and to the main website from which it was taken.
- Instructors who want to post materials should contact [Ecampus Project Development and Training](#) (Mandy Misner, 541-737-9341) to determine if copyright approval is needed. We will contact you if we are unable to obtain permission for use.
- **Do my students have access to electronic library reserves?**
 - Yes, library services are available to registered Ecampus students. Information is available at the [Library Services](#) webpage. The [OSU Libraries](#) offer valuable research materials and services for students taking OSU Ecampus courses, including those listed below. For a full description of Ecampus Library Services please see <http://osulibrary.oregonstate.edu/offcampus/bridge.html>.
- **Can students copy the whole exam while they are taking it and then pass it on to other students?**
 - No, this would be considered cheating. To help prevent this sort of misconduct, we suggest that examinations/tests be appropriately proctored. Ecampus provides assistance for [proctoring arrangements](#) at the instructor's request.
- **How can I create multimedia within the lecture component of my course?**
 - You can add videos to supplement your lecture topic, add interactive learning graphics (i.e. for a botany course show how water travels in the stem, or an engineering course how certain components work), or just regular images to supplement lecture materials. PDT is always more than happy to help you in developing multimedia materials for your course. Contact Dianna.Fisher@oregonstate.edu for assistance.

Thank you!

We'd like to thank all of you who took the time to complete the survey. We find the results very helpful in guiding our decisions for future services to faculty.

