

DE Technology Training:

- Distance Education is currently developing a Professional Development Schedule for the upcoming 2012-2013 school year specifically designed for distance faculty.
- We are also able to assist specific departments and programs with their instructional and technology needs.
- In the meantime, consider attending a focused training from CIRT. Go to <http://www.indstate.edu/cirt/>, and click on Training Opportunities for details.
- You can also access computer-based training for many Microsoft Office programs via <http://cbt.indstate.edu/>.
- If you need additional assistance or services, feel free to contact any of the staff in Distance Education, and they will schedule a time to help you or direct you to the right training!



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Meet the Distance Education Staff

Introducing Your New Instructional Design Specialist

You may or may not have heard, but Distance Education now has additional staff members dedicated to supporting distance faculty! What exactly can we do for you and/or your program? Here is just a small list of what is available:

- One-on-one consultations
- Small-group training
- Department visits
- Course design/modification
- Module design/modification
- Technology/software recommendations
- Development of learning resources
- Best practice promotions and workshops
- Course template design and application
- Curriculum guidelines for distance faculty
- Technology /multimedia integration assistance
- Course evaluation

So whether you'd like to know more about utilizing Tegrity (asynchronous recording software), Qualtrics (an online survey site), or any other technology available to ISU faculty; collaborate on a particular lesson or learning outcome; or design a template to be used by the online faculty within your department, we're here for you! All you have to do is contact us. We can chat via email, meet using Elluminate, or schedule a face-to-face session.

This doesn't mean that you have to stop going to Silvie Huang, an Instructional Designer with CIRT. We just want you to be aware that our sole focus here at Distance Education is to serve ISU's online and hybrid instructors. Silvie will primarily aid with face-to-face and blended courses, but we will all work together to accommodate the ISU community.



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Jamie Edwards (not pictured)
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Meet the Distance Education Staff, Continued

Director—Samantha Penney

I am here to help facilitate your development of online courses. Additionally, I manage the day-to-day operation of the distance education program generating nearly 50,000 credit hours per year, working to increase enrollments, quality and student success.

I serve as an advocate for faculty and students with various campus departments and services working for faculty and students to ensure that the ISU distance experience is a fulfilling one.

Course Delivery Coordinator—Nick Aballi

As the Course Delivery Coordinator in Distance Education, some of the ways I support faculty include:

- assisting with scheduling classes that have both live and distance components needing a synchronous meeting time or utilizing the distance origination rooms,
- providing technical staffing and support for the Distance Origination Studio, and
- software training and support for faculty and students using distance applications, specifically Elluminate *Live!*, Tegrity, and IP video conferencing.

Training and support are always available on a one-on-one or group basis. Making technology a tool for the enrichment of a class rather than a hindrance is my highest priority.

Student Services Concierge—Amy Taylor

As Student Services Concierge, I provide vital services to your distance students. Via Blackboard or email you can direct your distance classes to take advantage of a full range of services provided by Distance Education. I am here to answer basic questions about Distance Ed and act as an advocate to help them resolve problems. I can also put them in touch with any necessary or helpful campus services that assists distance students as well.

Feel free to post my contact information, a link to the Student Services Concierge page (<http://www.indstate.edu/distance/concierge/>), and a brief narrative about how I can help your students on your Blackboard page. If you need assistance, please contact me directly.

Director of Distance Education



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Course Delivery Coordinator



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Student Services Concierge



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The DE Classroom

Written by Nick Aballi

Current Facilities

There are currently three Distance Education Origination rooms on campus. They are designed for audio and video support with distance and face-to-face classes. These blended learning environments allow faculty and students in the room to synchronously interact with distance students via Elluminate and Tegrity software, solutions for streaming or recorded video content.

Each room comes equipped with video cameras for the instructor and students. In-room speakers and strategically-placed microphones allow for full duplex conversation. The instructor workstation is equipped with a computer, Sympodium monitor, and document camera. Technical support for equipment and software is provided by a trained student director in the room during class.

Face-to-face students sit at a computer workstation equipped with Elluminate software so they know what their distance classmates are seeing. For Tegrity classes, the instructor's monitor is mirrored on the student monitors.

Seating in in Dreiser 104 and University Hall 008-R is limited to 16, while Myers Technology 111 can seat 18.

These blended learning environments allow faculty and students in the room to synchronously interact with distance students.

Future Pilot

This summer Distance Education will be installing a new Distance Origination Studio in Dreiser Hall 303. This room will support all of the technologies that are in our current rooms. All of the control for these technologies will be condensed to a seven-inch touch panel on the instructor workstation.

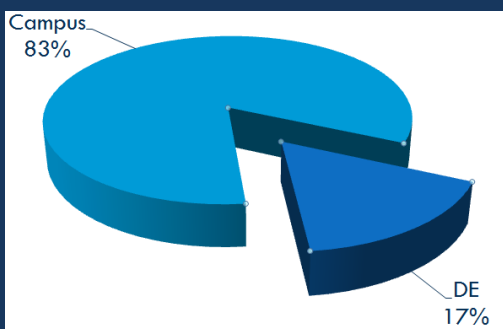
This new “blended Learning environment” will seat 30 students at tables that can easily be rearranged to accommodate different teaching styles.

Though this is a Distance Origination Room, the versatility of this learning space will allow for face-to-face lectures, special presentations, conferences, and webinars.

For more information on Distance Education classrooms, contact Nick Aballi in Distance Education at nick.aballi@indstate.edu or 812-237-8479.



DE Student Demographics for Fall 2011 and Spring 2012



Gender

- Male: 1882
- Female: 3052

Degree

- Undergrad: 3433
- Graduate: 1500

Credits

- Full Online: 2888
- Partially Online: 2046

Graduate level credit hours have increased by 16% since 2007, while undergraduate credit hours have an impressive 70% increase.

Blackboard Tips:

- Be aware! Blackboard will cause problems if your browser and media player are not updated.
- Blackboard prefers that you use Firefox; most features perform much smoother with this browser. To download the newest version of Firefox, go to: www.mozilla.org/en-US/firefox/.
- Make sure that your computer security software is updated. You can find free software for ISU faculty at: <http://downloads.indstate.edu>.
- A quick Google search can often lead to a remedy for many glitches. Try typing a brief description of your problem into the search tool, and usually you will find that others have experienced (and resolved) a similar issue.
- When you encounter an incurable snag with Blackboard, call the O.I.T. Help Desk at 1-888-818-5465 or email it-help@indstate.edu.

Blackboard Templates

Written by Lisa Hughes

Starting a new online course from scratch (or even modifying an existing one) is not a simple process. Even if you participate in the Online Foundation Studies Course offered through Distance Education (DE), the process can seem quite overwhelming.

Often one of the most difficult steps of course design is knowing where to begin. Fortunately, DE has a solution for you: Blackboard course templates. Designed with CIRT and adapted specifically for distance courses, Bb templates can help you organize your course in a meaningful and productive manner.

There are four general templates from which to choose, with the option of adjusting them for individual or program use.

Often one of the most difficult steps of course design is knowing where to begin.



Blackboard

If you are interested in utilizing these resources, you are encouraged to set up an appointment with Lisa Hughes, Instructional Designer for DE, at 812-237-3794 or lisa.hughes@indstate.edu.

From here you can select the template that will work best for you and, together with your Instructional Designer, you can alter the settings to create a course that adds dimension and value to your course design.

Blackboard Faculty Tutorials

Need to know how to grade blogs? Not sure how to deploy a LockDown Browser test? Want to figure out how to hide unneeded course menu buttons? You will find the answers to these questions and more with the ISU-specific Blackboard tutorials.

The Bb tutorials are usually the first place you should go to find an answer to some of the most basic (and even some more complicated) concerns.

To access the tutorials, go to <https://blackboard.indstate.edu/>. BEFORE you log in, click on the Faculty Help tab. (After you log in, you will not be able to access this tab.)

Here you will see guides for getting started, assessments, assignments, communication, content, the grade center, management, and more.

Tip: If you want to work within your Bb course AND have access to the tutorials, try opening your course in Firefox and the Bb tutorials in Internet Explorer (or another browser). This will enable you to be logged into Blackboard in one window and not logged in in another; thus, giving you access to those tutorials along with your course.

LOGIN

FACULTY HELP

STUDENT HELP

Quick Tips for the First Week of a Course

- Tired of answering the same questions even though you've addressed them in your syllabus, announcements, and email? Consider using a scavenger hunt that forces students to discover all those answers within the first week.
- To prepare students for future course activities, include valuable technology resources on the Start Here page, and make students aware of their presence:
 - Check Your Browser
 - Blackboard Tutorials
 - Test Checklists
 - ISU Resources
 - Research and Writing Resources
- Utilize a student-centered, open discussion board such as a Q&A or Student Lounge to immediately foster community.
- Need help with any of the above? Contact a DE Instructional Designer today!

The Quest for the Rich and Ripe: Drinking in MERLOT

Written by Lisa Hughes

If you've never taken the time to browse the abundant tools available within Blackboard, you probably haven't noticed the hidden gem of MERLOT (Multimedia Educational Resource for Learning and Online Teaching). This research instrument is an online collection of peer-reviewed, higher-ed articles. True to its name, it's full of ripe learning resources that can be easily accessed by faculty and students alike.

Simply click on the MERLOT icon in the Tools button in Blackboard, and you'll be transported to a straightforward search engine. From there you can type in the subject or author you are researching, determine if you want to include Creative Commons resources, and limit your search results to display a set number of search results per screen.

Just like with "normal" search engines such as Google, Bing, and Yahoo, you can refine your search by applying "quotation marks" when you are looking for a particular phrase, such as "Myocardial Infarction" or "Academic Performance Index". If you don't use the quotation marks, you'll still get results, but your list will likely include articles with *myocardial* OR *infarction*, rather than *myocardial infarction*.

True to its name, MERLOT is full of ripe learning resources that can be easily accessed by faculty and students alike.

If the basic search isn't enough for you or your students, you can also click on the provided link directly below the title MERLOT to access the full website: <http://www.merlot.org>. Here you can browse by discipline, search personal collections from other individuals, find learning exercises in your subject area, and locate colleagues and guest speakers. Want an activity on learning with mnemonics? Need an article on traumatic eye injuries? Curious what resources are available related to fire safety? You'll find all of that and more on MERLOT.

Once you become more familiar with the benefits of MERLOT, you might consider contributing to the learning community by registering for a free account. As a registered user you can add educational materials, compile your own collections, and even submit articles to the *Journal of Online Learning and Teaching* (<http://jolt.merlot.org/>).

MERLOT is a wonderful complement to the databases supplied by the Cunningham Memorial Library (<http://library.indstate.edu/databases/>). Be sure to check it out! It might not be Napa Valley, but it is gently nestled between the stacks of Blackboard papers and discussion boards and could be just what you need to end the day.



MERLOT Search

MERLOT Search



Search Materials

To access MERLOT, go to <http://www.merlot.org>. You can also join MERLOT to contribute your own learning materials to the collection.

1 Search MERLOT Content

Enter the terms to query

Search Materials

Creative Commons

☐

Number of Results