

# Key Principles for a Successful “Online” Experience

*Presented by*

*Penny Sermons - Director of LRC*

*Tricia Woolard - Coordinator of Educational Media/Graphic Services*

**Beaufort County Community College**

# Requirements for a Successful Online Experience

- Good reading & writing skills.
- Good study habits.
- Self-disciplined & self motivation.
- Effective time management.
- Ability to work independently.
- Appropriate background for the course.
- Access to reliable equipment.
- Computer literacy.

# Orient Students to Coursework

- Hold orientation. (meet instructor)
- Make sure student is supplied with the course URL and that he/she acquires an ID and password into the course.
- Bookmark course. (print course out)
- Gather students email addresses.
- Use the Announcement page as a lifeline to your course. (demonstrate course)

- Clearly communicate your expectations.
- Explain arrangements for testing.
- Demonstrate basic computer skills and procedure. (email, attachments etc.)
- Orient students to the Resource's available. (Library, Student Services, Search Engines)

# Communicate High Expectations

- Syllabus should include course goals, performance objectives and examples of student work.
- Syllabus should include information on how to contact instructor and how to email assignments.
- Course packet should include more than a syllabus. (identify tools needed to complete the course)

# Encourage Students to Contact Instructor

- Inform students of email response time. (check email daily)
- Establish a virtual office hour. (post on syllabus and office door)
- Follow-up on the students who are not participating in chats, discussions, etc.
- Outline the email procedures. Speak-up if problem arises.

# Make Effective use of the Technology

- Use consistent course designs.
- Do not use multiple competing technologies.
- Have a help desk available for all technology. (online, FAQ, etc.).
- Have flexibility in use of technology.
- Make sure students are supplied with the necessary plug-ins needed.

# Emphasize Time on Task

- Give students something to respond to.
- Post notes from each reading and have students respond.
- Use open-ended questions to encourage dialog.
- Build in a reward system.
- Construct relevant and practical assignments, giving students an opportunity to apply their knowledge.

- Give specific directions, timelines, & due dates. (make use of calendar)
- Create a structure that can be followed easily.
- Build in students teaching other students.
- **MAKE IT FUN !**

# Give Prompt Feedback

- Respond with daily email.
- Have answers to questions available.
- Provide comments about discussion topics.  
(join in)
- Return tests and papers in one week of test taking.

# Encourage Student Cooperation

- Design activities that promote cooperation and discussion. (Use of Research Resources)
- Design assignments that require students to respond to other classmates or the instructor. (Discussion groups)
- Suggest that the student obtain at least one online buddy. (someone they can talk with about class assignments and other topics)

# Encourage Active Learning

- Have students provide URL's that enhance learning.
- Use discussion forum and chat features.
- Encourage exchange of email addresses.  
(on-line buddy)

# Respect Diverse Talents and Ways of learning

- Recognize, respect, reward creativity.
- Post student work.
- Set objectives but allow alternative options for demonstrating student achievement.
- Understand different pacing.

# Encourage Students to Develop Good Online Habits

- Set realistic goals.
- Become accountable - find ways to motivate.
- Develop an online learning plan. (log on every day)
- Find study area with minimal distraction.
- Block out enough time to get work done.
- Gather all resources/supplies they will need.

- Stick to it!
- Be persistent.
- Be polite and respectful.
- Speak up if problems arise.
- Participate.
- Encourage course familiarization.

Many excellent classroom instructors may not be effective online teachers and not all students possess the necessary qualities to perform well online.

In your online courses you may want to include **reference links to resources** and tips for your students to use to help them be more successful online students.

# Orient Students to Research Tools Available

Blackboard  
Resources

# Overview of the Resource Center

- Blackboard's customers have consistently expressed their concerns and requested that Blackboard help by aggregating high-quality, educationally viable information on the Internet. Blackboards response...

the Resource Center

# What Is The Resource Center

- The **Resource Center** is a free, value-added service from Blackboard that offers academic resources for instructors and students.
- The goal of the **Resource Center** is to provide a world-class, online academic destination, through which teachers and students can access high-quality supplemental information and resources that enhance teaching and learning.

# The Resource Center includes the following features:

- **current news** about specific academic categories and disciplines
- a **research area** containing thousands of articles organized into discipline-specific topics
- featured **links** to useful external **Web sites** screened and summarized by Blackboards editorial staff
- instructor and **student communities** organized according to academic categories
- a **customizable environment** through which instructors can control the roster of features
- an embedded **dictionary** and **thesaurus**, and more.

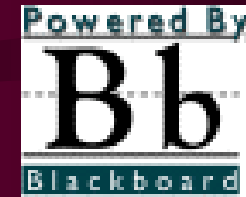
# What are the benefits of registering with the Resource Center?

- Once users complete the one-time registration form for the **Resource Center**, they will be able to access the **discussion boards and chat rooms**, as well as the advanced **search functionality** within the research area.
- In addition, instructors must complete the registration process in order to **customize the Resource Center** for their classes.
  - You will see a link directly to the registration page at the end of the demo. If the registration is not completed at that time, the customization options will not be available. (This is a one-time registration form)

# My Blackboard

**Campus Center** - modified to contain local, college-specific information

**Web Resources** - an access point for research



**Blackboard Web-enhanced Class** - enhancement tool for seated classes - accessed by "Resources" button on navigation bar. Discipline-specific

## Resource Center

Research articles by topic  
Full-text searches  
News  
Academic web searches  
External Links  
Dictionary/Thesaurus  
Instructor Center for Professional Development

**External Links**



**Blackboard Web Courses**

A VLC course such as ENG 111 or a course created by instructor accessed by "Resources" button on navigation bar. Discipline-specific resources



**Internet Browser**

<http://resources.blackboard.com> -  
An access to main level **Resource Center**



# Blackboard Resources

# Netscape Search Engines (Hotbot, Lycos, etc.)

The screenshot shows a Netscape browser window titled "Net Search Page - Hotbot - Netscape". The address bar contains the URL "http://home.netscape.com/escapes/search/htsrchmd-6.html". The browser's menu bar includes "File", "Edit", "View", "Go", "Communicator", and "Help". The toolbar contains icons for "Back", "Forward", "Reload", "Home", "Search", "Netscape", "Print", "Security", "Shop", and "Stop".

The main content area features the Netscape logo and a navigation menu with links for "Search", "WebMail", "My Netscape", "Buddy Chat", "Help", and "Download". Below this is a banner for "MEET GREG: FUTURE SON-IN-LAW, DOGLOVER, NURSE" with a photo of a man and a "Find a Business" button.

The "Net Search Page - Hotbot" section includes a search bar with the text "Search the Web:" and a "Search" button. A checkbox labeled "Keep HotBot as my search engine" is present. A list of search categories is displayed, including "Autos", "Advanced Search", "People Search", "Stock Quotes", "Free Email", "Free ISP", "Free Games Win \$", "Model Search", "Auctions", "Business", "Careers", "Chat", "Classifieds", "Clubs", "Computers", "Entertainment", "Health", "Music & MP3", "News", "People", "Real Estate", "Shopping", "Sports", and "Travel". The Hotbot logo is prominently displayed in the center.

At the bottom, there is a "Try" section with links for "Classifieds", "Get Online", "Horoscopes", "Jobs", "Maps", and "Music". Below that, a "These:" section lists "Stock Quotes", "Travel", "White Pages", "Yellow Pages", and "Find your fashion".

The Windows taskbar at the bottom shows the Start button, several open applications including "GroupWise - Mailbox" and "Microsoft PowerPo...", and the system tray with the time "2:21 PM".

# Blackboard Web Resources Center - <http://resources.blackboard.com>

The screenshot shows a Netscape browser window displaying the Blackboard Resource Center website. The browser's address bar shows the URL <http://resources.blackboard.com/scholar/general/main.jsp>. The website header includes the Blackboard logo and the text "Blackboard Resources". A navigation menu contains links for COURSESITES, RESOURCES, COMMUNITIES, MY BLACKBOARD, COMPANY, and SUPPORT. Below the header, there are links for Resources Login, Register, Resources Main Page, Feedback, and Help. The main content area features a welcome message: "Welcome to the Resource Center, your source for high-quality educational content and information." To the left, a "Welcome!" box contains a list of links: "First Time? Click here", "Take a tour and see our new features", and "Check out our help section". The central part of the page is titled "STEP 1: Categories" and lists various subject areas: Art and Music, Business and Management, Computer & Engineering, Computer and Information Technology, Education, Hobbies, Languages, and Legal. The browser's taskbar at the bottom shows the Start button, GroupWise - Mailbox, Microsoft PowerPoint - [Su...], and the Blackboard Resource... window, along with system icons and the time 5:21 PM.

Blackboard Resource Center - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Location: <http://resources.blackboard.com/scholar/general/main.jsp>


Instant Message WebMail Contact People Yellow Pages Download Channels RealPlayer Welcome to Liqu...

COURSESITES RESOURCES COMMUNITIES MY BLACKBOARD COMPANY SUPPORT

**Bb** Blackboard Resources  
www.blackboard.com

Resources Login | Register | Resources Main Page | Feedback | Help

HOME > RESOURCES MAIN PAGE

 Welcome to the **Resource Center**, your source for high-quality educational content and information.

**Welcome!**

- First Time? [Click here](#)
- Take a tour and see our new features
- Check out our help section

**STEP 1: Categories**

- [Art and Music](#)
- [Business and Management](#)
- [Computer & Engineering](#)
- [Computer and Information Technology](#)
- [Education](#)
- [Hobbies](#)
- [Languages](#)
- [Legal](#)

Document: Done

Start GroupWise - Mailbox Microsoft PowerPoint - [Su... Blackboard Resource... 5:21 PM

# My Blackboard - (Campus Center, Web Resources)

CourseInfo v4.0 - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Location: http://tlc.beaufort.cc.nc.us/mybb.html

Instant Message WebMail Contact People Yellow Pages Download Channels RealPlayer Welcome to Liqu

Tricia Scott Woolard Monday October 2nd, 2000

## My Blackboard

Logout ?

### Home

<b>Today's Announcements</b> No announcements were posted today. <a href="#">more ...</a>	<b>My Courses</b> You are not currently enrolled in courses. <a href="#">more ...</a>
<b>Today's Calendar</b> You have no calendar events today. <a href="#">more ...</a>	<b>Campus Center</b> <a href="#">Beaufort County Community College Web site</a> <a href="#">Learning Resources Center</a> <a href="#">more ...</a>
<b>Today's Tasks</b> You have no tasks due today. <a href="#">more ...</a>	

Beaufort County Community College

HOME  
PERSONAL TOOLS  
COURSES  
CAMPUS CENTER  
COMMUNITY  
WEB RESOURCES  
ADMINISTER SYSTEM

Powered By  
**Bb**  
Blackboard

Document: Done

Start GroupWise - Mailbox Microsoft PowerPoint - [Su... CourseInfo v4.0 - Net... 5:18 PM

# Blackboard External Links - (within Blackboard course)

The screenshot shows a Netscape browser window titled "Welcome to INSTR - Netscape". The address bar displays "http://tlc.beaufort.cc.nc.us/courses/INSTR/". The page content includes a navigation menu on the left with items like "Announcements", "Course Information", "Staff Information", "Course Documents", "Assignments", "Communication", "External Links", "Student Tools", "Resources", "Course Map", "My Blackboard", "Search", "Logout", "Control Panel", and "Administer System". The "External Links" menu item is circled in red. The main content area, titled "External Links", lists several links with globe icons: "The Core Rules of Netiquette", "Introduction to Network Etiquette", "Resources for Distance Education", "Distance Learning on the Web", "Helpful Tips for Online Instruction", "Evaluation of Information Sources", and "UCLA College Library Instruction: Thinking Critically about WWW Resources". The "Resources" menu item is also circled in red. The browser's status bar at the bottom shows the current page URL as "http://www.albion.com/netiquette/corerules.html" and the system tray includes icons for Start, GroupWise - Mailbox, Microsoft PowerPoint - [Su..., and Welcome to INSTR - ... with a time of 5:22 PM.

Welcome to INSTR - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Location: http://tlc.beaufort.cc.nc.us/courses/INSTR/

Instant Message WebMail Contact People Yellow Pages Download Channels RealPlayer Welcome to Liqu

Beaufort County Community College

Tricia Scott Woolard INSTR: Instructors Conference

## Instructors Conference

### Announcements

Posted in the Last Two Weeks

**Subject:** Preparing Online Learners for Success: The Student Online Learning Archive Posted by Tricia Woolard on Oct 2, 2000

The online educators of the Virtual Learning Community (VLC) have collected many resources to help students get ready for and succeed in online learning. In this session, participants will get a chance to explore the many resources that the online educators of the VLC have collected to help students get ready for and succeed in online Learning.

Today  Last 2 Weeks  Last Month  All [Show](#)

Announcements  
Course Information  
Staff Information  
Course Documents  
Assignments  
Communication  
**External Links**  
Student Tools  
**Resources**  
Course Map  
My Blackboard  
Search Logout  
Control Panel  
Administer System

Document: Done

Start GroupWise - Mailbox Microsoft PowerPoint - [Su... Welcome to INSTR - ... 5:21 PM