# Academic Affairs

# Distance Education Update/Pertinent Information

## October 2015

Per feedback from the Achieving the Dream initiative, the following was put into effect:

* Advisor Training was added to Staff Development Day. Emphasis is/was placed on ensuring all first semester students take COLL 1040.
* An online orientation module was created and added to all sections of COLL 1040. A quiz which students must pass concludes the orientation module.
* Advisors were given a document entitled ‘Tips for Advising Students into an Online Course’. Document is now on the L drive.
* A separate document entitled ‘Taking an Online Course’ was distributed to advisors to give any and all students they register for an online course. Document is now on the L drive.
* A second Face to Face Online Orientation was added for Week 2 for both campuses. This gives students the opportunity to enter their online course Week 1 and determine what issues they may have – and subsequently have the ability to address those issues during the Week 2 orientation sessions.
* Students have the ability to contact their Distance Learning/ANGEL Point of Contacts when support is needed. The POCs information and contacts are listed in ANGEL, on the Online portion of the STC website, and will be added to the Blackboard site.
* Students currently have access to the GVTC HelpDesk located in the Help & Resources Nugget in Angel. These requests go directly to GVTC. Distance Education POCs are testing an additional functionality of the GVTC HelpDesk Tool as another option for students requiring technical support. This option will send help requests directly to POCs and will be considered in the Blackboard environment.
* The Distance Learning group purchased a server (with back-up) which we are calling the L drive. This server (lms.southeasterntech.edu) gives instructors the ability to place learning objects, documents, etc. onto the LMS drive and give students the ability to access the contents anywhere they have an internet connection.
* This same L drive is now being used to house course syllabi so students can view their syllabi/lesson plans before the semester begins. (due date recently changed)
* Proctored events are now administered on both campuses. Instructor will offer at least one session on both the Vidalia and the Swainsboro campuses for each proctored event.
* In February, we offered Blackboard training (2 days) on both campuses. There was an additional online training module required of all online faculty. (19 hours)
* In June, we began open lab sessions on both campuses. These sessions were 6 hours in length each week from June to the end of July.
* We have recently started offering Webinars with additional Blackboard training. These webinars use Blackboard Collaborate and cover a variety of topics relating to Blackboard and distance education. (GVTC BB Webinar Series – a total of 6 sessions currently are offered)
* On October 13, a 2 hour training session was offering on Cengage MindTap integration (as well as CourseMate and SAM).
* A Lunch N Learn session was offered which covered distance education, MySTC, and the IDS/Remote Lab Access software. Future Lunch N Learn sessions will continue to be offered on distance education topics.
* We will address the move to Blackboard at future New Student Orientation sessions.

Additionally, please remember to send out a Welcome email for each online course you teach. Keep in mind that students may be added after Day 1 so you should send this email to any new students, post as an announcement, or use the new feature in Blackboard (check box to send announcement as an email as well).