

# Extended Learning Department

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*Office for Instruction*



W I L L I S T O N  
S T A T E C O L L E G E

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## Online Instructor eLearning Handbook

August 2016 – July 2017

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## Williston State College Mission, Vision, & Values

### Mission

Where the People Make the Difference

### Vision

We are committed to student excellence. We embrace quality student experiences, open communication, and actionable data that enrich personal relationships among our college, faculty, and students.

We believe that people make the difference; that the college is the heart of the communities we serve; that our facilities are a needed, neutral, and central community space; and that our faculty and staff serve multiple and diverse needs in a global environment.

We strive for a strong student presence on-campus, expanded offerings, fiscal sustainability, modern facilities, current technologies, and continuous improvement as a result of both our master and strategic plans.

### Values

- \*Truthfulness
- \*Empowerment
- \*Inspiration
- \*Personal and Professional Growth
- \*Relationships
- \*Vision
- \*Achievement
- \*Success

## Extended Learning Department Mission Statement

The Extended Learning Department supports the integration of technology into learning for all delivery methods (online, interactive video, traditional classroom, and hybrid). We provide technical support for users of the learning management system, interactive video system, and other related technologies. The Extended Learning Department is a resource for evaluating new technologies and assisting in implementing technologies into learning.

## Contact Information



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## Learning Management System

Williston State College has selected Moodle as its Learning Management System (LMS). Moodle is provided by the North Dakota University System (NDUS) through its Department of Advanced Learning Technologies (ALT).

### What is Moodle?

Moodle is an LMS - a free, Open Source software package designed using sound pedagogical principles, to help educators create effective online learning communities. You can download and use it on any computer you have handy (including webhosts), yet it can scale from a single-teacher site to a University with 200,000 students.

### Training

Training for faculty will be offered as needed each semester in group settings or in a one-on-one setting. Please contact the Learning Management Specialist for more information. ([Ryan.Avery@WillistonState.edu](mailto:Ryan.Avery@WillistonState.edu) or 701.774.4590)

Training materials for students and faculty are available at:

<https://lms.ndus.edu> - Use the drop-down menu item "Moodle Tutorials," scroll over student or instructor and choose the training you would like to view.

-or-

<http://www.willistonstate.edu/Current-Students/Online-Campus/Moodle-Tutorials.html>

-or-

Other helpful information, trainings, and tutorials are posted in Moodle under eLearning Commons (for students) and the Faculty Lounge (for Faculty).

## Semester Checklist

In order to have your course ready and available for your students each semester, please review and complete the following reminders by each deadline. It is extremely important to complete each in a timely manner. Please contact the Extended Learning Department if you have any questions.

([wsc.extendedlearning@willistonstate.edu](mailto:wsc.extendedlearning@willistonstate.edu) or 701.774.4590, 701.774.4594)

- ✓ 4 Months Prior to *Fall* Semester:
  - Submit textbook requisitions to the bookstore. (See Textbook section of manual).
- ✓ 2 Months Prior to *Spring* or *Summer* Semester:
  - Submit textbook requisitions to the bookstore. (See textbook section of manual)
- ✓ 1 Month Prior to *Each* Semester:
  - Course design should be complete. Distance Education staff will be reviewing each course to verify it meets course design requirements.
- ✓ No later than 10<sup>th</sup> calendar day of *Fall* or the 11<sup>th</sup> calendar day of *Spring* Semester for full term courses:
  - Report all no shows via email to the Registrar's office. [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu)
  - No show dates for session less than 16 weeks in length are set proportionately; these dates will be communication by the registrar.
  - A No Show is defined as a student who does not access or complete initial assignments within the first week of the course.
  - Before reporting No Shows please attempt to contact the students to verify that the student isn't having technical difficulties with the technical aspects of the course.
- ✓ *Summer* Semester no show deadlines will be communicated from the Registrar's office. Based on these dates:
  - Report all no shows via email to the Registrar's office. [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu)
  - Use the corresponding no show dates for you session dates as a guide.
- ✓ The Monday after your courses ends:
  - Record all student grades by Noon in PeopleSoft. (see PeopleSoft section of manual)
  - Reminder: Incomplete grades must be reviewed and approved per record policy, prior to the term end. Please contact the Registrar's office for further directions.

## Course Design Requirements

Teaching online is not the same as teaching in a classroom. I don't think this comes as any surprise to anyone. With that in mind, there are some course design requirements that need to be met to ensure a quality experience for our students. The following items are required in all course shells:

1. Course Heading to include; course name, instructor, contact info, location, and office hours.
2. Syllabus
3. Introduction and if desired Welcome Video.
4. Method of Communication (Email, Chat, Live Classrooms, Blackboard IM, Forums, etc.)
5. Assignments
6. Course interaction, courses must have some for of interaction included, without this they are considered correspondence courses.

7. Assigned due dates. Courses must have some assignments with due dates due to accreditation requirements.

## Online Instructor Responsibilities

In an online setting, instructors have certain responsibilities for which they are accountable.

1. Instructors must use the Learning Management System selected by Williston State College for all online courses offered by WSC. Offering courses through the designated Learning Management System will assist the college in areas such as accountability, assessment, and consistency.
2. Instructors must maintain a current and up-to-date course shell. The Extended Learning Office will review course shells, including content and communication with students every two weeks throughout a semester. This process will be documented and given to the appropriate supervisor.
  - a. Within the syllabus or course requirements, instructors must establish and maintain regular, consistent set of days and times when they will correspond with the students within the Learning Management System no less than three a week, including responding to messages from students. For instance M, W, F or Tues, Thurs, Sat.
  - b. In the event that the instructor cannot meet the correspondence schedule, the instructor will inform the Director for Extended Learning and the appropriate Department Chair.
  - c. All instructors will provide to the Extended Learning office a WSC email address outside of the Learning Management System that can be disseminated to faculty, staff and students.
3. Instructors are to set due dates consistent with the established calendar days of the semester. Due dates must respect all holidays and breaks for online students and on-campus students equally.
4. When creating a course, instructors must have the following items included on the homepage of their Learning Management System course:
  - a. Introduction with name of course, instructor office hours and contact information, and instructor location. This should be found in the top center of every course.
  - b. Syllabus (as outlined in the Learning Management System portion of the WSC Extended Learning Handbook)
  - c. Method of Communication (Email, Chat, Live Classrooms, Blackboard IM, Forums, etc.)
  - d. Course materials
  - e. Assignments
5. For each course, student evaluations will be conducted as per the policies and procedures of the Office for Instruction. All instructors are required to participate in all online classes, regardless of status. (i.e. adjunct, full-time instructor, tenured instructor, assistant professor, or associate professor).
6. Student grades should be posted using the Grade book tool in the learning management system. Student Grade Consent forms are no longer required so long as grades are disseminated only through the LMS or Peoplesoft.
7. Instructors are to meet all deadlines as outlined in the Semester Checklist for submitting course content that they wish to have uploaded by Extended Learning staff.
  - a. Failure to meet these deadlines will result in courses not being open on time.

- b. Complaints occurring from late submission of course content will be documented and then forwarded for the instructor to address.
8. Instructors are responsible for all content in their course, and should keep a backup of their course in case of emergency. The process for creating a backup is found in the Moodle training documents on the Moodle website. Extended Learning staff will be happy to schedule one-on-one training to ensure instructors are comfortable with this process.
9. All student enrollments must go through the Admissions Office. At no time should an instructor enroll a student into a Learning Management System course.
10. Because our college has the motto “Where the People Make the Difference,” we want to encourage all instructors to act professionally with their students regarding the following:
  - a. Using complete sentences and correct grammar.
  - b. Statements of courtesy and respect.
  - c. Timely responses as addressed in Instructor Responsibilities #1.
11. For questions concerning correct policy and procedure, online instructors should refer to and follow the policies and procedures included in the following:
  - a. ND State Board of Higher Education Policy Manual: [www.ndus.edu/system/policies/](http://www.ndus.edu/system/policies/)
  - b. Williston State College Policies and Procedures: <http://www.willistonstate.edu/About-Us/Governance/Policies-and-Procedures.html>
  - c. Williston State College eLearning Handbook
12. Textbooks
  - a. Textbooks designated as “required” are to be utilized as part of the course.
  - b. Course content needs to be approved by the program coordinator and/or Department Chair.
  - c. Adjunct instructors are to provide textbook requests under the following circumstances:
    - i. When a course is offered by both an online and an on-campus instructor, the lead instructor<sup>1</sup> shall inform the adjunct instructor will provide possible recommendations of text books currently offered on campus and on record within the WSC bookstore
    - ii. Adjunct instructors, whether online, IVN, or on-campus, who offer courses that are not duplicates to on-campus courses are to receive textbook approval for all textbooks, required ancillary materials, and course content from the Department Chair or Program Coordinator responsible for the course.
    - iii. NOTE—Distance Education staff strongly recommends clear communication between online instructors and the appropriate Department Chair and Program Coordinator.
    - iv. It is the instructor’s responsibility to be aware of edition changes and to inform the Department Chair, Program Coordinator, and the bookstore of the change.
13. Tests
  - a. Whenever possible, tests should be administered within the Learning Management System. (Proctors can be used with tests administered within the Learning Management System at the discretion of the instructor.)
  - b. If a hardcopy form of a test is used, the mailing, the costs involved, and the security of these tests are the responsibility of the instructor.

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<sup>1</sup> The lead instructor is the on-campus or full-time instructor who normally teaches the course.

- c. If proctors are desired, instructors are encouraged to use the current form available from the Extended Learning Department. Proctors are the responsibility of the instructor.
- d. Proctoring is available at cost to the student through Proctor U or through the use of an approve in person proctor. Please ask Extended Learning for more information.
- e. Extended Learning does not pay any fees to the proctors, but students should be encouraged to reimburse proctors as they are able.

## Ordering Textbooks

The Williston State College Bookstore will help you make the transition into every new semester. Any bookstore associate can help answer questions about textbooks and resources by calling 1.888.863.9455 ext. 4260 or emailing [kayla.anderson.5@willistonstate.edu](mailto:kayla.anderson.5@willistonstate.edu). Currently the process for ordering online textbooks is being updated. As soon as the process is complete information will be sent out to instructors.

## Instructor's Copy

Textbook companies will provide a complimentary copy of a textbook and its supplement upon instructor's request.

## How to Handle Student Questions

Some students might be confused on how to order textbooks, and it is important for the instructor to steer the student in the right direction should questions arise. Students paying for textbooks and materials using financial aid should double-check that funds are available by contacting Financial Aid at 701.774.4244 before ordering textbooks.

Students are responsible for ordering their own textbooks, and instructions are listed on the bookstore website at <http://www.willistonstate.edu/Current-Students/Bookstore/Textbooks.html> A list of required textbooks may also be found at the site.

## Online Student Responsibilities

1. Online and on-campus students are to follow the policies and procedures found in the Student Code of Conduct (<http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Conduct-and-Policies.html>) and Williston State College Catalog.
2. Online students have the responsibility to abide by the course requirements provided in the syllabus or as part of the Learning Management System course shell.
3. Like on-campus students, online students have the responsibility to follow the official line of authority when issuing concerns, questions, complaints, etc. about a course.
4. The student's first point of communication is the course instructor. Both instructor and student shall follow the proper chain of command as stated in the Student Code of Conduct.
5. Communication that breaks the chain of command will be forwarded to the proper person in the line of authority.

## Disability Support Services

Williston State College provides academic support services to eligible students with disabilities, promotes student development, and serves as a resource for disability awareness and accommodations.

Williston State College defines a disability as a professionally verified condition, which substantially limits a major life activity (Section 504, ADA). This includes, but may not be limited to cognitive disabilities, motor disabilities, psychiatric disabilities, speech impairments, hearing impairments, and visual impairments.

To obtain disability services, a student must identify himself/herself to the Office of Disability Support Services, and provide current professional documentation of his/her specific disability. The Disability Coordinator determines the appropriate accommodations for each individual student and issues a notice to them with the specified accommodations. The student, who is eligible for disability accommodations, has the responsibility to meet with his/her instructors and provide them with the notice. Students utilizing support services must observe the same college policies and academic regulations required of all students.

#### Tutorial Services

Tutoring is provided to assist students who are either having difficulty or desiring extra help with specific subjects. This face to face service is provided by qualified instructors or peer tutors proficient in specific subjects. The general subject areas for tutoring are accounting, math, computer applications, English composition, and reading.

Students may receive assistance through instructor recommendation, examination, or self-referral. Students wanting to utilize this service should contact their instructor. Fees are not charged for tutorial services.

Students are also able to access online tutoring services at no cost in a variety of subject areas. In order to access online tutoring students must login to Moodle and choose the Smarthinking Link in located within eLearning Commons. For assistance with Smarthinking contact [katie.m.peterson.1@willistonstate.edu](mailto:katie.m.peterson.1@willistonstate.edu) or 774-4594