

Tools and Tips

Best Practice	Tools	Suggestions	Faculty Development Provided Workshops: http://oit.wvu.edu/training/ Handouts: http://oit.wvu.edu/training/classmat/index.php
Orients students to the course and to the eCampus learning environment	<ul style="list-style-type: none"> • Getting Started Tutorial http://oit.wvu.edu/itrc/getting_started/ • Learning Modules • eCampus Syllabus Tool • Syllabus Development Guide http://elearn.wvu.edu/syllabus/ 	<ul style="list-style-type: none"> • Include Getting Started section/link on primary table of contents. • Include unit/module/chapter objectives on first page within each Learning Module • Make syllabus available via the eCampus Syllabus Tool. • Make syllabus available as an html page using this guide. 	<ul style="list-style-type: none"> • eCampus: Getting Started Session for Faculty Designers • eCampus: Grade Book and Syllabus • eCampus: Teaching with • eCampus: Intensive <p>All eCampus workshop handouts on specific subjects are at http://oit.wvu.edu/training/classmat/ecampus/</p>
Provides explicitly stated goals and objectives.	<ul style="list-style-type: none"> • Learning Module Tool • eCampus Goals Tool 	<ul style="list-style-type: none"> • Include objectives as first page of each Learning Module • Associate goals via Goal Tool to Assignments. 	<ul style="list-style-type: none"> • Faculty Development: Faculty Toolkit for Online Teaching
Actively engages learners	<ul style="list-style-type: none"> • For Visuals: GIMP (The GNU Image Manipulation Program - free), Photoshop 	<p>See http://www.ion.uillinois.edu/resources/OTAI/index.aspx for many ideas and suggestions.</p> <ul style="list-style-type: none"> • Use custom designed banners, icons, graphics, and colors to increase visual appeal for your course. 	<ul style="list-style-type: none"> • Faculty Development: Overview of Instructional Technology at WVU • Photoshop: Introduction to • Photoshop: Intermediate - Manipulating Images • Photoshop: Intermediate - Web Graphics

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	<ul style="list-style-type: none"> • For Audio: WIMBA Voice Tools, Audacity (free) • For Audio/visual: Quicktime • For Animations: Captivate, Adobe Flash • For formative exercises: StudyMate 	<ul style="list-style-type: none"> • Keep your graphics as small as possible to help your pages load quickly. • Provide a text equivalent, or <i>alt</i> attribute "alt text" on all graphics to increase accessibility. • Use audio for course introduction/welcome message. • Use audio to explain complicated charts, graphs and visual concepts. • Include transcript to accommodate learners with disabilities. • Keep it short. • Videos clips should be less than 5 minutes. • Have a text alternative or close captioning. • Whenever possible use WMV or MOV instead of RM. • Narrate whenever possible. • Provide notes for learners with disabilities. • Create interactive learning games and flash cards. 	<ul style="list-style-type: none"> • Photoshop: Intermediate - Creating Images • Faculty Development: Customizing your eCampus Course - Layout, Appearance, & Course Tools • Handout: Photoshop • Faculty Development: Podcasting Parts One and Two • Faculty Development: WIMBA Classroom • Faculty Development: WIMBA Voice Tools • Handout: Podcasting • Faculty Development: Online Video Resources for Education • Captivate and Presenter: Overview Demonstration • Handout: Captivate • Faculty Development: Respondus and Studymate • Handout: StudyMate Author

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Models effective communication	<ul style="list-style-type: none"> • eCampus Discussion Board Tool • eCampus Chat Tool • eCampus Announcements Tool 	<p>(see handouts provided)</p> <ul style="list-style-type: none"> • Use Announcements for updates and messages intended for the entire class. 	<ul style="list-style-type: none"> • Faculty Development: Moderating Chats & Online Discussions
Encourages student collaboration and dialogue	<ul style="list-style-type: none"> • eCampus Discussion Board/Blog Tool • eCampus Chat Tool • eCampus Mail Tool • eCampus Announcements Tool • eCampus Group Tool • WIMBA LiveClassroom • WIMBA Voice Tools • Wikis 	<ul style="list-style-type: none"> • (see handouts provided) • Use Mail tool when the message should be private. • Use Announcements tool when the message should go to the whole class. • Divide larger classes into groups to better manage Discussions, etc. • Groups can schedule and conduct their own Chat sessions. • Use one of many free wiki options: WikiSpaces, PBWiki, WikiDot, and more. 	<ul style="list-style-type: none"> • Faculty Development: Moderating Chats & Online Discussions • eCampus: Intensive • Faculty Development: WIMBA Live Classroom • Faculty Development: WIMBA Voice Tools • Handout: WIMBA Classroom • Faculty Development: The Read/Write Web: Where Students Live • Handout: Web2.0
Relates assignments and	<ul style="list-style-type: none"> • eCampus Assignments 	<ul style="list-style-type: none"> • Identify the related objective(s) in the 	<ul style="list-style-type: none"> • eCampus: Creating and Managing Quizzes

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<p>assessments directly to learning objectives / outcomes.</p>	<ul style="list-style-type: none"> • eCampus Assessments • eCampus Instructor Tool: Tracking 	<p>instructions for the assignment or assessment.</p> <ul style="list-style-type: none"> • If content is identifiably related to goals and objectives, Tracking can show you where individual students have viewed information and for how long (time on task). 	<p>and Assignments</p> <ul style="list-style-type: none"> • Faculty Development: Assessment and Student Learning • eCampus: Teaching with • eCampus: Intensive
<p>Provides timely and meaningful feedback</p>	<ul style="list-style-type: none"> • eCampus Discussion Board Tool • eCampus Mail Tool • eCampus Chat Tool • eCampus Announcements Tool • WIMBA LiveClassroom • WIMBA Voice Tools • eCampus Assessment Tool 	<ul style="list-style-type: none"> • Check and respond to discussion postings every day at the same time if at all possible. • Use Chat Tool for appointments with individual students who may need personal attention. • Use Chat Tool for online office hours. • Give global feedback with the Announcements tool. • Create practice quizzes that provide immediate feedback on answers. • Use as a learning too to create practices quizzes that can be taken an unlimited number of times. Have more questions in the Question Data base than you will put on the quiz. 	<ul style="list-style-type: none"> • Faculty Development: Moderating Chats & Online Discussions • Faculty Development: WIMBA Classroom • Faculty Development: WIMBA Voice Tools • Handout: WIMBA Classroom

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	<ul style="list-style-type: none"> eCampus Grading Forms Tool 	<p>Set for random delivery of questions. Allow answers to be viewed upon submission.</p> <ul style="list-style-type: none"> Grading Forms are built-in rubrics that allow you to let students know the grading criteria for an activity before they begin as well as provide meaningful feedback on submitted assignments. 	<ul style="list-style-type: none"> Faculty Development: Using WVU eCampus Grading Forms to Save Time and Angst Handout on CD: How to use Grading Forms
Emphasizes time on task (for content, practice, and assessment, and heuristics)	eCampus Calendar Tool	<ul style="list-style-type: none"> Post due dates and link assignments to the Calendar Tool. Take your own tests, practice your own exercises, etc. to estimate the time it takes to understand a concept—not just complete the exercise. Ask students to monitor the amount of time they take on course elements and use that information to make adjustments in future sections. 	<ul style="list-style-type: none"> eCampus: Intensive
Models legal copyright use and appropriate citations	<ul style="list-style-type: none"> Turnitin Plagiarism Tutorial and Quiz Plagiarism Tutorial	<ul style="list-style-type: none"> Go to http://www.copyright.com/ccc/viewPage.do?pageCode=cr2-n to download a copy of “Using Course Management Systems: Guidelines and Best 	Contact WVU Legal Affairs for options. http://legalaffairs.wvu.edu/ <ul style="list-style-type: none"> Faculty Development: Turnitin Handout: Turnitin

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	http://www.libraries.wvu.edu/instruction/plagiarism/ Public Domain Slider http://librarycopyright.net/digitalslider/ Section 108 Spinner http://librarycopyright.net/108spinner/ Fair Use Evaluator http://librarycopyright.net/fairuse/ Exceptions for Instructors http://librarycopyright.net/etool/	Practices for Copyright Compliance” and other helpful publications. <ul style="list-style-type: none"> • WVU Libraries website http://www.libraries.wvu.edu/patents/copyrights.htm • Extensive copyright and Fair Use Information: http://fairuse.stanford.edu 	
Models accessibility guidelines as prescribed by Section 508	Section 508 Checklist http://webaim.org/standards/508/checklist WAVE evaluation tool http://wave.webaim.org/	<ul style="list-style-type: none"> • Provide descriptive text and “alt” tags for all images. • Use HTML tables rather than images for tables and charts if at all possible. 	<ul style="list-style-type: none"> • Custom training is provided upon request from the Center for Excellence in Disabilities http://cedwvu.org • Handout: Creating Accessible Web Pages
Accommodates various learning styles.	(See all of the above).		