NOVICE MISTAKES MOST NEW ONLINE INSTRUCTORS MAKE!

Presented By:

Trinette Barrie

tbarrie@craftonhills.edu

TIME 10

Underestimating how much time you will need to prepare your course shell (Modules, Assignments, Syllabus, Resources, Links)

How much time do you think you really need?

Resources

Not knowing all of the resources available to you to ensure a successful online course...

and back-up resources

CHC - Educational Technology Committee - https://tinyurl.com/udd7rjh
CHC Professional DEvelopment - https://tinyurl.com/uwn9nds
OTC - '19 Archives - https://tinyurl.com/roms2sr
OTC - '19 Specific workshops - click on the workshop and a link for presentation may be attached - https://tinyurl.com/u89856s

Online Poll – Popin.live

Q. Name a FREE Resource for video or connecting with students.

Audience Participation Responses:

- Adobe Spark
- Canvas & Canvas Conferences
- Youtube
- Camtasia
- 3c media
- Screen Cast-o matic
- Zoom
- Palet
- Films on demand
- Flipgrid
- Kahoot
- Skype
- Quicktime
- Liveboard – interactive white board
- Confer Zoom & Confer Zoom Office Hours
- Voice Thread
- Microsoft Teams
- Chat Roulette
- Poll Everywhere
- Google Voice
- The Google

HELP

A professor should provide multiple ways for students to get help if they have difficulties in navigating or completing assignments.

Student Help Desk
District Help Desk
Professor Helps

Links 7

Professor should validate links in your course shell.

Broken links can cause unnecessary stress on both you and the students. Make sure all links are valid and are correctly directing students to where you intend for them to be.

How to Validate links in Canvas:

https://community.canvaslms.com/docs/DOC-12770-4152476605

6

Record

When conducting Live Video Lectures in Confer Zoom, make sure to **Hit the Record Button.** in addition, know how to save your files.

It is not automatic!

How to Record in Zoom -
https://www.youtube.com/watch?v=AYzPS28rg7E

/sdcard/data

GBA
3 items
12/28/12 01:05 | drw

[files.indowe... Any video converter 4.3.6 full.rar
27.05M
01/21/13 20:48 | -rw

Aplikasi21.zip
11.2M
12/27/12 08:48 | -rw

GBA.zip
1.35M
12/27/12 08:48 | -rw

KF.rar
376.0M
02/18/13 01:53 | -rw

Open As

Send To

Create Zip

Extract Zip

Hide File

14:12
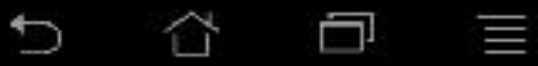
Files **5**

Oblivious to professor, sometimes is what the student can actually see.

Hiding Files from your Navigation Screen …
As well as individual files could be helpful and lessen student cheating

How do I restrict/hide files from students

1. Manage Global Navigation - https://community.canvaslms.com/docs/DOC-12933
2. Individual Files - https://community.canvaslms.com/docs/DOC-12771-415241391

Messages

Compose Message

Course	History 101 ▾
To	Jessica Doe Max Johnson
Subject	No subject (1)

(2) ☐ Send an individual message to each recipient

(3)

(4) 📎 ▶   Cancel   Send (5)

Oblivious to professor sometimes is what and to whom are your messages and announcements going...

Ensure messages indicate section and/or individual students

Ensure announcements are up to date, not old.

How do edit/manage messages and announcements

1. Messages - https://community.canvaslms.com/docs/DOC-10574-4212710325
2. Announcements - https://community.canvaslms.com/docs/DOC-10407-415250732

Student View

Don't forget to view and test your shell as a student.

You will find mistakes in student view that you will not see from the professor/administrator view

Student view is my final check for all assignments.

How to see my shell as a test student
https://community.canvaslms.com/docs/DOC-13122

Direction/ Guidance

Don't miss the opportunity to give your students guidance on being a successful online student.

Provide a guide – Managing your first week or each week in the course
Send or have them read an article for online classroom success

COUN-110-70 › Pages › Welcome Letter - Start Here!

Summer 2019

Home
Announcements
Syllabus
Modules
Assignments
Discussions
Quizzes
Grades
Pages
People
Outcomes
ConferZoom
Office 365

Account
Dashboard
Courses
Calendar
Inbox
Commons
Help

View All Pages

Front Page | Published | Edit

Welcome Letter - Start Here!

Welcome Letter - Start Here!

Your First Week   **Modules**   **Assignments**   **Quizzes**

Hello Class, what a pleasure it is to be working with you this session! I, Professor Trinette Barrie am excited about the opportunity of serving as your professor as you partake in learning the Course Objectives for this course.

Course Information—Online Distance Education course

COUN 110—Introduction to Career, Education and Life Planning - 3 units

Begins: *June 17, 2019 - Ends.* *August 8, 2019 a 8 week course*

This course will utilize Canvas for lecture, submission of assignments, weekly course information and grading.

View All Pages

✅ Published   ✎ Edit   ⋮

Your First Week!

Your First Week!

Navigating your First week

Monday - Tuesday

1. Review the Start Here Module - Start Here! and read the course Syllabus.

2. Complete the Canvas Tutorial - How to use Canvas Tutorial

3. Many of your readings and assignment descriptions will be uploaded to Canvas as pdf. Download Adobe Acrobat reader for free for windows ↗ .

4. Review the Week 1 Assignment Descriptions. (This is just an overview of what we will cover each week in class.) - Week 1 - Assignment Descriptions

5. Complete the first Discussion: Welcome - Name, Likes, & Fact - Discussion 1

6. Take the Poll & Pre-Course Survey - Lecture Times I'm Available ↗ & Pre-Course Survey

Tuesday - Wednesday

7. Read Week 1 Module - Week 1 - Factors for deciding on a major

8. Complete the second Discussion: College and University - Discussion 1b

Wednesday - Saturday

9. Respond to your peers in their discussion post. 2 replys, to 2 students, per discussion question is needed.

10. Prepare to complete your first journal and writing assignment by the end of the week. Journal 1 and Taking Stock Paper

Sidebar Navigation

- Account
- Dashboard
- Courses
- Calendar 32
- Inbox
- Commons
- Help

- Home
- Announcements
- Syllabus
- Modules
- Assignments
- Discussions
- Quizzes
- Grades
- **Pages**
- People
- Outcomes
- ConferZoom
- Office 365
- Attendance
- SBCCD Student Resources
- Collaborations
- Conferences
- Files
- Settings

My Assignments – Keeping Track!

Dates listed are assignment due dates

Submitted ☑	Assignment	Assignment Points	My Graded Points
	Journal Writing	40 pts Total	
	Journal 1 – 6/22	5	
	Journal 2 – 6/29	5	
	Journal 3 – 7/6	5	
	Journal 4 – 7/13	5	
	Journal 5 – 7/20	5	
	Journal 6 – 7/27	5	
	Journal 7 – 8/3	5	
	Journal 8 – 8/6	5	
	Career Assessments	50 pts Total	
	Strengths Finder - 6/22	10	
	Interest Profiler – Strong/Holland – 6/29	10	
	Myers Briggs Personality Type Indicator – 6/29	10	
	True Colors - 7/2	10	
	Values Assessment - 7/12	5	
	Skills Assessment - 7/16	5	
	Quizzes	100 pts Total	
	Quiz 1 – 6/28	25	
	Quiz 2 – 7/12	25	
	Quiz 3 – 7/26	25	
	Quiz 4 – 8/6	25	
	Homework Assignments & Papers	235 pts Total	
	Taking Stock – Myself Today - 6/22	25	
	My Strengths – 6/29	25	
	Personal Interview - 7/6	25	
	Strong/Holland & Myers – 7/12	25	
	Researching Occupations – 7/27	55	
	Researching Majors – 8/3	55	
	Informational Interview – 7/6-8/3	25	
	Projects	145 pts Total	
	Elevator Pitch Draft– 7/20	10	
	Career Insight Power Point - 7/20	10	
	Resume, Cover Letter, Thank you Letter – Draft 1 -7/20	30	
	Stress Exercise & Life Long Career Plan - 7/30	10	
	Values/Career Matrix – 7/30	10	
	(SEP) - Student Educational Plan – 8/8	75	
	Class Participation & Discussion Posts	85 pts Total	
	What's Happening/ Video Projects 7/26	10	
	Class Participation/Weekly Discussion Posts – Weekly 5 pts x 8 posts	40	
	Lecture Recordings – Summary 5 pts x 7 videos/live	35	
	Final Career Portfolio & Projects	345 pts Total	
	Career Matrix - Final – 8/8	15	
	Resume - Final - 8/8	15	
	Cover Letter – Final - 8/8	15	
	Thank you Letter – Final - 8/8	15	
	List of References– Final – 8/8	15	
	Elevator Pitch – Final - 8/8	15	
	Social Media Account – 8/8	5	
	Final My Plan Paper – Final - 8/8	100	
	Other Projects		
	My Career/Final Presentation - Final - 8/8	50	
	Mock Interview - Final – 8/8	100	
	Total Points	1000	

How to do Well in an Online Course

- ✓ Making a Plan for Success
- ✓ Managing Your Time
- ✓ Communicating is Key with Your classmates and Professors

Ref: https://www.wikihow.com/Do-Well-in-an-Online-College-Course

---

Managing Your Time

> **Make a list of course due dates.** As soon as you receive the course syllabus, write down the due dates for any important assignments, papers, and exams.

> Many online courses require online assignment submissions to be made by a certain time. If each weekly assignment is due at 5pm on Sunday, make sure to note this specific time so you can keep your assignment submissions organized.

> Use a paper planer or online calendar to keep all of your assignment dates organized and accessible.

> If you are taking more than one course at a time, create a master list that has each of your course assignment due dates listed.

> Each week, organize your schedule and make a priority list for assignments that are due that week.

wiki How to Do Well in an On

NUMBER 1

Publish!

Professors spend a great amount of time creating their shell... fine tuning assignments and ensuring all content is available to only miss the opening day of class because they forget to "Publish" their course

And/or not publish a module or an assignment created in the course
Make sure to do all.

How do I Publish a course, module, and an assignment.

1. Publish Course- https://community.canvaslms.com/docs/DOC-13030-415257126
2. Publish a Module – https://community.canvaslms.com/message/137622-unlocking-a-module
3. Publish an Assignment - https://community.canvaslms.com/docs/DOC-10113-415241285

TOP 10 IN A NUTSHELL!

1. **Publish Your Course** – modules/specific file. Modules available but the file is not.
2. Prepare a **Weekly Guide** list for students.   Help Students be Successful.
3. Utilize **Student View** to check accuracy and ease of course use.
4. Sending **Message and Announcements** to the correct section of students.
5. **Files** – Turn off and Hide!
6. Remember to hit **RECORD** on your videos, set settings if you do a live feed.
7. **Validate Links** – Most Professors do not do this.
8. Provide key **Details** for help desk. Student, College/District, Canvas
9. Know **Resources** available to you as an instructor.
10. Underestimating how much **Time** you need to create your course

Notes for Each Slide

Slide 3 - Plan to add 2 – 3x more time to whatever you think you need

Slide 4 – Ask your Education Technology Committee or Professional Development Committee for any resources to help you successfully teach your course online. In addition, the Online Teaching Conference provides several presentations/resources for teaching online. Refer to links in the Power Point.

Also do your own research.

In addition to finding the resources/tools that will help, find 2-3 more additional programs that do similarly what you want to have as a back-up.

Slide 6 - Provide your students with multiple avenues to seek out help if they have trouble navigating your course. Provide links or phone numbers to students.

As a professor you may even develop a FAQ page that provides quick answers to common questions asked each semester.

Slide 7 - Validating your links is very important. This will provide you with a list of broken links, not just for urls listed but broken links within your course directing students to various assignments, modules, etc.

Slide 8 - If you do plan to record make sure you hit record. I made the mistake of not recording full lectures and had to redo them.

It may be best to have a list of To Do tasks before you record. Do you have everything ready, in place and one of the items on the to do list is to hit record.

* Also make sure when you are recording that your background is clean and presentable. I usually make sure to have an informative poster/picture in my background. You can also create a background in most tools with whatever picture you like.

Notes for Each Slide

Slide 11 - Unfortunately, your files are not automatically hidden from the students. You will need to hide files from the canvas navigation bar and/or hide individual files that you do not want your students to see.

Slide 12 - A common error is when you copy over your course from one semester to next all of the announcements are attached.   If you want to use the same announcement it may be best to remove the date stamp.

Slide 13 - Check to see how your course looks in Student View, this is a great way to catch mistakes, wrong due dates, etc.

Also take the time to see how it looks from different browsers, such as Chrome, Firefox or Explorer. You may be surprised at what you see.
As an FYI, the program is best utilized in Chrome or Firefox.

You may even designate a few students in your course to be your student eyes and to tell you if they see something that is not right.

Slide 14 - We know that the retention rates for online courses is low and the attrition rate is high. Therefore as instructors we should do all that we can to help our students with online success.

I provide my students with a weekly guide as to what they should complete by the days to help guide them towards success. This helps to encourage and shape time management.

I also provide students with a Assignment Tracking Sheet – It list all of the assignments due for the course and dates. They can keep track on their own of their grade received and also see what assignments are coming up and/or they have not submitted.

Finally, for the first time I am also providing students with a power point that highlights how to be a successful online students. Pictured is a power point I created utilizing the Wiki How to be a Successful online student article. Examples in the following two slides.

Notes for Each Slide

Slide 15 - Sample of the Weekly Guide

I provide my students with a weekly guide as to what they should complete each day of the week to help guide them towards success. This weekly guide helps to encourage and shape time management. I update this page each week and change the title to the new week. For example, Week 2, Week 3, etc.

Slide 16 - In addition to the weekly guide. I provide my students with an Assignment Tracking Sheet that they can download and print out. The Assignment Tracking Sheet – list all of the assignments due for the course and dates. They can keep track on their own of their grade received and also see what assignments are coming up and/or they have not submitted. I do not collect this sheet; it is for the students own personal reference.

In addition to the tracking sheet, I provide the students with reminder power points the first few weeks of class on how to manage their time. These are great reminders, especially for the student that is new to online class learning.

Finally, for the first time I am also providing students with a power point that highlights how to be a successful online students. Pictured is a power point I created utilizing the Wiki How to be a Successful online student article.

Slide 18 - Professors forget to "Publish" their course or some parts of their course all the time!

Be mindful, you must… Publish your Course, Publish Modules, and Publish Assignments, Quizzes and Discussions created.

If any above is not published a student will not see it. :)

NOVICE MISTAKES MOST NEW ONLINE INSTRUCTORS MAKE!

Presented By:

Trinette Barrie
tbarrie@craftonhills.edu