

YCCD Distributive Education

New for Summer & Fall 08

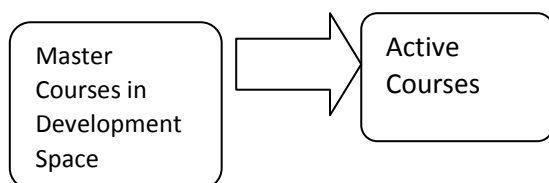
Good News! Sukhi is back!

Sukhi, new father to *Guramrit*, is back. He and Jeanette, are busy behind the scenes preparing for the Summer and Fall '08 classes.

During Spring Break, Sukhi purged the Fall '07 courses and created a final back-up archive of all student data. He is now busy creating the new WebCT **Development Space**, a restricted area where faculty will develop new courses or refine existing courses. Access to this space is restricted to faculty. Sukhi is restoring all fully online and enhanced courses taught in Spring, Summer and Fall '07 to the **Development Space** where they become masters. This process will be finished by April 7th. Once the process of restoring inactive courses is complete, we will work with faculty to determine which courses in this area should be retained or added.

You will have access to your master courses at all times for development purposes only. Your master courses will be listed on a separate My WebCT page which you will access from the **Faculty** link on our DE webpage. Your login ID and password will not change. Students will not have access to courses in the **Development Space**.

When you are ready to 'go live', you will follow a simple process to copy and restore the content in your master course to an active course file in the **Active Courses** area.



THANKS FOR YOUR COOPERATION



Guramrit (pronounced gur-am-rit) God's Nector

www.guramrit.info

Access to Summer & Fall '08 Course Shells

Registration opens May 5 for summer and fall. Student WebCT accounts are now automatically uploaded each day. You will have access to your Summer and Fall '08 **fully online and ITV course shells** in the **Active Course** area as of the following dates:

April 7 Summer

April 21 Fall

May 21st – Deadline to request enhanced course shells for summer & fall.

You will only see your live courses listed on your **Active Courses My WebCT page**, accessed via the WebCT login page. These course shells DO NOT include course content.

Faculty are responsible for uploading content into the shell. Don't panic! Migrating the entire content from a developed course to an active course shell is a simple 4 step process –Back-up, Download, Upload to new shell, Restore. It just takes a few minutes to migrate the entire content into the course.

Each active course shell includes an "Under Construction" message that both faculty and students see. Tool icons are hidden from students until faculty allow access to the tools. The faculty or designer view includes a "**Start Here**" link (**Hint**: Switch to "View" mode and scroll down below the cartoon) where you will find directions on how to migrate content from a master course located in the **Development**

Save this information.

Area. Follow the steps to copy the course material into the new summer or fall course shell located in the **Active Course** area.

After content is migrated, be sure to adjust the settings for the level of student access that you authorize. You can hide some or all of the icons, set the 'Deny Access' function under Managed Students, or set dates when the designated content will be revealed.

We highly recommend that you migrate your content, post announcements and adjust settings early to reduce the number of calls and emails from students. Our WebCT Support Staff is available to assist you; however, they are very busy supporting students 2 weeks before classes start through the first 3 weeks of the semester.

Online Learning Best Practices

Students are now automatically uploaded into your course upon registration and have access to the course home page. Take this opportunity to provide information that will help them prepare for the course.

- 1) Use the Announcement tool to post a Welcome message on the home page that tells students when you will open the course. (Cuts down on emails to the instructor and to the Help Desk.)
- 2) Post your syllabus at least 2 weeks before the course starts or list the textbook and ISBN number in your announcement so that students can purchase their textbooks early. Some of your students do not live nearby and need time to have the book mailed to them.
- 3) Post a link on the Home Page or in your syllabus to the WebCT Student Orientation videos at <http://www.yccd.edu/de/students.html>

Post a link to online library resources, example:

<http://www.yccd.edu/yuba/library/library.html>

Send me your best practices to share.

REMINDER: As of Spring '08, students use their WebAdvisor ID to log into their courses. The password format remains the same. Faculty ID's and passwords have not changed. Direct students to **read** the instructions on the WebCT login page.

NOTE: If an * appears next to a student name in your WebCT grade book, the student registered and then dropped the course. You will have the ability to delete these student records during the first 3 weeks of the course.

WEBCT Training & Support

Sukhi Grewal, 741-6980 <mailto:sgrewal@yccd.edu>

Jeanette O'Bryan, 741-6754 <mailto:jobryan@yccd.edu>

Steve Cato, 741-6757 <mailto:scato@yccd.edu>

Instructional Design and WebCT Training

Two multi-day training intensives will be offered this summer at the Marysville campus to help you jump start or refine the development of your online course. We've added an instructional design component and will showcase exemplary courses. Details to follow.

SAVE THESE DATES

Yuba College
June 11, 12, 13
August 6, 7, 8

Woodland CC
TO BE ANNOUNCED
Clearlake Campus
TO BE ANNOUNCED