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Distance Learning Today

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DLT: Sharing Technology

In increasing numbers, more post secondary faculty are becoming involved in teaching distance education courses. According to the NEA, one in ten educators now conducts class utilizing some type of distance delivery method and that number is expected to grow steadily. Over 90% of colleges and universities offer distance courses.

With the use of high tech delivery methods and electronic communication programs, educators need technological intelligence more than ever. That's why SwVCC's Distance & Distributed Learning department is introducing the *DLT (Distance Learning Today)* newsletter.

Published monthly during the Spring & Fall semesters via email,

DLT's purpose is to assist SwVCC educators as they face the challenge of integrating technology into teaching by providing helpful tips and insight on an



To err is human—and to blame it on a computer is even more so.

—Robert Orben

array of subjects and issues related to distance education. Topics include Blackboard , elec-

tronic classroom help, course development, electronic presentation guidelines and other related subjects.

Whether teaching in a classical setting, developing courses for streaming on the web, rolling over course documents in Blackboard or producing video for DVD, the DDL department wants to share with faculty and staff changes and new technologies that can help facilitate the teaching process.



All SwVCC faculty and staff are encouraged to submit items or request topics for inclusion in DLT. Email comments or suggestions to:

lanna.lumpkins@sw.edu



Removing a Course in Bb

To quickly customize the "My Blackboard Courses" area:

1. Click on the Edit Module Icon. 
2. Check only the courses you want to appear in your courses list.
3. Click the Submit  button at the bottom of the screen.

For additional training, visit

Blackboard's Quick Tutorials at:

<http://www.blackboard.com/products/quicktutorials/>

(A Quick Tutorial is a mini-movie tutorial that runs in an automated fashion and includes on-screen narration.) To view the file, you must have Macromedia Flash 5 TM or higher installed on your computer. If you do not have the software, you can

download it for free at:

http://www.macromedia.com/shockwave/download/download.cgi?Prod_Version=ShockwaveFlash

If further instruction is needed, please contact the Blackboard Administrator at stacy.harris@sw.edu.





Download the newest version of CleverKeys free!

Website of the Month

CleverKeys is free software that provides instant access to definitions at Dictionary.com, synonyms at Thesaurus.com, facts at Reference.com, and more. With CleverKeys for Windows 2.0 (released 1/16/06), you can look up words from almost any application, including Microsoft Word, Web browsers and e-mail programs just by highlighting and hitting a control and a letter depending on the application you need. It is easy to use, easy to install and is free.

How CleverKeys works:

- Highlight a word in a document
- Hit control-L to look it up at Dictionary.com
- CleverKeys takes you right to the definition in your default Web browser!
- Hit control-M to be presented with a menu of other options, such as Thesaurus.com and Reference.com
- For more help, double-click or right-click the CleverKeys icon in the System Tray (the group of icons near your clock) and select 'Help'

With this version, there is the ability to add your own URLs, the option to open CleverKeys in a new window, and it is compatible with Windows 95/98/2000/Me/NT/XP/ Mac OS/OS X.

Download CleverKeys free at: www.cleverkeys.com

Suggestions or comments: lanna.lumpkins@sw.edu

“No naked professors! You don’t have to be a fashion diva, but you do need to follow some simple wardrobe rules.”

Don't be intimidated by teaching in an E-Classroom.



Teaching in an E-Classroom

On both our main and Grundy campuses we have several classrooms designated as “electronic” or “e-classrooms.” These rooms are equipped with two-way video over Internet Protocol conferencing equipment that allows instructors to teach in multiple classrooms or directly to a student’s desktop computer. The rooms feature an instructor stand with a computer, document camera, DVD and VCR.

Teaching in this technology-driven environment is very different from the traditional classroom and presents many challenges to the instructor and the students. My goal is to provide you with some best practices that can improve your effectiveness in the e-classroom.

Let me start by saying you don’t have to be a “Oscar Award winning actor” to make

your class an academic hit with your students. Many of the following tips will seem like “common sense,” but sometimes we lose sight of simple things when faced with technology.

Preparation is Everything

Detailed Syllabus – Remember that your students will not all be in the classroom with you each week.

Make Lecture Materials Available

Some students like to have a copy of your PowerPoint for taking notes or as a back-up in case they cannot read the slides on the screen.

Arrive Early and Be Organized

The adage: “If it can go wrong, it will,” is always in effect when dealing with technology. So arrive a few minutes early to the classroom and make sure the equipment is operating.

What not to wear...

Fashion Rules

No naked professors! You don’t have to be a fashion diva, but you do need to follow some simple wardrobe rules.

Rule 1: The camera adds 10-15-20 pounds, so dress like it.

Rule 2: You should wear muted or darker tones. They will make you look smaller.

Rule 3: Try wearing pastel colors

Rule 4: Avoid Red, White and Bright. These colors can create havoc with the camera causing video noise that can be very distracting.

Rule 5: Avoid pinstripes, checkered and tight plaid patterns. These types of designs can also cause the cameras to react unpredictably.

For the complete version of this article visit Ken Fairbanks’ Blog: “Breaking the Chalk” at <http://breakingthechalk.blogspot.com/>