The Department of Online Learning
Monthly Newsletter

Sept 2024

Event Dates

Register for the following events here

Events with Dates:
- Canvas Certification Course (9/9-10/13)

Self-Paced Trainings (Sept/Oct):
- Active Learning
- Accessibility in Online Learning
- Adobe Suite
- Applying Bloom's Taxonomy
- Authentic Learning
- Backward Design
- Canvas 101 *UPDATED*
- Canvas Rubrics
- Canvas Studio Basics *UPDATED*
- Canvas Studio Advanced *UPDATED*
- Communication Strategies in an Online Class
- Creating an Effective Syllabus
- Formative and Summative Assessment
- Google Meet
- Google Suite
- Kandao Camera Basics
- Online/Asynchronous Pedagogy
- The Hy-Flex Model
- Universal Design
- Using the Canvas Gradebook
- Zoom Basics *UPDATED*
- Zoom Advanced *UPDATED*

Important News

Quality Matters Certified Course!
Congratulations to Robin Musselman for recently completing and meeting expectations on her Quality Matters Course PSY 140 - Intro to Psychology. These certifications demonstrate a commitment, not only to creating an environment of excellence and quality, but of maintaining that commitment.

Article of the Month

Report: Teaching Online Students to Self-Regulate Learning **by Ashley Mowreader.**

"A recently published study from the Postsecondary Teaching and Technology Collaborative evaluates the effectiveness of two strategies to improve Online community college students' skills. Researchers found that exposure to reflection exercises and informational videos had a positive relationship with students' engagement on the learning management system for planning and assessment."

Training/Badge Spotlight

QM Success Stories: Designed at First Sight - Will AI be a Partner in Course Design? Sept 18th 2pm EST

"Follow our human designers as they journey through a new course design project, while agreeing to an exciting new proposal: fully committing to artificial intelligence as their co-designer the moment they first meet. Will it be a match made in cyberspace or will the pair be destined for doom? Join us to find out if the pair will stay together…or if they will split up!" Register at the HE link or by clicking Register HE on the Success Stories information page. You can view other stories/dates here as well.

Canvas How To

Canvas

Attendance - How to take Attendance in your Canvas Course

You can use the Canvas Attendance feature as a tool to help you keep track of attendance to then input this into BannerWeb. To read about the instructions of how to mark attendance view the directions below. To further see them in action and other attendance related instructions view our Online learning page on [How to Take Attendance in Canvas.](#)

1. Click on the Attendance button from the course navigation panel inside your course. This will load your current class roster in the list view.
2. To quickly mark everyone in the class as present click on the Mark All Present button.
3. To quickly mark individual student's attendance you can keep clicking on the button to toggle between the attendance markings: present, absent, late, and unmarked.
4. You can also see these options by clicking on the more button on the individual student's row and then clicking the option you wish to mark them.
5. You can also navigate to other dates by toggling through the date options in the left hand corner or clicking on the calender to open up a calendar for you to choose a future or past date.

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Regular & Substantive Interaction

For both federal requirements and effective teaching regular & substantive interaction (RSIs) is a crucial part to an Online course. The U.S. Department of Education requires that all Online courses for which students may use Title IV funds (federal financial aid) include regular and substantive interaction between students and instructors. In short, regular and substantive interaction (RSI) is one of the key elements distinguishing distance education from correspondence education and thus one of the central determinates for students' ability to use Title IV funds.

Five other critical factors distinguishing distance education from correspondence education are as follows:
1. Distance education should be delivered through an "appropriate" form of Online media.
2. Distance education must use instructor or instructors that meet accreditation requirements for instruction in the subject matter.
3. There should be at least two forms of substantive interaction.
4. There must be "scheduled and predictable" opportunities for instructor/student interaction.
5. Instructors must be responsive to students' requests for support (U.S. Department of Education Issues Final Rules on Distance Education and Innovation |NC-SARA, 2020))

Sample communication Plan:	
To Students - How I Will Communicate with You	
Contact time expectations	You can email me through Canvas or my Umich address at any time. Please allow for a 24-hour response time Monday – Friday.
Announcements	I will be using "Announcements" and the Canvas inbox to communicate important course information and updates. You may expect 1-4 such announcements each week. Check your Umich email regularly.
Discussion Comments	I will participate via comments and feedback on Discussion Boards during (TIMES/DAYS)
Recorded Lectures	I will post lectures on Canvas for you to watch and complete assignments based on them.
Synchronous Lecture	I will teach/lecture during our regular class time of (TIME) on (DAYs).
Attendance	I will be taking attendance; you will be expected to participate as though this class were still face to face. Your responses to live questions during lecture will be recorded using iClicker.

The above "Sample Communication Plan" is from Univerisy of Michigan's Online Teaching site. For your communications replace Umich with LCCC.

The Department of Education defines regular and substantive in distance education as "regular" being taking place on a predictable and scheduled basis and "substantive" meaning students are engaged through

teaching, learning, and assessment as well as at least two for these five activities:
1. Providing direct instruction.
2. Assess or provide feedback on a student's coursework.
3. Providing information or responding to questions about the content course or competency.
4. Facilitating a group discussion regarding the content of a course or competency.
5. Other instructional activities approved by the institution's or program's accrediting agency.

Recommendations for Promoting RSIs in Online Courses:
- Set clear expectations for interaction in the syllabus.
- Send course announcements or other messages at regular intervals throughout the quarter. Announcements that connect previous work to the upcoming week's activities.
- Brief overviews of assignments, setting them in context and explaining expectations, either live, by video, or via a detailed rubric.
- Provide timely, individualized, and in-depth feedback on student work.
- Actively facilitate Online discussions and chats.
- Conduct regularly scheduled Online review sessions, tutorials, office hours, or individual appointments.
- Interactive videos with detailed feedback (quizzes, reflection points, etc.)
- Collect feedback from students, colleagues, or support specialists.

Online Learning Badge
RECOGNITION

Canvas Certification

Jackie Heffner
Vijay Chhabria
Sarah Johnson

Proficient Badge

Kumudini Kelsey

Accessibility in OL

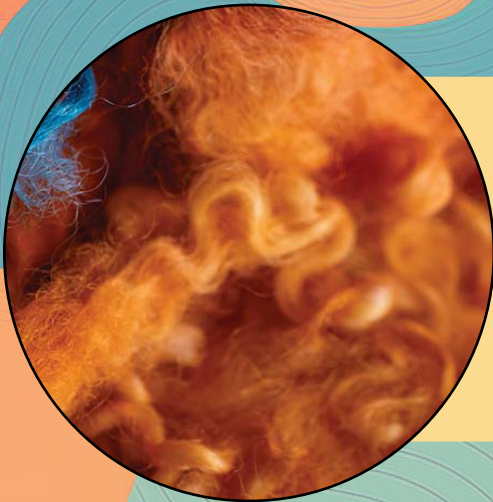Kumudini Kelsey
Keegan Oscavich

Remote Certification

Kristina Carbone
Muhammad Jasim

Relax and Unwind

With the start of the semester, the end of the summer, life, and any other events you may be juggling, it is important to remember to find moments to relax, recharge, and unwind. This section is all about some fun items going on right now in media or locally to help you with that.

Lehigh Valley Fiber Festival

September 21 & 22 at the Allentown Fairgrounds, Free admission. The festival provides activities and artisans. The activities include spinners, knitters, embroiders, and a weaving demonstration on Sunday. For more information visit the fiber fest website.

Lehigh Valley Wicked Plant Fest

September 8th from 10am - 3pm ArtsQuest, Bethlehem. If you love plants and fall festivals check out the Lehigh Valley Wicked Plant Fest - Fall Edition. This event is free to attend and park. There will be lot of plants, artisans, music, and food trucks. For more information view their Facebook.

The Spooktacular Hot Air Balloon Festival, Lehigh Valley

The Spooktacular Balloon Festival is over three days, Sept 13-15 2024 with tickets for purchase $25 for adults and $15 for children 12 and under on their website. The festival is the largest fall laser lit hot air balloon, music, and glow festival in North America. The DJ laser light balloon glow fest is on Friday and Saturday after sunset weather permitting. Sunday is an all-day family fun day. More information can be found on the balloon fest website.