Kevin Kolack, Ph.D.
kkolack@qcc.cuny.edu

Department of Chemistry, S-408, Queensborough Community College, 222-05 56th Avenue, Bayside, NY 11364-1497
718-281-5037

Committee on eLearning
Subcommittee on Improving the eLearning Readiness Program
2014-2015 year-end report

Goal: revise eLearning Readiness Program based on work of prior committee
Challenges:
- Work of prior committee appears to have been lost
- Pages written in Softchalk; changes must be supplied to Denis to be entered
- Adding video and revising text was more labor-intensive than anticipated

Accomplishments:
- Videos for Modules 1 and 4 nearly complete
- Text revisions for Modules 1 and 2 complete (attached) and ready for deployment

Project anticipated to be completed over the summer

/chemistry/facultyPages/k... × | https://www..../dashboard/ × | eLearning Student Readine... × | eLearning Student Readiness Pr... × | eLearning Student Readiness Pr... × | +

file:///C:/Users/kkolack/Documents/e-learning committee/ReadinessProgramWebpages/index.html ▽ C | Google

Most Visited | Portal Log-in | ProfK site editor | Sapling | Connect | Gmail | Cengage | Starfish | P Pandora | ACS Webinars | WPDH | AMC - PlumBenefits | eLearn Readiness Prog

QUEENSBOROUGH CUNY
COMMUNITY COLLEGE

Student eLearning Readiness Program

Contents   score   print all

Module 1: Introduction to QCC online

partially or completely

Queensborough Community College offers classes that are taught via the Internet (eLearning classes). On this page you will learn about eLearning classes, and you will take a self-test to help you determine how well an eLearning class will fit your learning style and lifestyle.
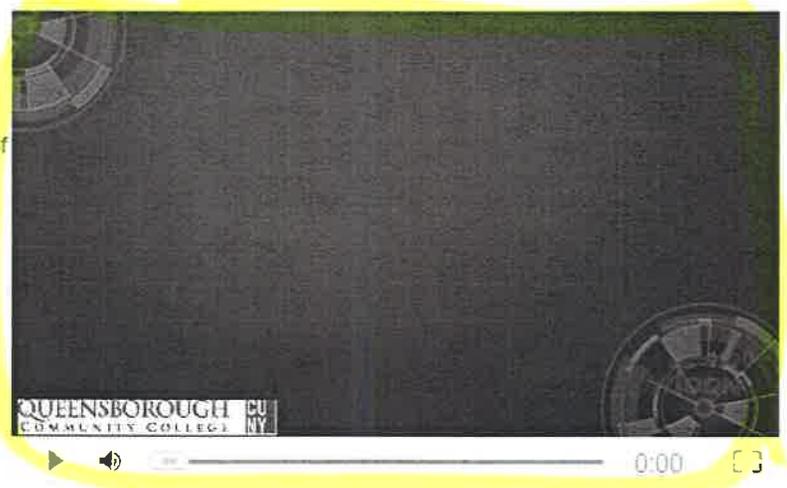
1. Two types of eLearning classes: PNET and FNET.

PARTLY ONLINE (PNET)

• In a PNET, or blended course, some class meetings, anywhere from 25% - 75% of the regularly scheduled class time, are held on-campus.
• The remainder of the class is conducted online using the Blackboard or Epsilen Learning Management Systems (LMS).

FULLY ONLINE (FNET)

• In an FNET course, 80% - 100% of the course is taught online using the Blackboard or Epsilen LMS.
• You may "attend" an FNET class at any time of the day or night.
• You must pay careful attention to course deadlines in order to complete the course successfully.
• You may, however, need to come on-campus for an orientation and exams.

With PNET and FNET classes the online mechanism for receiving assignments, for turning in assignments, and for discussion with your instructor and your fellow students is built into the Blackboard and Epsilen LMS.

QUEENSBOROUGH CUNY COMMUNITY COLLEGE   0:00

2. What are the requirements to participate in an online course?

• Meet all course pre-requisites.
• Register for the eLearning course as you would for any course at Queensborough Community College.
• Have access to computer equipment with an Internet connection.
• Have necessary computer skills including the ability to cut and paste, place attachments onto eMail, and conduct Internet searches.
• Be a disciplined, independent student.
• Allow sufficient time to complete the work requirements/assignments for the course (approximately 9 to 12 hours per week for a three credit course.)
• Note: Just because a course is partly or fully online does NOT mean it requires less time or effort! eLearning classes take just as much if not more time than traditional face-to-face classes!

To succeed in an eLearning course you must be:

• Highly motivated

On this Page

1. Two types of eLearning classes: PNET and FNET.

2. What are the requirements to participate in an online class?

3. What could an instructor ask you to do in an eLearning class?

4. Access for students with disabilities.

Technical Support

The Help Desk will assist users in resolving their computing problems, or serve as a liaison to other resources such as the ACC (Academic Computing Center) or CUNY Computing.

• Contact the IT Help Desk at (718) 631-6273, by e-mail: helpdesk@qcc.cuny.edu or in person: Administration Building, Room - 303.

• If your question is specific to the use of Blackboard, contact

3:08 PM

To succeed in an eLearning course you must be:

- Highly motivated.
- Independent.
- An active learner.
- Well organized and able to manage your time.
- Disciplined and able to study without external reminders.
- Adaptable to new learning environments.

These are precisely the qualities needed to succeed in any learning environment, but the online context puts special pressures on learners to be independent and self-disciplined.

3. What could an instructor ask you to do in an eLearning course?

- Send an email to the teacher or a fellow student.
- Attach a file to an email before sending it.
- Upload and download files.
- Take quizzes or exams online.
- Take quizzes or exams on-campus.
- Participate in an online discussion board.
- Meet in a chat room for online class discussions.
- Listen to a recording or watch a video.
- Write blog/journal entries or write in a Wiki.
- Participate in online group activities.

4. Access for students with disabilities.

- Queensborough Community College is committed to providing opportunity and access to individuals with disabilities in all programs offered by the college.
- For more information, go to the Services for Students with Disabilities (SSD) web page.
- The Office of Services for Students with Disabilities is located in the first floor of the Science Building Room 132. For further information, contact SSD, at 718-631-6257

Suitability Self-Test
Your answers from the Suitability Self-Test won't be collected, analyzed or graded. The main purpose of this activity is to help you determine how well an online class will fit your circumstances and life-style.

Directions: For each question in the Suitability Self-Test, select one answer by clicking the button next to it. When you are finished answering all of the questions, click the Submit button at the bottom of the page.

Quiz Group

Dr. Kevin Kolack × | eLearning Student Readiness Pr... × | eLearning Student Readiness Pr... × | +

← → ⊞ ⊘ file:///C:/Users/kkolack/Documents/e-learning committee/ReadinessProgramWebpages/Module2.htm ⊽ ☰ ⟪ Google

☑ Most Visited ⬚ Portal Log-in ⟳ ProfK site editor ⊹ Sapling   Connect ⓊⓋ Gmail ⁝⁙ Cengage ✕ Starfish P Pandora ▼ ACS Webinars ⟫ WPDH Pⓑ AMC - PlumBenefits ⚲ eLearn Readiness Prog

QUEENSBOROUGH CU COMMUNITY COLLEGE NY

eLearning Student Readiness Program

Contents | score   print all

Module 2: Netiquette

Good manners are important. You are expected to treat your classmates and instructor with respect. Here are some important netiquette ("internet = net" + "etiquette" = "netiquette") rules that all members of the Queensborough Community College community are expected to follow.

1. Respect.

• Everyone deserves to be treated as a respected colleague, so exhibit the same courtesy to your classmates and professor, as you would expect to receive in the workplace. It is okay to disagree about the subject manner. But, be open-minded and accepting of constructive criticism and differences of opinion.
• Make certain that your tone is positive and professional. Before you hit the "submit" button, review your message carefully. Ask yourself if you would want your message to appear on the front page of the *New York Times* with your name and photograph. Remember, everything you submit is being recorded.
• "Flaming," or "bashing," is when someone attacks a person instead of the logic of his or her argument. Flaming will not be tolerated.
• Sarcasm or other forms of personal abuse will not lead to better grades. It will not be tolerated and will have a negative effect on your grade.
• Offering constructive criticism is always appropriate.
• If someone posts a message that is difficult to understand or offensive, ask for clarification. Online communication is more easily misunderstood than face-to-face communication.
• Be forgiving: If you feel that someone has attacked you personally, do not respond in kind. Instead, inform your instructor.
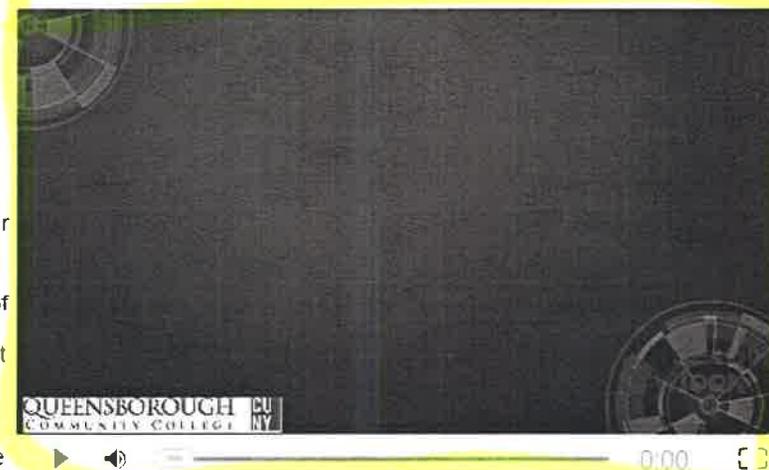
2. Behavior.

• Any behavior that is inappropriate in a traditional classroom is inappropriate in an online classroom.

3. Writing.

• Writing for an online class is **formal writing**, so use proper English.
• Avoid humor, as it is easily misunderstood.
• Profanity is never acceptable.
• Avoid slang.
• Avoid jargon, unless practitioners of the discipline commonly use it.
• Avoid acronyms — BTW, LOL, etc. — or emoticons — :-/, :-0, etc.
• WRITING IN ALL CAPS is considered shouting, and should be avoided.
• Do not overuse exclamation points (!).

QUEENSBOROUGH CU
COMMUNITY COLLEGE NY

▶ ◀   0:00   ⌗

On this Page

1. Respect.
2. Behavior.
3. Writing.
4. Privacy.
5. Participation.
6. Deadlines.
7. Protect yourself.
8. Attendance.
9. Questions.

Technical Support

The Help Desk will assist users in resolving their computing problems, or serve as a liaison to other resources such as the ACC (Academic Computing Center) or CUNY Computing.

• Contact the IT Help Desk at (718) 631-6273, by e-mail: helpdesk@qcc.cuny.edu or in person: Administration Building, Room - 303.

• If your question is specific to the use of Blackboard, contact Blackboard Support at (718) 631 6624, by email: bbsupport@qcc.cuny.edu

Q Dr. Kevin Kolack × eLearning Student Readiness Pr... × eLearning Student Readiness Pr... × +

file:///C:/Users/kkolack/Documents/e-learning committee/ReadinessProgramWebpages/Module2.htm

Google

Most Visited Portal Log-in ProfK site editor Sapling Connect Gmail Cengage Starfish P Pandora ACS Webinars WPDH Pb AMC - PlumBenefits eLearn Readiness Prog

Blackboard Support at
(718) 631 6624, by email:
bbsupport@qcc.cuny.edu
or in person: Library
Building, Room -117.

- WRITING IN ALL CAPS is considered shouting, and should be avoided.
- Do not overuse exclamation points (!)
- Read typed discussion threads from the first message to the last before you write.
- Think before you write... Ask yourself if your message is coherent. If you are not sure, read it to someone else before posting it.
- Be clear and concise. Do not burden the class with rambling, repetitive postings.
- Use short paragraphs (three to four lines), as they are much easier to read online.
- Proofread, proofread, proofread. Use the spelling and grammar checker that comes with your word processor, then paste your comments into the Blackboard message or email.

4. Privacy.

- Protect your privacy: Class discussions are open forums for the entire class. If you have something private to say to your instructor, send him or her an email or visit during office hours.
- Protect everyone else's privacy: Do not spam your classmates or instructor. Do not invite them to see your Facebook page, listen to your sales pitches, or discuss anything other than the course curriculum.
- Never send harassing emails.
- If you want to socialize with classmates, use your private email address.

5. Participation.

- When you actively participate in the discussion, you are more likely to be rewarded and viewed as a valued member of the class.
- Reading messages without participating will not only hurt your grade, it is considered rude.
- When you don't participate in the online activities of a course, you are likely to be marked absent for that class.

6. Deadlines.

- Missing deadlines is rude, as it can interfere with the operation of the online class.
- Each instructor will have their own policy regarding missed deadlines. However, you are responsible for submitting your assignments on time. If you miss a deadline, contact your instructor immediately to discuss your options.

7. Protect yourself.

- Always save and print your work before posting and emailing.
- Save your work to the hard drive of your personal computer.
- Back up your hard drive often.
- Keep printed copies of your work.
- Protect yourself and your classmates from computer viruses by using an anti-virus program. You can obtain a free anti-virus program at the Software Center on the CUNY eMall.

8. Attendance.

- It is your responsibility to check the Blackboard course site regularly.
- Plan on devoting at least 9 - 12 hours of course time per week for a three-credit course.
- When you don't participate in the online activities of a course you are more likely to be marked as absent for that class.
- Let your instructor know if you will be absent.
- Check the Discussion Forums and your email often.
- Promptly reply to comments about your postings on discussion forums and to any eMails.
- Try to respond within 24 hours, but do not to take longer than 48 hours.

deadline, contact your instructor immediately to discuss your options.

7. Protect yourself.

- Always save and print your work before posting and emailing.
- Save your work to the hard drive of your personal computer.
- Back up your hard drive often.
- Keep printed copies of your work.
- Protect yourself and your classmates from computer viruses by using an anti-virus program. You can obtain a free anti-virus program at the Software Center on the CUNY eMail.

8. Attendance.

- It is your responsibility to check the Blackboard course site regularly.
- Plan on devoting at least 9 - 12 hours of course time per week for a three-credit course.
- When you don't participate in the online activities of a course you are more likely to be marked as absent for that class.
- Let your instructor know if you will be absent.
- Check the Discussion Forums and your email often.
- Promptly reply to comments about your postings on discussion forums and to any eMails.
- Try to respond within 24 hours, but do not to take longer than 48 hours.

9. Please contact your instructor if you have any questions about netiquette.

Self-Review Questions
Your answers from the Self-Review won't be collected, analyzed or graded. The main purpose of this activity is to help you understand some important Netiquette rules that all members of the Queensborough Community College community are expected to follow.

Directions: For each question in the Self-Review Questions, select one answer by clicking the button next to it. When you are finished answering all of the questions, click the Submit button at the bottom of the page.

Quiz Group

toc | return to top | previous page | next page