

# DE@CUESTA

## DE@CUESTA Online

DE@CUESTA is a fully online publication with embedded links rather than URLs. Just click on the blue text to activate the links.

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## Best Practices: Archive Your Content and Communications

Now is the time to start saving your files, communications, and records so that you will have access to them in the future, even when your access to the learning management system (LMS) you use terminates. Most importantly, download your grade book, particularly since some students take Incompletes and others contest their grades. You want to be able to go back to your records in future semesters without having to have access to Blackboard or whatever learning management system you are using. Similarly, save pertinent emails, if they are in your LMS's internal email system, as they are with Blackboard. Backing up your entire Blackboard course shell is an excellent practice, but keep in mind that you have to have access to Blackboard to open it subsequently. Also, such a back up does not save emails, announcements, discussion posts, and chat logs. For many online instructors, the communications areas of their courses are actually the most active and content-rich. So if you want to recycle your content from those areas to use in future courses or if you want to be able to refer to communications down the line, be sure to archive your materials in addition to backing up your course.

Sonoma State University provides an excellent DIY guide to archiving, entitled "[Last Minute Tasks for WebCT](#)."

- [Archive & Download Course Files \(PDF\)](#)
- [Archive & Download Assignment Dropbox Submissions \(PDF\)](#)
- [Archive & Download Discussions \(PDF\)](#)
- [Archive & Download Your WebCT Course Grade Book \(PDF\)](#)

The College of Marin also has detailed housekeeping [tips and procedures](#). Keep in mind, though, that you both want to back up your course and archive your communications content and student records, giving yourself access to both even after the College's license with Blackboard expires or even when you no longer have access to the College's LMS.

How to Backup & Download Your Course:

1. Enter your Course and click on the "Build" Tab
2. Click on the Manage Course link under the Designer Tools Menu
3. Click on the Backup link
4. Click on Backup Course Button. Your file will be "added to the queue." Wait a bit, click on Manage Course; then click on the Backup link again.
5. You should see your file name and today's date with the status marked "completed."
6. Click on the drop down arrow after the file name/title and select "Save as File"
7. The default setting saves the backup file into the My Files area. Type in a file name that you will remember in the "save as" box and click on the OK button. (This step may take a while . . . )
  - If you receive an error message that indicates that your file is too large to save, then try saving the file in the "Class Files" area rather than in the "My Files" area.

## Got Something to Share?

Send best practices, suggestions, and web links for inclusion in DE@CUESTA to [aklinger@cuesta.edu](mailto:aklinger@cuesta.edu)

8. Click on File Manager under the Designer Tools Menu.
9. Look for the name of the file you just saved. It will have the ".bak" ending
10. Click on the drop down arrow after the file name and select "download."
11. Your computer may require you to select an area on your hard drive on which to save your file, or it may simply download the file automatically to your desktop.

## Seeking Online Teaching Training?

- Developmental Students: Using Hybrid Coursework to Improve Electronic Literacy
- "The @ONE Project @ONE's programs provide training, online resources and research for free - or at a very low cost - thanks to funding from the California Community College Chancellor's Office Telecommunication and Technology Infrastructure Program (TTIP)."

Building Online Community with Social Media  
Mon, 07/18/2011 - 8:00am - Fri, 08/12/2011 - 5:00pm (Pacific Time)

Creating Accessible Online Courses  
Mon, 05/02/2011 - 8:00am - Fri, 05/27/2011 - 5:00pm (Pacific Time)

Creating Accessible Online Courses  
Mon, 06/06/2011 - 8:00am - Fri, 07/01/2011 - 5:00pm (Pacific Time)

Designing Effective Online Assessments  
Mon, 07/11/2011 - 8:00am - Fri, 08/05/2011 - 5:00pm (Pacific Time)

Introduction to Online Teaching and Learning  
Mon, 06/06/2011 - 8:00am - Fri, 07/01/2011 - 5:00pm (Pacific Time)

Introduction to Teaching with Moodle  
Mon, 06/06/2011 - 8:00am - Fri, 07/01/2011 - 5:00pm (Pacific Time)

More about Moodle  
Mon, 05/02/2011 - 8:00am - Fri, 05/27/2011 - 5:00pm (Pacific Time)

For those of you interested in the training opportunities from @ONE, remember that Cuesta has a pre-paid account. All you have to do is use the coupon code cu3st4pl4n when you register (the third character from the end is a lower-case L, not the numeral 1).

Finally, visit Cuesta's Online Faculty Lounge for guidance, suggestions, and help. There are two areas where you can information about what and how to back up and archive:

Home Page > Blackboard > 2009-08\_Backup\_Up\_a\_Course  
Home Page > In Closing > Closing your Course

If you haven't had a chance to visit the OFL yet, you can find the link on your Blackboard home page. If you'd like access to the OFL, please contact Catherine Hillman: [catherine\\_hillman@cuesta.edu](mailto:catherine_hillman@cuesta.edu) or Lee McCrea: [lmccrea@cuesta.edu](mailto:lmccrea@cuesta.edu). Click around and join the conversation - the more the merrier!

## Must Read

- "Comparing Online Programs," by Steve Kolowich.
- "A Quality Scorecard for the Administration of Online Education Programs," by Kaye Shelton, Ph.D.
- "5 Myths About the 'Information Age'," by Robert Darnton.
- "Technology Is Disrupting College To Its Core," by Jake Simms.
- "How Disruptive Innovation Can Deliver Quality and Affordability to Postsecondary Education," by Clayton M. Christensen, et al.
- "e-Learning, online learning, and distance learning environments: Are they the same?" by Joi L. Moore, et al.
- "Comprehensive Assessment of Student Retention in Online Learning Environments," by Wallace Boston, et al.
- "Faculty and librarian collaborations: A case study and proposal for online learning environments," by Cheryl Bielema, et al.
- "Colleges Aren't Keeping Up With Student Demand for Hybrid Programs, Survey Suggests," by Marc Parry.
- "Unity on State Regulation Erodes," by Doug Lederman.
- "'Breathing Room' on State Authorization," by Doug Lederman.
- "Reversing Course, U. of California to Borrow Millions for Online Classes," by Josh Keller.

- ["Gates Foundation Gives \\$10.6-Million to Improve College-Completion Rates With Technology,"](#) by Ben Wieder.
- ["Gates Goes Open,"](#) by Steve Kolowich.
- ["iPads: Bane or Boon to College Teaching?"](#) by Josh Fischman.
- ["The First-Generation iPad: 1 Year Later,"](#) by Prof. Hacker.
- ["Technology and Liberal Arts Education,"](#) by Tracy Mitrano.
- ["Computer Tutors Prod Students to Ask for Help,"](#) by Sarah D. Sparks.
- ["Rules For Electronics In Class Pondered At U of C,"](#) CBC News Staff.
- ["Campus Ed Tech 'Must Haves' by 2014,"](#) by Joshua Kim.
- ["Blackboard Considers Sale of Company,"](#) by Helen Thomas and Andrew Edgecliffe-Johnson.
- ["Buying Blackboard,"](#) by Kenneth C. Green.
- [Title 5 Regulations on Distance Education](#)
- ["Guidelines for Good Practice: Effective Instructor-Student Contact in Distance Learning,"](#) The Academic Senate for the California Community Colleges, Adopted Spring 1999.
- ["Guide to Evaluating Distance Education & Correspondence Education,"](#) A Publication of the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges, October 2010 Edition. Scroll down to Commission Publications: <http://www.accjc.org/publications.htm>
- [National Education Technology Plan 2010](#)
- [Distance Education Guidelines for Students with Disabilities](#) Task Force Issued: January 2011

## Must Follow

- [Question Technology: Critical Perspectives on Science and Technology,](#) a blog by Kevin Arthur.

## Tips, Tricks, & Learning Objects

- ["Improving PowerPoint-Style Presentations,"](#) by Jason B. Jones.
- ["Challenging the Presentation Paradigm with the 1/1/5 Rule,"](#) by Mark Sample.
- ["Find Focus With Quiet Hours,"](#) by Jason B. Jones.
- ["Privacy for Laptop Users,"](#) by George Williams.
- ["Mapping Novels with Google Earth,"](#) by Prof. Hacker.
- ["Ethics, Honesty, and Fairness in Distance Education,"](#) from SparkNotes.
- ["Avoiding the 10 Deadly Sins,"](#) from SparkNotes.
- ["10 Great Minds Every Math Student Should Know,"](#) from the Best Universities.com blog.
- [BetterExplained:](#) Student Tips and Shortcuts for Math, Programming, Web Development, Business, Writing, and Communication.
- [Hot Ice:](#) How To demonstrations and explanations of chemistry experiments.
- [Video Glossary:](#) Berkeley Lab scientists created this growing video glossary of scientific terms.
- [The Secret Life of Scientists & Engineers:](#) "Every two weeks, "Secret Life" premieres another set of intimate, engaging, and funny videos about a new scientist or engineer... who happens to have a secret."
- [Spanish Proficiency Exercises:](#) Free video lessons and exercises for each of six levels of proficiency in Spanish - from Beginning to Superior.
- [ThinkQuest Library:](#) "Over 7,000 websites created by students around the world who have participated in a ThinkQuest Competition."
- [The National Archives:](#) Exhibits and Interactive Digital Vaults from the American National Archives.
- [Science & Technology of World War II:](#) An interactive learning site sponsored by The National WWII Museum.
- [Z-Type:](#) An addictively fun spelling and typing game.

## Must See/Hear

- [The Academic Minute](#): "Digital Classrooms: John Beckem discusses how audio files are being used to improve communication between faculty members and students learning at a distance."
- ["Complex Lego Device Is The Most Amazing Thing You Will See All Day,"](#) by William Goodman.
- ["Rube Goldberg Device In The Forest Will Astound, Give You Serenity Now,"](#) by William Goodman.
- [TIMES Announces New Version of Magazine Aimed At Adults,](#) an Onion News Network Special Report
- [New Learners of the 21st Century](#)
- [Steven Johnson: Where Good ideas Come From](#)
- ["Sabian A Factory That Rocks- A Cymbal Factory Tour Like No Other](#)
- [Sabian Factory That Rocks Tour.mov](#)
- [Holiday Travel Tips](#)

## Conference & Paper Calls

- [Campus Technology Forum 2011 Call For Presentations](#): This year's focus is on "technologies that directly support the teaching and learning mission of the institution." Submission Deadline May 13, 2011. The Forum takes places Sept. 27-30, 2011, in Long Beach, CA.
- [2011 Online Teaching Conference](#) June 22-24, 2011, at Orange Coast Community College in Costa Mesa.
- The [4th Annual Emerging Technologies for Online Learning \(ET4OL\) International Symposium](#) at The Fairmont, San Jose, CA is coming up July 11-13, 2011.
- [Moodle Moot US- West Coast 2011](#) July 12-14, 2011, at Rohnert Park, California.
- The [18th Annual Education Technology Conference: Campus Technology 2011](#) July 25-28, 2011, at Seaport World Trade Center, Boston, MA. Keynote speakers "will present a series of thought-provoking sessions that will challenge the way you look at today's revolutionary technologies."
- [27th Annual Conference on Distance Teaching & Learning](#): Aug. 3-5, 2011, Madison, WI.
- [Academic Exchange Quarterly](#), independent double-blind-peer-reviewed print journal, welcomes submissions that contribute to the effective instruction and learning regardless of level or subject.
- The [MERLOT Journal of Online Learning and Teaching \(JOLT\)](#) is a peer-reviewed, open access, online publication addressing the scholarly use of multimedia resources in online education. Published quarterly.