

DE@CUESTA

DE@CUESTA Online

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Contents

Notes for Cuesta DE Instructors

Important dates for Summer and Fall 2011.

Procedures for Submitting Welcome Letters

Tips, Tricks, & Learning Objects

Online Teaching Training

Must Read, Follow, & See:

Links to the latest happenings in DE

Conference & Paper Calls

View current semester

[Sample Welcome Letters](#)

Got Something to Share?

Send best practices, suggestions, and web links for inclusion in DE@CUESTA to aklinger@cuesta.edu

Notes for Cuesta DE Instructors

from *Lee McCrea*

Greetings Everyone,

It is that time of year once again. Here are some important dates to remember:

For Summer 2011 Classes

March 28	Classes Online in Class Finder
April 18	Registration Begins for Continuing Students
May 9-11	Registration Begins for New/Former/Transfer Students

For Fall 2011 Classes

April 8	Welcome Letters Due
June 20	Registration Begins for Continuing Students
July 12-14	Registration Begins for New/Former/Transfer Students

FYI:

In theory, your Summer 2011 Blackboard shells are now up. If you don't see your classes, please let me know. If you need the shells modified, in any way, please let me know: lmccrea@cuesta.edu

Procedures for Submitting Welcome Letters

1. Compose your letter(s) in Word

If you are teaching multiple sections of the same course, either at the same time or repeating a course later in the semester, you should decide whether it will be easier for the student to find information about all sections in one letter or whether there should be a separate letter for each section.

2. Save your letter using the proper naming format

- **Single Course** – When saving a welcome letter for a single course, use the following naming convention:

Course ID + underscore + Semester/year + underscore + CRN

For example, if the course ID is "Math123" and the course reference number is "12345", the welcome letter should be saved as **math123_s11_12345.doc**

- **Multiple Courses** – When saving a single welcome letter for multiple courses, use the following naming convention:

Course ID + underscore + Semester/year + underscore + instructor's last name

For example, if the course ID is "Math123" and your last name is "Wilson", the welcome letter should be saved as **math123_s11_wilson.doc**

3. Submit or post your welcome letter

Submit or post your welcome letter using one of the following options:

Option A – Simplified	<p>3. E-mail your letter as an <u>attachment</u> to techtrainer@cuesta.edu. The text of the e-mail must include the following:</p> <ol style="list-style-type: none"> Class and CRN numbers; E-mail address students should use to contact you; and Your name formatted as you wish it displayed to students. <p><i>Your letter will be converted to PDF and uploaded to academic.cuesta.edu/welcome/.</i></p>
Option B – Self-Empowered	<p>3a. Convert your letter(s) to HTML or PDF.</p> <p>3b. Post your letter(s) to a web server on the internet.</p> <p><i>This may be uploaded to the Academic server at Cuesta or to storage space to which you have access elsewhere.</i></p> <p>3c. E-mail Kathy DeCou with the following four data elements so that she can link your letter to the WebReg process:</p> <ol style="list-style-type: none"> Class and CRN numbers; Email address that you want students to use to contact you; Your name formatted as you wish it displayed to students; and The URL (web address) for your course welcome page. <p><i>NOTE: The URL is not the location of the course site for your course. For example: those using Blackboard, the course site is: http://blackboard.cuesta.edu. This is not the site of your course welcome page.</i></p>

For additional information on Option B, refer to this [welcome PDF](#) or [welcome PDF for mac](#). for step-by-step conversion and uploading instructions. Contact Sean Landers (slanders@cuesta.edu) if you have questions.

If you need to be assigned space on a Cuesta server, fill out a [web access form](#). Contact Catherine Hillman (catherine_hillman@cuesta.edu) for assistance.

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).”

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).

Tips, Tricks, & Learning Objects

- “Using DropPhox During Class to Manage Photos,” by Jason B. Jones.
- RoadMovie: User Friendly Video Processing
- LearningCenterTech
- “Free, User-Friendly File Conversion,” by George Williams.
- “Get Clean HTML from MS Word Files,” by George Williams.
- “How to Upload Captions to Your YouTube Video,” by George Williams.

Must Read

- [Blackboard's Next Phase](#) by Steve Kolowich.
- ["Actually Going to Class, for a Specific Course? How 20th Century,"](#) by Jeffrey R. Young.
- ["How to 'Gamify' Your Class Website,"](#) by Prof. Hacker.
- ["More About UniversalSubtitles.org,"](#) by George Williams.
- ["The AV Learning Curve,"](#) by Joshua Kim.
- ["The Distance Administrator,"](#) by Steve Kolowich.
- ["Should You Teach Online?"](#) by Chloe Yelena Miller.
- ["Online, People Learn Best from Virtual 'Helpers' That Resemble Them,"](#) by Ben Wieder.
- ["As Technology Evolves, New Forms of Online Racism Emerge,"](#) by Jeff Young.
- ["Embedded Librarian' on Twitter Served as Informational Concierge for Class,"](#) by Jeff Young.
- ["Bill Gates Promotes Professor's Online Course at TED,"](#) by Jeff Young.
- [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

- ["Podcast: The New York Times Joins Colleges to Create Online Courses,"](#) by Josh Fischman.
- [Geometric Delights](#)

Must See

- ["The Professor Behind the Hit Twitter Parody @MayorEmanuel,"](#) by Josh Fischman.

Conference & Paper Calls

- [Moodle Moot US- West Coast 2011](#)
- [8th Annual Sloan Consortium Blended Learning Conference and Workshop – Evidence to Practice: Fulfilling the Promise](#) Mar. 28–29, 2011, Oak Brook Hills Marriott Resort, Oak Brook, IL. A conference devoted to the purposeful, strategic and comprehensive approach to blended teaching and learning.
- The [16th Annual TCC Worldwide Online Conference](#) takes place April 12–14, 2011. Pre-conference date: April 5, 2011.
- [2011 Online Teaching Conference](#) June 22–24, 2011, at Orange Coast Community College in Costa Mesa. Early bird registration ends on April 10, 2011.
- The [4th Annual Emerging Technologies for Online Learning \(ET4OL\) International Symposium](#) at The Fairmont, San Jose, CA is coming up July 11–13, 2011.
- [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. JOLT is published quarterly in March, June, September, and December.