



Frequently Asked DE Questions (Part I)

Q: As an instructor, who should I turn to with course questions or problems?

A: Start with your Instructional Designer; if s/he can not answer your question s/he will know to refer you to the appropriate DE resource.

Q: Who do students call if they have problems with the technology?

A: Refer students to the DE Help Desk (863-HELP; LA221)

Q: How can I ensure that my students are ready to use WebCT?

A: Check out our new online resources for faculty whose students use WebCT: <http://www.uvsc.edu/disted/tetc/students.php>

Q: How can I track and communicate scores online, and how can I ensure that those scores are securely backed up?

A: Use the WebCT Manage Students tool, and download a copy of the grade book as a TXT file each week. Call Jared (x8929) for more details.

Q: How can I keep from spending too much time online?

A: For instructors with graders/TAs, delegate 'housekeeping' tasks to them. Try a system where your TA receives all course correspondence, and forwards pertinent items on to you. Also, log the time you spend online and compare it to time spent preparing for and teaching a traditional course.

Q: Spring semester is coming. Do I need to do anything to make sure my Fall semester course is copied over?

A: Yes! You're responsible for rolling your course over. See this issue's WebCT Tip of the Day for more information.

WebCT Tip of the Day: Semester Rollover

If you have content or tools set up in a WebCT course in Fall semester, you'll probably want to copy that course over to Spring. This is called 'rollover', and it's easy to do yourself!

1. In *myWebCT* click the **Course Functions** button.

2. **Select courses** to make backups of.

3. Click the **Create Backup** button (Figure 1).

4. **Enter descriptions** and click **Create**.

5. Back inside *Course Functions* select a **backup to restore**.

6. Click the **Restore Backup** button in the *Actions* menu.

7. **Select course(s)** in the new semester to restore into.

8. Click **Keep Users** in the *Actions* menu to begin restoration.

For more help with this tool call Jared (x8929) or Nate (x8928).

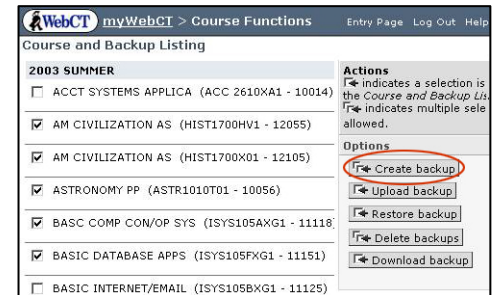


Figure 1 In Course Functions click Create Backup.

This Month's Workshops and Trainings

Title	Date	Time	Place
WebCT Intro	12/6	3-4pm	CS615B
WebCT Editing and Managing Files	12/6	4-5pm	CS615B
WebCT Semester Rollover	12/7	12-1pm	CS615B
WebCT Easier with PowerTools	12/13	4-5pm	CS615B
WebCT Easier with PowerTools	12/14	12-1pm	CS615B

To sign up for these workshops and more, visit our website:
www.uvsc.edu/disted/tetc/workshops

Schedule Training for Your Department!

We are now accepting requests for private departmental training on WebCT, Microsoft PowerPoint and Excel, Adobe Photoshop, and more! To schedule training for your department contact Jared at x8929.

What's New in the TETC

We have the following new equipment available for faculty use in CS633:

- VHS – DVD duplication and digitization equipment
- Slide and 35mm film scanner with auto-feeder.

Did You Know?

Your TA or Grader can have her or his own special-access WebCT account, which provides the ability to score assignments, enter grades, and respond to questions.

On Topic...

- Loeding, B.L., Wynn, M. (1999). Distance learning planning, preparation, and presentation: instructors' perspectives. *International Journal of Instructional Media*, Vol. 26 Issue 2, 181-93.
- Sorg, S., Truman-Davis, B., et al. (1999). Faculty Development, Learner Support and Evaluation in Web-Based Programs. *Interactive Learning Environments*, Vol. 7, No. 2-3, pp. 137-53.



This newsletter was published for Distance Education by the Technology Enhanced Teaching Center at Utah Valley State College.

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