Distance Learning
UNIVERSITY OF SOUTH CAROLINA AIKEN

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Distance Learning Newsletter

New Addition to the Office of Distance Learning

Help me welcome Ms. Regine Monestime. She has been hired as a Curriculum Coordinator II (Instructional Designer) for the Division of Academic Affairs (Office of Distance Learning). Regine started on July 5, 2016 and has already proven to be a great addition to the USC Aiken family. She will assist faculty in developing and designing quality online courses. She has a passion for instructional design/technology because it affords her the opportunity to help faculty develop courses that are engaging and interactive for students to ensure a positive teaching and learning experience. Regine will also contribute to online instructor facilitation and technology training so that faculty are working as efficiently as possible in an online environment. Regine has nearly six years of experience in higher education, with more than four years in distance education. Her career in instructional design started with Savannah College of Arts and Design in Savannah, GA.

Regine is currently working to develop online courses for two new online programs for Palmetto College: Special Education and Accounting. The courses will be developed in phases. The first faculty cohort is now working on courses that will be offered to students in spring 2017. The spring faculty cohort will develop in spring 2017 for summer/fall 2017 delivery, and so forth, until the courses in the programs of study are complete.

Regine started at an exciting time, yet very busy time for the Office of Distance Learning. We are preparing for the largest national virtual conference in USC Aiken's history. We are organizing the implementation to new technologies for streaming media, event registration, and transcribing/close captioning audio/video lectures. We have implemented changes to the Distance Learning Webpage. We updated the process for developing online courses using Web 2.0 collaborated tools to streamline the workflow. Read on for more info.

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2016 USC Aiken National Distance Learning Week Virtual Conference

November 7-11, 2016

Click here to register

Want to review past Distance Learning newsletters?

Check them out!
Fall 2014 | Fall 2015

Questions or comments? Feel free to Contact Us.

FEATURE HIGHLIGHT – 2016 USCA National Distance Learning Week Virtual Conference – November 7-11, 2016 [FREE]

The United States Distance Learning Association dedicates one week each year to provide an opportunity to celebrate growths and accomplishments in distance learning and for faculty and/or students to showcase excellence in teaching, technology, and/or research. National Distance Learning Week (NDLW) is an opportunity to disseminate the amazing innovations being used to help provide quality and robust online education for our faculty and learners. The USC Aiken's Office of Distance Learning is proud to host the third annual NDLW Virtual Conference on the USC Aiken campus during **November 7-11, 2016**. You are invited to celebrate the University's and our external colleague's accomplishments and commitment to excellence in distance learning.

This year's theme is *Practical Applications towards Building Quality Online Courses*. If you are involved in innovative teaching using technology, online teaching, and/or course design/development, (faculty, instructional designers, trainers, or administration in K-12 or higher education), you will want to attend this free virtual conference. Share what you are doing. Discuss your issues. Let's share and learn what others are doing and collaborate on how we can improve strategies and policies in online teaching and learning. The 2015 virtual conference resulted in 20 presenters and 112 participants from 46 institutions in 17 states. There's a wealth of knowledge from around the globe participating in this event. This a great opportunity for national knowledge/skill sharing, collaborating, and networking.

As of October 3rd there were 32 presentations, 38 presenters (27 lead; 11 co-presenters), and 200 people registered from 51 institutions in 27 states. Thus far (for the first year) we have 6 vendors registered as participants.

Keynote Speaker

We are pleased and honored to introduce **Dr. Ryan Rucker**, our second keynote speaker for this annual event. Dr. Rucker will provide a very engaging opening keynote on *Changing Course Design: Building and Ensuring Quality Driven Courses* **on November 7th at 9:00 am - 10:30 am EST**. This keynote will help build the foundation on why course design is so important for online teaching and learning. Then, his closing keynote on *Planning Course Modules: Integrating Backwards Design* **on November 11th at 12:00 pm - 1:30 pm EST** will provide the practical tools and information for actually constructing various components towards building quality courses.

Click the following links to obtain additional information about:

-Dr. Ryan Rucker, Keynote Speaker

-USCA NDLW Virtual Conference

-USCA NDLW Conference Schedule

-USCA NDLW Presenter Bio's

Verified Studios and NC State University to Present at USC Aiken National Distance Learning Week Virtual Conference 9/8/2016

Implementation of New Technologies

In an effort to streamline efficiencies in workflow and transform education, professional development collaborations, and sharing the Office of Distance Learning is seeking to incorporate the following technologies: MediaSite, ABC SignUp, and DocSoft.

MediaSite by Sonic Foundry Video Platform will allow USC Aiken faculty and staff to increase online presence, and student engagement, achievement, and retention through a robust lecture capture system. MediaSite's centralized, searchable, and scalable platform will help advance services in distance, flipped, and blended learning; marketing and outreach; professional development; and recruitment and admissions. MediaSite will provide the three main capabilities: Video capture, transform and manage, and share and watch.

Video Capture

My MediaSite Personal & Mobile Capture is a downloadable client-based portal that will allow users to create videos, screencasts, and slideshows from their desk computers. *ML Go-Anywhere Recorders* allows capture and live-stream broadcast.

Transform and Manage

Video Upload and Publishing allows users to create, edit, upload, publish, and share video using the systems' robust encoding and organizing asset.

Collaborative Editing includes an editing toolkit to quickly and easily edit videos.

Video Search is made possible by MediaSite's SmartSearch capabilities, which automatically turns videos into searchable text so that keywords can be found in audio, slides, handwriting, video, or tags.

Video Analytics provides robust reports in real-time dashboards to show who is watching what and when in order to view student behaviors and engagement level, while being able to measure content impact and value.

Security provides the opportunity to set authorized permissions and access to protect the video library, content creation, management and editing functions.

Share and Watch

Engaging Video Players enhances learning by increasing content mastery and retention through video, content, engagement tools, and centralized video search.

Live & On-Demand Streaming includes the opportunity for high quality and engaging live and on-demand video streaming.

Mobile Video provides automatic encoding to adjust to various mobile platforms to offer consistent live streaming and on-demand video on all mobile devices.

Video Portals afford students the opportunity to engage, collaborate, connect, and produce multimedia, which increases a culture of knowledge sharing.

LMS Integration supports a central and secure home for linking videos and files, while benefitting from advanced video search options, engagement tools and analytics.

ABC SignUp will afford Distance Learning with robust capabilities in event registration management. This tool will allow us to organize and streamline the solicitation and workflow of professional development, receive quick response time, manage multiple organizations on difference calendar, manage multiple classes, and issue robust reporting on training.

DocSoft is a potential vendor to help with our audio/video transcription and closed captioning needs so that we are in compliance with accessibility laws and regulations. This is mandatory! Complaints that involve violations to the Americans with Disabilities Act are resulting in lawsuits over lack of closed captions and/or transcripts. One example of this is Harvard and M.I.T. being sued for lack of closed captions in in their online audio/video and other educational materials.

As I work with faculty on their online course development projects, accessibility is a conversation at the forefront. We discuss how to check to ensure Word & PowerPoint files are accessible and how to make them compliant. We discuss how to ensure multimedia is accessible and compliant (transcripts and closed captioning). The myth is that we need to do this just for those students with visual and/or hearing impairments and that is not the case. Students with learning disabilities (such as ADHD, dyslexia, and other learning disabilities that require the use of text to speech programs) benefit from having content that is accessible.
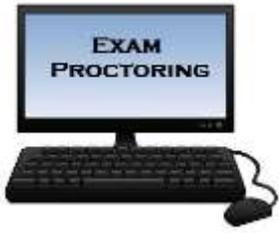
More and more articles are being released with universities facing lawsuits by allegedly failing to have full, equal, and accessible access to content. Failing to adhere to ADA compliances is a form of discrimination and robs certain students of equal learning opportunities. The rule is to have the content accessible at the same time that other students would have access to it. For example, if you have lectures that are not transcribed, a student with a disability will likely ask for the transcript. If that transcript was not already done, the amount of time it will take you to produce the transcript puts that student that much further behind in their studies (known as unequal access).

Articles like these stress the fact that more students are complaining and speaking up, resulting in lawsuits. If you create your own content (PowerPoints, lectures, etc.) or use the publisher's content, you are ultimately responsible for the content you release in your course. If you are using content from the publisher, put pressure on them to make the content accessible before releasing it to students.

If content does NOT belong to you and you are using it in your online course, read the *YouTube Copyright Rules: Is It Legal to Caption Public YouTube Videos article* to take steps towards accessibility compliance.
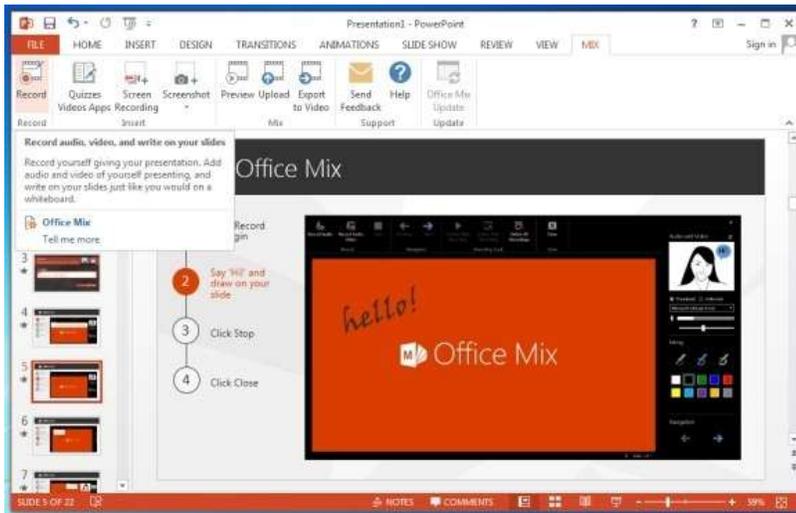
Virtual proctoring services are being discussed with Columbia and will be shared once plans are finalized. In the meantime, for on-ground proctoring strategies, edit the Proctoring Instructions and Form to fit your needs.

Technology Corner

Microsoft Office Mix

If you were accustomed to using Adobe Presenter, then you probably know that the license terms changed to require annual renewals vs the one-time purchase. The latest and greatest alternative is Microsoft Office Mix! Microsoft Office Mix is an add-on to Microsoft PowerPoint. With Mix, you can create voice-over PowerPoint lectures that are self-running and contain a number of interactive items, such as embedded video, quizzes, and screencasts. Mix is an additional tab that appears on your PowerPoint ribbon.

Did you know you have FREE access to **Microsoft Office Mix**?   Click the link to discover the key features, technical requirements, downloadable link, instructional videos, instructional guide for teachers, and a handout for Using Microsoft Office Mix with Blackboard.

Microsoft Office 365

Access to the following software applications is required to complete various course assignments:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Access
- Microsoft Office PowerPoint
- Microsoft Office Publisher
- Microsoft Office One Note
- Microsoft Office OneDrive
- Microsoft Office Outlook, etc.

If you do not have access to the applications, USCA faculty, staff, and students now have **FREE** access to Microsoft Office 365. It's FREE and can be installed on up to five devices, including your home computer:

- Windows and Mac laptops and computers
- iOS, Android and Windows tablets and phones

Setup is easy and the software configures itself based on the @usca.edu email address used to access the download site. Installations on laptops and desktops now include the same Office programs you enjoy on your campus computer: Office 2013 for Windows systems and Office 2011 for Macs.

OneDrive for Business is also included giving you 1TB of cloud storage free of charge.

Full information and download instructions can be found on the Office 365 page of the USCA Help Desk website.

Adobe Connect

Adobe Connect is a web conferencing software service that allows virtual and collaborative meeting experiences. Faculty can host virtual meetings for virtual office hours, online study sessions, oral presentations, etc. Faculty and staff have access to obtain a free account for Adobe Connect through USC Columbia.

If you would like an account, simply email servicedesk@sc.edu. Provide your full name, USC email, employment title, and request an Adobe Connect account. A representative from USC Columbia will email you with your login credentials.

If you will be using Adobe Connect for your online meeting sessions, it is suggested you use the following script in your course syllabus:

"Access to a high-speed Internet access, Webcam, and a headset with microphone (unless your computer or laptop has built in speakers) will be needed to participate in the Adobe Connect synchronous class sessions. Your professor will provide instructions on your role as a participant or presenter in the environment. Refer to the Participate and/or the Host handout for instructional use. The Adobe Connect meeting room link for this course is https://www.breeze.sc.edu/insert-class-number-here/. It is highly recommended that you are using a wired Internet connection. If not, you should be as close as possible to the wireless router. The loss of Internet connection will result in a disconnection in your synchronous session and you will have to re-enter the meeting room."

If you need training in using Adobe Connect, schedule an appointment with the Office of Distance Learning by emailing veronicao@usca.edu.

Office of Distance Learning Updates

The Office of Distance Learning Webpage has implemented a new look. Templates and resources will be reviewed and updated as needed. Files will be moved to our new Window File Server so that links can be customized to be more intuitive for searching. For now you can find online course development resources for faculty, along with various student online resources. You can find the latest information on the National Distance Learning Week Virtual Conference on the Professional Development link. If you have suggestions or comments for the Distance Learning webpage, please submit them using the Comments and Suggestions link.

Do you have ideas for a future newsletter? Do you have something newsworthy that you would like to share with your USCA family? If so, fill out the Comments and Suggestions link to share your news.

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