

Emergency Support for Teaching and Learning

As we begin the new academic year, there is potential for a higher level of absenteeism because of the outbreak of human swine flu (H1N1). The Office of the Provost and Vice President for Academic Affairs, along with Information Resources and Technology have developed a Sakai Toolkit for you to use to communicate with and provide learning experiences for students who cannot attend class.

Faculty can place course materials on Sakai or on Blackboard as you now do and at any time and at any location from which you have internet access. Faculty can place course materials on that website for student access 24/7 from anywhere they have internet access. The online component can be used as needed to fit your teaching needs. Use of this online access will allow you to give students the ability to participate in the course when they may be out due to personal illness. Please consider the following:

- Use the online site to house basic course information that is ordinarily handed out in class - syllabus or course schedule.
- Use the online site for all course material - PowerPoint slides, vocabulary lists, instructor-produced written materials, photographs, illustrations, recorded lectures, etc.
- Use the online grade book so student grades can be posted privately and accessed by the student as desired.
- Link to other websites (internal and external) for additional materials or content.
- Use discussion forums and chat to generate participation and collaboration.

If you are unfamiliar with use of Sakai, we have provided steps below to assist you. If you need further assistance please contact ITAC at 309-677-2332 or 309-677-3045 or email brk@bradley.edu.

Blackboard

If you are already using Blackboard, you may continue using Blackboard to post content, grades and communicate with students. *Please note that Blackboard will only be available until May 2010 and development within Blackboard will be for short-term gains.*

You must make your course site "Available" --

- Click the course Control Panel,
- Click Settings
- Change the course to "Available"
- Click Submit.

For further assistance, refer to the Guide to Blackboard (<http://blackboard.bradley.edu/faculty/BbGuide/index.shtml>) or contact ITAC at 309-677-2344.

Sakai

Course sites are automatically created in Sakai. To access your course you should use Internet Explorer version 6, 7 or 8 or Firefox version 2 or 3. Go to <https://sakai.bradley.edu> and log in with your BUnetID and password. Your courses will appear as tabs across the top of the page and in the "-more-" box if you have more than five sites.

Step 1: How to get started with Sakai?

Steps for adding the syllabus, content (handouts, slides, photos, etc), web links, calendar events, posting grades, posting assignments, giving tests, holding course discussions, collaborating with other students and more are all included on this **checklist** (<http://sakaihelp.bradley.edu/node/320>).

NOTE: Student rosters are automatically added to your course sites, but you will have to PUBLISH each course site to give access to your students. To **Publish** your site:

1. In your site's toolbar, click Site Info.
2. Click Manage Access.
3. Under "Site Status", next to Publish site, check the box to publish your site.
4. Click Update.

Step 2: How can I present content when I don't see my students?

- PowerPoint with narration -- You can record your voice on each slide which the students can download and playback on their computers. Email ITAC (brk@bradley.edu) for more information.
- Video record your presentation -- Bradley ITEMS has a few classrooms set up to record an instructor's presentation to video or can provide staff to assist with this process. Links to materials created can be posted to your course site for students to access on demand. Email or call Wade Helm at 677-2329 (wph@bradley.edu) or Jim Kelly at 677-3387 (jkelly0@bradley.edu) for more information.
- Discussion Forums (<http://sakaihelp.bradley.edu/topics/forums>) -- Good writing prompts and peer review can motivate students to engage themselves in online discussion (see article <http://tit.bradley.edu/node/5>).
- Self-tests -- Create short quizzes (http://sakaihelp.bradley.edu/topics/quiz_and_survey) that reinforce the course readings. Quizzes are automatically graded. Don't give the students the correct answers, but require the students retake the quizzes until they get all the questions correct.

Step 3: How can I help my students keep up with the class?

- Be clear and concise in giving directions, outlining expectations and defining learning objectives and put this information in a prominent location like on the Home page (http://sakaihelp.bradley.edu/topics/worksite_info/worksite_info_03).
- Use communication tools like Announcements (<http://sakaihelp.bradley.edu/topics/announcements>) and Mailtool (<http://sakaihelp.bradley.edu/topics/mailtool>) to keep in touch.
- Give timely feedback on work submitted by adding individual comments to the grade book (http://sakaihelp.bradley.edu/gradebook/gradebook_04) or returning written feedback on assignments (http://sakaihelp.bradley.edu/topics/assignments/assignments_03).
- Add a department administrative support person as a Participant (http://sakaihelp.bradley.edu/topics/site_info/site_info_06) to help post content or provide additional assistance to your students.

Step 4: What additional support resources are available?

ITAC has other resources to help faculty learn more.

- Hands-on training sessions - email brk@bradley.edu for a schedule
- SakaiHelp (<http://sakaihelp.bradley.edu/>) online help topics, checklist, how-to-guides, FAQs, videos, and more

If you need further assistance please contact ITAC at 309-677-2332 or 309-677-3045 or email brk@bradley.edu.