Orientation Package for Technology for Educators course EME 2040.

This package includes:

- an introduction to WebCT tools;
- the Syllabus; and the
- Course Calendar

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Open your browser and type in this web address: [http://webct6.valenciacc.edu](http://webct6.valenciacc.edu)

Click on LOG IN

Log in to your course(s).

Forgot your login information?

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Use your ATLAS ID and PIN to log into WebCT

At the top of the login window is a button used to solve technical difficulties with your browser. If you are having problems making a connection, click the **Check Browser** link shown.

You will see a list of classes in which you are enrolled that have a WebCT component. For this class, select **23180**.
<table>
<thead>
<tr>
<th>Course Content:</th>
<th>Home page, main info link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements:</td>
<td>The information will be shown on the Home Page, or e-mailed if appropriate.</td>
</tr>
<tr>
<td>Assessments:</td>
<td>This includes the 12 chapter quizzes and the two exams – the Midterm and the Final</td>
</tr>
<tr>
<td>Assignments:</td>
<td>All the assignments (except discussions) will be listed here. See syllabus.</td>
</tr>
<tr>
<td>Calendar:</td>
<td>This tool displays assignments, discussions and tests in a calendar format.</td>
</tr>
<tr>
<td>Discussions:</td>
<td>There will be 13 discussions. Please read and follow instructions for the subject, number of posts and replies required.</td>
</tr>
<tr>
<td>Learning Modules:</td>
<td>Organizing with a separate module for each Chapter plus an Orientation. Inside each module are all of the activities related to that unit. It links you to the calendar, assignments, discussions and assessments (tests). Complete each module in sequence, and you will complete the required elements.</td>
</tr>
<tr>
<td>Mail:</td>
<td>Use the e-mail contained in WebCT for communicating with me (the instructor). Only use ATLAS or other e-mail if you do NOT have access to WebCT.</td>
</tr>
<tr>
<td>Syllabus:</td>
<td>This is an electronic copy of the course requirements and grading explanation.</td>
</tr>
<tr>
<td>Web Links:</td>
<td>Hypertext links related to this course.</td>
</tr>
<tr>
<td>Who’s Online:</td>
<td>Shows who is logged into WebCT. Note: you can be working on another WebCT class and still show as “online” in our class. You can invite myself or others to Chat Live.</td>
</tr>
<tr>
<td>Roster:</td>
<td>This is like a MySpace page. You can add photo and message if desired.</td>
</tr>
<tr>
<td>My Grades:</td>
<td>Check here for all graded items.</td>
</tr>
<tr>
<td>My Files:</td>
<td>A place to upload files for use in this course.</td>
</tr>
</tbody>
</table>

**Description of Course Tools**

The Arrow points to the Expand or Collapse control. When the Course Tools are expanded (as in this view above), you see both the icons and the names. When they are collapsed, you see only the icons, and have a larger window to work with at the right.
When you first open this course, only the Orientation will be visible on the Course Content (Home Page). Complete this module and pass the quiz to open more of the course. The course opens to display your learning modules after you pass the Orientation Quiz. Please take the quiz as many times as needed. This provides the necessary feedback to let me know that you understand what is included in this course and how to use the WebCT tools to accomplish this.
Grading Items

My Grades will show the individual grades. The learning activities will be found in the Discussions, the Assignments and the Assessments. You can also find these activities in the related, Learning Modules.

Below is a list of the Grading Items from the syllabus.

a. Participation Items [total of 13] 15%
   - Orientation assignment
   - 12 Chapter Discussions
b. Project 1 Informational Flyer 15%
c. Project 2 PowerPoint Presentation 15%
d. Project 3 School Web Page 15%
e. Midterm Exam 15%
f. Final Exam 15%
g. Electronic Portfolio 10%

TOTAL ———— 100%

Assignments

To view an assignment, select the Assignments tool at left, and then select one of the 5 assignments shown.

Completing Assignments

The top half of an Assignment includes the Date an assignment is due as well as the type. Each assignment has detailed instructions. Please follow these carefully. On some of the assignments, there are more detailed instructions attached as a Microsoft Word document or an Adobe Acrobat “PDF” file.
Assignments (Cont’d)

In the lower half of the Assignment window you will find a place where you can attach a file. You click on Add Attachments and a browse window opens. When you are finished, and want to release your assignment for grading, select the Submit button. You will need to use BOTH attach and submit on all assignments.

Discussions

Click on the Discussion Form link to see the grading form that I will use to grade the discussion. Be sure to note the required number of message postings and replies that are required.

E-Mail

Click on Create Message to start a new e-mail. Next use the Browse for Recipients… button above the To: window. You select a class member, or your instructor, from the list that shows

Please note that all E-Mail is internal to this WebCT class. You cannot receive e-mail from outside this class, and you cannot send e-mails to individuals outside this class.
### Midterm and Final Exams.

These tests must be taken at a testing center. I automatically send information to the four Valencia Testing Centers with a class roll and the password needed to take these exams. The four campuses are East, West, Osceola or Winter Park. You can take the test at the campus of your choice. Below is a link you can click to check the operating hours at each Testing Center.

[Click here for Testing Center information](#)

### Tests for Students not in Central Florida.

If you are not located near any Valencia campus, you must find a local college that will allow you to take the test at their facility. This must be done at the beginning of this class, and you must pay any fees they may charge. Please e-mail me (in WebCT) the contact person and phone number so I can communicate with them. This must be done before the Midterm. No EXCEPTIONS.

**How to contact me.** If you cannot access the website, or need to talk with me

- **Phone:** (407) 582-2431
- **E-Mail:** [dhaskins@valenciacc.edu](mailto:dhaskins@valenciacc.edu)
- **Office:** Valencia East Campus Building 4, Room 101 (Student Computer Center)

This is a technology course, and you must learn to work

### Secret to this course.

The greatest secret to successfully completing this course is to **follow instructions**. If you are not already familiar with computers, you will learn that they are very literal.

Computers do not understand what you mean -- they only understand what you say. I will try to give specific instructions. Take these at their simplest, most direct meaning, and you will have very little difficulty. Don’t follow them, and you will begin to learn what it means to have technical difficulties. This is a course about technology, and you will be learning information about technology while you learn to use in practical way.

### Questions during this course.

You will have many questions during this course, and I encourage you to use the communications tools mentioned earlier – the Discussions and Mail. The Discussions let you ask questions and also help other students by answering their questions. I will be monitoring these discussions and adding my comments from time to time. The Mail should be used for private communication. Use this for questions that relate to you personally. You can communicate with any person within the class. The Mail is self-contained and doesn’t give you access to send messages to outside locations, or receive outside messages.

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Prerequisites: None
Corequisites: None
A course for undergraduate education majors which is designed to establish awareness and proficiency related to productivity tools (word processing, spreadsheet, data base, graphics), multimedia presentation, hardware and software, and contemporary communications systems, such as E-mail and the World Wide Web. This course includes learning activity designed to ensure competence in the basic use of computers. Generally required as a prerequisite for state university teacher education programs in Florida. Check with prospective programs in Florida. Check with prospective transfer program on current requirements.

Instructor: David Haskins  
Office: Rm. # 4-101  
Phone: 407-582-2431  
Email: Use the E-Mail in WebCT for all Class-Related Communication. If you are having technical problems with WebCT you may contact me at: dhaskins@valenciacc.edu. Use WebCT to send all assignments!!!

Course Goals and Outcomes:
Upon successful completion of this course, the student will:

- Know how to develop and present educational projects using a variety of software programs.
- Be aware of the wide range of available instructional technology tools, which are currently in use in schools throughout the United States and will be available in the near future.
- Develop an understanding of guidelines for the effective development and appropriate use of instructional technologies.
- Understand and demonstrate the ability to effectively use and integrate the following instructional technologies: (1) A/V equipment (2) Word Processing Presentation Graphics Software; and (3) World Wide Web.


Grading:

<table>
<thead>
<tr>
<th>Electronic Portfolio</th>
<th>= 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Projects worth 15% ea:</td>
<td>= 45%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>= 15%</td>
</tr>
<tr>
<td>Participation worth 15%</td>
<td>= 15%</td>
</tr>
<tr>
<td>1 Final Exam worth 15%</td>
<td>= 15%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>= 100%</td>
</tr>
</tbody>
</table>
Assignments:

Projects (Three, each worth 15%; total of 45% of your final grade).
  o Project 1 Informational School Flyer using Word
  o Project 2 Presentation using Powerpoint
  o Project 3 Web Page using Microsoft FrontPage

Participation Grade:

Participation (13 items which average together for 15% of your final grade)
  o Orientation online (includes information about course, and a quiz which MUST be passed to open all Assignments on WebCT.
  o 12 Chapter Questions (part of participation grade)
  o 12 Chapter Discussions.

Midterm and Final Exam:

  o Exams (2 worth 15% each for a total of 30% of your final grade)
  o Midterm (15%) Exams must be taken at a Testing Center (East, West, Osceola or Winter Park Valencia Campuses), and
  o Final (15%) Exams must be taken at a Testing Center (East, West, Osceola or Winter Park Valencia Campuses)

* Students outside the Central Florida area must make arrangement at the nearest college to take tests. This needs to be done within the first two weeks of class. Information should be emailed to your instructor about the contact person and phone number. Charges for proctoring tests are the student's responsibility.

Note: School policy states that you will receive a "WF" (Withdrawal Failing) if you miss the Final.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 - 100</td>
<td>B = 80 - 89</td>
</tr>
<tr>
<td>C = 70 - 79</td>
<td>D = 60 - 69</td>
</tr>
<tr>
<td>F = 59 or below</td>
<td></td>
</tr>
</tbody>
</table>

Due Dates: All assignments are due on the assigned date.
All items are available online in WebCT and must be submitted online through WebCT in the appropriate assignment.

Late Projects:
All late materials will be reduced by one letter grade the first week late, and two letter-grades for the second week. Items will not be accepted if more than two weeks late.

Student Code of Conduct:
Valencia is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the professor. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the professor to leave the class. Violation of any Valencia policies/procedures or classroom rules may lead to disciplinary action up to and including expulsion from the College. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. Valencia’s Student Code of Classroom Conduct (Policy 10-18) can be found in the current Student handbook, or online at http://valencia.cc.fl.us/policies/PDF/10-18.pdf.

Academic Honesty:
All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty included, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at http://valencia.cc.fl.us/policies/PDF/10-16.pdf.
Withdrawal Deadline:
The Deadline for withdrawal with a grade of "W" in Spring 2009 2nd 10 weeks is April 10, 2009.

CLAST Competencies:
The College-Level Academic Skills Test (CLAST) measures the following: reading skills, essay skill, English language skills, and mathematics skills. To the extent possible, you will be encouraged to develop these skills as part of you work in this course. Additional information is available in the College Catalog (http://valenciacc.edu/catalog).

Valencia Student Core Competencies:
Valencia faculty have defined four interrelating competencies (Think, Value, Communicate, Act) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further your mastery of those core competencies. Additional information is available in the College Catalog (http://valenciacc.edu/catalog).

Lab Time:
You may find it necessary to put in time at a campus computer lab to complete assigned projects. This is especially true if you don't have all the software used in this class.

Computer and Software requirements:
• Computer with Web Access, configured per WebCT guidelines shown on the site.
• Microsoft Word
• Microsoft Powerpoint
• Microsoft Frontpage
• Microsoft Excel

• Students with Disabilities:
Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The East Campus Office is located in Building 5, Room 216.

Make-Up Policy:
None

Disclaimer:
The instructor reserves the right to make changes to the syllabus at any time during the Course
<table>
<thead>
<tr>
<th>Learning Module</th>
<th>Due</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>2/18</td>
<td>Review Orientation Information: Course Syllabus, Course Calendar, Orientation Quiz, Orientation Assignment, Orientation Discussion</td>
</tr>
<tr>
<td>1 Theoretical Foundations</td>
<td>2/23</td>
<td>Ch 01 Practice Test, Ch 01 Discussion</td>
</tr>
<tr>
<td>2 Designing and Planning Technology-Enhanced Instruction</td>
<td>2/28</td>
<td>Ch 02 Practice Test, Ch 02 Discussion</td>
</tr>
<tr>
<td>3 Personal Computers in the Learning Environment</td>
<td>3/5</td>
<td>Ch 03 Practice Test, Ch 03 Discussion</td>
</tr>
<tr>
<td>4 Digital Technologies in the Classroom</td>
<td>3/18</td>
<td>Ch 04 Practice Test, Ch 04 Discussion, Project 1 &quot;Informational School Flyer&quot;</td>
</tr>
<tr>
<td>5 Administrative Software</td>
<td>3/23</td>
<td>Ch 05 Practice Test, Ch 05 Discussion</td>
</tr>
<tr>
<td>6 Academic Software Midterm Exam</td>
<td>3/28</td>
<td>Ch 06 Practice Test, Ch 06 Discussion Midterm Exam in Testing Center Click Here to Check Hours of Operation</td>
</tr>
<tr>
<td>7 Networks and the Internet</td>
<td>4/2</td>
<td>Ch 07 Practice Test, Ch 07 Discussion</td>
</tr>
<tr>
<td>8 Using the Web for Teaching and Learning</td>
<td>4/07</td>
<td>Ch 08 Practice Test, Discussion Chapter 08, Project 2 &quot;PowerPoint Presentation&quot;</td>
</tr>
<tr>
<td>9 Audio and Visual Technologies</td>
<td>4/12</td>
<td>Ch 09 Practice Test, Discussion Chapter 09</td>
</tr>
<tr>
<td>10 Video Technologies</td>
<td>4/17</td>
<td>Ch 10 Practice Test, Ch 10 Discussion</td>
</tr>
<tr>
<td>11 Distance education: Using Technology to Redefine the Classroom</td>
<td>4/22</td>
<td>Ch 11 Practice Test, Ch 11 Discussion</td>
</tr>
<tr>
<td>12 Issues in Implementation Technology in Schools</td>
<td>4/27</td>
<td>Ch 12 Practice Test, Ch 12 Discussion., Project 3 &quot;Creating a Web Page&quot;</td>
</tr>
<tr>
<td>Electronic Portfolio / Final Exam</td>
<td>5/1</td>
<td>Will Include the Three Projects, and Student Information Page Final Exam in Testing Center</td>
</tr>
</tbody>
</table>

Click Here to Check Hours of Operation

Classes End May 03, 2009

Important Dates

<table>
<thead>
<tr>
<th>Project 01 Informational School Flyer</th>
<th>3/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 02 PowerPoint Presentation</td>
<td>4/07</td>
</tr>
<tr>
<td>Project 03 Web Page</td>
<td>4/27</td>
</tr>
<tr>
<td>Electronic Portfolio</td>
<td>5/1</td>
</tr>
<tr>
<td>*Midterm Exam</td>
<td>3/28</td>
</tr>
<tr>
<td>*Final Exam</td>
<td>5/1</td>
</tr>
</tbody>
</table>

*Midterm and Final Exams must be taken at one of the Valencia Testing Centers at East, West, Osceola or Winter Park Campuses