

# Teaching Online at Illinois Central College

*An index of information and resources for faculty who teach online classes at ICC*

Find this document online, [icc.edu/tlc](http://icc.edu/tlc) > Teaching Online at ICC

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## ICC Online Learning Support Team ([back to list](#))

- Jeff Maston, Instructional Technologist – System Administrator; [jmaston@icc.edu](mailto:jmaston@icc.edu), 240A, East Peoria Campus, 694-8949
- Nicole Reese, Instructional Technologist; [nicole.reese@icc.edu](mailto:nicole.reese@icc.edu), 240A, East Peoria Campus, 694-8908

## Teaching and Learning Center ([back to list](#))

[tlc@icc.edu](mailto:tlc@icc.edu)

309-694-8908

[icc.edu/tlc](http://icc.edu/tlc) (TLC website)

The Teaching and Learning Center (TLC, 240A, East Peoria campus) offers Blackboard training and other training relevant to faculty teaching online. The TLC serves as a location for services and events which include formal and informal scheduled events, one-on-one consultation, drop-in assistance and in-service training. TLC equipment includes networked computers, CD burners, web cams, microphones, speakers, digital cameras, digital voice recorders, and iClicker response devices. The TLC also maintains single licenses of special software. TLC Staff can assist all ICC Personnel with basic computer use, eServices/PeopleSoft (class rosters, academic warnings, attendance rosters, and grade rosters), Blackboard, Microsoft Office, and other technology tools.

### *Copyright and Fair Use*

Markie Castle, Copyright Facilitator and Adjunct Faculty, can consult with faculty, staff, and students on copyright and fair use. Contact Markie for more information, [mcastle@icc.edu](mailto:mcastle@icc.edu).

## Blackboard @ ICC ([back to list](#))

[icc.edu/tlc](http://icc.edu/tlc) > Blackboard Resources (Resources Page)

<http://courses.icc.edu> (Blackboard Login Page) Make a note of this URL and share it with your students. Many Blackboard users navigate to Blackboard by going to [www.icc.edu](http://www.icc.edu) and clicking on the Blackboard link in the MyICC menu. Blackboard is externally hosted and can be accessed by going directly to the login page (<http://courses.icc.edu>). Blackboard will still be accessible should the ICC website be inaccessible.

All Blackboard instructor users must request new course sites, course site copies, course site removal, and student user batch enrollments through the Teaching and Learning Center. Check the Blackboard Resources web page for more information.

### *Email Addresses in Blackboard*

All users, students, faculty, and staff, will have their ICC email addresses listed in Blackboard. For students, the ICC email address is [username@lab.icc.edu](mailto:username@lab.icc.edu). For faculty and staff, the email address is [username@icc.edu](mailto:username@icc.edu).

### *Blackboard Collaborate*

Blackboard Collaborate is a desktop videoconferencing system. ICC has a Blackboard Collaborate license which can support a live online conference (webinar) for up to 100 users. For more information go to the Blackboard Resources page and click on the Collaborate resources page, [icc.edu/tlc](http://icc.edu/tlc) > Blackboard Collaborate

TLC staff can also provide training and support for Google Hangouts, an online conference system available through ICC Google Apps. Contact a TLC staff member for more information.

## *Publisher Resources*

Blackboard @ ICC provides access to a number of existing plugins that facilitate a connection between Blackboard at ICC and web-based publisher content. For assistance with integrating publisher content into Blackboard, contact TLC staff at [tlc@icc.edu](mailto:tlc@icc.edu) or 694-8908.

## *Test Bank Conversions via Respondus*

The TLC staff use a software program called Respondus to manage some test bank files. If you have a test bank you would like to use in Blackboard, contact TLC staff at [tlc@icc.edu](mailto:tlc@icc.edu) or 694-8908.

## **Student Technology Resources** ([back to list](#))

The MyICC ([my.icc.edu](http://my.icc.edu)) web page is a student's one-stop web page for student technology information and links. This page provides login access to ICC eServices, email, MyAlert, and Blackboard. It also provides links to the First-Time Student Technology User website, help for eServices, a how-to guide for email, account management instructions for MyAlert, links to the library website, and a link to the Ask A Librarian chat service.

All faculty and staff should refer students to <http://my.icc.edu> for technology information and system logins.

## **Online and Hybrid Class Student Pre-Term Communication** ([back to list](#))

All students enrolled in online and hybrid classes will be sent an email to their home email addresses. Students in online classes are also sent messages to their ICC email addresses. The message sent to students' home email addresses reminds them about checking their ICC email accounts. The messages sent to their ICC email addresses help students get started with their online classes.

[Sample Message sent to HOME Email Addresses](#) (All students in online and in-person/online classes)

[Sample Message sent to @lab.icc.edu Email addresses](#) (All students in online classes)

These messages do not replace messages you send students. Instead, the Virtual Campus office sends these messages with the hope students will get successful starts to their classes. As a reminder, all email you send through eServices or Blackboard is sent to students' ICC email accounts, the @lab.icc.edu address.

## **Official Course Syllabi** ([back to list](#))

An online course should include a copy of the official course syllabus or a custom syllabus created by the instructor which includes the standard course syllabus elements: course title, description, course goals, general education goals, etc. If you do not have a copy of the official course syllabus, contact your dean, associate dean, teaching chair, or Lesley Zimmerman in Curriculum Services, 240B, East Peoria Campus, [lesley.zimmerman@icc.edu](mailto:lesley.zimmerman@icc.edu), 694-5745.

## How much TIME should an online class take? ([back to list](#))

Time spent on an online class per week is relative to the time spent in and outside of the classroom for an in-person class. Here is an example of how to communicate this information to students taking an online class.

Online and hybrid classes take as much time, if not more time, than the same class in-person. The number of credit hours you earn by successfully completing a class helps you determine how much time you should be spending on the class. In an in-person class, for every 1 hour you spend in the classroom, you should plan for 2-3 hours of work outside of the classroom. Here is a breakdown of time for a typical 3 Credit Hour class:

- **In-Person:** 3 hours in the classroom + 6-9 hours of homework/study = **9-12 hours per week for each in-person 3 credit hour class**
- **In-Person/Online (Hybrid):** normally 3 hours in the classroom but reduced due to the hybrid delivery + whatever the in-class reduction is made up by active online learning + 6-9 hours of homework/study = **9-12 hours per week for each hybrid 3 credit hour class, with more or less time as needed for mastering the online learning environment**
- **Online:** 3 hours of active online learning (lessons, quizzes, tests, discussions, simulations, research, etc.) + 6-9 hours of homework/study = **9-12 hours per week for each online 3 credit hour class, with more or less time as needed for mastering the online learning environment**

By not actively participating in and completing assignments for an online class or hybrid class, you run the risk of being dropped from the course within the first week or at mid-point. **Be sure to thoroughly review the course syllabus and know the course participation requirements.**

**If you are taking a class in a shorter duration**, the content is the SAME but in a SHORTER term! A normal semester is 16 weeks. If you take a 12-week or 8-week class, the amount of work per week is increased, even doubled, to fit the shorter duration of the class.

## Never-Attenders, Non-Attenders in Online Classes ([back to list](#))

Faculty teaching online classes must comply with *never-attended* and *non-attender* reporting. Students must be submitting substantive work to be considered participating (attending). Participation may be defined by completing assignments and having dialogue with the instructor. A login date without submitting assignments or communicating with the instructor does *not* constitute “attendance” or “participation”. Since a login is not participation, faculty must administer substantive assignments in the first 10 days of an online class so never-attenders (students who did not complete assignments) can be accurately reported as never-attenders. Students who are reported as never-attenders will be administratively withdrawn from the class. Students who are reported as non-attenders (who ceased attendance/participation) at midterm are also administratively withdrawn from the class.

Faculty teaching online need to be explicit about their course-specific guidelines for participation. Faculty should clearly define the timeline and requirements for participating in the first 10 days of the class, the “never-attended” window, and the time to mid-point, the “non-attender” window. Faculty should be mindful of the never-attended and non-attender deadlines on the ICC AWARe roster and carry through on reporting students who have failed to meet their participation (attendance) requirements.

For more information about defining “Attendance” or basic functions of the class, warning, attendance, and grade rosters in eServices/PeopleSoft, access the Basic Roster Management guide on Teaching and Learning Center website, [icc.edu/tlc](http://icc.edu/tlc) > Instructional Technology

With problems related to records or reporting, contact Nikisha Wright Anderson, [nwrightanderson@icc.edu](mailto:nwrightanderson@icc.edu) or 694-5581.

For assistance with using eServices/PeopleSoft, contact the TLC, [tlc@icc.edu](mailto:tlc@icc.edu), 694-8908, or 240A on the East Peoria Campus. TLC hours are posted on the TLC website, [icc.edu/tlc](http://icc.edu/tlc)

### **ICC Technology Services Help Desk** ([back to list](#))

309-694-5457, [helpdesk@icc.edu](mailto:helpdesk@icc.edu)

The Help Desk can assist all users with usernames and passwords.

### **Library Services** ([back to list](#))

The ICC Library provides a significant number of high-quality services for online students and faculty teaching online classes. Library personnel are willing to provide an “embedded librarian” for online classes. For more information, visit the Library web page: <http://apps.icc.edu/library/facultyResources/>

### **Online Academic Support** ([back to list](#))

The on-ground academic support areas at ICC provide students with a number of online academic support options. Academic support information is displayed on the MyICC page, <http://my.icc.edu>. Academic support areas will provide some support via email and will arrange for online consultations.

### **Proctored Testing** ([back to list](#))

ICC supports an instructor’s decision to require proctored testing. Consult with the Testing Center staff regarding the use of the Testing Center for online class tests. If a proctored test is required and a student cannot visit an ICC campus location to take the test, the instructor should work with the student’s local college, university, or testing centers to make arrangements. To arrange for a classroom and to have your

final time listed in the finals schedule, contact Scheduling Services at [academicscheduling@icc.edu](mailto:academicscheduling@icc.edu). Provide your name, class number, meeting times, and preference for room (computer lab or smart classroom).

### **Access Services** ([back to list](#))

ICC is committed to making its programs accessible to all students. It is the student's responsibility to inform the college of any disability for which the student requests reasonable accommodations. For more information, call 309-694-5749.

### **Online Learning Committee** ([back to list](#))

ICC has an Online Learning Committee dedicated to the cross-functional needs of the Virtual Campus and online learning at ICC. The task force collaborates online and meets 4-6 times per year. Committee members participate in breakout sessions and other events related to online learning.

### **Illinois Online Network – Master Online Teacher Certificate Program** ([back to list](#))

ICC supports participation in the Illinois Online Network (ION) Master Online Teacher certificate program. The online certificate program consists of four required classes, an elective, and a practicum. Most classes are 8 weeks in duration and delivered completely online. Participants begin with an Online Learning Overview class. With dean or supervisory approval, ICC faculty and staff may be eligible to take classes in the program and complete the full certificate with ICC paying the registration fees. To learn more about ICC's involvement in the Master Online Teacher program, visit [icc.edu/tlc](http://icc.edu/tlc) > Teaching Online at ICC

### **Illinois Online Network - Quality Online Course Initiative (QOCI)** ([back to list](#))

ICC has identified the ION QOCI rubric as a tool for online course design, development, and review. ICC faculty and staff have, with ION's permission, reformatted the QOCI rubric to preserve the rubric's characteristics but shorten the rubric form, making it more efficient for course developers and reviewers. The QOCI rubric can be used as a helpful tool for self-assessment, as well as in conjunction with the class observation process when an online class is observed. To learn more about ICC's use of the modified rubric, go to [icc.edu/tlc](http://icc.edu/tlc) > Teaching Online at ICC.

### **ICC Student Assessment of Faculty** ([back to list](#))

ICC deploys online surveys for the end-of-semester Student Assessment of Faculty for all classes. Results from this survey can be used to continuously improve online classes. For more information about Student Assessment of Faculty, consult the Faculty Handbook. To find the Faculty Handbook online, go to [icc.edu](http://icc.edu) > Faculty & Staff

### **Online Degrees, Certificates; ICC's Virtual Campus** ([back to list](#))

ICC offers fully-online degree and certificate programs. For more information, visit the Virtual Campus website <http://icc.edu/VirtualCampus> and the ICC Online Degree and Certificate Programs web page, or contact the Virtual Campus office at [icconline@icc.edu](mailto:icconline@icc.edu) or 309-694-8888.

### **Online Faculty Fellows Program** ([back to list](#))

The Online Faculty Fellows program pairs faculty member participants with a Master Online Teacher, certified or in progress, to participate in an orientation session and a project reviewing an online class for updates and improvements. The participant and fellow collaborate on reviewing the course and the participant showcases the course improvement efforts during a Celebration of Learning. Grant funding is available for both the participant and the fellow. For more information, visit the Online Faculty Fellows web page, [icc.edu/tlc](http://icc.edu/tlc) > Teaching Online at ICC > Online Faculty Fellows

### **\*NEW\* for Fall 2017: Excellent Online Teaching**

ICC is offering a new workshop, Excellent! Online Teaching, in the fall 2017 semester. The workshop will consist of 8 weeks of online professional development followed by a 4 week practicum facilitated by an expert online teacher. Visit [icc.edu/tlc](http://icc.edu/tlc) > Teaching Online at ICC for more information.