

Using Online, Web-based Resources to Enhance Classroom Teaching: A Tutorial

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M.A.P. for Effective Web Page Elements

We must consider the following
context for determining
whether a web page element is
effective or not...

Basic Rules of Web Page Design

■ Rule #1:

- ◆ The purpose of having your Web site is the foundation for all your design decisions on content and design

■ Rule #2:

- ◆ Your audience's wants and needs come first, yours come second! Usability is #1!

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Remember to MAP out your Web site

■ Message

- ◆ What is the message you wish to convey through your web page or web site?

■ Audience

- ◆ Who is your intended audience? What are their characteristics — both demographic and psychographic?

■ Purpose

- ◆ What is the purpose of having a web page or a web site?

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10 Steps to Developing Online Courses

Let's examine the specific
steps you might take in
developing classroom support
materials for online delivery...

Before we start...

■ You have three ways to supplement
your classroom instruction with
online materials...

- ◆ Develop them yourself in HTML and/or
using a web page editor like FrontPage or
Dreamweaver
- ◆ Use some free, web-based utilities online
- ◆ Employ a delivery "engine", or "wrapper"
program

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The Winner is... #3: The Wrapper Program

■ Delivery Engine Options

- ◆ Blackboard.com (CourseInfo) — our
choice for this session
- ◆ eCollege.com
- ◆ WebCT.com

■ Note:

- ◆ While we are using Blackboard for this
presentation, we will also mention some
of the free, online systems as we
proceed...

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Suggested Tools to Support your Efforts

- **Computer with a “good” browser**
 - ◆ Internet Explorer 5.x (recommended)
 - ◆ Netscape Navigator 4.7 (for testing)
- **A personal web site (from school or other source)**
 - ◆ Avoid AOL, if possible!
- **A WYSIWYG Web Page Editor**
 - ◆ FrontPage 2000 or Dreamweaver 3

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Enter into your Blackboard Course

- **Access Blackboard.com**
 - ◆ <http://www.blackboard.com/courses>
 - ◆ Provide your username and password
- **Go to your courses**
- **Select the course you are developing, and**
- **Click on the “Control Panel”**

So Let's Go...

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1 Provide Information about YOU...

- Click on Staff Information
- Enter your Basic Information
- In the Edit window, enter your personal background information
 - ◆ This may be entered as plain text, or copy/pasted from a word processing application, or
 - ◆ This may be copied from an HTML document
- Insert your photograph
 - ◆ Click on the "Browse" button
 - ◆ Locate the photo on your disk
 - ◆ Click "Submit"

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2 Post a Welcoming Announcement

- **From the Control Panel...**
 - ◆ Click on the Announcements topic
- **Enter the content of your welcoming message to student**
 - ◆ Plain text or HTML
 - ◆ Select the display options
 - ◆ Click on “Submit” button
 - ◆ Check the preview of your message
- **Note:**
 - ◆ Keep the message relatively short!

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Post your Course Syllabus

- **From the Control Panel choose “Course Information”**
- **Create a new entry...**
 - ◆ New Course Document
 - ◆ Insert text into edit box (as plain text, word processing text, or HTML)
 - ◆ If HTML, click on the HTML button
 - ◆ If desired, you may post a separate document, such as an Adobe Acrobat PDF, along with (or instead of) the text
 - ◆ Select the appropriate display options

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Note on Course Syllabi

- **Your Course Syllabus may be considered a legal document, so...**
 - ◆ Be cautious about what you include, especially in terms of your objectives
 - ◆ Consider posting a full pdf format document along with your online version
 - ◆ Follow your University's guidelines, if any, when preparing the syllabus
 - ◆ If produced in a word processor, use tables for formatting, not tabs and other paragraph formats!

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Post Course Schedule

- From the Control Panel, choose “Course Document”
- Click on the “New Document” button
- Process:
 - ◆ Select the type of document, or enter your own heading
 - ◆ Enter your text (plain, WP, or HTML)
 - ◆ Choose the appropriate display options
 - ◆ Click “Submit” and preview/revise, as necessary

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Add Specialty Documents

- From the Control Panel, choose “Course Documents” again...
- Click on the “New Folder” button and enter the name of the folder in which the new documents will be placed...
- Submit the request for a folder
- Click on the Folder name to enter it...

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Add Specialty Documents

- Click on “New Document” to create a new course document using the procedure in Step 4
- Enter the information:
 - ◆ Text (plain, WP or HTML)
 - ◆ Click on appropriate option buttons
 - ◆ Upload a file, if desired, of the content
 - ◆ Click on “Submit” to preview the entry
 - ◆ Revise/Preview until you are satisfied with the document

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6 Create Student Project Groups

- From the Control Panel, choose “Create Groups”
- Enter the Group’s Information...
 - ◆ Group Name
 - ◆ Group Description
 - ◆ Group members (remember, “Control”-Click does multiple selection)
 - ◆ Set the group’s resources and options
 - ◆ Submit the information

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7 Set the Communications Options

- From the Control Panel, choose “Communications Options”
- Select the settings for your course
 - ◆ Email
 - ◆ Discussion Board
 - ◆ Virtual Chat
 - ◆ Student Rosters & Pages
 - ◆ Group Pages
- Each of these may be limited (“secured”) from non-class members participation

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Create Assignment Pages

- From the Control Panel, choose "Assignments"
- Determine if you want the assignments organized into folders or maintained as top level documents
- Proceed to post the assignment as you have posted other materials

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Create External Links

- From the Control Panel, choose “External Links”
- Determine if you want to organize your links into folders (which is highly recommended)
- Within the appropriate item, enter in the information for...
 - ◆ External Link Name (to document or web site)
 - ◆ URL of the item
 - ◆ Brief Description of the item

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10 Create an Online Exam/Quiz

- From the Control Panel, choose “Quiz Generator”
- Select the type of assessment, give a description, and proceed
- Generate the test items...
 - ◆ Select type of item
 - ◆ Enter in the item stem and choices
 - ◆ Mark the correct answer
 - ◆ Set the test parameters
- Put the test online

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Contact Information

For more information, and/or
to exchange your thoughts and
ideas, use the following...

Gerald Boerner, Group Leader

■ APU Office

◆ (626) 815-5322

■ Email

◆ Jboerner@apu.edu or

◆ Jboerner@boerner.net

■ Web Site

◆ <http://www.boerner.net>

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Other Followup Mechanisms

■ To receive more information, you
may sign up for mailing lists, online
message boards, etc. at:

◆ <http://www.boerner.net/syllabus>

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