

Tips for Online Learning Success

A. Read the rubrics before turning in ANY assignment or making course entries. I grade and give feedback based on the rubrics. That being the case, your assessment and mine should match exactly. In that regard, as you comment in the forums, remember that discussions represent our classroom. The rubrics are clear as to what is expected. They will help you guide your responses. It is through your comments that we will notice how well you are integrating the research into your practice. Support your opinions with solid evidence from the literature and from your or someone else's experience. As you cite references to your comments digest what the references are telling you with respect to the prompt that you were given.

B. Check the announcements in the News section every time you join the course. That is my tool for communicating with you as a group.

C. Use the HELP Form to ask questions about the course. Asking questions in other discussion forums interrupts the dialog and may well get lost. If you have a personal or confidential question that is not related to the course content or the technology it uses, then, by all means, contact me through me email.

D. When you submit an assignment, always, always **save and post the file with your name and assignment name on it.** That is the only way I have to separate your work from everyone else's once I download it into my grading folder. If you are missing a grade, that may be the cause, so always check before submitting a file to me. If I were submitting an assignment, for example, I would name the file something like "*wiseassign1.doc.*"

E. In the forums, you have several **options for viewing and posting.** To ease our task in dialoguing with each other, open a forum and do the following:

- Click on the *Settings* ...(instructions) *Do not include the original message in the reply!* It is very cumbersome to read your reply to someone if all of the prior posts are copied there as well. Have your words fall into the limelight!
- When you reply to someone directly, *use the person's name* at the top. That way, when we read your responses in

unthreaded view, we can tell to whom you are referring. Just think of all of the times you'll find your own name featured, as well!

- *Sign your posts.* That way we can tell what you like being called, and we can avoid having to go to the FROM line to find out who shared those pearls with us.

F. IMPORTANT– When you compose a response in any forum, **write it offline first**, using a text editor or Word. When you are satisfied with your response, copy and paste it into the forum. This practice avoids incredible headaches and hair-pulling (I know; bald is beautiful, but...) since the system sometimes simply closes down, and your work, in that case, is simply lost. Gone!

G. I only accept **MS Office 2003 (.doc) and text (.rtf or .txt)** files. We will not be able to open anything you send in other formats. We cannot open Word Perfect files, for example. Check your extension, and if it does not match the correct application for TL, save your document AS one of the above accepted formats.

H. When you submit a file or enter information into the course, be sure you **have the correct area selected**. For example, the Assignments Box labels each area for submission. If you enter a journal into an Assignment area, it may be lost. Also, the Assignments Box accepts attachments only. **Do not enter assignment responses in the Comments box.** That is reserved for short notes to the instructor, not for assignments.

I. You are expected to complete all course assignments and journals listed for each session whether they are graded or not in order to receive a final grade. However, if you find a forum labeled OPTIONAL, you are invited to but required to comment. Anything optional is labeled that way.

J. You can count on **completing the following tasks every week of the course**, in addition to any other assignment listed: discussion-forum participation; journal entry; the week's assignment (s).

K. Your Class List has an icon for entering your **profile information**. Please be sure to go to your name, click on that icon, and complete the information there so we can all get better acquainted as we go along. A photo would be great.

Although most group communication will be made in the Announcements area, I also have a forum called "Group Emails," where you can find copies of any class emails I send out in addition to the announcements in the News section.

That's it for now.

Onward!

Leecy Wise