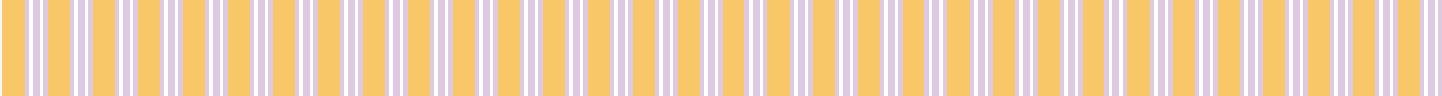




**FACULTY
GUIDELINES**

2012

Kansas State University
Division of Continuing Education



Faculty Guidelines
Division of Continuing Education
Kansas State University
2012

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Faculty Guidelines

Division of Continuing Education

Kansas State University

2012

Welcome to Kansas State University's Division of Continuing Education (DCE) electronic Faculty Guidelines.

Partnership with the Division of Continuing Education

A partnership with the Division of Continuing Education (DCE) provides an active link between the university and learners in the workforce. This partnership extends classes and services to people throughout Kansas, the nation, and the world.

DCE is a one-stop source offering a total solution to meet the needs for distance education and non-credit development and dissemination, conference planning, and off-campus course and degree offerings. DCE staff can review and assimilate information, and provide access to technical competencies and capabilities to tailor a project for specific needs.

DCE Program Coordinators are assigned to work with the various colleges and departmental faculty and assist them as needed.



Faculty Roles and Responsibilities

Faculty teaching courses through the Division of Continuing Education are responsible for the development, instruction, and evaluation of their courses. This includes:

- Evaluating student assignments and exams
- Grading and maintaining student records
- Providing timely feedback to students
- Monitoring student progress
- Maintaining regular office hours
- Responding to student phone calls
- Working with DCE staff

Offering a Course for Credit through the Division of Continuing Education

Kansas State University, five Regents universities and Washburn University are assigned to geographic service areas within the state. It is possible to offer credit courses outside K-State's geographic jurisdiction (see map in University Policies Section); however, the process requires a minimum of six weeks. This time period is necessary for Board of Regents approval, as well as effective advertising.

Instructors should contact their department chairs before contacting DCE for authorization to offer a course off campus or by distance education. Once approval has been obtained to offer a course, contact the appropriate DCE Program Coordinator. The Program Coordinator will process the course information and make classroom arrangements for courses off campus. The course must be approved before it can be advertised. The normal time period for planning is six months prior to the course start date.

General Credit Information

- Advance planning allows for the best chance of approval, advertising, and enrollments.
- Correct starting dates are critical for off-campus students. These exact dates are used to compute the drop dates and refund percentages.
- Any course conducted off campus, either on-site or by using mediated delivery, must go through the Division of Continuing Education.
- Credit courses are approved electronically. Once the approval process is completed, the course may be advertised.

Courses offered through DCE must adhere to the university policy regarding the number of credit hours assigned to a course and the required combination of contact time and effort outside of class. The K-State Faculty Senate approved an addition to the University Handbook on February 14, 2012 stipulating these requirements. For information about the requirements please refer to the [policy statement](#).

Electronic Credit Course Approval

The DCE Enterprise Information System (EIS) is used to initiate a course offered through the Division of Continuing Education. EIS contains all logistical information regarding the course, from the dates and times of the course, how the instructor will be paid and what DCE will do to facilitate the course. Courses are entered into the EIS system by either a DCE Program Coordinator or by a designated representative. After all pertinent information is entered; all parties involved must approve the course.

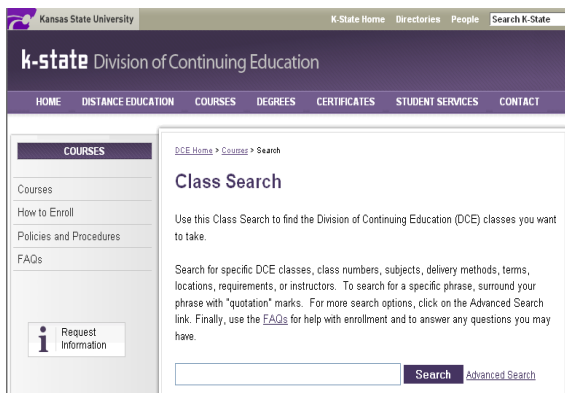
Once a credit course is created and the electronic credit course approval process is initiated, the instructor has the first opportunity to review the course and approve or reject

it with comments. The instructor will receive an e-mail with instructions and a link to a list of courses awaiting approval. Approval from the instructor must be obtained before the course can progress. **Remember, courses out of K-State’s service area require Board of Regents approval. The course must complete the approval process before advertising or teaching begins.**

If the link does not work, the instructor may copy and paste the link into the web address field of the web browser. The easiest way to do this is to highlight the link, hit control/insert (continue holding down control when pressing insert), go to the browser address line and click on it, then hit shift/insert (continue holding down shift when pressing insert) and the URL should be inserted in the address line. The instructor can then click on “Go” to navigate to the appropriate site.

Once there, the instructor will be asked to enter their eID and password. After logging in, click on the courses to be approved. After reviewing the information in the report, **click** the “Approve” or “Reject” radio button (with comments) and then **click** the “Submit” button. The approval process automatically requests approval from the next person on the approval list. If changes need to be made before approving the course, the instructor may reject the course and include reasons for rejecting it. DCE staff will make appropriate changes, and a second notification will be sent with instructions to review and approve the course.

Advertising



The Division of Continuing Education advertises off-campus and distance credit courses in a variety of publications. Courses are also advertised on DCE’s web site at [https://eis.dce.ksu.edu/CreditReg/Course Search/](https://eis.dce.ksu.edu/CreditReg/CourseSearch/). If an instructor has a database targeted to a specific audience, DCE will send e-mail and direct mailings using this information. Instructors may prepare their own promotional materials; however, to ensure consistency in information and compliance with university policy, they are required to send draft copies of materials for review by DCE prior to printing.

Cancellation of Courses

Most DCE courses are required to be self-supporting. Although small classes do not generally prove to be cost effective, other criteria must be taken into consideration before making a decision to cancel a class. If an instructor is teaching a course as part of his/her course load, then the decision to cancel rests with the department chair. However, if the

course is self-supporting and not part of the instructor's course load, it may be canceled by DCE due to low enrollment.

Compensation for Teaching

Existing agreements between a College and DCE regarding the sharing of revenue generated by courses offered through DCE determine whether funds will be transferred to the college, or whether direct faculty compensation will be allowed.

Instructors who are routinely associated with the University as appointed faculty may teach courses through DCE as part of their course load or as overload, as approved by individual department chairs. DCE courses are included in the credit hour generation for each department. If a course is taught as part of the instructor's course load, the pay is part of the regular faculty contract from the instructor's department. If additional courses are taught beyond the regular teaching load and are funded by DCE the faculty member must follow their department's policy on receiving compensation. Please check with your department head to determine what the policy will allow. Funds may be transferred to the academic department per an agreement between the college and/or department and DCE, with allocation to the instructor handled within the department; the instructor may receive overload salary compensation (requires additional approvals in the DCE Enterprise Information System (EIS) from the Provost); or the department may receive payment to a Developmental Reserve Account (DRA) to be used at the department's discretion.

Instructors who are not routinely associated with the University and have no regular appointment may also teach courses through DCE when approved by the department. If funded by DCE, they will be appointed by DCE and receive salary compensation from DCE. If the department chooses to have DCE transfer the funds to the department, then the instructor appointment and salary compensation would be the responsibility of the department. The department may also approve GTAs to teach courses through DCE. GTA appointments and salary compensation would be handled by the academic department. The department is responsible for any applicable tuition waiver.

Payments made by DCE for salary and DRAs to individual faculty or the department are calculated on the basis of a per-credit-hour rate established by DCE each year. Changes in rates become effective with the next fall semester. Instructors and GTAs each have their own rates. For instructors there are two rates, one for undergraduate credit and one for graduate credit. Also factoring into this equation is the number of students enrolled in the course.

Salary compensation and DRA payments are calculated once enrollments in the course have stabilized after the last date to drop the course with a refund (when approximately 2/3 of the course has been completed). DCE salary compensation may be paid over multiple pay periods depending on the total amount paid and the course time period remaining once the salary compensation has been calculated and submitted to the DCE Business Office. DRAs are transferred in one payment to the department where the instructor holds their full time appointment. This is done as soon as possible after the DRA payment is calculated and submitted to the DCE Business Office.

Travel for Teaching Face-to-Face, Off Campus

An instructor may request to use a state vehicle for travel to teach an off-campus course. Cancellation of a state vehicle reservation must be made **24** hours prior to its scheduled use. If this is not done, DCE will be charged for the vehicle.

If a state vehicle is not available, a private vehicle may be used for travel. Instructors will be reimbursed at the current state rate.

If travel involves overnight lodging and prior approval from DCE is obtained, per diem expenses may be claimed for lodging and food, subject to state reimbursement policies. A lodging receipt for off-campus teaching trips involving an overnight stay must accompany the travel voucher information form that is completed for reimbursement of travel. DCE will only cover travel costs, which are directly related to off-campus teaching (i.e. travel to and from scheduled classes).

The meal reimbursement is based on the state's per-meal allowance rather than the actual cost of the meal. No receipts are needed for meal reimbursements.

Travel reimbursements may be claimed through the program coordinator and the DCE Business Office after the trip has been completed. This should be done as often as possible, but at least once a month, according to the University policies and procedures. Instructors are requested to be as efficient as possible with travel costs to avoid assessing additional fees to students.

Course Administration

The Division of Continuing Education and other units on campus provide many services to assist instructors in the administration of DCE courses. These range from initial set-up of the course through delivery and completion.

Room Reservations and Local Class Arrangements

The DCE program coordinator makes arrangements for classrooms for both on- and off-campus course locations. If instructors would like to schedule specific classrooms, they must indicate the preference to the program coordinator well in advance. DCE will try to accommodate preferences when possible. It is important for instructors to inform program coordinators of any change to course location, schedule, or teaching method, or cancellation. Requests for special equipment in the classroom should also be made through program coordinators.

Textbook Information

Instructors should work with individual department support staff and Varney's to order course textbook(s). Information about ordering textbooks for your course may be found at: <http://www.varneys.com/textbooks/FacultyGuide.pdf>. The staff at Varneys is available to answer any questions regarding the textbook submission process. Contact them at: adoptions@varneys.com or (785) 320-2689. The website for submitting textbook requests can be accessed at: <http://www.varneys.com/adoptions/>. Students may purchase textbooks via www.varneys.com/.

Library Use



The screenshot shows the K-State Libraries website interface. At the top, there are navigation links for Catalog, Databases, E-Journals, and Ask a Librarian. A search bar for K-State Libraries is also visible. The main content area is titled "Distance Learning" and contains a paragraph about library resources for students. Below this, there are sections for "Services" (including Ask a Librarian), "Research" (including Databases, eBooks, and eJournals), and "Guides" (including Subject and Class Guides, Evaluating Web Resources, and Citation Guides). A "Library Services for Distance Faculty" section lists Faculty and Graduate Services, Online Reserves, and ILS. A prominent "K-State Libraries Help" chat window is overlaid on the page, with the text "Click here to chat with a librarian! (during service hours)" and a "Type here to chat..." input field. At the bottom of the page, there is a footer with the text "K-State Online Division of Continuing Education", copyright information for Kansas State University (©2012), a modification date of March 7, 2012, contact information (785) 532-3014, and a small accessibility icon.

K-State Libraries can assist students enrolled through the Division of Continuing Education in obtaining books, journal articles, and other library materials. DCE students can also access the Libraries' online databases and electronic journal collection. Students who have difficulty accessing online resources should contact a K-State librarian.

K-State Libraries Resources

Many of our distance students are not aware of the full range of library resources and services available to them. As an instructor, please remind students about available electronic resources including books, journals, and databases that they can access from home or off-campus with their eID. This information is remembered best when students are told at a time of need, such as when an assignment is made that requires research from one or more scholarly sources.

Information about the library services available to distance students can be found at: <http://www.lib.k-state.edu/services/distance/>. There is also an FAQ on library services for distance students at: <http://www.lib.k-state.edu/services/distance/faq.html>.

DCE Student and Faculty Services

The DCE Student and Faculty Services office provides centralized support for students, faculty, and staff involved in distance education courses offered through DCE. The office supports courses by distributing materials, administering examinations, and providing other services to students enrolled in distance education through DCE. Instructors are encouraged to use the Student and Faculty Services office to send student welcome email messages, course access information, or other course information to students.

If instructors have questions concerning course facilitation, e.g., tapes, teleconferences, print materials, or testing, they should contact the DCE Student and Faculty Services office in one of the following ways:

E-mail: distance@k-state.edu

DCE Student and Faculty Services:

<http://www.dce.k-state.edu/students/services/contact>

Telephone: (785) 532-5686 or toll free 1-877-528-6105

Mail: DCE Student and Faculty Services
Division of Continuing Education
Kansas State University
1615 Anderson Avenue, Suite 131
Manhattan, KS 66502

The Student and Faculty Services office provides helpful forms and tools for distance student, and information on getting started in a distance course.

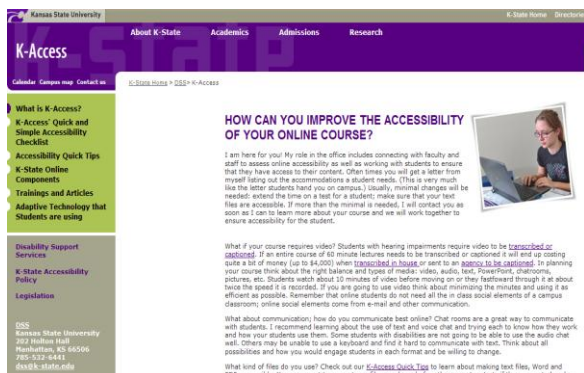
Please see the information on Essential Course Tools at:

<http://www.dce.k-state.edu/students/services/courses>

Links to forms and other helpful websites for students can be found at:

<http://www.dce.k-state.edu/students/services/forms>

Special Assistance



Kansas State University and DCE are committed to making courses accessible to all students. Disability Support Services can provide assistance to instructors on how to ensure their courses are accessible.

Information about the services provided to faculty by the Office of Disability Support Services can be found at: <http://www.k-state.edu/dss/faculty/>

Student Enrollment

Student enrollment is handled through the iSIS system for students who have been admitted to the university and who are current students. New students need to be admitted to a degree program or have nondegree status before enrolling in a class. For new students, please direct them to the information provided at:

<https://eis.dce.ksu.edu/CreditReg/CourseSearch/>

This will provide them with the directions for first being admitted as a degree or nondegree student. Upon completion of this step, they will be provided with the information necessary to create an eID and to enroll in classes.

Tuition Billing

To see tuition and fee charges, students should login to iSIS (<https://isis.k-state.edu>) and click on “Student Account.”

Class Rosters and Grade Submission

Class rosters are available to faculty through the iSIS system.

Grades are submitted following the same procedure through iSIS as the on-campus courses. Instructors of non-standard courses will be able to begin entering grades after 9:00 a.m. on the ending date of the course. Grades are posted to iSIS every evening after 5:00 p.m. All grades are due by the end of semester grade posting date which is approximately two to three days after the end of finals week. Information about the procedures for submitting grades, and the deadlines, is located at:

<http://www.k-state.edu/isishelp/docs/isisGradingInfo.html>

Incomplete & NR (no grade reported) Grades

Upon request by the student, the grade of **Incomplete** may be given in credit courses for personal emergencies that are verifiable. Students must complete a “Petition for Grade of Incomplete” – the link to this form can be found at:

<http://www.dce.k-state.edu/students/services/forms>

The instructor is responsible for providing written notification to the student of the work required to remove the Incomplete from the student’s transcript. The student is responsible for completing the work and is expected to make up the “**I**” grade during the first semester enrolled in a K-State course after receiving the “**I**”. If a student does not finish the necessary work to complete the course during that semester, the instructor may then issue a grade without further consultation with the student. If, after the end of the first semester, the “**I**” grade remains on the student’s record, it will be computed in the student’s GPA and weighted at 0 points per credit (the same number of points earned by a grade of “**F**”). The designation of “**NR**” (no grade reported) will be treated in a similar manner.

Student Records Policy

(Source: <http://www.k-state.edu/registrar/ar/#STUREC>)

Kansas State University is in compliance with the Family Educational Rights and Privacy Act of 1974, as amended; this law established specific guidelines concerning the release of information and the student’s privileges to inspect and review their own educational records.

Kansas State University maintains various student records, to document academic progress as well as to record interactions with University staff and officials. To protect the student’s rights to privacy, and to conform to federal law (FERPA), the University has established the Student Records Policy. Interpretation of this policy is based on experience with educational records, and the policy itself may subsequently be modified in light of this experience. Notice of this policy and of students’ rights under FERPA is given annually. Copies of this policy are available at the Registrar’s Office, 118 Anderson Hall, and are published in the Undergraduate and Graduate Catalogs and in the Course Schedules.

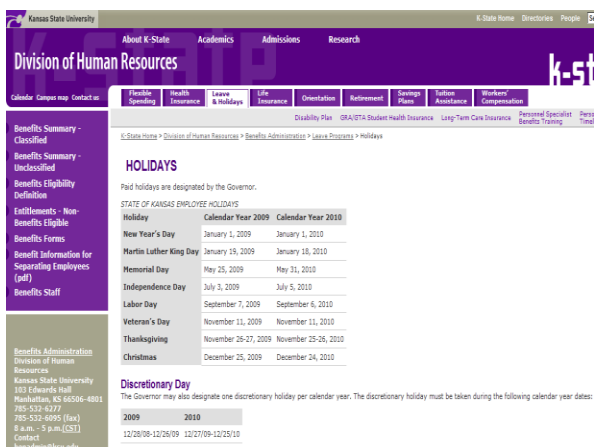
Specific FERPA Guidelines for Faculty and Staff can be found at:

<http://www.k-state.edu/registrar/ferpa/ferpa.html>

Information regarding Student Confidentiality (FERPA) can be found at:

<http://www.k-state.edu/registrar/ferpa/>

Official University Holidays



Instructors should keep all official university holidays in mind when planning the schedule for their course. A current listing of the official holidays can be found at:

<http://www.k-state.edu/hr/benefits/holiday.htm>

You should also check the university's official Academic calendar for student holidays and deadlines, located at: <http://www.k-state.edu/cgi-bin/eventview/registrar/academic>

Administering Exams

Instructors may require students to have exams administered by a proctor. Complete information on the procedures required of students to locate a suitable proctor can be found at: <http://www.dce.k-state.edu/students/services/exams> Students located in the Manhattan, Kansas area have the option of using the DCE Student and Faculty Services office to administer their exams. The on-campus testing center is located in 131 College Court Building. Appointments for taking exams in the DCE Student and Faculty Services Testing Center can be made by contacting the staff at 785-532-5686 or toll free 1-877-528-6105.

Honor Code

DCE will support faculty who encounter instances of academic dishonesty by providing supporting documentation, if available. However, it remains the faculty's responsibility to follow the procedures set forth in the Honor Code Investigation and Adjudication Procedures, found on the following website:

<http://www.k-state.edu/honor/honorsystem/investadjudpro.htm>.

HONOR CODE POLICY (<http://www.ksu.edu/honor/>)

"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."

Interpretation

"**On my honor**, (we trust you and take your word) **as a student**, (you are enrolled and registered in class, undergraduate or graduate, whether full-time, part-time, on campus, off campus, on-line) **I have neither**, (you have NOT) **given nor received**, (been a party

to) **unauthorized aid**, (whatever your instructor has stated in the syllabus or verbalized to you that he or she considers inappropriate, dishonest, or cheating) **on this academic work.**" (an original song or work of art, a chemistry lab report, a signature on an attendance sheet, a solo flight with a KSU Salina plane, a book report, a paper, a test or exam....anything you do for a grade.)

Honor Code Procedures

Although these procedures are written for ease in understanding the step-by-step procedure when an allegation of Honor Pledge violation occurs, the Honor System constitution (and its by-laws) is the official document followed:

<http://www.k-state.edu/honor/honorsystem/investadjudpro.htm>

IT Help Desk

Day	IT Help Desk hours
Monday-Thursday	8a-10p Walk-in/phone/e-mail
Friday	8a-6p Walk-in/phone/e-mail 6-10p Phone/e-mail
Saturday	9a-1p Phone/e-mail 1-5p Walk-in/phone/e-mail
Sunday	1-10p Walk-in/phone/e-mail

Top 5 questions

- > I forgot my password, how do I get another one?
- > How do I change my password?
- > Can I change my eID?
- > How do I access my e-mail?
- > How do I forward my e-mail?

> More...

If instructors have a problem involving technology (questions with software downloads, problems navigating course technology, etc.), they should contact the K-State IT Help Desk. The K-State IT Help Desk provides automated online and self-service support and personal assistance.

Automated online and self-service support includes access to FAQs, current software downloads, question-and-solution databases, and more:

For K-State eID and general support issues, see <http://www.ksu.edu/InfoTech/helpdesk>.
For K-State Online course support, see <http://www.online.ksu.edu/support/>.

Personal assistance is provided by telephone, e-mail, or in person in Hale Library on the K-State campus. Contact the office during the hours posted on either of the websites above or at:

Phone: (785) 532-7722 or toll-free 1-800-865-6143
Email: helpdesk@k-state.edu
Address: 214 Hale Library

Course Development Procedures and Guidelines

E-Learning Faculty Modules

The E-Learning Faculty Modules Wiki has been developed specifically for K-State instructors who want to enhance online teaching and learning skills. This wiki, developed by a campus-wide team, was designed to meet the needs of those just beginning to teach online, those who have taught for several semesters and are ready for more instructional ideas, and also for those seasoned online instructors who are ready to challenge themselves and move to another level of teaching. The E-Learning Faculty Modules Wiki is an online asynchronous module resource for faculty who need assistance as they develop coursework. High quality courses are imperative as we face competition from other universities who seek to serve the same students. Kansas State University has a real desire to ensure that all courses offered to distance students are well designed, expertly taught, and adhere to legal considerations. The wiki is available at: <http://elearningfacultymodules.org/>

ELATEwiki

In addition to the E-Learning Faculty Modules Wiki, K-State also makes available to faculty and others the “Electronic Learning and Teaching Exchange” (ELATEwiki). This is a free resource open to all who are interested in teaching and learning in electronic spaces and electronic ways. Its purpose is to provide a community or network of practice for e-learning faculty, administrators, and staff. Topics of interest to online teaching and learning can be found at this site: <http://elatewiki.org/>

Instructional Design & Development Team

Instructional designers for mediated education are available to assist faculty in developing engaging and high-quality learning environments for both on- and off-campus use. Whether instructors are posting their first online syllabus for a traditional course or designing an entirely new online graduate program, the IDME team can help keep quality as the main focus. **For K-State Instructional Design team contact information, please see:**

[IDME Service Home Page](#)

The Instructional Design team in the Office of Mediated Education (OME) offers a wide variety of services to help faculty develop engaging and high quality learning environments. These services include:

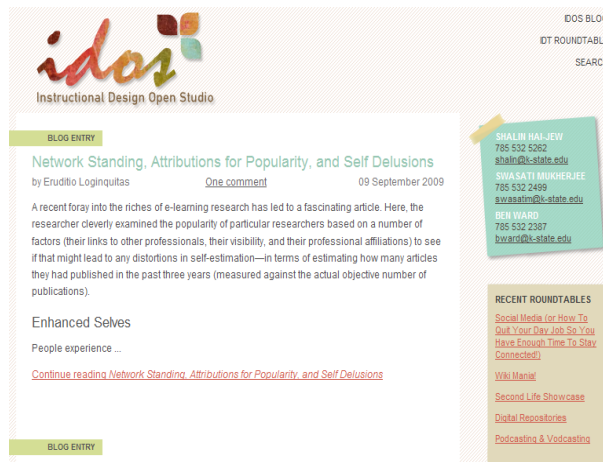
- Provide **consultation** on one-on-one basis or to a team on developing mediated courses.
- Support **programs** in transitioning to online eLearning.
- Help in **designing a structure** for faculty to develop and implement their mediated course.
- Suggest appropriate **use of technology** to faculty.
- Suggest and conduct faculty training on **best practices** in teaching with technology for mediated environment.
- **Support faculty** in online communications, telepresence, and student retention strategies.
- **Evaluate existing courses** for mediated delivery.
- Provide supporting information for the **pedagogical piece in a grant** application.
- Co-develop or **develop curriculum, assessments, and evaluation tools**.
- Suggest appropriate **assessment techniques** that can be incorporated into the course.

Please contact [Phyllis Epps](#) to request instructional design assistance.

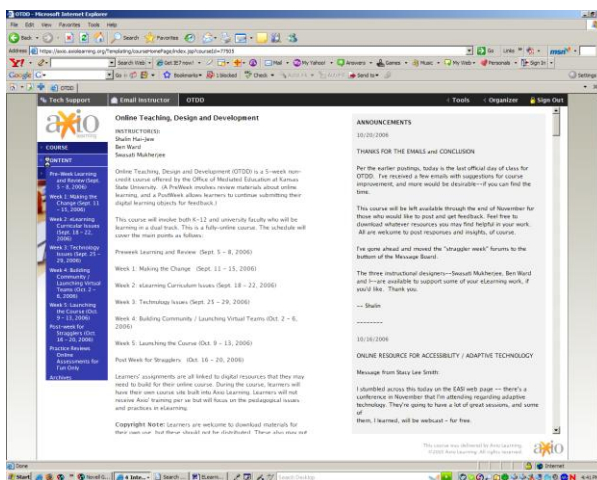
IDT Roundtable Discussions

The Instructional Design and Technology Roundtable sessions assist faculty and staff in understanding more about the principles of mediated education. These on-going Roundtable sessions offer personal demonstrations on topics associated with instructional design. For a current schedule of IDT Roundtable Discussions, as well as archived sessions, please go to: <http://id.ome.ksu.edu/roundtable/>.

Instructional Design Open Studio (IDOS) Blog



Another instructional design resource involves the Instructional Design Open Studio (IDOS) blog available at the following URL:
<http://id.ome.ksu.edu/blog/>.



Tips on Getting Started: eLearning

The following document was prepared by the Instructional Design & Development Team as a guideline to follow when thinking about developing a course.

eLearning (electronic learning) may take a number of forms. The essential definition involves the use of the WWW and Internet.

Hybrid Courses: A “hybrid” course involves both face-to-face (F2F) learning as well as an online component.

Fully Online eLearning: A fully online course often involves the use of the Internet and WWW to mediate learning between the instructor and learners.

A fully online course may have synchronous elements (shared real-time interactions such as live lectures; group brainstorming; live presentations using video, chat rooms, whiteboards, threaded discussions, voice over IP, and other technologies). A fully online course may also have asynchronous elements, which involve instructors and learners sharing ideas and interactions at different times.

Distance learning may involve correspondence courses, radio-delivered learning, television-delivered courses, boxed / automated learning, telecourses, and any number of other types of learning at a distance.

eLearning Technologies: Elearning may be enhanced by a number of technologies: wikis, podcasts, blogs, videos, faxes, email, listservs, and so forth. The digital learning objects may involve slideshows, voice files, videos, simulated computerized environments, educational gaming, online lectures, and other elements.

Pacing and Scheduling: The scheduling of eLearning may vary. Some courses may be self-paced and open-entry, open-exit. Others may have defined entry and exit dates but no deadlines in between. Instructor-led eLearning often involves defined open and close dates and defined deadlines in between. Some courses are open perennially and may be accessed at any time for self-directed learning. Some eLearning courses are automated or computer-driven, and these may have various types of scheduling possibilities.

Online Course Design

The screenshot shows a blog post on the 'idos' (Instructional Design Open Studio) website. The post title is 'Pros and Cons to the "Lone Ranger" Approach to Online Course Design' by Erudilio Loginquitas, dated 23 March 2006. The post content discusses the author's experience as an undergraduate at the University of Washington, where they took a course that required a team approach. The author describes the challenges of working in a team, including interruptions and sleep deprivation, and the benefits of having an instructor who provided support and resources. The post also mentions the author's reading of a book on distance learning and the image of the Lone Ranger.

Course Blueprints: Online courses should be designed, planned and prototyped for effectiveness. Often, course designers and instructors begin with course blueprints. These involve the documents that had to be approved before the launch of a course. For some, this may involve faculty senate approval. For others, this may involve regulatory (or accrediting) agencies. For others, this may stem from a tentative syllabus for an as-yet unapproved proposed course.

Regulatory Environment: Another source of a course blueprint may involve the educational institution or organization's policies. At the federal, state and local levels, various laws and policies affect the regulatory environment of teaching and learning as well. These involve guidelines on privacy, accessibility, and intellectual property. (More on this will follow in this section.)

Who are the Learners? After the fundamentals have been defined, course designers and instructors need to define who the learners are. What is their age group? What strengths and weaknesses will they bring to the course? What prior knowledge will they bring?

What gaps in knowledge do they have, and will they be bringing any prior assumptions that need to be surfaced and addressed?

What needs to be Learned? Next, eLearning course designers need to consider what needs to be learned with the course. These may often be spelled out as learning goals and objectives. Learners may take a course for various combinations of information, processes, types of thinking and skills. Often, the learning “outcomes” need to be reflected in the assignments, learning activities, group work and assessments. A course is well aligned if these elements work smoothly to promote learning. The learning outcomes should be measurable and demonstrable.

What Technologies and Contents will be used to deliver the Learning? eLearning often entails constraints. These involve how much time may be put into the course. Also, what sorts of technologies may be used? What content—pre-made or original—will be used?

Course Design Tools: Various tools—timelines, project management technologies, storyboards, design boards, diagrams, bubble graphs, tables, charts, outlines, decision trees, and others—may be used to enhance the instructional design process. The types of tools used will be determined by the particular curriculum and the preferences of the designers and instructors.

Online Program Planning

Instructors who are planning to move whole programs online need to consider some important aspects.

Again, it’s wise to begin with the blueprints and regulatory environment. Learner analysis should be thorough and comprehensive. The objectives of the entire program should be clearly identified and planned into the curriculum—so the learning is reinforced through various aspects of the curriculum. All online courses then have to have clear learning segues or connections. A unified program should have clear pedagogical strategies throughout, for more consistency in the pedagogical builds.

Additional pieces that need to be created will involve program overviews, eLearning paths through the program, and other programmatic elements.

eLearning Technologies

Various technologies support eLearning.

Learning Management System (LMS): A common one is known as the learning management system (LMS) or course management system (CMS). At K-State, this would be K-State Online and /or Axio Learning. LMSes and CMSes involve password protected learning environments where people may interact, post work, download digital files, get responses and take part in various assessments.

Software for Digital Builds: Various types of software may be used to create the digital slideshows, photo slideshows, sound files, flowcharts, podcasts, video files, and lectures that culminate for the online learning experiences for learners. These items are often known as digital “learning objects.” These are often stored on learning management systems (LMSes) or data repositories.

Internet 2.0 Sharing and Communities: Various types of Internet 2.0 “social” technologies involve the sharing of information and mutual supports—through blogs, wikis, podcasts, and Creative Commons copyright, which often allow for non-commercial use of a range of digitized online information.

K-State’s Mediated Learning Delivery Methods

DCE is interested in helping instructors offer courses using a mediated delivery format. If an instructor is interested in using K-State Online to facilitate a course, please contact the appropriate DCE coordinator (see Appendix). iTAC offers training to help incorporate technology into a teaching format.

K-State provides a variety of technologies to assist faculty in the delivery of courses.

Learning or Course Management Systems (LMS / CMS)

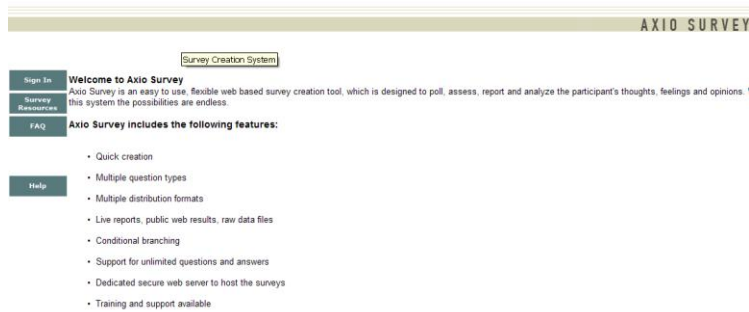


such as: online gradebooks, assignments, quizzes/tests, message boards, chat rooms, calendars, student workgroups, and file sharing.

For general information about K-State Online, please refer to:
[K-State Online FAQ](#)

K-State Online (KSOL) is a locally-developed course management system that allows all KSU faculty to create online course components with tools

Survey System



The K-State Survey System allows for easy, web-based survey creation with online tools for managing questions and creating survey instruments. Secure online surveys can be offered to specific persons with the use of a survey key or by open invitation through a public web page. Members of the K-State academic and research communities can use features such as: weighted means questions, if/then questions, and the ability to allow or not allow users to skip a question. Many question types and survey types are available.

For general information about the K-State Survey System, please refer to: [K-State Survey System FAQ](#)

Electronic Media Services

Through the Office of Mediated Education, faculty can obtain assistance in the creation and duplication of CDs/DVDs, and video/audio encoding and editing. A description of the services provided by the Office of Mediated Education (OME) can be found at: <http://ome.ksu.edu/>

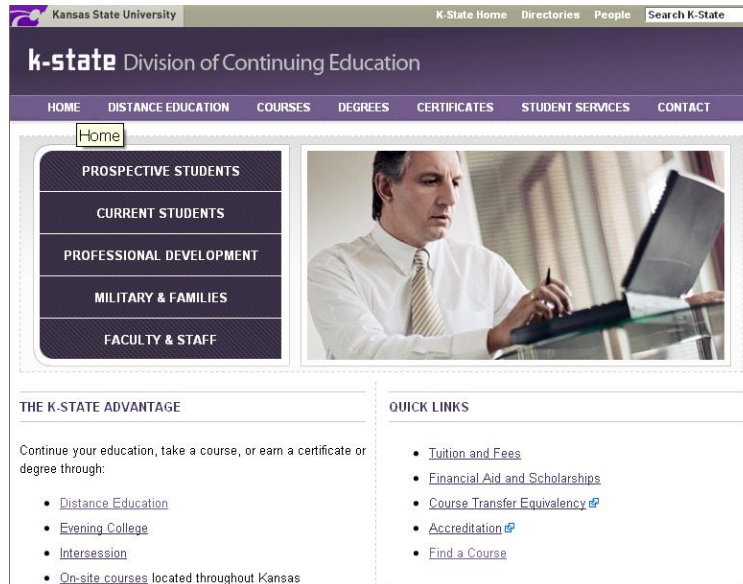
CD/DVD Duplication: OME currently creates thousands of CDs every semester including: course video CDs, conference proceedings, Tegrity content, meeting handouts and many other educational projects. OME's high-capacity systems can quickly polish and deliver media. Electronic media services are available to the entire K-State community.

Information on this service can be found at <http://ome.ksu.edu/services/duplication.php> .

Video/Audio Encoding and Editing: OME has dedicated staff available to encode video from analog or digital into any other type of format. Video and audio editing can also be done to enhance the content or to mix various source material together.

Information about this service can be found at http://ome.ksu.edu/services/av_ee.php .

Division of Continuing Education Administrative Staff



[Sue Maes](#)

Dean of Continuing Education

[Lynda D. Spire](#)

Assistant Dean of Academic and Professional Services

[A. David Stewart](#)

Associate Dean for Program Development and Marketing

[Marci Ritter](#)

Administrative Assistant to the Dean

[Linda Morse](#)

Division Registrar

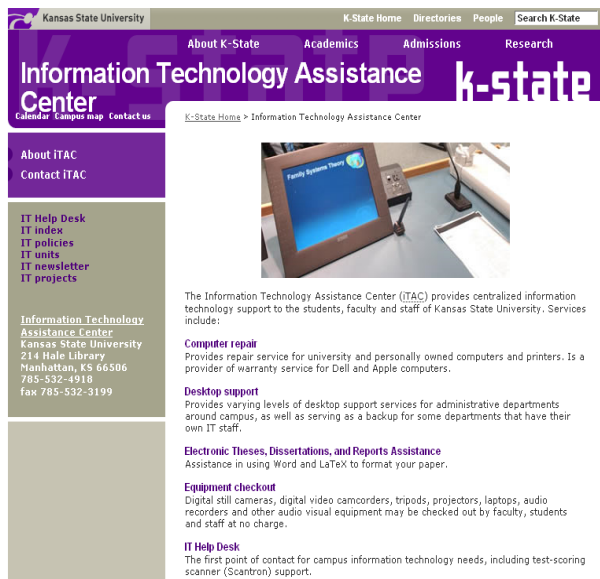
[Harry Williamson](#)

Director, Administration and Finance

Program Coordinators:

For a complete listing of Program Coordinators and the Colleges/Units they are assigned to work with, please go to: <http://www.dce.k-state.edu/faculty/contact>

Information Technology Assistance Center (iTAC)



The following references provide information on K-State information technology resources.

First-time users of the K-State system should set up an eID by linking to: <http://eid.k-state.edu/>. The K-State eID allows access to the university's computer network, central e-mail services, K-State Online, KATS (K-State Access Technology System), Employee Self Service, and more. The number of information technology resources that the eID can access underscores the need to keep the eID password secure. If assistance is needed when setting up an eID, call the K-State IT Help Desk at 532-7722.

Additional Web Resources:

Information Technology Assistance Center – Training services, support services, information technology assistance, and equipment available for checkout: See <http://www.ksu.edu/itac>.

Dial-In Service at K-State – Connecting from remote sites: See <http://www.telecom.ksu.edu/dialin>.

Technology Classrooms – Information on equipment and locations of these classrooms: See <http://www.k-state.edu/its/classrooms>

WebMail Information – Resources for using the e-mail program on K-State's central computer system: <https://webmail.ksu.edu/>.

Overview of K-State Online – A course management system designed to deliver an interactive, web-based classroom featuring audio/video streaming, chat rooms, gradebook, message board, calendar, and more: See also <https://online.ksu.edu/>.

Antivirus Information – See <http://antivirus.ksu.edu/>.

All faculty, staff, and students must read and abide by the Information Technology Usage Policies found at <http://www.ksu.edu/vpast/itpolicies>. K-State faculty, students, and staff are the most important line of defense against the spread of worms, viruses, and other malware through the campus IT network.

If these safeguards are not in place, individual computers are subject to being blocked from the campus network. Information on protecting your computer can be found at: <http://www.k-state.edu/infotech/protecting-your-computer/>

Please check out the Media Development Center (<http://www.k-state.edu/infotech/mdc/>) located in 213 Hale Library. The Center has hardware and software for digital video editing, scanning and webpage design.

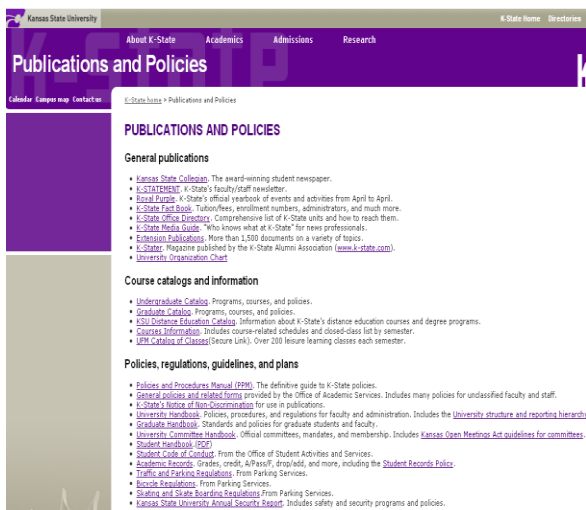
If there are questions about information technology resources, contact the K-State IT Help Desk at 532-7722.

Kansas State University Policies

Inclement Weather Procedures

Division of Continuing Education

Updated January 28, 2005



Occasionally, severe weather necessitates the cancellation of Division of Continuing Education programs, courses, and activities. The Division of Continuing Education at Kansas State University makes every effort to conduct classes and conferences as scheduled, but will not compromise the safety of students and instructional personnel. Following are procedures for when it is necessary to cancel courses and activities.

For Faculty

Faculty that are teaching courses through the Division of Continuing Education will follow these procedures regarding inclement weather:

Face-to-Face Courses in Kansas Communities

The decision to cancel classes offered throughout the state is up to individual instructors and their departments. Faculty are encouraged to evaluate weather conditions in the area of the state where the class is being held and determine if conditions will be safe for students and faculty. If the decision is made to cancel a course, the instructor should notify the appropriate continuing education program coordinator. If the program coordinator cannot be reached, the instructor should call 785/532-5575 or 785/532-5566 for assistance. Every effort should be made to notify students of the cancellation. The following methods will be used:

1. By e-mail
 - If the instructor uses a course management system such as K-State Online, the best method is for the instructor to send out a message to the class.
 - If K-State Online is not used the program coordinator will work with other DCE staff such as registration or PIO to e-mail the students.
2. By phone

- If the course is not exceedingly large, the program coordinator will request that the Registration Office call the students and inform them of the cancellation of the class.
3. By media
- Local radio stations will be contacted so they can list the cancellation of the class.

Evening College/Intersession

Any course that is offered on campus in Manhattan is only canceled due to inclement weather if the University is closed by central administration. If the University is closed, Evening College/Intersession classes will be canceled and the information will be communicated by University Media and Marketing to the general public.

Distance Education

Most distance education courses are conducted using technology that does not require travel and, therefore, do not necessitate the cancellation of courses unless they are taught in conjunction with a face-to-face class.

For DCE Staff

DCE staff will follow these procedures for inclement weather and cancellation of courses and activities.

Program Coordinators

1. Program coordinators will monitor their courses and contact instructors to discuss inclement weather conditions when necessary.
2. If faculty decide to cancel a course due to inclement weather, they should contact the program coordinator. The program coordinator will:
 - find out if the instructor is e-mailing the students;
 - contact the DCE Registration Office and notify them of the cancellation, and review with them the steps they need to take, e.g. phoning students, e-mailing students, etc.; and
 - contact the PIO Office, which will contact Media Relations to send out a notice to local radio stations.
3. Program coordinators will leave appropriate messages on their voice mail and e-mail about cancellation of classes, as well as contact information should the inclement weather continue.

Registration Staff

Program coordinators will contact the Registration staff about any course cancellations. Registration staff will:

- phone individual students as needed;
- send e-mail to students as needed;
- send an e-mail notice to all Division staff about the cancellation; and

---leave appropriate messages on voice mail and e-mail about cancellation of classes, as well as contact information should the inclement weather continue.

PIO Staff

Program coordinators will contact the PIO staff about any course cancellations.

PIO staff will:

---call University Media Relations to request that the cancellation be sent as an announcement to media in the area affected by the cancellation.

All DCE Staff

All DCE staff will be advised of course cancellations so they can answer inquiries appropriately. If the university is closed, all DCE staff will carefully consider what message should be left on their voice mail and e-mail to best serve students.

Cancellation of Conferences and Workshops

Program Coordinators

Program coordinators will contact conference sponsors if inclement weather is threatening and determine the course of action for conferences.

If a conference is canceled the Program coordinator will:

- contact the Registration Office, who will assist in contacting conference participants;
- contact all facilities being used for the event;
- send an e-mail to all Division staff so staff can respond appropriately to phone calls; and
- leave appropriate messages on voice mail and e-mail.

Geographic Service Areas

The state is divided into three geographic areas to ensure that needs for off-campus, face-to-face courses and programs are met without unnecessary duplication. These areas are served dually by the University of Kansas and Pittsburg State University, Wichita State University and Emporia State University, and Kansas State University and Fort Hays State University. Geographic service areas are established by the Board. In addition, KU, KSU, ESU, and Washburn University share responsibility for serving Shawnee County.

A map of the Geographic Jurisdiction Areas for the Regents Institutions can be found on page 105 of the [Board of Regents Policy Manual](#). Please see:

