



# Guidelines for Non-College Supported Online Technologies

Instructors use many kinds of online technologies, both in classrooms and online. Not all of them are supported by MiraCosta. Helpdesk resources are available only for current course management systems, MCC email, and applications used on campus.



Whether used in a classroom or online, there are many technologies on the web that can be used for teaching, although faculty are responsible for technical support. Here are some guidelines for using them effectively.



## Familiarity



The instructor should be familiar with the technology, and introduce it so that students can also gain familiarity. Some techniques:

When adding the technology to an on-site class:

- demonstrate the uses in a Technology-Enhanced Classroom
- bring students to the lab to experiment with the technology



When adding the technology to an online class:

- ensure that students have a chance to practice before creating something for a grade
- offer a discussion forum where students can talk about their experiences with the technology



## Directing Students



Just like in an on-site classroom, the instructor is responsible for making sure that students can access the class and its materials. Some recommendations are:



- for each semester, make sure that AIS has the correct link for students to use from the Student Portal and the Distance Education page (<http://www.miracosta.edu/cybercosta>) -- this could link to:
  - a web page made by the instructor that directs students to the class (this could be the instructor's home page)
  - the course management system, or to the course itself within the CMS
- make sure AIS has the email address being used for the class
- Blackboard sites, if used, can be adjusted to direct students elsewhere by:
  - making all buttons unavailable except Announcements
  - linking to the course website in Announcements
- if using alternative email accounts or systems from home, be sure that your ISP allows mass emailing of students





## Record Keeping

MCC-supported systems have backups maintained. There are several ways that instructors can help protect material in online applications that are not supported:

- Encourage students to create written work in a text program, then copy-and-paste into the web page or system
- If using an alternative CMS, use the Backup function to keep a local copy
- If using an online gradebook
  - print it out or download copies frequently
  - consider posting final grades only in SURF for security
- Have a backup plan in place in case the technology fails



## Intellectual Property and Identity

There are some issues about the openness of the web environment that should be considered.



- FERPA prohibits posting anything tying a student to his/her social security number, address or other personal information.
- Material posted outside a password-protected environment may not be fully protected by some interpretations of fair use under copyright law.
- Instructors should inform students of any restrictions on using course material, whether original or copyrighted, elsewhere (for original material, consider Creative Commons licensing).
- Permit students to hide their identity in third-party applications: keep a list of who aligns with which pseudonym.
- Carefully consider intellectual property implications of student-created work (e.g., submitting student work to a third party vendor that checks for plagiarism – that also claims ownership of all submitted papers.)

The internet today offers many opportunities to share ideas, engage students, and work in different media. Keeping in mind these guidelines can prevent students getting confused and calling the Student Helpdesk with questions they can't answer. You will discover that many students are already familiar with web applications, and can help us find ways to use them effectively. Enjoy!