“A” SPOT TASKS

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☐ Task A2 – Term-Related Course Information
☐ Task A3 – Course Syllabus Required/Optional Items
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☐ Task B21 - use of *.doc, *.rtf, and *.pdf
☐ Task B22 - Downloading Plug-ins
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An Overview of SPOT “A” and “B” Tasks

“A” Tasks – Course and Professor Information (A1-A8)

Task A1 - Official Course Information

Pedagogy:

All Mt. SAC courses include officially approved information:

- Course prefix and number (EX: ENGL 1A)
- Course description
- Prerequisites
- Course outline (lecture and lab)
- Measurable Objectives

The official information for each course is stored in the College's curriculum database software, WebCMS. WebCMS can be publicly accessed at: http://webcms.mtsac.edu/webcms

Click on the "Public Access" link. Then select the course prefix and number to find the official information for that course, and its last date of approval. Faculty and managers spend a lot of time reviewing and updating this information on a regular basis to ensure that the information for each course remains current and appropriate.

When students register for a course, they need to be presented with official course information in order to determine if this course is the proper course in which to be enrolled. Course information should be presented again to students when they begin a course, so they can make an informed decision whether to remain in the course or not.

Task A1:

Access the WebCMS database at the URL above for your DL course, and then in the Topic 1 area of your CERT course create a "Page" titled "Official Course Information". On that page display the official course information: 1) course prefix and number, 2) course description, 3) prerequisites, 4) course outline - both lecture and lab (if appropriate), and 5) measurable objectives from WebCMS.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.
Task A2 - Term-related Course Information

Pedagogy:

Each Mt. SAC course has associated information, applicable only during the offered term. This unique information includes:

- Course Reference Number (CRN)
- Scheduled class meetings - dates, times and locations - can also be in Schedule Note information
- Professor teaching the course
- Special information about the course/offering - can also be in Schedule Note information

Term-related course information is scheduled in Banner far in advance of the applicable term. Once the third download of the term's Schedule has occurred, this information can be found in several places:

- Public access of online Schedule of Classes
- Public access in printed Schedule of Classes
- Restricted access MyMtSAC Portal (accessible by only active Mt. SAC employees and students)

Students need to know term-related course information in order to make informed choices during registration. Students need to be reminded of the term-related course information throughout a course, so that they can be held accountable for attendance at class meetings or adhering to special parameters associated with the particular course.

**Task A2:**

In the Topic 1 area of your CERT course, create a new "Page" titled "Term-related Course Information". Display on this page the term-related officially scheduled (into Banner) course information (listed above) for your course (this could be a bit fictional).

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task A3 - Course Syllabus - Required or Optional Items

Pedagogy:

Professors usually include information in their course syllabus regarding required materials for the course. Course required items can include, but are not limited to:

- textbook
- workbooks
- laboratory manuals
- lab coat and goggles
• art supplies
• note-taking and/or homework supplies, including pen/pencil and paper and/or computer
• particular computer software

Optional items for a course could include, but not be limited to:

• stapler
• binder for keeping all course notes and handouts
• markers for highlighting material during reading
• data storage devices for transporting electronic files
• computers for course assignments or project work

Students need to know what materials or items the professor feels are required or optional for success in the course, in order to make a decision on which items to purchase. This information on required or optional items can be presented to them in a course syllabus, as well as displayed on web pages in the DL course.

**Task A3:**

While this information can be displayed in a variety of methods, to make it easier for your Faculty Verifier to locate and evaluate the information you will be creating a MoodleRooms "Book" which will include the next three Tasks.

In the Topic 1 area of your CERT course, create a new "Book" titled "Course Syllabus". Then create a "Chapter" in the book titled "Required or Optional Items". Display on this page the information on required and optional items for the course.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task A4 - Course Syllabus - Activities Schedule**

**Pedagogy:**

Students like to have clear and detailed information on the course activities that will be expected of them throughout the term. Professors often include an organized schedule of course activities in the course syllabus, which provides information to students on which activities are to be conducted during the course. The schedule of activities can be organized by:

• weekly schedule
• chapter schedule
• modular schedule
• activity/project schedule
When creating a schedule of activities for your DL course, organize the course schedule of activities in a manner that will best assist your students in staying on task while working at a distance in your course. The organization for this schedule of activities that you choose may be different than the organization that you ordinarily utilize in a traditional course, as this schedule will act as a primary motivating tool for keeping your students focused on course activities out of a classroom situation. A clear and detailed schedule of activities could arguably be one of the most important tools that a DL professor uses to facilitate success for a DL student.

Task A4:

While this information can be displayed in a variety of methods, to make it easier for your Faculty Verifier to locate and evaluate the information you will be adding the content of this Task to the "Book" that you created for Task A3.

In the Topic 1 area of your CERT course, in the "Book" titled "Course Syllabus". Create a new "Chapter" in the book titled "Activities Schedule". Display on this page an organized course schedule of activities.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task A5 - Course Syllabus - Policies

Pedagogy:

Students like to have clear and detailed information on the professor’s course policies that they will be expected to follow throughout the term. Professors often include in the course syllabus their policies on:

- attendance (define "attendance" or frequency of interactions for this DL course)
- grading (A, B, C, D, F)
- College’s email policy (AP3720 requires only Mt. SAC email accounts to be used for all official College communications)
- make-ups (allowed, not allowed, what to do in case of)
- academic dishonesty (refer to College policy in Catalog or Schedule of Classes at a minimum)
- student conduct (what you expect for student behavior, what students can expect from the professor regarding flexibility or response times for email, etc.)
- adds and drops (at minimum, include College’s term drop dates)

Note: Best practices in Distance Learning include making DL students aware of all course policies in order to improve their chances of success in the DL course.

Task A5:

While this information can be displayed in a variety of methods, to make it easier for your Faculty Verifier to locate and evaluate the information you will be adding the content of this Task to the "Book" that you created for Task A3.

In the Topic 1 area of your CERT course, in the "Book" titled "Course Syllabus". Create a new "Chapter" in the book titled
"Class Policies". On this page include and display all of the policies listed above for your DL course.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task A6 - Assistance for Students

Pedagogy:

During a term, students will occasionally need additional assistance from the professor or another service area of the campus. The syllabus of any course should include information on how and where a student may go to obtain additional assistance with particular issues. Areas in which students may need assistance (and the most likely resource to provide assistance for those areas) include but are not limited to:

<table>
<thead>
<tr>
<th>Assistance Needed With:</th>
<th>Where to Go / Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>course content or policies</td>
<td>professor</td>
</tr>
<tr>
<td>course delivery</td>
<td>professor</td>
</tr>
<tr>
<td>accessing the Moodlerooms course or Mt. SAC Portal</td>
<td>IT Help Desk, x 4357</td>
</tr>
<tr>
<td>navigating the Moodlerooms course</td>
<td>professor or click on Moodlerooms Help</td>
</tr>
<tr>
<td>tutoring (math, writing, reading, and other GE subjects.)</td>
<td>Tutorial Services in Learning Assistance Center, LTC - Lower level, x4300</td>
</tr>
<tr>
<td>assessment (for placement)</td>
<td>Assessment Center</td>
</tr>
<tr>
<td>testing services (proctored testing for online classes)</td>
<td>Learning Assistance Center, LTC - Lower level, x4300</td>
</tr>
<tr>
<td>writing development and workshops</td>
<td>Learning Assistance Center, LTC - Lower level, x4300 or Writing Center, Bldg 26 Room 1561A</td>
</tr>
<tr>
<td>accommodations for disabled students</td>
<td>Disabled Students Programs &amp; Services, x4290</td>
</tr>
</tbody>
</table>

Many students simply ask the course professor for assistance on all issues that arise during the course. The professor is not always knowledgeable on all items with which students may need assistance. If information is readily available in the
Moodlerooms course to other Mt. SAC sources of assistance, students may be more likely to access and use that additional assistance. Providing information on how and where students may obtain assistance may also increase the success of students in your DL course.

**Note:**
DSPS suggests to professors to include the following wording in the syllabus of all courses to alert students to contact the professor immediately if accommodations are needed during the course, and that DSPS can provide assistance with accommodations for disabled students:

"Mt. SAC strives to make our online courses accessible to everyone. We specifically consider design features that make our courses accessible to individuals with disabilities, including those using assistive technology for computer access. If you find a feature/course inaccessible to you, please contact the professor, or Mt. SAC Disabled Student Programs & Services at (909) 594-5611, ext. 4290."

**Task A6:**

In your CERT course, include and display information addressing all items listed in the table above, as well as the wording suggested by DSPS, that will assist students taking your course from a distance. Place these clearly labeled assistance items in a "Page" titled "Assistance for Students" in the Topic 0 area of your Moodlerooms CERT course.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task A7 - Professor Information**

**Pedagogy:**

Students like to know about the professor who is teaching the course. Not only do they need information so they know how to contact the professor for answers to questions, help with learning course material, to report absences, etc. but they also like to personally know the professor so they will feel connected and comfortable in the course. Nowhere is connection to the course more important than in a DL course, since the students are taking the course from a distance!

Information that students need to know about their professors includes but is not limited to:

- name, including how to address professor (EX: Miss, Mr., Mrs., Dr., Professor)
- office location
- office hours during term
- office phone number
- Mt. SAC email address

Information that students might like to know about their professors includes but is not limited to:

- photograph
Including information regarding the professor can go a long way in helping your students feel connected to the professor and the course. This connectedness could increase the chances for success for the students in your DL course.

**Note:** only Mt. SAC email addresses are to be used for official College communications (College AP 3720).

**Task A7:**

First, on this MR Training server edit your profile to include the required and any optional professor information listed above that you wish to include. Then in your CERT course, create a link (in MR a "URL") which will allow students to easily access your information by clicking on the link.

**Remember:**

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task A8 - Course Syllabus Document for Download**

**Pedagogy:**

Have your students ever asked you for another copy of your course syllabus? Students lose course documents all the time, and frequently need to obtain another copy in order to know when deadlines are, what assignments are, how to contact the professor, how to keep track of their grades, etc. It is a good idea to have the entire syllabus document in a place where the students can access it, download it, and print it whenever the need arises.

Best practices in Distance Learning are to place information on a website in 2 different ways - viewable and downloadable. The items of your syllabus should be both viewable (for quick access) and available for download. All of the other tasks in this folder require syllabus items to be displayed in your CERT course; this task requires the entire syllabus document to be placed in the CERT course for students to download if necessary.

**Task A8:**

In the Topic 1 area of your CERT course create a "File" resource to which you will upload a copy of your syllabus document. The document will include all of the information required in the "Task A Course and Professor Information" Tasks.
Keep in mind compatibility issues when creating this document. Not all students have the most current version of MSWord or whatever you use to create your syllabus. Uploading your syllabus in PDF or RTF file formats helps ensure that all students will be able to read the document.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

END “A Tasks”

“B” Tasks – Course Design and Delivery (B1 – B23)

Task B1 – Course Welcome at Entry Point

Pedagogy:

When students attend class, they need identifiers to help them know that they are in the right class. On campus, students check their Class Schedule and the building room number as they walk in, so they know that they are in the right place. They see the professor of the course there, and that also confirms that they are in the right class.

In a DL course, it is important to have some identifiers displayed to the student as they access the online-delivered course. In Moodlerooms, the first thing a user sees upon accessing the course is called the Main Course page. Professors may add a variety of Resources to the Main Course page. One way to provide a welcome to students accessing your course, is to add a "Label" in the Topic 0 area which includes identifying information to students that they are in the "right place".

Task B1:

In your CERT course, create a "Label" that will serve as a welcome to your DL course. At a minimum, include this information:

- course prefix and number
- CRN
- term
- professor name

If you need refreshing on how to use Moodlerooms, please go to the MR Basics Online Training.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add
submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B2 – Course Orientation

Pedagogy:

As with traditional courses, students need an introduction or orientation to the DL course to understand the objectives and rigor of the course, and what is expected of them as students in the course. The orientation occurs at the very beginning of the term, with specific and detailed information presented to students to help them get started in the course. DL courses can present the course orientation in an on-campus face-to-face format or in a more flexible online mode in the course web site (Moodlerooms). Some courses with very specialized or complex software or equipment to be used during the course elect to present the course orientation in a face-to-face mode for clarity and ease of delivery of that specialized information.

Many DL courses utilize the course orientation to present the course syllabus and course outline, verify enrollments, and "meet and greet" the class as a whole. Informational course orientations with these objectives can be conducted very effectively in an online mode with much success. Students can be directed by an initial email from the professor to login to the Moodlerooms course for the online orientation to the course. In the initial email message or at the entry point to the Moodlerooms course (Main Course page), the professor can direct their students to follow a path that leads them through all of the orientation information and requires the student to respond to the professor to verify their enrollment in the course (finalizes the roster for the professor). A very short assessment or student response after the Orientation process can be done that will give evidence to the professor about whether the student had any difficulty finding or learning any of the course orientation information.

Note: the course orientation is an item that is evaluated by students on the Student Evaluation (Form H.2.e. - Student Evaluation of Distance Learning Faculty).

Task B2:

In Topic 0 of your CERT course, create a new "Page", "Book", or "Lesson" (you choose) that includes the important information for an online orientation to the course. Name that Resource with words like "Orientation" or "Start Here" so that students (and your Verifier) will notice the link or they can be directed to go that link (in the professor’s initial email message) and discover what lies in the orientation.

Within that resource, create a well thought-out orientation to your DL course. An effective course orientation should lead students to "discover" important course information:

- course information - name of course, CRN, course description
- professor information - name of professor, office location and phone number, office hours, email address
- any on-campus meeting times and locations in the course
- any other course meetings (field trips) or required materials for the course
- expectations of student behavior during the course
- student response to professor to verify continuing enrollment
- include students' "Next Steps" - what should they be doing next to get started in the course and instructions for navigating through the course
Students can "discover" this information if the professor directs them to it, most simply by a step-wise process through the Moodlerooms course designed to lead them to all the important information that the professor wants them to know. Be sure to tell the students how to get to each step of the process by including statements like "Click on the Start Here link to begin the Course Orientation", or "Click on all of the course links to discover what resources are available to you in this course", or "Download the Syllabus, read it and then click on the Syllabus Quiz link."

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B3- Making your Moodlerooms Course Available

Pedagogy:

All Mt. SAC professors who have been trained in Moodlerooms, are assigned the role of "Instructor" for their Moodlerooms courses. As an MR Instructor, professors will always have access to the Moodlerooms course. Students do not always have access to Moodlerooms courses. Students only have access to a course when a professor makes their MR course "Available" to the students.

To make an MR course "Available", while on the Main Course page, in the Settings block to the left, click on "Edit settings". Under the first category General > Visible > Select “show” to make the course “available” to students. Don't forget to click the "Save Changes" button at the bottom of course settings page.

Task B3:

In your CERT course, make your CERT course available to students. Your verifier will be able to see that you have done this task, by checking to see that the CERT course is now "Available".

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

B4 – Initial Contact in Course

Pedagogy:

As with traditional courses, the professor takes the lead in class facilitation. In traditional courses, professors will do this in a face-to-face first class meeting in the classroom, while professors of Distance Learning courses create an initial
contact with their students in an online fashion. Things to consider when making the initial contact with students in a DL course are:

- the timing of the initial contact
- the tone of the contact message
- a message that clearly directs students on how to get started (Orientation) in the DL course
- information on how and when students should respond to the initial contact by the professor, verifying their continuing enrollment in the DL course
- instructions on completing any first week activity in the course

The easiest way for professors to initially contact their students in a DL course is through the College's official email accounts, accessed through the Mt. SAC Portal. Professors can also send an email message to their students through Course Studio, Moodlerooms, or Banner Self-Service class roster email links. Initial contact from the professor should be made before the beginning of the term, or on the first day of the term. **Be sure that your Moodlerooms course is set to "Available" for your students before asking them to access the course, or they will email you telling you that they cannot access your Moodlerooms course.**

**Note:** the single best thing that a professor can do to help their students get started in the DL course is to contact them before or at the beginning of the course, giving them clear and detailed instructions on accessing and becoming oriented to the DL course.

**Task B4:**

For SPOT verification purposes only, the initial contact for a course must be done through Moodlerooms. Create an announcement (that will be emailed also) in the Announcements forum (this forum may be called News forum or Course announcements) that is an initial contact message to your students in your DL course. Include information like those items mentioned in the Pedagogy section above. Keep the tone of your message similar to the tone that you would use in your first class meeting with your students. Be sure to include specific instructions on how and when you would like the students to respond to your message, using their Mt. SAC email (through Course Studio, Email icon in Portal, or through Moodlerooms email/messages).

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**B5 – Chunked Information**

**Pedagogy:**

When people read paragraphs they often miss pieces of information that is presented in long paragraphs or sentences. Readers can only absorb a certain amount of information at one time. Alternating between "white" and "dark" space on a web page makes the content stand out more. The use of bullets or numbering to offset important topics or steps also helps. Your students will be able to follow smaller, briefer instructions better than large paragraphs with imbedded information.
People are a lot more likely to see all of the presented information if it is presented in a bulleted or numbered list like this:

- Step 1
- Step 2
- Step 3

Chunking also involves the organization of your entire course. Make sure that your course materials are organized so that they are easy for students to find and complete. Using the various "topic areas" effectively in MR can make the course much easier for students to find their way through the course requirements. For instance, you may decide to only make certain course materials visible to students at a particular time in the term. As you make new materials available, it is easier for students if you put the new materials at the top of the Main course page (just under the Topic 0 area), instead of at the bottom of the Main course page.

**Task B5:**

In your CERT course, where more than 2 items are presented in a sentence, organize that information in numbered or bulleted lists so that students can more easily read and follow the information. For example, in your Course Orientation when you are giving instructions or in your syllabus when you are presenting information, separate the instructions/information in lists.

This particular task will be evaluated by looking at various parts of your course and validating that you have "chunked" your information so that it is easy for students to read and follow.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**B6 – Universal Design Principles**

**Pedagogy:**

Universal Design Principles are often defined as "the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized tools". This means that DL faculty should carefully consider the effect of the design of the web pages that deliver your course content to students. Applying Universal Design Principles to DL course delivery would be to:

- **Use only one basic type of font on a web page.**
  Use all serif fonts, or all sans serif fonts on a web page, so as to not cause textual dissonance. If you do not know which fonts are serif and which are not, here is an easy guideline - "curly" fonts are serif fonts; "non-curly fonts" are sans serif fonts.

  Try not to use more than 2 or 3 different size fonts on a page.
• **Use text and background colors judiciously.**
  Too many colors on a web page can be very distracting. Use of different colors to indicate various aspects of a web page is often a good practice. Using more than 3 colors on a web page can be very confusing.

  Be careful on how many times you include bold and italicized text. Too much text enhancement in the display view can mask the content (the important stuff!)

  Stay away from using colored or image backgrounds for web pages that will distract the student from reading the information that is contained on the web page - you will be defeating your purpose. Also, since students often print out certain web pages in a course web site for offline use, be aware that printing information from a web page that has a dark background and a light-colored font may print little or nothing at all on a piece of paper (most printers are set to NOT print dark backgrounds, and light-colored text will probably not print very well).

• **Use graphics images or multimedia sparingly.**
  Web pages that include images of large file size, or large multimedia files, will take a long time to load and the student may give up on accessing that web page. That student is now cut off from that information. You do not want this to happen, if possible. All images must have alt tags. Keep file sizes small for images, and use streaming audio or video whenever possible. All audio and video components must include captioning or alternate media for disabled students to access that information. (Regular students can benefit from the alternate media too!)

**Task B6:**

In your CERT course, design all Moodlerooms resources/activities with Universal Design Principles in mind. This will help to make the student learning experience less confusing and distracting.

For the purpose of SPOT verification, add an image that is appropriate for your course to the "Label" you created in Task B1 (Course Welcome at Entry-Point). The image can be a photo or clip art, like this: In some browsers, as you move your mouse over this image, the "Alt Tag" will appear. This alternative text is what screen readers read to a blind student when they access a web page with images. Be sure to add an alt tag when inserting your image.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**B7 – Accessibility**

**Pedagogy:**

The Americans with Disabilities Rehabilitation Act (ADA), Section 508 requires us to comply with providing accessibility to persons with disabilities. Accessibility means enabling persons with visual, hearing, motor, or cognitive disabilities to be able to experience an event in a similar way to persons without disabilities. At Mt. SAC, Disabled Students Programs & Services (DSPS) defines accessibility as "providing quality programs and services which enable students with specific
With respect to distance learning, accessibility also means providing a user with the ability to navigate through and read web pages with a minimum of difficulty. Accessible websites can be navigated relatively easily by disabled people using special software or screen readers to display and view those web pages.

**Task B7:**

In DL course design and delivery, there are at least 4 things that the professor can do to increase accessibility for DL students. In your CERT course:

1. **For each image or graphics file on your web pages, include an alternate description, i.e. the "alt tag".**
   This alternate representation of the image or graphics file should briefly describe, in words, the content of the image. It is best to use 8-81 characters in your alt tag description, and avoid using the words "image," "images, or "graphics." Also, do not be repetitive in the words used in the alt tag text.

2. **For each video or audio file that is used in your course, provide an alternate source of the information for disabled students.**
   Alternate media for audio and video files usually means captioning. DSPS can assist you in providing captioning. Contact them far in advance of your need to use these materials in your DL course.

3. **Include information in your course syllabus on how Mt. SAC students may obtain help with disabilities.**
   at the DSPS office in Bldg 9B, and at campus extension 4290. DSPS suggests the following wording to be included in the syllabus of all courses:
   "Mt. SAC strives to make our online courses accessible to everyone. We specifically consider design features that make our courses accessible to individuals with disabilities, including those using assistive technology for computer access. If you find a feature/course inaccessible to you, please contact the instructor, or Mt. SAC Disabled Student Programs & Services at (909) 594-5611, ext. 4290."

4. **Include information in your course syllabus reminding students to notify you immediately when needing any accommodations.**
   so that you may provide them with alternate media.

**Note: remember that providing accessibility is the law!**

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B8 – Course Activity by MR Assignment**

Pedagogy:
In Moodlerooms (MR), information may be added to the course through a variety of methods. Most of those methods that you have utilized for previous Tasks in this SPOT process have been those that MR categorizes as "Resources." Think of "Resources" as static, information-delivery tools.

Another method to add information to a course is via "Activities" that usually requires some sort of interaction between professor and student (or student to student). One type of "Activity" which integrates with the Grade book is through the "Assignments" selection in the Activities drop-down box. During Moodlerooms Basics training, professors learned to add information using this method.

Creating a course activity through this method automatically creates a column in the Grade book for this activity. When created correctly, the resulting activity will have an "Add submission" button at the bottom of that activity. This enables the activity to be submitted electronically to the professor via MR and allows the professor to grade it.

When designing course activities, be sure to keep in mind that not all students learn best using only one learning style. Design your course assignments/activities to incorporate several different learning styles and to keep students interested. Also, this gives them more opportunities to perform course activities by one of their preferred methods of learning.

**Task B8:**

In your CERT course in your Topic 2 area, create an MR Assignment by choosing the "Assignment" option in the drop-down box labeled "Add an activity..." You'll notice that there are many different options of assignments in the drop-down box. For the purposes of SPOT verification choose any of the options EXCEPT for the "eFolio" assignment type.

Give the assignment a name (this is what will display in the Grade book) and in the "Description" box add instructions for a class assignment/activity that requires students to submit the MR Assignment for grading. Be sure to include detailed information on how, when and where to complete and submit the assignment to you for grading. When created correctly, the resulting activity will display the submission button at the bottom of the activity.

(Note: The Tasks that you are completing in this SPOT course for grading by your Faculty Verifier are all MR "Assignments.")

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B9 – Posting an Announcement**

**Pedagogy:**

During a term, professors make many announcements to their classes about important course information. In traditional courses, professors make those announcements in the classroom. In DL courses, professors make announcements in an online mode.
Moodlerooms provides the opportunity to create announcements in the course via a special type of forum. This forum is, by default, titled "News forum" and should be available in the Topic 0 area of your MR class. Messages posted in this forum are also displayed in the "Latest news block". Students can click on this forum and see a listing of all course announcements (Note: Each announcement is listed as a "thread" or "discussion" in MR). The announcements forum in your course may be called "News forum", "Announcements", or "Course announcements". You can also customize the name and description of the forum.

The announcements (threads/discussions) are displayed for the entire term with the most recent at the highest position in the list. New announcements are added by clicking on the "Add a new topic" button at the top of the list.

The option to have the announcement emailed to students is controlled by the individual students via their personal profile settings and via their individual "Messaging" settings. This is why it is important for you to advise your students as to the proper settings so they receive your announcements via email (if you wish it so).

**Task B9:**

In your CERT course, create and submit an announcement for your students updating them on some important event occurring in the course. The announcement will be viewable in the Announcements forum as well as emailed to your students (your verifier).

**Remember:**

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B10 – Add a link to MR Resource/Activity**

**Pedagogy:**

Sometimes it might be necessary to add a link from one topic area to a "Resource" or "Activity" located in another topic area. For example, you may want students to review the syllabus located in Topic 0 while they are "in" Topic 6. You can do this by using the "URL" resource in MR. Since all MR pages are dedicated URL pages you can create a link to an area in MR from any other area.

This linking is done by copying the URL (in the address bar at the top of your browser) of the page you want to link to and pasting it in the "Content" section of the URL resource tool.

**Task B10:**

In your CERT course, in the Topic 3 area, add a "URL" link that links to the "Page" titled "Assistance for Students" in the Topic 0 area of your Moodlerooms CERT course. Title this link "Review the Assistance for Students."

**Remember:**

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT
the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B11 – Add an External link to a to Topic Area**

**Pedagogy:**

Professors often wish to refer students to relevant web sites to enhance and extend their learning of course topics. Links that direct students to web pages that are outside of the Moodlerooms course are called "External Links". In creating external links for your students, it is important to follow some DL best practices:

- launch a new browser window to display the new web page, so that when the student is done with the external web page and clicks to dismiss it, they will not automatically be dismissed from the Moodlerooms course as well.
- list the URL (Uniform Resource Locator, or web address) as well as the title of the destination web page, so that users will have some advance notice of what web information resides at that URL (some URLs bear little or no resemblance to the information that is residing on the destination web page). For example: OLSC Home http://olsc.mtsac.edu

**Task B11:**

In your CERT course, in the Topic 3 content area, create an external link (URL Resource in MR, same as Task 10) to a relevant web site for your DL course. Be sure to:

- include the title of the web page (in the "Name" box)
- include the URL, starting with "http://" (also in the "Name" box)
- in the "Description" box, type the entire URL again. Also, provide a sentence or two describing the information on this web page or web site, and why students may wish to access this web page to enhance their learning of course topics.
- type the entire URL, including "http://", in the "External URL" box
- select the "New window" option next to "Display"

**Remember:**

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B12 – Create an Ungraded Forum**

**Pedagogy:**
In a traditional classroom, class lectures and discussions are carried out in a face-to-face mode. In DL courses, class discussions are often conducted in an asynchronous (not all at the same time) online mode where both the professor and students post messages to a Forum for all others in the class to read.

Class members can access the Forum at their convenience, within the parameters of the forum's settings, and follow the professor's instructions to post messages with plenty of time to think, reflect, integrate and edit original thoughts on a topic. Statements, questions, announcements, assignments, reminders, encouragement, praise, etc. that are utilized in a traditional classroom can be posted to a Forum and be as effective or even more effective than the classroom discussion. In addition, other media or web resources can be incorporated very closely with the discussion content, as the user is already online and easily able to access Internet resources or attached files.

A Forum is a great way to ensure that your complete, accurate messages are available to all students, at any time during the course. When the content is written and accessible, students have the opportunity to revisit previous discussions to continue their learning long after the initial presentation or delivery of that Forum.

Caution - messages can convey tone as well as content. Urge your students to be careful in the tone as well as content of their posted messages, so as to not offend others reading their posted messages. You can impose a "Forum user policy" that gives them guidelines on how to post effectively and without offending other readers. This kind of policy can also convey penalties for misusing the Forum.

In MoodleRooms, Forums reside in the topic area in which they are created. In fact, you can have multiple Forums in a single topic area!

In the Portal, each course also has its own Discussion Board in Course Studio. It is even possible for the professor to create a "consolidated" course in Course Studio where 2 or more sections of a course are all connected into one Course Studio course.

**Task B12:**

In your CERT course, in your Topic 0 area, create an "Advanced Forum." This forum will be an "open" forum for students to post any class-related messages, so it will **not be graded**. Give the new forum a name like "Virtual Cafe" or "Student Forum" that is inviting to students. Be sure to give a short description that lets them know that this is a forum where students are encouraged to post their own (class-related) messages.

When setting up the Forum, use the following settings:

- create it as an Advanced Forum activity
- make it a Standard forum for general use. This will allow members to create new "threads" (called "Topics" in MR)
- it is recommended to NOT allow users to attach files, as this option may result in quickly adding to the size of your MR course. The campus pays for the amount of storage we use. Do this by choosing 0 for the maximum number of attachments
- under the Grade section, set the Grade type to "None" and the Grade to "No grade", this will make the Forum non-graded

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT.
the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B13 – Create a Graded Forum

Pedagogy:

See also the Pedagogy for an ungraded Forum (Task B12).

Often in a DL course, the professor wants to direct students to a Forum activity where messages posted by students are required and the postings are given credit toward the students' course grades. In that case, a "graded" Forum can be created in Moodlerooms, which automatically creates a column in the course Grade book for this activity. This permits the professor to easily grade the Forum postings from each student, which automatically enters the grade in the Grade book for each student.

To create an effective graded Forum, both the content and delivery of the Forum need to be considered by the professor during the Forum creation.

Forum Content: Detailed instructions must be given by the professor to students to provide a rubric for successful Forum posted messages. In a professor's Forum instructions to students, information such as the following should be included:

- the content (topics) of their messages
- the length of their messages (for example: sentences)
- deadline(s) for posting their messages
- how many original messages they are required to post
- how many reply messages (to other student messages) they are required to post
- the maximum amount of credit available for this activity

Keep in mind that the more information that you can give to students in Forum instructions, the more likely students will be able to meet your expectations for this activity.

Forum Delivery: Forum instructions from the professor can be delivered to students in two primary ways:

1. an original posted message from the professor that directs students to reply to the professor's original message
discussions
2. an original posted message from the professor that directs students to create their own threads to begin discussions

Each delivery method listed above will allow for rigorous class discussions. The first method is often used to keep students focused on the topic that the professor introduces in the original message, because students can only reply to the professor's original message. The second method allows students to create new threads, and allows creativity from students.

Caution - the second method can also sometimes lead to students starting discussions that are not focused on the professor's topic for this activity! The professor has the option of setting up the Forum in either manner; both methods can be used as "graded" forums.
**Task B13:**

In your CERT course, create a "graded" Forum, with the following settings:

- for the purposes of SPOT verification and future SPOT Tasks, use the "Advanced Forum" activity and make this Forum a "Single simple discussion"
- in the "Forum introduction" give clear and detailed instructions to students on what you expect from them in this graded Forum (see Forum Content above). You will want to include an instruction for students to "Reply" to your message in order to respond to the Forum
- make the Forum graded; be sure the "Grade type" under the "Grade" section is set to "Manual", this will make the Forum graded. Be sure to choose a "Scale" option next to "Grade" and choose a "Grading method."

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B14 – Create a Forum Thread**

**Pedagogy:**

A professor of a DL course must be able to create and manage effective class discussions, using an online Forum. Professors are often the initiators in class discussions, and will often be posting the first messages in Forums. The first posted message may start a "thread", in which other people can post REPLY messages to the first original message, lengthening the thread (this depends on the type of Forum that is created).

**Task B14:**

In your CERT course, in your already created non-graded Forum (in Topic 0 from Task B12), create a new thread by clicking on the "Add a new topic" button. In the content of this new thread, introduce yourself to your class. Include information that you wish to share about yourself, as well as clear and detailed instructions to your students for their posted messages in that same Forum.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B15 – Post a Forum Reply**
Pedagogy:

A professor of a DL course must be able to create and manage effective class discussions, using an online Forum. Not only will professors be the initiators in class discussions, they will also REPLY to certain Forum messages to give feedback to students, praise the student's effort, redirect the conversation, or just add more information to the discussion.

Task B15:

In your CERT course, in your already created non-graded Forum (Topic 0, Task B12), reply to the thread that you created for Task B14. In your REPLY message, include some more information about yourself.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B16 – Create and Deploy and Assessment

Pedagogy:

Every course has at least one assessment that students take to demonstrate their level of understanding of course material. In DL courses, assessments may be presented in face-to-face mode (hybrid courses) or in an online mode through Moodlerooms (online courses).

The creation and deployment of a Moodlerooms "Quiz" takes a few steps:

- add a Quiz in the topic area you wish it to be located
- determine the quiz settings and characteristics
- add questions to the Quiz (there are a variety of question types)

Note: You can also set up questions in a Question bank and choose your Quiz questions from the bank.

If you need assistance in creating an MR assessment, follow these brief instructions:

1. in the content area you wish the Quiz to be located choose "Quiz" under "Add an activity"
2. fill-in the name, instructions and other settings for the Quiz then click "Save and display"
3. click the "Edit quiz" button and then "Add a question" button to add the questions
4. select the question type from the dialogue box then click "Next"
5. complete the items to customize the question then click "Save changes"

If you need further assistance in creating an MR Quiz, enroll in the "MR Assessments" workshop offered through POD. Additionally, visit the Online Learning Support Center in LTC-262.

Task B16:
In your CERT course, create a "Quiz" with 3 different assessment questions (the questions can be same or different types). Create the assessment in your Topic 4 content area. Be sure to give detailed instructions to students regarding the due date, time restrictions, types of questions, etc.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B17 – Compose and send an email message

Pedagogy:

Professors in DL courses must be able to communicate effectively with their students, using the College's email account. Mt. SAC email accounts may be accessed in several ways:

- through Lotus Notes software (if you have a Mt. SAC computer) or Webmail
- through Moodle rooms Messages/email functions
- through Course Studio - click on Email link on left navigation bar
- through Mt. SAC Portal - click on Email icon at top right on HOME page
- through course roster - click on Email icon or link

Task B17:

For SPOT purposes, using your normal Mt. SAC email account (rather than through Moodle rooms), send an email message to verifier@mtsac.edu. Type "Task B17" in the subject line and type YOUR email address in the "Cc" line. Include in the body of the message information such as:

- a descriptive title to this message
- a reminder of an upcoming deadline
- more info on a previous assignment
- a change in topic or deadline date or time
- a change in the way an assignment should be completed or turned in
- encouragement on a difficult task
- an appropriate tone in the message

Note: SPOT verifiers do not check email messages at the verifier account on a daily basis. Be patient as you wait to see your progress on all email tasks.

Remember:
CREATE the required Task via your Mt. SAC email. College acceptable use policy as well as Federal Authentication regulations require the use of Mt. SAC email for all official College communications and activities that connect to a grade in DL courses.

Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B18 – Forward, cc, and Bcc an email message

Pedagogy:

Whenever you wish to reply to an email message that was originally sent to a group of people (either from a listserv or a manually created email group), and your reply message content is not meant to be directed at anyone other than the person who wrote the original message, then it is appropriate to use the email FORWARD function. If you were to simply REPLY to a listserv message, then your REPLY message will be sent to the entire membership of the listserv. Many times, you may not want to send your reply message to the whole listserv membership, but you do wish to reply to the original sender's message.

To use the FORWARD function, select the "Forward" option in your email software before typing your reply message. In the email address box, type in the email address of the person you wish to receive your message. The title of the message will now contain the abbreviation "FW:" before the original message's title. Then compose your reply message, and send the message.

Many times the Forward function is used to send a previously received email message on to another person. To forward a received message on to another person:

- display the original message
- click on the FORWARD button in your email software program
- at the "To:" address line, type in the email address of the person that you wish to receive your forwarded message
- the title of the message will now contain the abbreviation "FW:" before the original message's title.

The receiver of such a message will be able to know immediately that this message was forwarded from another message, and is not an original message from the sender.

If you wish for someone else to receive a copy of one of your sent messages, then choose the "Cc" function. There should be an option in the message composition box that is labeled "Cc" which is an abbreviation for "carbon copy". At that "Cc" box, enter the email address of the other person to which you wish to send the copy of the message before you click on SEND.

Also, if you wish to send a copy of a message to someone other than the sender, and you do not want the sender to know that you are sending a copy to another person, use the "Bcc" box ("blind carbon copy") in the message composition box. At the "Bcc" box, enter the email address of the person to which you wish to send the copy of the message. This Bcc email address will not be displayed to the original recipient of the message. Many mass mailings of email messages regularly use the Bcc function so as to not reveal email addresses to strangers.
Task B18:

Through your normal Mt. SAC email account, do the following:

1. FORWARD your copy of the email message that you created in Task B17 to verifier@mtsac.edu (you should have received a copy if you completed Task B17 correctly)
2. at the "Cc" line, type in verifier@mtsac.edu AND your email address
3. at the "Bcc" line, type in verifier@mtsac.edu

Note: SPOT verifiers do not check email messages at the verifier account on a daily basis. Be patient as you wait to see your progress on all email tasks.

Remember:

CREATE the required Task via your Mt. SAC email. College acceptable use policy as well as Federal Authentication regulations require the use of Mt. SAC email for all official College communications and activities that connect to a grade in DL courses.

Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

Task B19 – Open and attach files to an email message

Pedagogy:

Professors often assign course activities that require students to begin their work with a particular file that was created by the professor. One of the easiest ways for professors to send that file to their students is by attaching the file (ex: documents, spreadsheets, slide presentations or images or any file that come from textbook publishers) to an email message.

To send a file attached to an email message, after addressing and composing an email message, look for an "Attach" option (sometimes a Menu option, sometimes represented as a paperclip icon). Select the Attach option. Browse to the file that you wish to attach, and select that file. Click OK to actually attach the file to the message, then click to SEND your message.

If you receive a message that has a file attached, there is usually some designation (often a paperclip) on that message in your INBOX that indicates that there is a file attached. Click (or double click) on the attachment designation in your inbox, or on the name of the file at the place in the email message where the file name is displayed. Clicking will usually launch the software that is used to view that file (EX: a *.doc file will launch MS Word automatically if the program is installed on the computer). If a program is not launched, you may see a dialog box asking you to choose a program from a list that may allow the file to be displayed. Sometimes it is not possible to open the file, and you may need to alert the sender of the file that you cannot open that file and ask them for assistance in re-sending the file in a different, more accessible (to you) format.
**Task B19:**

This task will have 3 parts. All parts must be completed in order to receive credit for this Task. Please submit this "Assignment" after completing part 1 to alert your Verifier that the Task is ready to start (this alerts the Verifier to check the verifier email account). Here are the 3 parts:

1. Send an email message to verifier@mtsac.edu asking to begin this task. Type "Please begin task B19 - open and attach files to email message" in the subject line.

2. When your verifier receives your email message, he/she will reply with a message to you that has an attached file (SPOT Applicant Form.doc). It will be your job to open that file and edit it (fill in the requested information), and save that edited file on your computer.

   **PLEASE be patient in receiving a message from your Verifier. Verifiers do not log onto the Verifier email account every day, and it may be a week or so before you see a response from your Verifier. If you have not heard from your verifier in over a week regarding this task, please email Sandra Weatherilt at sweatherilt@mtsac.edu to let her know to alert your Verifier to assist you on this task.**

3. Compose another email message from you to verifier@mtsac.edu and attach the edited file (from step 2 above), and send the message. Type "Attached SPOT Applicant form" in the subject line.

Once you have completed all of these steps correctly, then your progress will be reflected in your Grades in the SPOT Grade book. If you have any questions regarding this task, be sure to post a question to your Verifier in your CERT course's Verifier Discussion Forum.

**Note: SPOT Verifiers do not check email messages at the Verifier account on a daily basis. Be patient as you wait to see your progress on all email tasks.**

Remember:

CREATE the required Task via your Mt. SAC email. College acceptable use policy as well as Federal Authentication regulations require the use of Mt. SAC email for all official College communications and activities that connect to a grade in DL courses.

Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B20 – Sending and Replying to an MR Message**

**Pedagogy:**

When working in a Moodlerooms (MR) course, it is often convenient to simply send an MR Message to students. It is also convenient for students to send you MR Messages while working in a course.
**Advantages of using Moodlerooms Messages:**
Moodlerooms Messages remain in the MR course, and NOT in your email Inbox. So these messages to and from your students do not clutter up your email Inbox. MR Messages may be emailed to you depending on your "Messaging" settings. You may also receive a notification of an MR Message, again, depending on your MR "Messaging" settings when you log into your course.

**Disadvantages of Moodlerooms Messages:**
Both professors and students must be logged into a Moodlerooms course to send and receive MR Messages. These messages may not go outside of Moodlerooms (depending on your "Messaging" settings). If a person does not log into the Moodlerooms course for several days, the MR Message may be sitting there for a while without the person knowing about its existence.

**Task B20:**
This task will contain two steps. In your CERT course:

1. create and send a Moodlerooms Message. There are a few ways to do this, however, the simplest way is to click on the "Participants" link under your CERT course list in the Navigation block. Once you see the list of Participants click the check box next to the participant(s) you wish to send the message to then choose "Send a message" in the "With selected users" drop-down box. Send the MR Message to the class member named "verifier verifier". Include whatever information that you wish in the message. Please submit this "Assignment" after completing step 1 to alert your Verifier that the Task is ready to start (this alerts the Verifier to check Messages). Your Verifier will reply to you with another MR Message. **Be patient for the Verifier's Message.**

2. reply to your Verifier's message, using the MR Message feature.

Once you have completed all of these steps correctly, then your progress will be reflected in your Grades in the SPOT Grade book. If you have any questions regarding this task, be sure to post a question to your Verifier in your CERT course's Verifier Discussion Forum.

**Note:** SPOT Verifiers do not check email messages at the Verifier account on a daily basis. Be patient as you wait to see your progress on all email tasks.

**Remember:**
CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**B21 – Use of rtf., and .doc, rtf, and pdf files**

**Pedagogy:**
Professors create many document files for use in their courses. Since not all students use the exact same word-processing software, it is important to provide more than one file format of the document. By providing course documents in a variety of formats, most, if not all, of your DL students will be able to open the document. The most common file formats to use in DL courses are:
1. *.doc (Document format from MS WORD software)
2. *.rtf (Rich Text Format from most simple word-processing software)
3. *.pdf (Portable Document Format, viewable using Adobe Reader or other PDF software)

All of these file formats may be created using Microsoft WORD (version 2007 and higher) and saving the WORD document to the other two different formats. The *.rtf version may be the most usable format for most people. If you do not have this software, then visit the Online Learning Support Center in LTC-262 to use their software and make these file conversions.

**Task B 21:**

Create the *.doc, *.rtf, and *.pdf formats of your course syllabus document using MS Word or other software.

In the Topic 1 area of your CERT course create "File" resources to which you will upload a copy of your syllabus documents in the three different file formats. As part of Task A8 you may have already uploaded one of these formats. If so, simply provide the other two formats underneath the file from Task A8 :)

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B22 – Downloading Plug-ins**

**Pedagogy:**

Professors of DL courses may require their students to obtain additional software in order to use a particular type of file (ex: Word, Excel, PowerPoint, pdf, or various media files). If the student does not already have that software on their computer, then they will need to purchase or download the software needed to open and use that file. This additional software that is needed by the student to open and use a particular file, is called a "plug-in".

As the professor, you should provide a brief summary of the use of any required plug-in software and the file that it will use. You will need to alert students at the beginning of a course if a plug-in is required for the course (many of these programs are not free, and some students may elect to drop the class rather than pay for an additional piece of software). You should also provide a link in your course web site to the corporate web site, where the student may download that software to use it on their own computer. In addition, be prepared to teach the students how to use this software.

**Task B22:**

In the Topic 1 area of your CERT course, under the syllabus item that contains the *.pdf file format, add a "Page" titled "Download Adobe Acrobat Reader" that includes:

1. information to the student that the Adobe Reader plug-in software will be needed in your course, so that the student may be able to download and read your *.PDF documents.
2. an External Link to where the student can download the Adobe Reader software. Include the entire URL to the Adobe website: [http://get.adobe.com/reader/](http://get.adobe.com/reader/)

Note: Best practices are to have any external link open in a new window. This prevents students from losing their MR classroom site if they close out the window.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading). You will need to include some sort of comment in your submission, however, this could be something simple like "Please check my Task" or something similar. Please do NOT submit the Task content here. That is what your CERT course is for :) Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

**Task B23 – Backup the MR Course**

**Pedagogy:**

It is always a good idea to "back up" your work, especially after spending so much time in creating your work. For Moodlerooms courses, a BACKUP of the MR course will create a back-up of your work in the course.

Exports from an MR course may be imported into other MR courses to "copy" your work. This is especially useful when copying content from server to server (i.e., MR Training server to MR Production server). However, usually to "copy" a course from one term to another term the "Import" function should be used.

Moodlerooms exports require a multi-step process within the MR course. If you need assistance with backing up your CERT course refer to your training materials from MR Basics Training or contact the Online Learning Support Center (OLSC) in LTC-262.

Once the backup is created, you may download the file to your local computer for archiving.

To begin the "Backup" process, select "Backup" in your "Settings" block under "Course administration."

**Task B23:**

Export your CERT course at the end of your SPOT process, as your last Task. Attach your CERT course Backup file (*.mbz) to this task, as you SUBMIT this assignment.

Remember:

CREATE the required Task in your CERT course. Be sure that you have completed all portions of the Task then SUBMIT the SPOT task "Assignment" here so your verifier can check your work (SUBMITTING means clicking on the "Add submission" button at the bottom of each task section, and actually submitting the Assignment to your verifier for grading).

You will be submitting your backup file to this "Assignment." You DO NOT need to include a comment in your submission, however, you may if you like. This could be something simple like "Please check my Task" or something
similar. Also, your Verifier may leave comments for you if the Task needs remediation. See your Grades for updates on your Task grades.

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Task C – SPOT Knowledge Quiz

Task D – Complete POD Evaluation

END