Faculty Resources

This resource offers general information about MPC Online as well as help and support resources for MPC faculty.

Site:	[MPC Online Learning](#)
Course:	MPC Online Learning
Book:	Faculty Resources
Printed by:	
Date:	Friday, February 8, 2013, 04:31 PM

Table of Contents

Welcome to MPC Online Faculty Help

Monterey Peninsula College offers many opportunities and resources if you wish to learn more about delivering some or all of your courses online through MPC Online.

The online resources contained in this section are intended to provide you with tools to help you get started using MPC Online and to answer many common questions. In addition, MPC offers one-on-one assistance and a series of workshops throughout the semester.

Frequently Asked Questions

- How do I make my course available to my students?
- How do I upload documents to my course?
- Where can I learn more about MPC Online?

To learn more, or request one-on-one assistance, contact onlinehelp@mpc.edu or visit the MPC Center for Instructional Technology in LTC 319 (M-F 10:00 a.m. - 2:00 p.m. and by appointment).
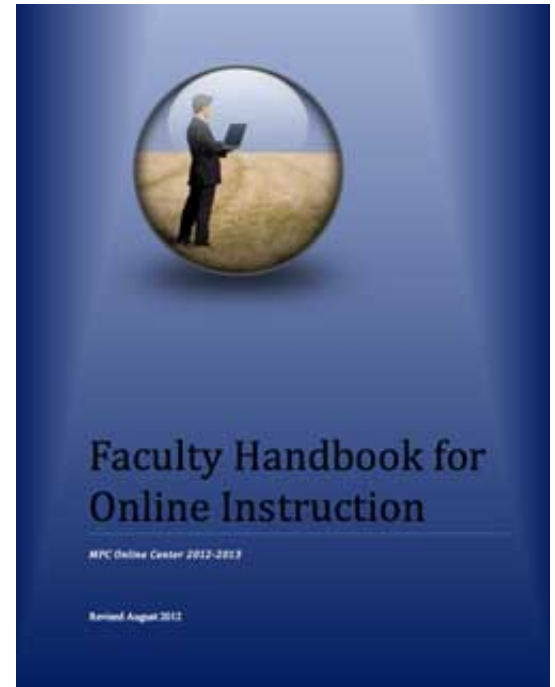
Faculty Handbook for Online Instruction

The *Faculty Handbook for Online Instruction* provides important information about teaching with online tools at MPC.

The handbook is updated annually by MPC's Institutional Committee on Distance Education.

Contents include:

- Steps for online course development
- Curriculum Advisory Committee (CAC) processes for approval of DE courses
- Suggestions for course design
- Accessibility guidelines
- Suggested content to include on your faculty website
- Student services available online
- Best practices for online courses

Faculty Handbook for Online Instruction (pdf)

Faculty Guides for Using MPC Online Tools

The following guides will help you with common questions about using MPC Onlne.

- [Moodle Tool Guide for Faculty](): An overview of the different tools and activities available in Moodle.

- [Activating Your MPC Online Course](): Step-by-step instructions for making your course available to students.

- [Working with Files and Folders in MPC Online](): Learn how to upload and manage your own documents, images, and other files for inclusion in your course.

Please contact onlinehelp@mpc.edu if you need additional assistance.

Moodle Tool Guide for Faculty

The *Moodle Tool Guide for Faculty* provides an excellent overview of the different tools and activities available in Moodle.

The *Guide* is laid out in a grid designed to show the strengths and weaknesses of each tool in terms of the pedagogical goals it can help you acheive.

Tools/activities form one axis of the grid, and pedagogical goals form the other. As you move across the grid for each tool, you can see the ease of use of each tool and the types of pedagogical goals that the tool supports:

[Moodle Tool Guide for Teachers](#) (PDF)

Moodle Tool Guide for Teachers was developed by [Joyce Setzinger](#).
Used here under a Creative Commons Attribution-NonCommercial-ShareAlike license.
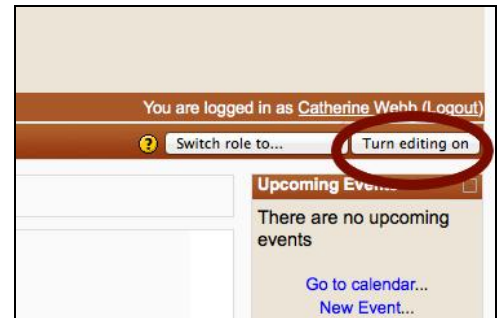
Activating Your MPC Online Course

Once you have developed your course, how do you make sure it is visible to your students? Follow the steps below to activate your course and course content.

Step One: Turn editing on

Log into MPC Online and access your course.

In the upper lefthand corner of the screen, look for the "Turn editing on" button. Click this button to enable course editing.

Step Two: Access your Course Settings

Look for your course's Administration block. In the example shown below, the Administration block is on the left of the course page. (Your Administration block may be in a different spot, depending on your course's layout.)

In the Administration block, select "Settings" to access the "Edit course settings" page. It should be the second option in the block.

Step Three: Set your Course Availability

You should now be at the "Edit Course Settings" page for your course. Scroll down the page until you reach the section labeled "Availability."

Look at the availability setting. If the setting reads: "This course is not available to students," the course is invisible. To activate your course and make it visible to students, select "This course is available to students" from the availability pull down menu, as shown in the image below.

Step Four: Save your changes

Scroll down to the bottom of the "Edit course settings" page, and click the "Save changes" button to save your work. Your course should now be visible to students.

If you are still having problems with your course visibility, contact onlinehelp@mpc.edu.

Working with Files and Folders in MPC Online

Moodle allows you to upload your own documents, images, and other files for inclusion in your course. Sometimes, you may wish to share a set of these files with your students—for example, a folder of documents or readings for the lesson at hand.

MPC Online staff has generated a helpsheet that will walk you through the process creating a folder, adding documents to it, and sharing it with your students on your course site. Please contact onlinehelp@mpc.edu if you need additional assistance.

Working with Folders & Files in Moodle (PDF)

Professional Development Resources

Looking to learn more about MPC Online?

There are a number of online and face-to-face professional development opportunities that you may find at MPC. This section provides information about:

- @ONE Desktop Webinars: An online archive of focused information or training on topics related to online teaching and learning.

- Using Moodle 1.9 Handbook: A free eBook is written for instructors learning how to use Moodle.

Stay tuned for professional development workshops and training sessions at MPC!

@ONE Desktop Webinars

The @ONE Project's <u>Desktop Webinars</u> are a great way to get focused information or training on topics related to online teaching and learning. These 60-minute webinars cover:

- Computer Basic & Advanced Tools
- New Software Applications
- Educational Technology
- Information Technology
- Collaboration Tools
- Industry Updates
- Hot Topics
- Best Practices in Online Education

@One typically offers one webinar per week. Webinars all begin at 12pm Pacific, and are delivered via CCC Confer.
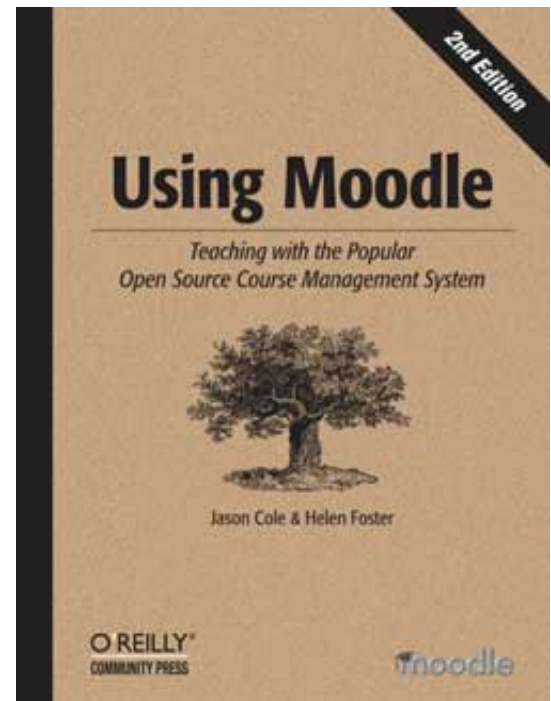
All of @ONE's webinars are recorded and archived, so if you missed a great topic or want to hear a webinar again, you can easily <u>find an archived webinar</u> by title, or browse by general topic.

Using Moodle 1.9 Handbook

Using Moodle: Teaching with the Popular Open Source Course Management System

This book is written for instructors learning how to use Moodle. It's not just a how-to manual, however. Every chapter includes suggestions, case studies, and best practices for using Moodle effectively. Using Moodle won't make your course better by itself. Only by applying effective educational practices can you truly leverage the power of Moodle.

Access this eBook for Free

Accessibility Resources

Accessibility means having equal access to online instruction and information for all students.

There are many things you can do to make sure your online course materials are accessible to all students. This section provides information on resources that you can use to check accessibility in your course and help your students find support at MPC.

On Campus Resources

MPC's [Supportive Services & Instruction](#) offers a number of resources and types of support for students.

- [High Tech Center and Adapitve Computer Technology](#)
- [Assistive Media Support](#)

Additional Resources

- [Accessibility Checklist](#)

Faculty Support

Need more help?

The Center for Instructional Technology is available to assist you in planning, designing, and delivering online instruction at MPC.

- **Online Help:** Email onlinehelp@mpc.edu for assistance with course related issues.

- **One-on-one Consultation:** Meet with a member of our team to discuss online teaching and learning:
    - Bruce Wilder (bwilder@mcp.edu) - *MPC Online Instructional Technologist*
    - Catherine Web (cwebb@mpc.edu) - *Faculty Distance Education Coordinator*
    - Jon Knolle (jknolle@mpc.edu) - *Associate Dean of Instructional Technology & Development*

- **Faculty Drop In Lab:** Stop by *LTC 318* M-F from 10:00 a.m. - 2:00 p.m. or make an appointment for one-on-one assistance with MPC Online or other instructional technologies.