FACULTY WELCOME KIT

v1.8
Welcome!

Welcome to the NYU-SCPS Online community! You are joining an innovative group of over 150 dedicated instructors teaching subjects including Creative Writing, Real Estate Finance, Art Appraisal, Digital Marketing Strategy, French Translation, App Development for the iPad, and many others.

Whether you have decades of experience teaching a traditional course or have never taught at all, you will receive support from and have access to the Office of Distance Learning throughout your time as an online instructor. After your appointment you’ll partner with an Educational Technologist from our office to assist and advise you throughout your course—consider the ET your resource on online pedagogy and technology, advising you on everything from how to best engage students in a virtual environment to how to incorporate Google Apps into teaching. For technical support, you’ll have access to both a general Help Desk that’s open 24 hours a day, every day of the year, as well as a dedicated Distance Learning technician for more personalized assistance.

Even though it goes without saying that we’re excited about online teaching and learning, we’re going to warn you at the outset that it’s going to be hard work. And there will be times when the technology doesn’t quite cooperate. We’re also going to tell you that you’ll reach many students who otherwise could not take a course at NYU, that you’ll become more tech savvy and add a new skill to your teaching repertoire and résumé, and that you’ll enjoy the flexibility of teaching online (no commute!).

You are part of a revolution underway in education that is only becoming stronger. You’re at the start of something new and we’re glad to have you aboard as we together build New York University’s reputation and standing in the field of educational technology and online learning around the world. We’re looking forward to working with you.

The Office of Distance Learning
About Us

The Office of Distance Learning is a staff of eight located in the NYU-SCPS building (names and contact information in the back.) Our goal is to support you in your efforts to effectively teach online—to make best use of what the medium has to offer and to manage or work around its limitations. We also work with program administrators on overall course planning, programming, development, and evaluation, and orient students to online learning. Other activities of ours include building online communities, informing the public about distance learning at New York University, and staying up-to-date on the latest in education and technology.

What to Expect

Teaching online is no small undertaking—the time you spend on course design and preparation well before the semester begins is critical to the student experience. Here’s what’s involved.

Basic Training
As a new online instructor you are required to complete our Faculty Development Program (FDP), consisting of an asynchronous course with material you review at your own pace and a synchronous course preparation workshop. You’ll learn the ins and outs of Epsilen, our Web-based course management system, the Blackboard Collaborate online classroom if you’re teaching synchronously, and any other technologies that will help you teach your course. And most importantly, you’ll work closely with one of our Educational Technologists throughout the semester.

Course Development
Just as you would for an onsite equivalent, you’ll have your learning objectives and outcomes but achieving them will take on a different form. You will be integrating technology and taking best online practices into account when choosing course materials, activities, assignments, and assessment protocols. We’ll also work with you to make sure your course material is posted online before students have access to the course shell so that you can focus your energy on teaching and fostering community rather than scrambling to upload content as your course begins.

Pedagogical and Social Presence
True, when teaching asynchronously you can log on at midnight every Wednesday if it suits you, but once a week is not enough. Whether you’re monitoring and responding to forum posts, giving feedback on assignments, or posting announcements, your frequent and active presence is required. The average response time is 24-48 hours.

General Management
You’ve completed designing your course and your course shell is fully loaded. Class has begun. Now you’ll manage the course, including creating drop boxes for assignments, organizing student workgroups, adding new forum threads, sending out announcements, and updating grading on assignments and tests. And at the conclusion of your course, you’ll go over with your ET what went well and what could be improved for next time.

HOW LONG DOES THIS ALL TAKE?

FDP: 1-3 hours
ONLINE COURSE PREPARATION WORKSHOP: 2 hours
COURSE DESIGN W/ET: 1-2 hours
FAQ

I’m not good with technology. Can I teach an online course?

The more facile you are with technology the better your experience (and that of your students) will be. At the very least you should have basic computer literacy. Common tasks include posting announcements and updates, uploading files, attaching assignments to messages to students, and, for synchronous instructors, speaking to a class of students via a webcam. And it’s OK if you’re not familiar with Epsilen and Blackboard Collaborate, the primary tools in our online courses—we’ll teach you those.

What resources are available to me?

Your primary resource is your Educational Technologist, or instructional designer, who will work with you throughout the semester. Your ET will help you teach with technology and use the medium to best serve your pedagogical objectives. They, and your program department, make sure your course is academically sound and rigorous, adhering to the standards for a course offered by NYU.

A secondary resource is our Faculty Development Program (FDP), an online set of materials and workshops. The FDP will cover the strategies and considerations in planning an online course as well as the tools we use for teaching online, Epsilen and Blackboard Collaborate.

The FDP consists of two parts:
Asynchronous: A series of lessons that detail course planning and instruction, guides to the technology, as well as university guidelines.
Synchronous: A two-hour intensive workshop in Blackboard Collaborate that discusses what makes a strong online learning experience and includes hands-on time with building sections of your course in Epsilen.

We also offer a series of optional online workshops throughout the year to help build your online teaching skills and screencasts on YouTube covering Epsilen, Blackboard Collaborate, and teaching online.

And finally, for technical support issues—for example, you just upgraded the operating system on your computer and now your video isn’t transmitting in the online classroom—you will also have access to a staff technician dedicated to faculty support and a 24-hour general Help Desk.

I’ve agreed to teach online. What’s next?

1) When you’ve cleared the Faculty Appointment System (FAS), our Program Administrator will send you an e-mail welcoming you to the program, offering some introductory information, and assigning you an Educational Technologist.

2) Epsilen, our online course management system, will send an e-mail to your NYU e-mail address with the username and password for your course shell. As soon as you can, visit http://home.nyu.edu to activate your NYU e-mail.
3) Your Educational Technologist will contact you to schedule a meeting to discuss ideas for your online course and answer questions. Your ET will orient you to and enroll you in the mandatory Faculty Development Program, an online course consisting of both self-paced asynchronous materials and a real-time intensive workshop.

**How long will it take to develop my course?**

Once the Faculty Development Program is completed, you will continue to develop your course. Depending on the type and duration of the course, this involves completing and uploading a syllabus, lessons, written lectures, presentations, discussion forum topics, and any additional resources such as articles, web links, and videos. **This development should take approximately 20-40 hours over several months.** We also encourage you to keep an open dialogue with your Educational Technologist throughout this process to make sure you’re on track.

Be aware that students have access to your course shell seven days before your class’s official start date and that they typically log on to review the content during this week (which we call Week 0.) You should have the following content already completed in Epsilen: syllabus, all lessons, discussion forum topics, a welcome message for students, and a completed ePortfolio with your photograph and bio.

**How can I prepare to teach online?**

Think about ways to deliver your course content other than lecture. What learning experiences can you design for your students? How can they explore the material and the subject matter in a more active way? Begin considering the resources you might want to use for your course; books, articles, websites, videos, etc.

Gather case studies. Assign field work in each student’s local area. Keep your course current with links to news articles and YouTube videos. Have your students journal their observations about the field through a class blog. Illustrate timely data with graphs, charts, and other visuals.

In terms of the technology, a computer purchased within the last 2-3 years should be fine. Make sure your computer is up-to-date, with the current operating system, the latest version of Java, and the latest browser. Have a reliable, high-speed Internet connection where you’ll be teaching (home, office, hotel.) If you’re teaching synchronously, have a webcam and microphone and speakers or a headset with a built-in microphone.
CHECKLIST

☐ You’re verified in the Faculty Appointment system (FAS.)

☐ You receive your course shell URL, username, and password via email

☐ Meet with an NYUDL Educational Technologist (ET) to go over course objectives and online classroom tools (NYUDL will contact you to set up)

☐ Begin designing your course if you haven’t already (e.g., develop or revise syllabus, develop lesson plans, assignments, activities, etc.)

☐ Take NYUDL’s Faculty Development Program (online)
   ☐ Self-paced reading (asynchronous): 2 hours
   ☐ Live workshop (synchronous): 2 hours

☐ Complete a first draft of the syllabus and all lessons for the course

☐ Build the syllabus and one completed lesson in Epsilen; in your course shell, create a Welcome topic in Forums and post a Welcome announcement

☐ Let your ET know you’ve added content to your course shell and have him or her review

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12 weeks from course start

☐ Deadline for all course content. Finish publishing content in your course shell. NYUDL shares the state of your course’s readiness with your program department

3 weeks away

☐ Course shell opens to students

1 week away

☐ Course begins

☐ Ongoing: Work with ET and technician to tweak and troubleshoot course

☐ Course ends: review with ET
TIMELINE

3 months from course start

- Faculty member is appointed
- Meet with an NYUDL Educational Technologist (ET) to go over course objectives and online classroom tools
- Complete Faculty Development Program (asynchronous)
- Take Introduction to Online Teaching & Learning Workshop (synchronous)
- Work with ET to develop course, learn the tools, and start uploading content to course shell
- Deadline for uploading course content

1 week

- Course shell opens to students
- Course begins
- Work with ET as needed to tweak, improve, and troubleshoot course
- Course ends; review with ET

Pre-Assessment Survey

We’d like to learn more about your teaching experience and technical needs. It’ll take about 3-5 minutes. Click here or type http://bit.ly/fwk_survey in your web browser.
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Technical Support (24/7) for Students and Faculty

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Telephone:
North America: (877) 395-2996
International: (216) 454-1153
Live Chat:
Email:
scps.distancelearning.helpdesk@nyu.edu

BLACKBOARD COLLABORATE ONLY
Submit a ticket:
Telephone:
North America: (877) 382-2293
For international numbers, go to the Blackboard Collaborate support URL above.

NOTE: Faculty only may also contact our staff technician, Bobby Aviles, for technical support.