



# Pathways to eLearning—A Unique Approach

The Educational Technology Department has developed a unique approach to training faculty to be prepared to meet the challenges of teaching a course online. The workshop is called Pathways to eLearning (PTE). It is conducted completely online using WebCT.

There are two different tracks to PTE. One is for those instructors taking over a section of a course that already exists online. These people begin with "Pathways to eLearning - Managing on Online Course" and then continue on to "Pathways to eLearning - Developing an Online Course." The other track is geared for those people developing

an online course. They take the same courses in reverse order.

Both courses are primarily self-paced with an Educational Technologist acting as a course facilitator and each are five weeks in length. Each course provides the participants with the pedagogy of teaching online, while learning to use a basic set of WebCT tools. The members of the courses are also given a practice course to begin using these tools.

The overriding goal of "Pathways to eLearning - Managing on Online Course" is to provide partici-

pants with an introduction to eLearning, to review teaching principles and learning styles as they relate to online learning, and to utilize basic WebCT tools successfully and effectively. eLearning Community in WebCT while providing a glimpse of the student perspective. This interactive course, through readings and individual and collaborative activities, will provide skills and knowledge which will help partici-



The Educational Technology Department has developed a unique approach to training faculty to be prepared for this type instruction called Pathways to eLearning (PTE).

## WebCT 1,2,3—Creating a Course Backup

Creating backups at the end of the semester in multiple courses just got easier using WebCT 3.8. No longer do you need to go into your individual courses. Now you can use the Course Functions link on the MyWebCT page to create multiple backups. Creating course backups

during the term is also a good idea. Remember that course backups can not be opened on your computer. The backups are used within WebCT. The course backup contains all activities that have occurred within your course.

Please follow the link below to view the tutorial on how to back up your WebCT course:

[Backing Up Your Course](#)

### Inside this issue:

Tutorial Corner— Adding Text to an Image	2
Tutorial Corner— Sending an Invitation to a Meeting in Outlook	2
Cool Tips— Changing the Background Image on the Desktop	3
What's New— Instructor's Highlighted on ET Web Site	3
Upcoming Training Schedule	4

### Receive the Newsletter via Email:

You can get this monthly newsletter via email very easily. All you need to do is go to the [Training Central](#) (<http://it.spcollege.edu:8500/edtech/trainingCentral>) area on the Educational Technology Web Site. Fill in your First and last name and email address.

## Tutorial Corner—Adding Text to an Image

Adding text to an image has become easier with Photoshop 7.0. The text appears within the image. Editing it is very similar to any word processing program. Simply highlight the text and make any changes you want.

1. To add text to an image, click on the text tool.



2. Move your mouse into the image. The mouse pointer will change to an I-Beam. Start typing.



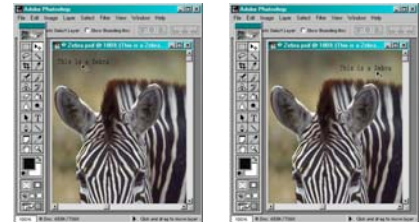
3. Your text will appear on the image.



4. After you have added the text, you can then move the text wherever you wish within the image. Start by clicking on the Move Tool.



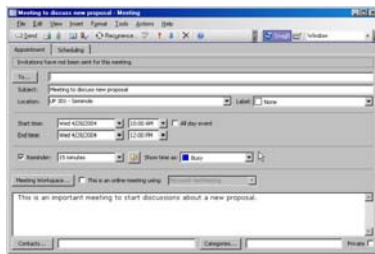
5. Move your mouse over the line of text you wish to move (See Fig. A1-5). Holding the left-mouse button down. Drag the text to the new position.



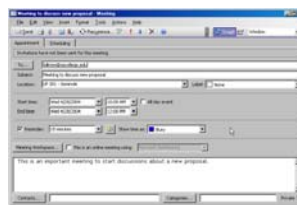
## Tutorial Corner— Sending an Invitation to a Meeting in Outlook

The new email system has some nice advantages. One of these is the ability to send people invitations to a meeting. The person receiving the email can accept or decline the invitation. You can also propose a new time or make the invitation tentative. Once you accept the invitation, a calendar item is automatically created. Follow the tutorial to learn how to use this feature:

1. Within Outlook, navigate to your calendar. Create a calendar item and click Invite Attendees.



3. In the To... text box type in the email address of the people you wish to invite and click send.



4. When an email arrives, choose Accept, Tentative, Decline, or Propose New Time.



5. When accepting an invitation, you can send a response back to the person sending the invitation.



6. Once you accept the invitation new calendar item is created.



## Cool Tips—Changing the Background Image on the Desktop

Customizing your desktop with an image of your choice is easy and fun. You can place any image from a digital camera or scanned image as your desktop background. There is a free service called [Webshots](#) that allows you to download high quality images and easily make them your background image. Follow the steps below to place any image as your background.

*“Make sure to visit the Instructor Resources area of the Educational Technology web site to view the full size images of the cool tips.”*

1. Right click anywhere on the desktop. A menu will appear. Click on Properties.



2. The properties dialog box will appear. Click on the Desktop Tab.



4. You have three choices for the position of the background image; Center, Tile, and Stretch.



3. To change the background image, click on Browse... and navigate to a image you want to use. Double click on the selected that image. Then click Open.



5. Click Ok and now you have your very own personalized desktop background image. An example is shown below.



## What's New—Instructor's Highlighted on ET Web Site

The new Educational Technology web site has two areas where our outstanding faculty are highlighted. On the home page there is a link to the spotlight instructor. This area highlights a faculty member that has gone beyond the normal duties in the use of technology within their classroom. This month Dee McMichael is our spotlight instructor nominated by her program director, Valerie Polanksy.

Why Dee McMichael was Nominated:

Dee has been very creative in adapting her successful face-to-face teaching techniques for the online environment. With expert help from the Educational Technology Department, she developed a number of high quality graphics to illustrate difficult-to-understand con-

cepts. Dee has also become quite adept herself at producing graphic illustrations. She has found numerous interactive online learning activities to supplement her lab course. She creates a learning community for her students through her excellent use of the discussion boards.

Overall, her online courses are as much like face-to-face as possible; in fact, some students rate them as better. Dee's courses are always evolving as she keeps coming up with new ideas and trying new techniques.

*“The new Educational Technology web site has two areas where our outstanding faculty are highlighted.”*

Faculty are also highlighted in the Reusable Learning Objects area of the web site. Instructors highlighted have used RLOs within their courses effectively. This month Kevin Patterson from Funeral Services is

highlighted.

Kevin Patterson is a full time faculty member in the Funeral Services Department. Kevin has been actively involved in placing his material online both for face-to-face students and also for his students at a distance. Kevin has worked closely with the Educational Technology Department on a number of learning object projects including an interactive activity for the student to identify different parts of a casket and using electronic Flash cards to review key terms.

If you would like to nominate someone as the spotlight instructor follow the link below:

[Nominate a Spotlight Instructor](#)



# Educational Technology Department

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*The mission of the Educational Technology Department is to act as a facilitator for the use of technology in the instructional process, to help faculty to develop new teaching methods (especially those methods employing technology), to teach the faculty how to develop resources for enhancing learning outcomes and delivery techniques and to support the general mission of the College through research, evaluation, and communication.*

We're on the Web

<http://it.spcollege.com:8500/edtech>

## Pathways to eLearning—A Unique Approach (Con't)

pants successfully facilitate an online community. (con't on page 4)

The overriding goal of "Pathways to eLearning - Developing an Online Course" is to provide participants the information necessary to design and layout a successful and effective eLearning Community in WebCT. In addition, those involved will take on the role of the student while they review accessibility issues and practice using html editors. This interactive course will provide skills and knowledge to help participants successfully develop an online community.

Here's what past participants say about PTE:

"I enjoyed the free exchange of new ideas. The creativity and collaboration showed me new ways of reaching students. I thoroughly enjoyed it."

"The instructor and guest instructor modeled excellent practices. And, the ideas I got from them and the other students are invaluable and will be put into practice."

"This course was awesome! I learned so much; not only how to develop my WebCT course, but my own web page as well. There are so many things I did not know; fonts, size, color, it was amazing!"

If you would like to learn more about PTE, please contact your campus Educational Technologist or visit the Training Central area of the Educational Tech-

nology web site to sign up for a PTE course.

