IT 293 – Web 2.0:
Online Tools for Student Success

UNM Valencia, Digital Media Arts   updated 1-2012
Winter Intersession 2012
December 22 to January 15
WebCT Web Online Course
Professor: Alexa Wheeler - 1-18-12 note: need to redo much LM content***
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Virtual Office Hours: by email (WebCT email preferred), text, IM, and by appointment for live chat
**see "How to Contact the Instructor" below

Course Description

Web 2.0 is a TERM (not actual software). It describes the way people now use the Internet, most notably, collaboration and interactivity among users. It includes many new technologies compared to standard web page posting. Students will investigate blogs, wikis, photosharing, social networking, RSS Feeds, social bookmarking, and video sharing. All of these tools will aid the student in participating in any future hybrid and online classes. Lectures, demonstrations, group/online discussions, and other online content will introduce various issues associated with the tools and media presented and their accompanying technologies. Assigned projects, readings, presentations, online work/quizzes and group presentations/discussion will assist in a critical understanding, better preparing the student for further study in an online environment and higher education in general.

Objectives

-   Demonstrate excellent understanding of Web 2.0 tools
-   Demonstrate several advanced features in the WebCT learning management system
-   Develop a familiarity of and basic utilization of open-source online software
-   Enhance the ability to navigate the web, filter content, and grasp security conerns
-   Understand and participate in an active, online learning environment

Student Responsibilities

-   Students MUST have access to a computer with **high-speed Internet** for this course. A dial-up connection WILL NOT be suitable for much of the content delivered for this class. Optional accessories: a webcam and a microphone for your computer. If you do not have access to a computer with high-speed internet at home, you can access a computer at:
    - o **UNM Valencia Campus Computer Labs (limited Winter Break hours!):**
        - ▪ Library Computers - http://www.unm.edu/%7Eunmvclib/
        - ▪ The Learning Center Labs - http://www.unm.edu/~tutor/
        - ▪ DMA Lab – Room 123 B&T
        - ▪ Business & Technology Lab - http://vc.unm.edu/Busntech/complabhours.htm
        - ▪ OR UNM Main Campus Computer Labs - http://its.unm.edu/pods/
    - o **Los Lunas Public Library** - http://www.loslunasnm.gov/index.aspx?nid=103
    - o **Belen Public Library** - http://www.belen-nm.gov/library.htm
    - o **Bosque Farms Public Library** – http://www.bosquefarmspubliclibrary.org/
    - o **Albuquerque Public Library** - http://www.cabq.gov/library/

Student Responsibilities, continued

- Have a UNM email and NetID to access WebCT.

- Students <u>must</u> have basic computer and file management skills for all DMA courses, especially online/hybrid courses. Required pre/co requisite is IT 101: Computer FUNdamentals. Students that fall behind due to lack of basic computer skills will be dropped.

- Students must successfully complete all projects on time, participate in discussions, and maintain a safe, respectable, positive online environment.

- Students must complete all online requirements and be an active participant in this online course's community.

- Students must log on to this course DAILY. This is an intensive course requiring DAILY assignments. It is a <u>requirement </u>to check WebCT your email regularly for any communication from the instructor.

- Be prepared to spend, on average, anywhere from 3 - 5 hours per day on this course.

- Always keep a backup of your work! You will never get credit for work that was lost without a back-up!!!

- Any form of plagiarism is strictly prohibited.

- If you have a disability, please inform me of your needs as soon as possible to ensure that your needs are met in a timely manner.

Participation

DAILY student participation and response in intensive online courses is considered a necessary factor in the learning process. In this form of short session, computer-based learning, DAILY course participation is equivalent to class attendance. If no student response occurs during any day of this foreshortened semester, the student is considered absent. Three consecutive absences can result in a drop from the course. Students are still held responsible for all academic work required or performed during their absence regardless of the reasons for those absences. Class participation influences your grade heavily. Participation includes:

- Successful participation in this course requires access to the correct technology with the necessary computer skills. Please see "Student Responsibilities." Not being able to access the content delivered for this course for a "slow" internet connection or inability to access a computer WILL NOT be sufficient excuses for the inability to successfully complete work for this online course.
- Students are required to complete all work on time. This includes doing the following by the posted deadline dates:
    o Present all work on time and fulfill the guidelines for each project
    o Participate in online discussions
    o Demonstrate a progression of knowledge in using the Web 2.0 tools for this course.
    o Do all the required reading within the day it is posted
    o Complete and comprehend the daily lecture within the day it is posted
    o Contribute to all threaded discussions in a timely manner
    o Complete each Learning Module and all assignments, projects, reading, etc…
      successfully and within the timeframe allotted

Grading Policy/Breakdown

- All projects will be graded according to the PROJECT RUBRICS and all other online work will be graded according to the DISCUSSION RUBRICS (see separate documents)
- Grading is based on a timely completion of course participation requirements, the quality of individual critical development, and a personal commitment to your work. Personal commitment involves regular participation, consistent effort, completion of work, and the general willingness to try. All due dates will be announced in the Learning Modules and in the Class Schedule of the syllabus.
- No full credit will be given for any late work. If work is not delivered on time, an automatic 0 points will be given. You will need to make arrangements with me if you are planning to make-up the work, and a fair grade will be issued once the work has been submitted. No late discussion postings will be accepted. Full credit will never be issued for late work except in extreme cases and with **prior** notification – no exceptions.
    - o You will have the opportunity to present late work in the event of a missed or unfinished project. All projects presented AFTER the due date will receive an automatic one-letter grade deduction.
    - o There will be one discussion posting make-up assignment: To substitute for ONLY ONE missed discussion posting, the student can write a 500-word article summing up the missed discussion board content. This assures the student has read and understands the missed discussion. Discussion 1 cannot be used as a make-up discussion article. Directions on how to submit will be provided online.
    - o Extra Credit will be offered throughout the session. I also give points to students for responding and solving questions posted to the HELP FORUM by other students and/or myself!
- Incompletes are rarely issued. If 75% of the semester's work/projects/deliverables and participation/attendance have been completed with a satisfactory grade, and incomplete may be issued under extreme situations.

Semester Requirements:

Projects (7)	63 points	9 points each
Online Discussions (4)	24 points	6 points each
Email the Teacher	4 points	
Create WebCT Profile	4 points	
Syllabus Quiz	5 points	

Make-Up/Extra Credit:

Make-Up Discussion	6 points	
Extra Credit	2 points	For each approved assignment at a maximum of 10 points total for the semester

Points will be added up and a letter grade will be issued according to the following scale:

A+	101-59
A	94-100
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63

How to Contact the Instructor

Email:

- I prefer all email to be from the internal WebCT class email. How to email through WebCT is clearly explained in the "Getting Started" Learning Module. I will check this WebCT email regularly and will respond to all emails within 48 hours, and usually sooner.
- Although less preferred, you can email me at alexa08@unm.edu. In the Subject Line of the email, ALWAYS write your full name and class number. For example – "Laurie Anderson IT 293 Web 2.0"

Instant Messaging:

- If I am available to talk, I will set my status to online. You will first need to set up an account with the following services, then you can use these IM services:

  o Google Talk - "alexatoast"
    ▪ Set up a Gmail account: gmail.google.com
    ▪ Email me with your gmail address: alexatoast@gmail.com
    ▪ I will add you & you add me to your buddy list
    ▪ GOOGLE TALK HELP: http://www.google.com/support/talk/?hl=en

  o Yahoo Messenger – "alexatoast"
    ▪ Download Yahoo Messenger:
      • Mac: http://messenger.yahoo.com/download/
      • PC: http://messenger.yahoo.com/download/win/
    ▪ Once successfully downloaded, open the program. Add me to your contacts by clicking on the "+" at the bottom left of the screen. My Messenger ID is – alexatoast@yahoo.com

  o AIM (AOL instant messaging) – "alexawheeler"

  o Skype – "alexatoast"
    ▪ Download a Skype account:
      • Mac: http://www.skype.com/download/skype/macosx/
      • PC: http://www.skype.com/download/skype/windows/
    ▪ Once successfully downloaded, open the program. You can "call" me by typing – alexatoast – in the search bar.
    ▪ SKYPE HELP: http://www.skype.com/help/guides/

WebCT Chat:

If I am online in the WebCT system, invite me to chat!

Text:
You can also reach me **BY TEXT ONLY** at: 505-515-1055. I WILL NOT answer phone calls and ask that you please NEVER LEAVE A MESSAGE!!! Any messages left by students will be deleted and will not constitute an attempt at communication. In the event of an absence, you will be counted unexcused if you only left a message and made no other written attempt at communication. All communication between instructor and student outside of class time MUST be in written format for this class. If you must reach me or have an emergency, USE: email, IM, text, or my office phone (if needing to leave a message – as a last resort) at 925-8702.

Support Information, Resources, & Tutorials

Support for WebCT:
- o   - WebCT help: http://webctinfo.unm.edu/student/.

UNM Valencia Tutoring Services:
- o   - Custom tutoring services are available through The Learning Center at http://www.unm.edu/~tutor/. Even online tutoring is available!

Other tutorials:
- I will post a number of links to tutorials in WebCT for this course. These may cover:
  - o Navigating WebCT
  - o Navigating IM services (gmail, yahoo, skype)
  - o And more….

Instructor Support:
- Please see "How to Contact the Instructor" for methods of contacting the instructor for help.

Community Support:
- We will have a HELP FORUM discussion board in the WebCT discussion tab for this course. Use this as a place to post questions to the community. It is important for peer learning and peer communication to enhance our community. Extra credit issued for successful peer help!

Netiquette*

Participate. In the online environment, it's not enough to show up! Instructors need to "hear" students' voices to feel their presence, and they especially need student comments to evaluate their own performance as a facilitator and teacher.

Be persistent. If students run into any difficulties, they should not wait to submit a report! Contact the instructor immediately.

Share tips, helps, and questions. For many of us, taking online courses is a new experience. There are no dumb questions, and even if a solution seems obvious, please share it with classmates!

Think twice before pushing the Send button. Both students and instructors need to be sure to say just what they meant. How will the person on the other end interpret a message? While no one can anticipate all reactions, read over each message before sending.

Remember that we can't see the grins on each others' faces. When students or instructors make a sarcastic comment, others online can't decipher if the person is serious or not. Also, when text messaging, remember that some people may not be familiar with typing shortcuts and abbreviations. Explain ideas fully and clearly, and try using emoticons! See this website for an Emoticon Dictionary: http://www.netlingo.com/smileys.php

Remember that there's a person on the other side. Students should ask for feedback if they're not sure how their ideas and comments were construed. If others disagree with what someone has said, "flaming," or ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in a traditional classroom setting.

Stalking and derogatory comments are inappropriate. Stalking someone, or any derogatory or inappropriate comments, jokes, and forwarded emails regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If students have concerns about something that has been said to or about themselves or other classmates, they should let the instructor know.

*Source: http://telr.osu.edu/resources/netiquette.htm | Ohio State University

Method of Instruction

Methods of instruction include online lectures, demonstrations, discussions, presentations and instruction (listed on the schedule as "**Learning Module**….."**) that will include lectures, threaded discussions, virtual field trips, web searches, reading online articles/websites, quizzes, projects and other activities presented to the student through Daily Learning Modules.

Online Lecture – In the Daily Learning Module in WebCT, the student will access online lecture and content. The lecture will be presented in any number of formats, including written, photo, audio, video, and more. A written transcript will be provided as needed and all video content will be closed-captioned.

Threaded Discussion – Students will be required to participate in online discussions meant to simulate classroom discussion. The due date for discussion postings is located in WebCT in the in the "Yellow Box", the Daily Learning Module and on the course schedule. The student should post his/her own message to the listed topic and then post a reply to at least three other student's postings before each due date. Don't wait until the last minute! I will not accept ANY late discussion postings for credit.

Email – Regular contact through email is a requirement. If an email is sent to you through WebCT, it is expected that you have received it and will be aware of its content in the same day it is issued. Students are required to do an "Email the Instructor" activity at the beginning of the course to ensure that email is working.

Online Reading – The student will be required to read a variety of online articles. Links to these articles will be posted in the Learning Modules.

Quizzes – There will be quizzes (at least one) presented throughout the session that will include multiple choice, true/false, and matching questions.

Other Activities – There may be other learning activities associated with the content of the course that will be found in the Learning Modules.

Course Schedule

2012 – Winter Intersession:
Semester begins Tuesday, December 22, 2012
Semester ends Sunday, January 15, 2010

Assignments are due by midnight on the due date. A new Learning Module will be posted by 11am each morning.

Dates	Schedule	Project & Assignment Due Dates

Getting Started
Thursday, December 22
	• **Learning Module 1** – **Getting Started**
	   o Introductions
	   o Review Syllabus
	   o Review WebCT – navigating around, emailing, discussions and forums, etc…
	   o Create a WebCT Profile
	   o Syllabus Quiz
	   o Discussion 1	

Day 2 Wednesday, January 4	• **Learning Module 1 cont. – Getting Started** o See Day 1	Due by midnight, Tuesday, Jan.5: - Email the teacher - WebCT Profile - Syllabus Quiz - Discussion 1

Day 3
Thursday, January 5
	• **Learning Module 2:**
	   o Overview of Web 2.0 – articles, videos, and more!
	   o Discussion 2
		Due by midnight, Wed., Jan.6:
		
		- Discussion 2

Day 4
Friday, January 6
	• **Learning Module 3:**
	• Introduction to Presentation Tools:
	   o Voki
	   o Viddler
	   o VoiceThread
	   o WIKI's
	   o SlideShare	

Day 5 Saturday, January 7	• **Learning Module 3 continued:** o Project 1 DUE – Presentation Tool	Due by midnight, Friday, Jan.8: - **Project 1: Presentation Tools**

Day 6
Sunday, January 8
	• **Learning Module 4:**
	• Introduction to Screencast-o-matic
	    o Project 2 DUE – Screencast
		Due by midnight, Saturday, Jan.9:
		
		- Project 2:
		  Screencasting

Day 7
Monday, January 9
	• **Learning Module 5:**
	• Introduction to Photo | Video Sharing:
	    o Photobucket
	    o Flickr
	    o YouTube
	    o Vimeo	

Day 8
Tuesday, January 10
	• **Learning Module 5 continued:**
	    o Discussion 3
	    o Project 3 DUE – Photo/Video Tools
		Due by midnight, Monday, Jan.11:
		
		- Discussion 3
		- Project 3:
		  Photo/Video
		  Sharing

Day 9
Wednesday, January 11
	• **Learning Module 6:**
	• Introduction to Google Docs & Open Office
	    o Setting up a Gmail account
	    o Collaborative Documents with Google Docs
	    o Using Open-Office
	    o Project 4 DUE – Google Document
		Due by midnight, Tuesday, Jan.12:
		
		- Project 4:
		  Google Docs &
		  Open-Office

Day 10
Thursday, January 12
	• **Learning Module 7:**
	• Introduction to Social Networking:
	    o Facebook
	    o LinkedIN
	    o Project 5 DUE – Social Networking
		Due by midnight, Wed., Jan.13:
		
		- Project 5:
		  Social
		  Networking

Day 11
Friday, January 13
	• **Learning Module 8:**
	• Introduction to Blogs (Setup, Create)
	• Introduction to Twitter:
	    o Setting up a Twitter account
	    o Following and followers
	  • Project 6 DUE – The Blogosphere
		Due by midnight, Thursday, Jan.14:
		
		- Project 6:
		  The
		  Blogoshphere

Day 12
Saturday, January 14
	• **Learning Module 9:**
	• Introduction to Social Bookmarking
	    o Diigo
	    o Delicious
	    o Twine
	    o Project 7 DUE – Social Bookmarking
		Due by midnight, Friday, Jan.15:
		
		- Project 7:
		  Social
		  Bookmarking

Day 13
Sunday, January 15
	• **Learning Module 10:**
	    o Final thoughts, review
	    o Discussion 4
		Due by midnight, Saturday, Jan.16:
		
		- Discussion 4