

# Distance Learning Orientation

## Distance Learning Orientation

- Distance Learning Course Options
- Success Strategies for DL
- Online Resources



# Distance Learning Orientation

## Purpose

The purpose of the Distance Learning Orientation module is to provide information on the type of student skills and requirements, distance learning course options, success strategies for distance learners and online resources to support students who choose distance learning.



# Part 1

## **Distance Learning Course Options Online**

- CD-ROM
- iPod
- Hybrid
- Video Conferencing
- Classroom



# Distance Learning Course Options

**Outcome:** You will be able to list the various distance learning course options available.

## **What are online courses?**

- If you have a background in traditional learning, where you go to a classroom with all the students in the classroom and a teacher in front of the classroom teaching, it may be helpful to also understand distance learning. Distance learning is when a student receives an education through an off-campus location often through the use of various types of technologies.
- Classes offered online simulates all the normal activities that would take place in the traditional classroom but, they take place through course presentation software programs such as BlackBoard, WebCT, or FirstClass.
- The online classroom offers discussion groups, course email, multimedia presentations, group and individual projects and electronic handouts. Assignments are also submitted electronically. A computer and Internet connection are required.
- Classes online can be offered synchronous or asynchronous. Synchronous courses require students and the teacher who are in different places to all meet online at the same time. This method works well for students who can have set days and times for study and lends itself to real time interaction. Asynchronous courses allow students and the teacher to interact from different places and at different times. This method works well for students who are in different time zones with complex schedules.
- Online courses allow for interaction with a diverse group of students and instructors in which people in the same class could be from not only different states of but different countries .



# Distance Learning Course Options

## **What are CD-ROM courses?**

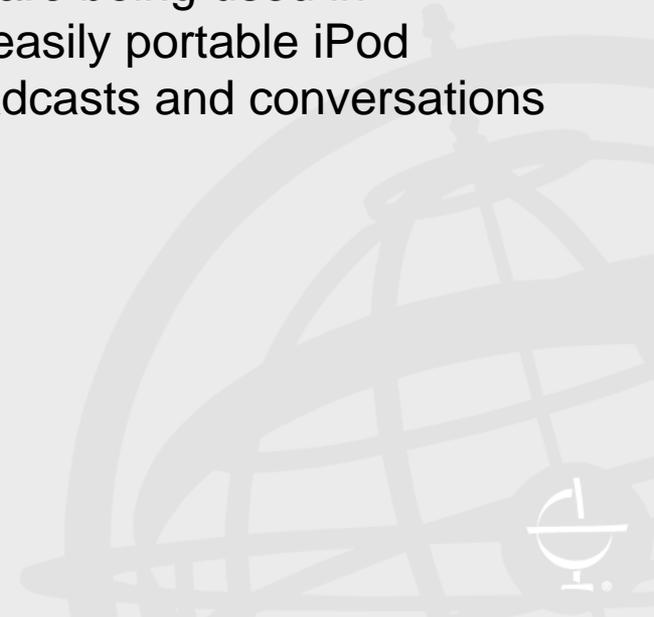
CD-ROM courses require only a computer and courses provided via CD-ROM can be completed anywhere. An array of course material can be stored on CD-ROM which may include text readings, pictures, power points, audio recordings and videos. Assignments can be submitted via fax, email or standard mail. A CD-ROM course may work well if you travel or have problems or sporadic internet connectivity.



# Distance Learning Course Options

## How does an iPod support online learning?

- iPod devices are being used as portable computer hard drives for storing large files of multimedia, make audio recordings all used for “podcasting” for distributing over the Internet to students for learning enhancement. iPods can be used to provide examples of correct public speaking, interviewing, as well as capturing lectures and presentations.
- An example of the enhancements of iPods is they are being used in language classes so students can take the small, easily portable iPod where ever they go and listen to dialog, news broadcasts and conversations in their language of study.



# Distance Learning Course Options

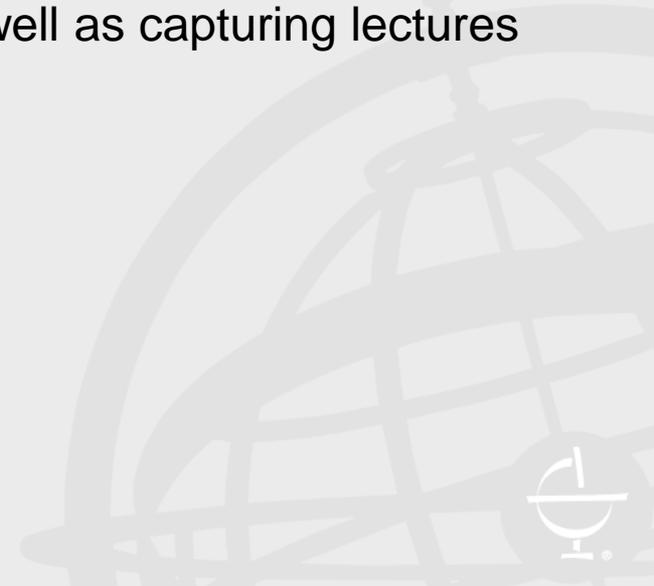
## What is meant by a hybrid course?

- A hybrid course is a blending of the traditional course environment and non-traditional communication technologies which reduce classroom time and can enhance learning of the material. Tradition classroom time is reduced but, not eliminated.
- The goal of hybrid courses is to combine the important aspects of face-to-face time and multimedia technologies to improve learning and reduce classroom seat time.
- An example would be students meet once a month in the classroom for an introduction to a new topic. Students then use WebCT where they get detailed information through multimedia, audio recordings, readings and power points, then complete assignments and discussions. Students then meet face-to-face to provide individual presentations to the class.

# Distance Learning Course Options

## **What is video conferencing?**

Provides live, interactive courses offered at various sites simultaneously via two way television and video conferencing technologies. Video Conferencing is interactive which can improve learning. Many colleges use video conferencing for virtual field trips allowing students to see and hear as they experience the field trip virtually. Often when using video conferencing planning is required in regards to lighting, acoustics, and positioning. iPods can be used to provide examples of correct public speaking, interviewing, as well as capturing lectures and presentations.

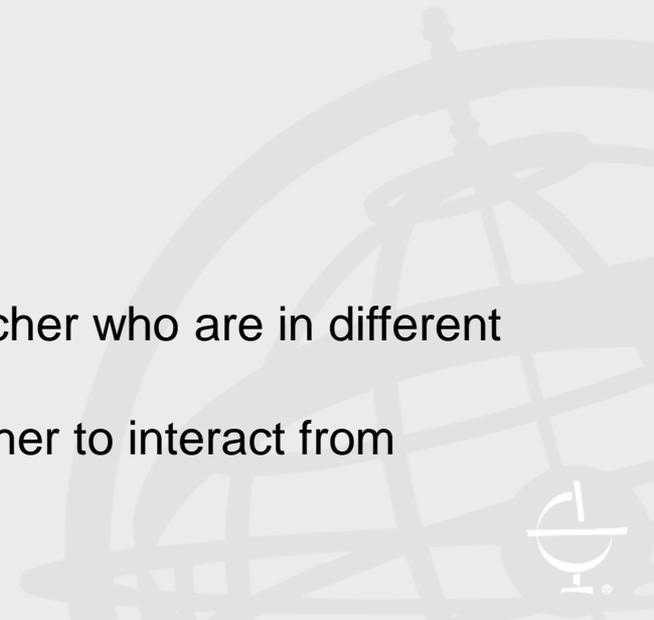


# Distance Learning Course Options

## Distance Learning Course Options Summary

### ▪ Online

- Simulates all the normal activities that would take place in the traditional classroom.
- Takes place through course presentation software programs
- Includes:
  - Discussion groups
  - Course email
  - Multimedia presentations
  - Group and individual projects
  - Electronic handouts
- Synchronous courses require students and the teacher who are in different places to all meet online at the same time.
- Asynchronous courses allow students and the teacher to interact from different places and at different times.



# Distance Learning Course Options

## Distance Learning Course Options Summary

### ▪ **CD-ROM**

- Requires only a computer.
- Can be completed anywhere.
- Course materials include:
  - Text readings
  - Pictures
  - PowerPoint
  - Audio recordings
  - Video
  
- Assignments can be submitted via:
  - Fax
  - Email
  - Standard mail



# Distance Learning Course Options

## Distance Learning Course Options Summary

### - iPod

- Used as portable computer hard drives.
- Stores large files of:
  - Multimedia
  - Audio recordings
- Used for “podcasting” (distributing over the internet).
- Small, easily portable.
- Listen to college content.



# Distance Learning Course Options

## Distance Learning Course Options Summary

### - Hybrid Course

- A blending of the traditional course environment and non-traditional communication technologies.
- The goal of hybrid courses is to combine the important aspects of face-to-face time and multimedia technologies.



# Distance Learning Course Options

## Distance Learning Course Options Summary

### - Video Conferencing

- Provides live, interactive courses.
- Offered at various sites simultaneously.
- Video conferencing is interactive which can improve learning.
- When using video conferencing planning is required in regards to:
  - Lighting
  - Acoustics
  - Positioning



# Part 2

## Student Success Strategies for Distance Learning

- Learning Style
- Time Management
- Study Skills
- Test Taking



# Student Success Strategies for Distance Learning

**Outcome:** You will be able to define success strategies for distance learners.

## What is your learning style?

Learning styles are defined as an individual's approach to learning a task or absorbing information. Simply put, learning styles are various ways of learning. In many cases, the learning style depends on the individual and what has to be learned.

To really understand your learning style you need to know what type of learner you are:

- Visual—makes lists, reads, takes notes, needs to “see” things.
- Auditory—hears/listens, talks tasks through.
- Bodily/Kinesthetic—uses motion or incorporates whole body in learning.
- Experiential—learns by doing, by being physically active and engaged in the activity.

Your learning style and self readiness can determine if you are a good candidate for online learning.

If you are a visual learner and you can communicate your thoughts in the required format for submitting papers and participating in discussions then you have the ability to be a successful online learner. Other qualities that will help you be an online student is being self motivated, self disciplined, goal oriented, confident in your abilities, can read for comprehension, work in a non-structured environment, express opinions and can actively participate in the learning process.

# Student Success Strategies for Distance Learning

## What makes time management so important?

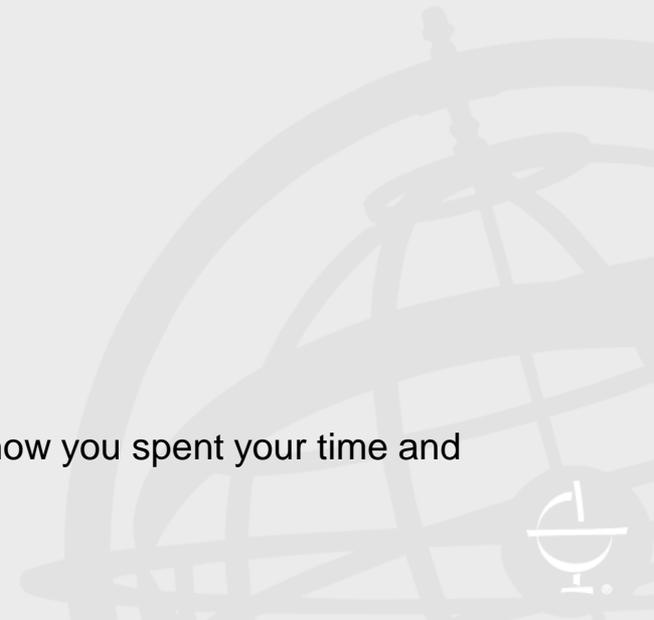
You have a big project you have to complete, that requires many small tasks to get that must be performed. There is a deadline. How do you know you can get the project completed in time? The answer is time management.

Time management provides you a goal-oriented strategy for making effective use of your time and maximize your efforts to accomplish the work and reach your goal.

- First prioritize your tasks.
- Use a calendar to block off times to get each task completed.
- Track your time.
- Gather resources .
- Design your plan.
- Find a quiet space to work.

### Effective Aids:

- Write “to do lists.”
- Use a daily or weekly planner for planning your tasks.
- Use calendar or long term planner .
- At the end of each week create a summary of your activities to see how you spent your time and adjust as needed.



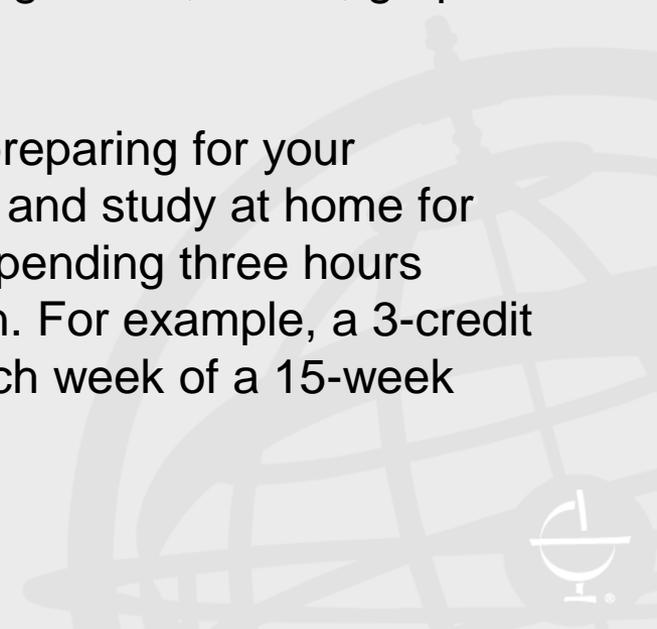
# Student Success Strategies for Distance Learning

## What are study skills?

Being a successful student requires planning, organization and persistence—it requires that you set the stage for studying and learning.

A study skill is a skill that improves your chances of successfully preparing for exams. There are many types of skills to assist you in preparing for exams such as: listening, memorizing, reading, writing, creating charts, tables, graphic organizers, note-taking strategies and discussions.

When determining how much time you should spend preparing for your examination, consider the time needed to attend class and study at home for the equivalent college course(s). You should plan on spending three hours studying for every semester hour of credit you will earn. For example, a 3-credit course would require you to study for nine hours in each week of a 15-week semester.



# Student Success Strategies for Distance Learning

**What test strategies and tips will help me be good test taker?**

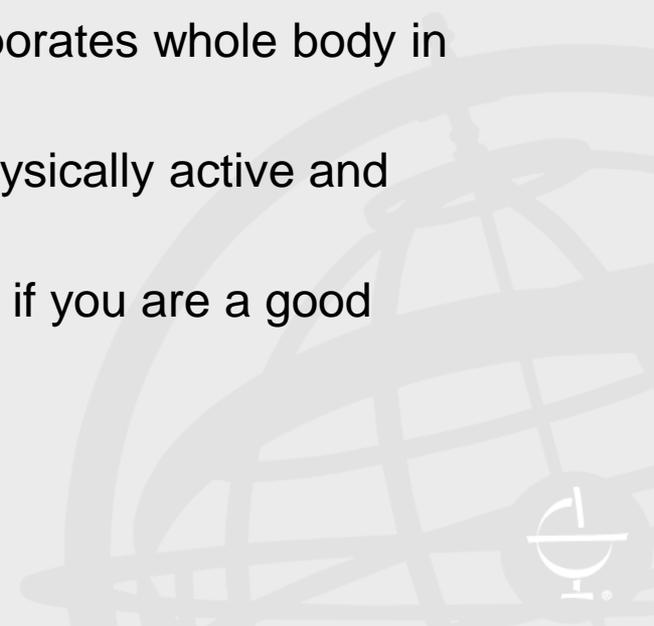
## **Test Strategies**

- Multiple choice questions consist of three sections:
  - A background scenario.
  - A stem.
    - The stem may contain descriptive information such as a situation or scenario, or it may simply be a direct question.
  - A list of options.
- *Read the question carefully before looking at the options; identify key words in the stem.* Read each word in the stem carefully. Know what the question is asking and looking for. Look for key words such as:
  - except
  - first
  - primary
  - early
  - most important

# Student Success Strategies for Distance Learning

## Learning style summary

- Learning styles are defined as an individual's approach to learning a task or absorbing information.
  - o Types of Learning Styles:
    - **Visual** - makes lists, reads, takes notes, needs to “see” things.
    - **Auditory** - hears/listens, talks tasks through.
    - **Bodily/Kinesthetic** - uses motion or incorporates whole body in learning.
    - **Experiential** - learns by doing, by being physically active and engaged in the activity.
- Your learning style and self readiness can determine if you are a good candidate for online learning.



# Student Success Strategies for Distance Learning

## Time management summary

- Time Management Strategy
  - First Prioritize your tasks.
  - Use a calendar to block off times to get each task completed.
  - Track your time.
  - Gather resources.
  - Design your plan.
  - Find a quiet space to work.
- Effective Aids:
  - Write “to do lists.”
  - Use a daily or weekly planner.
  - Use calendar or long term planner.
  - At the end of each week create a summary.



# Student Success Strategies for Distance Learning

## Study Skills Summary

- Being a successful student requires:

- Planning
- Organization
- Persistence

- Types of skills in preparing for exams:

- Listening
- Memorizing
- Reading
- Writing
- Creating charts, tables, graphic organizers
- Note-taking strategies
- Discussions

- 3-credit course would require you to study for 9 hours each week.



# Student Success Strategies for Distance Learning

## Test Strategies and Tips Summary

### - Test Strategies

- Multiple choice questions consist of three sections:
  - A background scenario
  - A stem
  - A list of options
- Read the question carefully and look for key words such as:
  - except
  - first
  - primary
  - initial
  - early
  - most important



# Student Success Strategies for Distance Learning

## Test Strategies and Tips Summary

### - Testing Tips Summary

- Do not cram.
- Eat right and don't skip meals.
- Make sure you are well rested before the exam.
- Keep a positive, confident outlook.
- Do not change answers without good reason.
- Watch for distracters!



# Part 3

## **Online Resources**

- Virtual Library
- Online Tutoring
- Online support
- Labs
- Study Types
- Technical Support



# Online Resources

**Outcome:** You will be able to explain online resources to support distance learners.

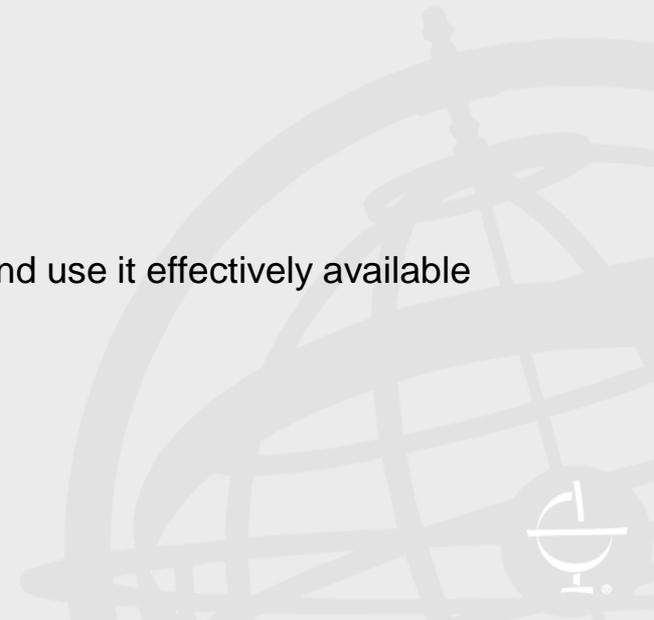
## What is an online library?

An online library is accessed through the internet and as close to you as your computer. As a distance learner, your college or university will have an online library for you to use while you are a student. Locating information has never been so easy and convenient as it is today using an online library.

An online library is a full service library. Its librarian services and resources are usually free to enrolled students. Through the library, students will have access to research databases, electronic books, subject-based web resources, tutorials and instructional guides to assist with your study and research needs.

Other services that may be available include services of the librarians:

- Available by phone, email, fax
- Assists in finding books and articles
- Scheduled chat sessions available with librarians
- Links to tips, tutorials, and brief lessons on how to find information and use it effectively available 24/7.
- Information available on citing sources properly.
- How to get started with your research.
- Organize your resources.
- Find articles that aren't in the library.



# Online Resources

## **What is online tutoring?**

Many colleges and universities that offer online courses also have online tutoring available to you as an enrolled student.

Some tutoring is offered at scheduled times and others offer tutoring 24 hours a day, 7 days a week and provides tutors in numerous subject areas such as: accounting, biology, economics, finance, math, and human anatomy and physiology to name a few common examples.

There are often several tutoring options available. Some possible scenarios you may find are as follows: connect with an e-instructor when you want tutoring right away for a live session, schedule a personal session when you want to make an appointment for future tutoring, submit a question when you decided to wait for a delayed response, rather than take the time for a live session and academic resources when you want to seek answers to your questions prior to engaging a live tutor.



# Online Resources

## **What is an online support lab?**

Online colleges and universities often have Online Writing Labs in which you can submit a draft of your essay or paper you have prepared for any class. Your paper will be reviewed and critiqued. Students will receive a personal reply from an e-instructor that will guide you through the needed revisions. The turn around on response time is generally 24 hours.

Usually there is an online support lab form you need to fill out listing your assignment description provided by the instructor so the tutor can match your work to the assignment. If you need assistance with your referencing, you will need to list either the APA or MLA style that you are using.

An e-instructor will be sure you have the information required to revise and improve the quality of your paper.

There are also e-instructor groups you can choose from such as, first available, business/technical writing experts, creative writing experts or English as a second language expert.



# Online Resources

## What is the benefit of technical support?

- Online learning requires a computer, Internet connections, and the student's ability to navigate through the internet.
- Your computer's hardware and software must be compliant with school and class requirements.
- Students taking online courses should have good skills in using computer hardware, word processing programs, Internet tools, email, troubleshooting computer problems, be able to load application programs, locate, and use web sites.
- Online schools do provide online technical support. Information on technical support is usually located on college and university websites and within online course modules . Technical support can assist you in regard to any situation that is affecting your access and participation in your online courses.
  - o Technical support can answer questions and provide technical support 24 hours a day, 7 days a week.
  - o Most technical support can be contacted through a web request form, email or a toll free number.
  - o It is nice to know that when you need technical assistance, there is help for you no matter what day of the week or time of day.

# Online Resources

## Online Resource Summary

### - An Online Library Summary

- An online library is as close to you as your computer.
- An online library is a full service library.
- Other services include specialized services of the librarians.



# Online Resources

## Online Resource Summary

- What is online tutoring?

- Some tutoring is offered 24 hours a day, 7 days a week.
- Provides tutors in numerous subject areas.
- There are often several tutoring options available:
  - Connect with an e-instructor for a live session.
  - Schedule a personal session.
  - Submit a question for a delayed response.



# Online Resources

## Online Resource Summary

- What is an online support lab?
  - Online Writing Labs is a type of online support lab in which you can submit a draft of your essay.
  - Your paper will be reviewed and critiqued.
  - The turn around on response time is generally 24 hours.



# Online Resources

## Online Resource Summary

- What is the benefit of technical support?
  - Online learning requires a computer, Internet connections, and the student's ability to navigate through the Internet. Your paper will be reviewed and critiqued.
  - Technical support can assist you in regard to any situation that is affecting your access and participation in your online courses.

