

Instructional Continuity

For South Piedmont Community College updates, see our [website](#).

In order to minimize interruptions to learning, please use the resources below to migrate your courses online.

The Online Learning Environment

South Piedmont Community College has infrastructure in place to support eLearning. Moodle, a learning management system where course sites are located, can be accessed through your web browser (Firefox is recommended). Each course at South Piedmont has an associated Moodle course site that is automatically created.

Each student enrolled in a curriculum course through South Piedmont may access their courses in Moodle.

Through Moodle, instructors and students can continue to engage in meaningful ways.

Getting Ready to Use Moodle

What technology do I need to teach online?	A computer with a web camera, microphone, and internet access.
What is the recommended structure for an online course?	For every week create a block of instruction. Each block should be labeled with the date(s) of the original course meeting that is being replaced by this block. Every block should include the following: 1. Date(s) for substitution 2. Objective/outcome 3. Resources including readings; videos; etc. 4. Assignments to engage with learning and the associated evaluation method
How do I make my Moodle course site available?	Courses that are currently in session are already available for students. All other courses will be available for students on the start date of the course.

Content Delivery

Think about the information that is necessary to support student learning in your courses. Below you will see several suggestions on how you can provide that content to support learning in the online environment.

<p>How do I interact virtually using video and audio in real-time with my students?</p>	<p>Blackboard Collaborate is often used to deliver this format of instruction, and is already built into Moodle under the “Add activity or Resource” Button.</p> <p>Skype can also be used with students for one-on-one sessions with students.</p>
<p>How do I deliver a recorded lecture?</p>	<p>Recording lectures can be very simple! A native resource is the camera application on your PC.</p> <p>Another free resource is Prezi. They offer video and audio recording DURING a presentation. (YES, Prezi can import content from PowerPoint!)</p> <p>Screencast-o-matic is another resource that’s free, is user-friendly, and makes uploading to Youtube easy.</p>
<p>How do I deliver a narrated PowerPoint presentation?</p>	<p>PowerPoint has an audio recorder built into the program! You record and present your PowerPoint on-screen within the application.</p>
<p>How do I take screenshots or create images quickly?</p>	<p>For Windows users, use the built-in Snipping Tool – find it quickly by searching “snip” in the Start menu.</p> <p>Some web browsers also have built-in utilities for creating screen captures. When using Firefox for example, simply right-click and choose the “Take a Screenshot” button.</p>
<p>How do I add other content to my course?</p>	<p>Adding content to courses is simple. Simply ensure that your content match Moodle’s Content Guidelines.</p>

Communication

Regular and intentional communication is important to online learning. It will be very important for you to frequently communicate your expectations of students during this period of social distancing. Be sure to

communicate all course updates, but also think about how you will create meaningful interactions and dialogue to support student learning in the online environment.

How do I choose the right communication tool?	The best way to determine your communication tool of choice, is to determine your design and function of your course .
How do I provide updates to students in Moodle?	For general classroom updates, please use announcements to effectively relay messages to all students in the course.
How should I use discussion Boards?	Discussion boards are often used to facilitate information and ideas between students in a course.
How do I use these and other communication tools in Moodle?	You can decide which forms of communication work best per topic.

Assessment

Online students are assessed in ways that are similar to the face-to-face classroom. Be sure to regularly evaluate student work and provide feedback in a timely manner to keep your students on track toward achievement of course learning objectives.

How do I assess online students?	Students should be assessed in a way that provides them with the opportunity to demonstrate learning of the material. Options for assessment include discussion boards, papers, quizzes, assignments and exams.
How do I choose the right assessment tools?	Assessment tools include discussion boards, papers, quizzes, assignments and exams. Choose the assignment that best allows students to demonstrate their learning related to the content and objectives of the course. Available activity and resource types
How do online students submit a paper?	<ol style="list-style-type: none"> 1. Open the assignment. 2. Select Add submission. 3. Type Online text or add File submissions, if required. 4. Select Save changes. Additional tips and information

How do I create and issue tests in Moodle?	Issuing tests can be assigned and managed through individual sections of Moodle; tests are called Quizzes.
How do I evaluate and provide feedback to online students?	Score assignments and other assessments in a timely fashion. Scores should be recorded in the Moodle Gradebook. Feedback may be provided through the grade, comments on the test or assignment, and emails to individual students.

Resources & Support

Online students and faculty have access to all South Piedmont support services and resources. See the information below to help you be successful.

Where do I direct online students to go for guidance on learning resources, technology resources and other services & support?	Visit the SPCC Libraries tab in Moodle for updated links to this information.
Where do I direct students to learn how to use Moodle and its features and functions?	See the Technology section of the New Student Orientation
Are there best practice guidelines for faculty related to online course design and delivery?	Great Course design starts with you!