



College of Education

SURVIVAL GUIDE: DISTANCE EDUCATION

WHERE'S MY CLASS?

A totally 'web' or 'distance' class generally does not meet in a classroom unless otherwise designated. The class meets online on specific days and times (synchronous). The online meeting place is called 'eLive' (Elluminate). There are two ways to find your class:

1. Your instructor gives you a direct internet link to use, OR, more commonly,
2. You will go to Blackboard (more later on Blackboard) and find the link to eLive or Elluminate.

ELIVE (ELLUMINATE)



Elluminate, or eLive, is an online conferencing tool. Students and instructors access the eLive course link and are then able to talk to (but not see) each other. PowerPoint presentations can be shown as well as other documents, and there is a chat room. You need to prepare your computer several days before your first class.

1. Configure Elive. Set Up directions:
<http://www.uaa.alaska.edu/classes/studentresources/elivesetup.cfm>
2. Purchase a headset with microphone compatible with your computer.
3. Download Student Guide:
[http://lluminate.com/support/docs/7.0/Elluminate Live 7.0 Participant Quick Reference Guide.pdf](http://lluminate.com/support/docs/7.0/Elluminate_Live_7.0_Participant_Quick_Reference_Guide.pdf)
4. Initial skills needed:
 - a. Do 'audio check' before each class. Go to TOOLS on menu bar, pull down 'audiowizard', follow screen directions.
 - b. Click microphone to talk, click to end and allow another person to use the mic.
 - c. Click hand icon to raise your hand. Instructor will then call on you to make a comment or ask your question.



- d. Use chat room (like IM) appropriately and within instructor standards.
 - e. Use other icons: smile, frown, clap.
5. Future skill needed:
- a. Load a PowerPoint Presentation

BLACKBOARD: THE ESSENTIALS



Blackboard is courseware available at no cost to UAA students. Blackboard is the asynchronous (independent) part of your course resides. You do not meet on Blackboard (with the exception of the eLive link). You may find the following on Blackboard:

1. Grades
2. Roster
3. Syllabus
4. Handouts, class documents
5. Helpful web links
6. Discussion Boards
7. Start Here (lots of technology help—your resource after this initial kick start)

Where is Blackboard?

Blackboard link on main UAA website menu: <http://www.uaa.alaska.edu> OR

Direct link to Blackboard: <http://www.uaa.alaska.edu/classes/>

Login to Blackboard with your username and password.—*If you do not know your username,* click Username Lookup for information.

After you log into Blackboard, select your course from the list of courses you are taking. You cannot hurt Blackboard. Explore this site before your first class. Your instructor will expect you to be generally familiar with it. Download the syllabus for your first class.

COMPUTER REQUIREMENTS

You need to prepare your computer. Visit this website and follow the information in this section. <http://distanceeducation.uaa.alaska.edu/requirements/>

Download:

1. Anti-Virus Software (if you don't currently have a program)
2. Spybot
3. Word Viewer '03

4. Word Viewer '97-00
5. PowerPoint Viewer 97-03
6. Acrobat Reader
7. Check that you have Internet Explorer 7.0
8. Check that you have JAVA, if not follow link to download it (ELIVE WILL NOT WORK WITHOUT JAVA)

SOFTWARE

You need basic skills with the following software:

1. WORD 2003 or 2007
2. PowerPoint
3. In some cases, Excel

EMAIL

Instructors and UAA will initiate communication with you through your UAA email address (<http://webmail.uaa.alaska.edu> Your email address is: username@uaa.alaska.edu. Check your email frequently. Clean out your SENT and TRASH/DELETE mail frequently to avoid bounce-backs and unreceived mail. If you receive an over-quote message it means you need to immediately clean out send, deleted mail.

Options:

SEND email from the webmail website or from Blackboard.

RECEIVE mail only from webmail website. ***(You cannot receive email in Blackboard.)***

BLACKBOARD, COMPUTER, OR ELIVE PROBLEMS

From time to time, you will need help with technology. The Call Center provides assistance to students. Use them. You are paying a fee for their services so take advantage of it. They are open late evenings and on weekends too. Here's how to contact them:

Call Center@uaa.alaska.edu

Local Phone: 907.786.4646

Toll Free Phone: 1.877.633.3888

FOR NEW STUDENTS

IDENTIFICATION

You have two different identities which give you access to different UAA features. Keeping them straight reduces frustration when accessing UAA.

1. Username and Password: access to Blackboard and Email
 - a. Default password: lowercase uaa, first middle last INITIALS in CAPITALS, and last 4 digits of ID#: uaaBAY2345

- b. Need help? Contact call center.
2. ID number and PIN: access to UAOnline
 - a. Check grades
 - b. Look up course schedules
 - c. Register and make payments

BOOKSTORE



2905 Providence Drive
Anchorage, AK 99508
Phone: 907-786-1151
Fax: 907-786-4790

Summer Hours
Monday - Friday
8:30 a.m. - 6:00 p.m.

Purchase your textbook from the Campus Bookstore in person or online. There are early cut-off dates for accepting online orders for distance students, so BEWARE. You may order your textbook from a 3rd party vendor such as Borders <http://www.borders.com> or Amazon <http://www.amazon.com/>. If you do not know what textbook is required, find out through the online UAA Campus Bookstore. You will need: Course Prefix (EDSE) Course Number (632) Section Number (801) Title: Example EDSE A632 801 Special Education Law

TEXTBOOK ORDERING

[HTTP://BOOKSTORE.UAA.ALASKA.EDU/UAA1/SITETEXT.ASPX?ID=2051](http://bookstore.uaa.alaska.edu/uaa1/sitetext.aspx?id=2051)

LIBRARY

CONSORTIUM LIBRARY [HTTP://CONSORTIUMLIBRARY.ORG/](http://consortiumlibrary.org/)



Use the online library to search for information for assignments. Of particular ease is “Find Articles by Subject”.

You may save the articles to your hard drive, email them to yourself or another person. Use full text articles, not abstracts for your assignments.

WRITING STYLE

APA STYLE WRITING IS REQUIRED

Paper Guidelines (Dr. Dean Konopasek, Chair, CASE)

IMPORTANT POINTS

- A. Follow an outline and use headings. Headings help direct and focus your writing. There are 5 different levels of headings, although for your papers you will likely need no more than two or three. These headings are organized by level of importance. See the following example:

Serious Emotional Disturbance
(centered, major words capitalized)

Causes of Emotional Disturbance

(Flush with left margin, italicized, major words capitalized)

Genetic influences.

(Indented, only the first word is capitalized, followed by a period. The first sentence follows the period on the same line)

EXAMPLE:

Attention-Deficit/Hyperactivity Disorder

Educational Intervention Strategies

Classroom structure. Recent research into educational interventions for Attention-deficit/hyperactivity disorder (ADHD) has shown...

Curricular modifications. One of the most often used curricular modifications is...

The text you include under each heading should “flow” from one section to the next. Avoid repeating yourself. The summary section should be one or two substantial paragraphs in length and summarize your entire paper, not just one aspect of it.

- B. **Text Citations:** Make sure you provide a citation in the text for information you’ve retrieved from your research. In the body of your paper, always list the author along with the year of publication, as follows:
(Smith, 2005) only one author
(Smith & Jones, 2005) two authors
(Smith, Jones, Owens, Bartlett, Cohen, & Bradley, 2005) three to six authors
(Smith et al., 2005) more than six authors

EXAMPLES: According to Smith (2004), the major causes of...
...the major cause was hereditary (Smith & Jones, 2005).
...were five times more likely to die (Smith et al., 21005).

Using Quotes: You need to limit the number and length of quotes you use in a paper. Although quoting other authors is very acceptable, it can be overdone, resulting in a paper that looks more like the person you’re quoting than your own! Whenever you quote you must include the page number where the quote came from in addition to the author and year.

EXAMPLE: British scholars have defined the condition as “...a combination of hereditary and environmental factors resulting in the syndrome we call ADD” (Helmsley & Fitch, 2004, p. 234).

- C. **Reference List/Bibliography:** You are required to have a minimum of 10 references listed as the last page of your paper. References are listed in alphabetical order by author. Use the author’s last name but only the initials of their first name (e.g. Smith, T. L.). Avoid unknown references. In other words, if you run across something on the internet but can’t determine what the source is, don’t use it. You need to get in the habit of determining the author of the document.

However, occasionally an agency rather than an individual author will produce a document. In that case, use the name of the agency as the author.

EXAMPLE: Food and Drug Administration, 2005.

A reference citation has several key components:

	Periodical	Book	Internet
1	Author(s)	Author(s)	Author
2	Date of publication	Date of publication	Date of publication
3	Title (only the first word capitalized)	Title of book (italicized, only first word capitalized)	Title of document (italics, only first word capitalized)
4	Publication (italicized)	City of publication	Date of retrieval
5	Volume number	Publishing company	Website URL
6	Page numbers		

Periodical Example:

Smith, T. L., & Jones, P. Q. (2004). The use of steroids in sports, *Journal of Sports Medicine*. 55, 10-36.

Book Example:

Smith, T. L., Mason, P. G., & Oakley, A. R. (2004). *Learning disabilities in society*. New York: McGraw Hill.

Internet Example:

National Institute of Mental Health. (2005). *Statistics and demographics of anxiety disorders in the United States*. Retrieved October 23, 2005 from <http://www.nimh.org/stat/htm>

Note that in all cases the first line of the reference is flush with the left margin, with the rest of the citation indented. Note where commas, periods, and other punctuation are placed. For more examples, refer to any social science book or journal.

D. Miscellaneous:

1. Avoid the use of first person. That is, don't use "I" in your paper, as in: I wanted to write this paper on ADHD because when I was young I...

Keep your paper in the third person, as in: The topic for this paper is attention-deficit/hyperactivity disorder...

2. Keep your writing "child-centered." That is, avoid using terms such as: retarded student, autistic child, emotionally disturbed teenagers.

Rather, choose child-first terms, such as: students with cognitive disabilities, a child with autism, adolescents with emotional/behavioral disorders.

ARE YOU READY?

1. Did you send and receive an email from webmail?
2. Did you send an email from Blackboard?
3. Did you configure your computer for eLive?
4. Did you log in to Blackboard and find your class?
5. Did you get your textbooks?

If you answered NO to any question, go back and review. If you answered yes to each question, you are ready for your first distance class.