

Academic Innovation & Distance Education



"The mission of Academic Innovation & Distance Education (AIDE) at Bunker Hill Community College is to advance the college's goals through the provision of innovative and effective instructional technology and digital learning resources that help students and instructors succeed. AIDE promotes inclusive, accessible, and collaborative academic technology solutions to the BHCC community."

Spring 2018

Volume 1

Announcements

New Staff & Appointments

Academic Innovation & Distance Education is excited to announce the appointment of its new Director. **Danielle Leek, PhD** (right) comes to BHCC from Campus Compact where she was Director of Professional Learning. Previously, she was Associate Professor of Communications at Grand Valley State University and the Executive Director of Grand Valley's award winning Communication Center.

BHCC's **Grace Mah** (left) has signed on as the area's new Associate Director. Grace has over four years of experience leading the BHCC Online program and the college's TLITC. (Photo Credit: Therese Pullum)



About the AIDE Department

Faculty are invited to visit AIDE or reach out through [email](#) if you have questions about using digital tools to support learning in your classroom. If you have a teaching challenge – come talk with us. We work to find creative approaches and innovative technologies that support your teaching goals!

AIDE also provides support for faculty already using instructional technology including: Moodle, TechSmith Relay, Camtasia, Respondus Lockdown Browser, and Digitation's E-Portfolio.

Students can reach out to AIDE for help navigating these tools – we provide in-person and online support for uploading assignments, creating E-Portfolio assignments and more! AIDE also oversees all of BHCC Online – Bunker Hill Community College's online web courses and academic programs.

Digital Learning in the News

Check out Tina Nazerian's new article: "[How Professors Can Bring Culturally Responsive Teaching to Online Learning.](#)"

Contact Us

Do you need help with Moodle, E-Portfolio, or another instructional technology? Faculty & students are welcome to drop by our help stations: H-Building (H-134) and the TLITC (E-230) on the main campus:

Monday – Thursday
9:00am to 6:00pm
Friday
9:00am to 5:00pm
Saturday & Sunday (E-230 only)
10:00am to 3:00pm

250 New Rutherford Avenue H-134
Charlestown, MA 02129
617-228-2466

onlinehelp@bhcc.mass.edu
<http://www.bhcc.mass.edu/bhcconline>



Staff Spotlight



Tahmina, AIDE Part-Time Staff
(Photo Credit: Carlos Matheus)

by *Therese Pullum*

In this issue, we're introducing you to Tahmina, a 2014 graduate of BHCC with an A.S. in Human Services and a certification in Substance Abuse/Addiction Counseling. In 2017, she obtained her B.A. in Psychology and has future places to attend graduate school at Lesley University for Counseling & Psychology.

She has been working in the Academic Innovation & Distance Education department since the Fall of 2014. When asked about her favorite part of working at AIDE, Tahmina states, "I love working with my team and assisting students with their course materials and with navigation of the campus's learning management system, Moodle." She also advises students in creating plans for their academic success, with majors related to their career interest, and helping students learning campus services and programs.

Since working in the AIDE department, Tahmina has learned to produce reports that collect, analyze and calculate important academic data. She has also learned Moodle navigation tools, how to provide technical support using WebEx, and how to manage day-to-day activities such as monitoring students' online exams, communicating with professors as needed online/offline, and academic policy such as FERPA to protect student information. She is an asset to this department and a great resource for faculty and student assistance. We are happy to have her!



Professional Development Series

AIDE is excited to announce its upcoming professional development series for BHCC Faculty. These are paid opportunities to work on redesigning an aspect of your web, hybrid, web-enhanced or E-Portfolio course. [Sign up](#) and learn more.

<p><u>Digital Testing Tips and Tricks</u> Participants will be introduced to different assessment methods as well as various testing tools in Moodle. This workshop will guide participants in creating new tests or quizzes for their courses.</p> <ul style="list-style-type: none"> o Date: March 23, 2018 o Time: 1pm o Location: E235-A 	<p><u>Demystifying the Moodle Gradebook</u> This workshop will focus on setting up the Moodle gradebook. This will be a hands on workshop, allowing participants to set up their gradebooks for the next semester.</p> <ul style="list-style-type: none"> o Date: April 27, 2018 o Time: 10am o Location: E235-A
<p><u>Converting to Digication 2.0</u> This workshop will assist faculty currently using Digication to migrate to the new platform, as well as identifying ways to use e-portfolios as assessment and reflection tools in your class.</p> <ul style="list-style-type: none"> o Date: May 23, 2018 o Time: 1pm o Location: E235-A 	<p><u>Using Groups to Create Engagement</u> This will be hands on workshop, to demonstrate how to create groups in Moodle, as well as look at ways to use groups in your class to increase engagement, allow for student leadership options, and promote team building skills.</p> <ul style="list-style-type: none"> o Date: June 12, 2018 o Time: 10am o Location: E235-A



Did You Know?

Smarthinking

by Katie Turner

Smarthinking is an academic online tutoring service, provided by Pearson Education, which offers students on-demand support from tutors in over 25 subjects. **Did you know that all BHCC Moodle users have access to free, 24/7 online tutoring?** That's right! So, if you're trying to solve a difficult math problem late at night or want an extra set of eyes to look over a paper before you turn it in to your professor for grading, we can help!

Academic Innovation & Distance Education subscribes to this free tutoring service which is accessible directly from your Moodle course. Smarthinking offers tutoring in subjects such as:

- Mathematics & Statistics
- Reading
- Writing
- Science
- Business, Computers & Technology
- Spanish
- Nursing & Allied Health

Students can work one-on-one with a tutor in a whiteboard environment, submit questions to be answered later, or receive feedback on papers. Some subjects even have live audio/visual capability so you can work with your tutor via webcam and microphone. Once you're logged into your course in Moodle, just look for this Smarthinking tool:



Click and start getting help with your coursework immediately!



Teaching with Technology Tip

Respondus LockDown Browser

by Yaz Rodd

The growing use of eLearning systems and assessment tools has often raised concerns about academic honesty and about the security and reliability of online assessments. The LockDown Browser is a custom web browser designed for taking tests in various Learning Management Systems including BHCC's Moodle. The LockDown Browser is appropriate for taking tests in a proctored environment such as in classes that are equipped with computers or in testing centers. It can be also installed on personal computers. The benefit of utilizing the Lockdown Browser in an online course is that it **prevents** students from opening other programs, copying and pasting exam contents, taking screenshots from the exam, printing the exam, accessing email or instant messaging, and accessing other websites. It **allows** for test results to be displayed in a secure manner, shows externally hosted photos or videos linked to exams, and disables links in external content. Cordova and Thornhill (2007) claim that they extensively utilized and tested the LockDown Browser in their online courses and have found it to be effective in preventing common forms of cheating during online assessments. If you are a faculty member interested in hearing more on Lockdown Browser, contact us.

Cordova, L. J. & Thornhill, P. (2007). Academic Honesty and Electronic Assessment: Tools to prevent students from cheating online. Journal of Computing Sciences in colleges, 22(5), 52-54.

Important Dates

March 12th - 18th	Spring Break NO CLASSES
March 13th	ALL student registration for Summer 2018 begins
April 4th	Online Certification Course begins (<i>for faculty</i>)
April 4th - 12th	Registration for Fall 2018 begins (<i>for currently enrolled students</i>)
April 5th	Last day to withdraw from a web course
April 16th	Patriots' Day COLLEGE CLOSED
May 2nd	ALL student registration for Fall 2018 begins



Moodle Tips

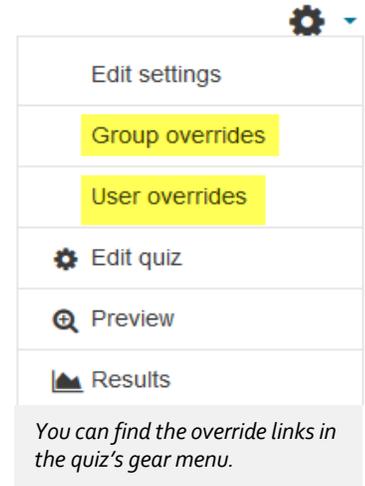
Quiz Activity: Override User/Group

by Mei Driscoll & Therese Pullum

There are a variety of situations where you might want to override quiz access settings for specific students or for groups of students. For example, you might want to make the quiz available for just one student who missed the quiz with a legitimate excuse. Or, you might want the quiz to be available only to a particular Group of students. Moodle provides ways for you to implement this using user-level and group-level overrides.

To configure special access for individual student or group overrides, do the following:

- Go to the main page of your course, and click the link to the Quiz you want to configure.
- In the "Settings" block under "Quiz administration," click "User overrides or Group overrides." A summary screen appears.
- Click "Add user override or Add group override." The "Edit override" screen appears.
- In the "Edit override" screen, select the student's name from the list or the group name. You can also search for a student's name in the search box to filter the list.
- Modify the settings you want to override for the selected student or group.
- Click Save when you are finished, or to repeat this for more students or groups, click "Save and enter another override."



Digication

Using Documents in your E-Portfolio

by Matthew Gomes

Digication gives faculty and students the ability to insert documents as files into an E-Portfolio. Inserting your documents as files keeps your E-Portfolio simple to navigate because your document will display as a link on the page. This can be especially helpful if you have multiple files you wish to include in your E-Portfolio. These links make it possible for a viewer to click and download your documents for review.

Follow these steps to demonstrate your work:

- Once you have logged into Digication, click on your E-Portfolio.
- Find the section and page where you wish to display your work.
- Click the green (+) to Add a module, then select Rich Text and click "Add This Module".
- Once your module is open, click the blue/green button that sits above Underline and Italics. (If you hover over it, it says "Insert File".)
- Once a new window opens, you can click "browse" to search your computer for your document.
- After you open the document, click the green insert button at the bottom left of the window.

Be sure to save your work!