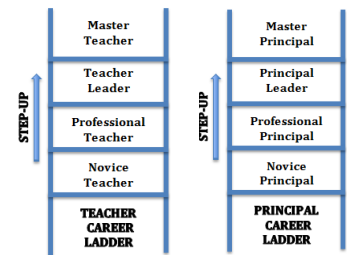


STEP-UP ACADEMY

STRENGTHENING TEACHER AND LEADER



Questions & Answers Regarding

Online and Technology Dependent

STLE2 Grant Workshop Proposals*

*This is a supplement to the Q & A for STLE2 Grant Workshop Proposals

1. What structural requirements are there for designing an Online course?

All Online courses must be offered through the Dutchess County BOCES Moodle Platform.

2. Who is available to assist me in designing my On-Line course on Moodle?

Our Chris Chamuris is available to assist you in preparing for your Moodle and Online course. He may be contacted at: chris.chamuris@dcbooces.org or by phone at 845-486-4840 x 4523.

3. What is the duration of an Online course in terms of participant time?

- Participants should be required to engage in Online activities for not less than two hours.

4. Are there minimum requirements which define the level or type of participation required of Online course participants?

- Online workshops should be created with the credit hours in mind. Therefore the participants' course activities should be designed to require participants to invest the amount of time in completing those activities for which the workshop's total hours was posted. For example, a two-hour online course should require two hours of participant online course completion activity.
- Online course instructors are responsible for writing directions and monitoring participant responses. Participant responses should really meet the goals for learning that the instructor has laid out for the course. For example, this means requiring more of participants than simply posting that they agree or disagree to a statement, reading or video when designing activities. The activities should have a level of expectation that requires participants to take the entire time posted for the course.
- Once the course is officially "opened" or commences, instructors will need to make sure that the participants complete it within the time span expected for course completion. Please monitor the intended course completion date for EACH participant. That may mean more interaction with some and less with others. It is the instructor's responsibility to make sure that participants meet the expectations required. Otherwise they will not be able to earn credit.

5. What technology is available in labs to support presentations or demonstrations?

- Certain BOCES rooms may be assigned which have a computer, projection system, and screen, along with PowerPoint software for presentations. Please request these when proposing your workshop(s).

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- The BOCES Model Schools lab (SPC 136) is equipped with a SmartBoard and projector, and Smart Notebook 11 is installed on all of the computers. If these resources are required, please request these when proposing your workshop.
- A confirmed BOCES location for your workshop will be included in your workshop approval.

6. What if I want to demonstrate from or show certain Internet based websites?

It is essential to make sure that our equipment can manage all the different tools and web connections that you require. We encourage you to be in contact with Chris Chamuris (see #2 above), so that he has a basic understanding of your needs. We also ask that you please schedule time to come in to BOCES to look at our lab and run through the process so that we can make any adjustments that you might need, including checking firewalls (and unblocking if needed) and making sure that all the bugs are ironed out prior to the workshop. While Chris is exceptional at supporting technology long distance, we would really feel more prepared to make sure your workshop is successful if you've had an opportunity to be hands-on with our equipment. Let us know when you are available so we are able to schedule your time in the lab. There is nothing more nerve-racking than technology malfunctioning when you're utterly dependent upon it.

7. With whom should I speak if I have additional questions?

- chris.chamuris@dcbooces.org or 845-486-4840 x4523
- rebecca.green@dcbooces.org or 845-486-4840 x4533