



Year 1, Number 16

A Farewell to our DLIT 2015 Graduate!

The Student Employment Program at DLIT is not like any other student employment program. As **Elizabeth Espinosa**, our Blackboard Helpdesk Assistant Student Worker said, "I've never met a greater group of people that I love and adore so much. It breaks my heart to have to leave them." Elizabeth has been with the Office of Distance Learning and Instructional Technologies for a year and a half.



The people our student workers get to meet through their jobs are definitely going to make an incredible impact on their life. And that is what we are aiming for. The office really views their interns as their equals. They get to be a part of a lot of really interesting real-life projects in the work place that most students don't get the opportunity to be a part of.

Elizabeth is, well as of today she was, one of our three student workers at DLIT. She started working for and with us at the start of the 2014 Fall semester. She just graduated last week and we will miss her dearly. She has learned a great deal on the eLearning field, the use of a Learning Management System for online education, built connections with students and faculty, received and offered structured training and has gained real hands-on experience. We asked her to share her experiences working at DLIT with us before she set off to new grounds and here's what she had to say:

What were some of your job responsibilities at DLIT?

I assisted faculty, staff and students with issues pertaining the use of Blackboard Learn, the LMS used in UNTD's distance education courses; I also got to respond to help desk questions and issues by responding through email and Google Voice; Assisted faculty with course development of online classes; Assisted with planning weekly faculty workshops and other department events; And I also Created bilingual voice overs for department instructional videos.



Elizabeth conducting some interviews during the 2014 MBA Alumni event.

What tips do you have for future student workers at DLIT?

I think that the best tips I can give any future DLIT student worker is to be very patient, listen attentively and learn as much as you possibly can from all the people you work with. As a student worker at DLIT you work with a diverse set of people from faculty to students with special needs or students that haven't been in school for many years. This interaction will give you lots of experience. It can be challenging at times but it will help you become a better listener, be more patient and the best part of it all is that you will learn new things every day. You become more diverse and you get to understand that diversity is the most important component in the workplace. And this exposure to different people and

cultures fosters creativity!

What is the most memorable experience you had while working here?

I can honestly say that the whole time I was at the office of DLIT was memorable to me because I enjoyed my job and the office has a great vibe. The staff genuine interest in you. I got to know my bosses and co-workers very well and they made me feel like I was part of the team, I was a part of something, which was always good. I saw how the office grew a lot from the day I first started until today my last day at UNT Dallas, and that made me feel very proud of being part of the office.

What is unique about working at DLIT?

Working at DLIT is unique because even though it is a very busy office, it never felt overwhelming and being here was always fun and rewarding. Amount of hands on experience you get. Doing meaningful work. Also, the process of decorating the office for Halloween and Christmas was awesome because we did it as a real team and the results were always awesome!

What would you like to say to the DLIT staff before you leave?

OMG! I want all of the DLIT staff to know that I love them and that they have a very special place in my heart. I am very thankful to Arturo and Cynthia for giving me the opportunity to work for them and learn a million things from them. They are the best bosses in the whole wide world because they are not just bosses, they are great leaders and I am sure that is why the office is as successful as it is. To my co-workers Leslie and Daisy, you guys are awesome and I am sure you will keep on doing awesome stuff! Thanks to everybody in the office for letting me into their world I will really really miss you all a lot!

What are your future plans after graduation?

I plan to keep on studying but I am giving myself a year to rest a little and decide whether I want to go to law school or get a master's in Economy. During that year I plan to work, learn another language and prepare myself for some very important tests I want to take. Hopefully one day I will be a very important figure in International relations and I will be very proud to say it all started at UNT. I am very excited to go out and work in my field of study. I am sure the experience that I gained at UNT Dallas will be very useful.



DLIT would like to thank all our student workers – Daisy Garcia, Leslie Pena and Elizabeth Espinosa, for their assistance, hard-work, creativity, insight and humor. It is truly a pleasure to work with such dedicated students. We deeply appreciate the work all of you do at DLIT and wish Elizabeth luck as she continues her success in her next chapter in life!

End of Semester Tasks:

As the end of each semester rolls around make a checklist of items that you want to maintain and preserve from Blackboard.

Saving Course Grades from Blackboard

It is recommended that you save a copy of the course Grade Center for your



own records. Here are the steps to download a copy of the course Grade Center for Blackboard Learn courses:

1. In your course, be sure that Edit Mode is ON at top right
2. Go to the Grade Center - Full Grade Center under Control Panel on lower left
3. Click on Work Offline and Download at top right
 - Select Full Grade Center data to download
 - Specify Delimiter Type as "Tab-delimited"
 - Set Include Hidden Information to Yes
 - Set Download Location to your Computer
 - Click Submit
 - Click Download
 - Save the file to a folder on your computer
4. When you click on the file to open it in Excel, you may get the following message:
"The file you are trying to open is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?"
 - Click Yes.

Collecting and Archiving Student Assignments

If you used the Assignments feature of Blackboard for homework submission, follow these steps to download all of the files:

1. From the Control Panel, click Grade Center, and then Full Grade Center.
2. Click on the downward chevron next to the assignment name, and select "Assignment File Download".
3. Select the students whose assignments you want to download (you can select all students by checking the box next to "Name").
4. Click Submit. All of the files submitted for that assignment will be packaged in a .zip file.
5. Right-click on the "download assignments now" link and choose "Save Link As" or "Save Target As".
6. Save the file to your disk or hard drive.
7. Repeat steps 1-6 for each assignment.

Attention Instructors and Blackboard Organizational Leaders!

If you're new to Blackboard Learn or would like to access video tutorials that you can access 24/7 at your convenience, Blackboard has wonderful videos that will help you familiarize yourself with the LMS.

The Blackboard help video of the week is entitled: [Using the Content Editor](#)

The content editor allows you to add formatted text, links images and media to Blackboard LEARN.

For many other helpful Blackboard instructional videos simply click the link below.

https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/160_Blackboard_Videos



**A BIG Thank You To Our Readers!
And In Case You Missed Any Of Our Newsletters...**

If you are one of the almost 200 people that receives the newsletters each week in their email inbox and take the time to read us, I want to take the opportunity to thank you for this honor. At the beginning of this semester and in an effort to maximize our support to distance education faculty and key stakeholders at UNT Dallas, I started this series of Weekly email newsletter as a new initiative to provide information on our upcoming events, as well as updates on guidelines and developments and points of interest and news related to online teaching and learning.

**Thank
YOU,
(very much)**

Today's edition marks the 16th number of our newsletter series. I hope that you have found interesting, useful, as well as important information gathered and designed to acquaint you with the support services and resources available to you as well as relevant information on how to improve the online experience for our students.

I am grateful for the time you have invested in reading what we write. Ask any of us and we will tell you the hours we spend in creating these posts, and the discussions we have about what topics to tackle. But without you the effort would be for naught.

Therefore I want to sincerely and officially thank you for the time you have given to us each week.

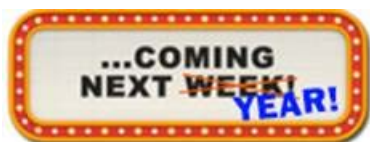
If you would like to review any or all of our past numbers go to our [website](#) where you will find a PDF version of each weekly newsletter.

Our focus is on you, your success and your students' success!

Thank you for being our reader!

Warmest regards,

Arturo



We're currently working on our calendar of events for the Spring semester. All of our events provide an opportunity to network with faculty from other departments and schools, learn new instructional strategies, explore best practices in online teaching and learning, and become aware of instructional tools. Please contact us with ideas and suggestions for future events.



Articles



(Click the images to read the articles)

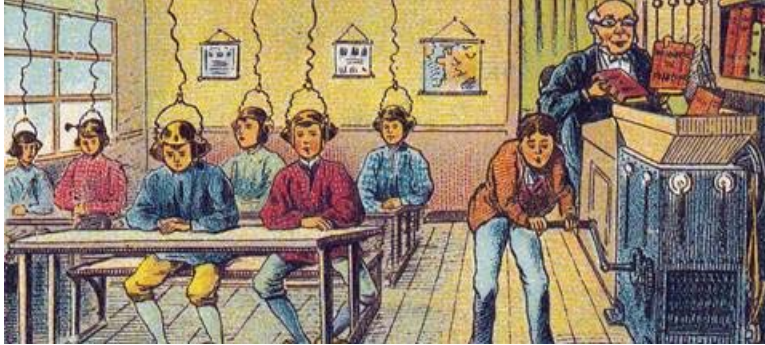


Image: France in 2000 year (XXI century). Future school. From a postcard by Villemard, 1910.

[Online Teaching, It Turns Out, Isn't Impersonal](#)

By Gregory Semenza, Associate Professor at University of Connecticut

Believe it or not, debates about the merits of online teaching are more than two decades old. That fact shocked me only because, until this past summer, I'd been so far behind the curve in teaching online courses. I mean actually teaching them — as opposed to weighing in on the practice, regardless of experience. Like so many others, I'd done plenty of the latter. — [Read more...](#)

(Shared by Dr. Santos-Hatchett, Thanks!)



[How to Create Online Work Groups](#)

By John Laskaris

Creating online work groups can be very beneficial in eLearning and a great strategy, since it helps foster collaboration between students. Online work groups seems like a technical term, but it really is a collaboration teaching strategy in the eLearning environment. It gets tricky if certain dimensions are not handled with care. In this article, we illuminate those dimensions. It's worth the effort as online work groups are the closest you can take your learners to the performance context of any industry. [Read more...](#)

[Improve Your eLearning Courses with Storytelling Infographic](http://info.shiftelearning.com)

Via: info.shiftelearning.com

Stories hold enormous power over our minds and hearts for a reason. They are how we think, how we make sense of information, how we define ourselves, and how we persuade others. The Improve Your eLearning Courses with Storytelling Infographic shows how stories can improve your eLearning courses, not only making them more instructionally effective but also more engaging.

HOW STORYTELLING CAN IMPROVE YOUR ELEARNING COURSES

Increased Learner Engagement

- Emotionally connect with learners
- Whet curiosity
- Help learners relate to content
- Inspire to take action
- Encourage reflection

Instructionally Sound

- Provide context and relevance
- Make information easier to remember
- Make complex and abstract concepts lucid
- Break monotony
- Link theory to practice

The infographic features a green background with a white book-like structure. The left page is titled 'Increased Learner Engagement' and lists five bullet points. The right page is titled 'Instructionally Sound' and lists five bullet points. Both pages have yellow sticky notes with green icons: a person with a question mark, a smiley face, a person with a checkmark, a lightbulb, a network diagram, and a checklist.

SHIFT
DISRUPTIVE ELEARNING



If you haven't seen our 2015 Holiday e-Card here's the link:



<https://www.youtube.com/watch?v=SfwZHG49u0>

And here's the **Outtakes and Bloopers Reel** for you to enjoy. Here's the most funniest Bloopers and Gag Reel with some of the funny mistakes and antics from the team while recording this year's e-Card.



https://youtu.be/-M_Uts7YeBU

Happy Holidays and Happy New Year!



Contact Us!

The **Office of Distance Learning and Instructional Technologies** invites faculty and staff to join and participate in our development programs. These events provide an opportunity to network with faculty from other departments, learn new instructional strategies and tools, and become aware of best practices in online teaching and learning. Hope to see you there, and don't forget to register for our workshops and sessions! Please contact us with ideas and suggestions for future events:

Web: <http://www.untDallas.edu/dlit>

Phone: 972-338-5580

Email: UNTDDistance@unt.edu

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Arturo Cole, M.S.

*Director - Office of Distance Learning
and Instructional Technology*

University of North Texas at Dallas
Office of Distance Learning
7400 University Hills Blvd, Ste. 123
Dallas, Texas 75241
972.338.1606 | untdallas.edu/dlit

