Online Adjunct Survival Guide

Introduction
This guide is designed as a resource to assist adjunct faculty members in their online teaching endeavors and answer many of the questions pertaining to teaching online. This guide is not inclusive of all of the policies and procedures at Daytona State College (the Faculty Guidelines can be found at: http://daytonastate.edu/faculty.html). Also note that while every effort is made to provide accurate and current information, the information is subject to change.

It is the hope that all adjuncts – whether you are new to online or seasoned or somewhere in between – will find this guide to be a useful resource.

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Teaching Online Classes

Your Department
Your department should provide you with course materials such as books, Publisher materials, etc. If applicable, your department should also provide you with office information (location, key, etc.).

FalconMail
All adjuncts should be assigned a FalconMail account upon completion of New User Training. This is the official email address through which all College-based communications should be sent (i.e., the use of personal email accounts for class and/or College purposes is prohibited).

Your FalconMail email address will take the form of FirstName_LastName@daytonastate.edu or FirstName_LastName###@daytonastate.edu (popular names are appended with a random number sequence).

There are two ways in which you can access your account – either through the MyDaytonaState portal (http://my.daytonastate.edu) or directly at http://outlook.daytonastate.edu.

Frequently Asked Questions about FalconMail can be found at: http://daytonastate.edu/falconmail/falconmailFAQ.html.

Falcon Online
Falcon Online is the branded name for the DSC Learning Management System (Desire2Learn/Brightspace). It is where you will access the shells for your classes.

There are two ways in which you can access Falcon Online – either through the MyDaytonaState portal (http://my.daytonastate.edu) or directly at http://class.daytonastate.edu.

Faculty Senate Motion
The Daytona State Faculty Senate passed a motion in April 2014 requiring all faculty to use Falcon Online to post the syllabus and utilize the grade book for each class.

Training
All adjuncts must receive adequate training to use Falcon Online, including both technical and pedagogical skills. All training is provided in-house through the Division of Online Studies and the Faculty Innovation Center.

D2L101: Introduction to Falcon Online
All adjuncts are required to take D2L101: Introduction to Falcon Online. This training provides basic learning management system instruction. It is designed to be a fully online, 2-hour workshop (depending on your time management and existing computer skills).

Visit http://www.daytonastate.edu/fic/upcoming-events.html to register for a session or contact the Faculty Innovation Center for information at (386) 506-3485.
D2L102: Advanced Falcon Online and Online Pedagogy
All faculty teaching hybrid and/or online classes are further required to take D2L102: Advanced Falcon Online and Online Pedagogy. This training builds on the skills learned in D2L101 and provides instruction on the advanced topics and tools in Falcon Online as well as pedagogical considerations in teaching online. It is designed as a 4-hour training that is completed completely online.

Sessions for D2L102 are offered throughout the year. Visit http://www.daytonastate.edu/fic/upcoming-events.html to register for a session or contact the Faculty Innovation Center for information at (386) 506-3485.

Additional Training Opportunities
Other workshops and trainings are available through the year. To search all current offerings, visit http://www.daytonastate.edu/fic/upcoming-events.html.

Respondus Lockdown Browser and TurnItIn

Respondus Lockdown Browser
The Respondus Lockdown Browser is a secure browser for taking online exams that prevents students from printing, copying, going to another URL, or accessing other applications during an exam.

For more information on the Respondus Lockdown Browser, please see: http://www.daytonastate.edu/falcononline/faqs/respondus-ldb.html

TurnItIn
TurnItIn is a plagiarism detection service available within Assignments in Falcon Online.

For more information on enabling this service and how to use TurnItIn, please see: http://www.daytonastate.edu/fic/faqs/plagiarism-detection.html

Proctoring Procedure for Online Classes
At Daytona State College, online classes are defined as classes that meet online for at least 80% of the class (per the state). Therefore, online classes at DSC may require face-to-face proctoring or no proctoring of exams.

For professors wishing to require a face-to-face proctored exam, a statement should be placed in the class syllabus indicating this desire. For example: ‘This class requires a face-to-face proctored exam to be taken at Daytona State College. Students outside of the Daytona Beach area (i.e., outside Volusia and Flagler counties) are responsible for finding a suitable outside proctor and must incur any fees associated with this service. Upon arrival to your exam, you should be prepared to provide your Daytona State ID or other approved government issued identification.’

A statement should also be added to the comments section of the class before the schedule is rolled out.

1 Daytona State College is a member of the National College Testing Association (NCTA). The NCTA has a consortium of colleges it recommends for proctoring services. To find a recommended site, students can go to: http://www.ncta-testing.org/cctc/find.php. As an alternative, students can also contact other local postsecondary institutions near their location as potential testing sites. Any fees incurred are the responsibility of the student.
The professor is solely responsible for developing their own testing scenarios, i.e., for arranging the use of a classroom and acting as the proctor for the exam. The specific campus classroom location, as well as the date and time period in which the exam will be given should be conveyed clearly to all students well before the exam date, preferably no later than the first day of the class. The Academic Support Center\(^2\) and Assessment Services\(^3\) should not be used as either the location or as the proctor.

**Online Class Peer Review Process**

Beginning with the Spring 2015 semester, the Director of Online Studies, along with the assistance of the eMentor Peer Reviewer Subcommittee, began evaluating all online instructors within a three-year timeframe.

Online class reviews utilize the Rubric for Online Course Delivery. This rubric focuses on class design, which is separate from class delivery or academic content. It is a useful scoring tool that focuses on the following criteria and standards designed to promote student learning: Class Introduction and Overview, Learning Objectives, Assessment and Progress, Communication/Interaction, Active Learning and Critical Thinking, Learner Support, and Usability.

This peer review process is an opportunity to become a better online instructor by making our classes better for our students and as a result, to help students achieve greater success in our online classes.

**Rubric**

For the most current version of the Rubric for Online Class Delivery, please see: [https://www.daytonastate.edu/onlinestudies/bestpractices.html](https://www.daytonastate.edu/onlinestudies/bestpractices.html).

**Rubric Scoring Guidelines**

Using the Rubric for Online Class Design, a class that scores at:

- 48 or above with no “0’s” or “1’s” in any category will be identified as **Exemplary**. Exemplary classes will be recognized for having exceeded the best practice standards and the faculty member will receive a certificate of recognition. The faculty member, department chair, AVP, and Vice President of Academic Affairs will be notified of this recognition.

- 37 or above with no “0’s” in any category and no more than three “1’s” will be identified as **Competent**. Competent classes will be recognized for having met the best practice standards. The faculty member, department chair, AVP, and Vice President of Academic Affairs will be notified of this recognition.

- 36 or below will be identified as **Developing**. Developing classes will be recognized as a class that does not meet best practice standards. The faculty member, department chair, AVP, and Vice President of Academic Affairs will be provided feedback as to the necessary changes that must be made.

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\(^2\) The function of the Academic Support Center is to provide supplemental instruction, tutoring, and workshops.

\(^3\) The function of Assessment Services is to administer exams for college credit, college placement, distance learning, GED diplomas, and makeups for face-to-face classes. However, Assessment Services will continue to provide support to faculty in emergency situations as their schedule allows.
Class revisions must meet or exceed the Competent standard and be confirmed by the Director of Online Studies before the start of the next semester the class is taught. A class that does not meet Competent standards may not be able to be offered.

Timeline
At the end of each major semester (Fall and Spring), faculty undergoing a review during the next major semester are notified by email. In preparation for the review, faculty are encouraged to examine the rubric and make any necessary changes to their class to ensure that it meets the design requirements listed in the rubric. The Faculty Innovation Center and HelpDesk can assist in making changes.

During the semester of review, two peer reviewers are placed into the class during a three-week time period. Please note that the peer reviewers in your class are never someone within your own School/College. Within this role, the peer reviewers have access to observe all areas of your class (except the grade book and email) but not participate in any way. In most instances, you won’t even be aware that they are in the class.

At the end of the three-week review period, a score report is prepared by the Director of Online Studies and a meeting is set up between the Director of Online Studies, the faculty member being reviewed, and the faculty member’s direct supervisor (if necessary) to discuss any necessary recommendations for the class.

Online Support
Faculty Innovation Center (FIC)
The Faculty Innovation Center is part of the Division of Online Studies. This mission of Online Studies is to promote the development of knowledgeable and innovation faculty and to ensure a high quality online educational experience for students.

The Faculty Innovation Center assists faculty with developing and procuring digital learning materials, online/hybrid course design/redesign and development, and Falcon Online training. The FIC can also assist with video and interactive media content production and development in partnership with the Center for Interactive Media.

Other services that the Faculty Innovation Center can assist with include (but are not limited to): Adobe Connect, Falcon Online, Respondus Lockdown Browser, TurnItIn, Faculty Toolset (Level 1), Office 365/Office 2016, Mobile Device Assistance, Consulting and Class Review, and Book Scanning.

The Faculty Innovation Center is located on the Daytona campus in Nunamann Hall (bldg. 200), room 206F. The FIC is open Monday-Friday from 8am to 5pm (with alternate times during the summer). You can also contact the FIC at (386) 506-3485.

For more information about the Faculty Innovation Center, please see:
http://www.daytonastate.edu/fic/.
eMentors
The eMentors are a committee of instructors representing nearly all academic departments whose primary focus is to promote and assist other instructors with educational technology by mentoring peers on best practices, instructional design, academic integrity, and course quality. They also serve as a liaison between instructors and the Director of Online Studies.

For a list of eMentors by area and campus, please see: http://www.daytonastate.edu/olinestudies/ementors.html.

Helpdesk
Any issues logging into the Daytona State network (office or classroom computers), please contact the Helpdesk at (386) 506-3950 or helpdesk@daytonastate.edu.