iSchool at Illinois
Leap Instructor
Get-Started Guide

Office of Instructional Technology and Design
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ischool.illinois.edu/academics/itd
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**Quick Contacts**

Question about your course? Here's a little guidance to get you to the right person!

- **Course scheduling:** [Linda Smith](mailto:icsmith@illinois.edu)
- **Absentee student reporting:** [Student Affairs team](mailto:klucht@illinois.edu)
- **Textbook requirement contact:** [Theresa Tucker](mailto:jtucker@illinois.edu)
- **E-Reserves:** [Library CMS](mailto:cmservices@library.illinois.edu)
- **Moodle and Blackboard Collaborate:** [Matthew Beth and Aisha Conner-Gaten](mailto:itd@support.lis.illinois.edu)
- **NESSIE New Hire paperwork:** [Candy Edwards](mailto:cedward@illinois.edu)

**Beginning a Semester : Administrative Checklist**

- Complete HR tasks: contact Candy Edwards ([cedward@illinois.edu](mailto:cedward@illinois.edu)).
  - Complete NESSIE New Hire forms.
  - Submit personal information for HR.
  - Set up payroll information.
  - Complete University ethics training.


- Request your @illinois.edu email account via Microsoft Outlook [https://partnercomputing.illinois.edu/](https://partnercomputing.illinois.edu/). If you would like to redirect your email to another address, please use the UofI redirection service: [https://answers.uillingo.org/illinois/page.php?id=39115](https://answers.uillingo.org/illinois/page.php?id=39115).

- Set and manage other University passwords: [https://identity.uillingo.org/iamFrontEnd/iam/start/?campus=uic](https://identity.uillingo.org/iamFrontEnd/iam/start/?campus=uic)

- Claim your School of Information Sciences Moodle login (using Active Directory password) at [https://ldap.lis.illinois.edu/passwordreset/](https://ldap.lis.illinois.edu/passwordreset/).

**Designing your Course**

There are a number of digital tools and resources used in courses, including Moodle and Blackboard Collaborate Live, which will be described in depth in the following sections. You can use these technologies to support your particular teaching style and curriculum.

Guidelines for graduate level course structure: [http://www.grad.illinois.edu/gradhandbook/2/chaptervi](http://www.grad.illinois.edu/gradhandbook/2/chaptervi)

Guidelines for participation and discussion for graduate courses: [http://www.grad.illinois.edu/content/participation-grade-guidelines](http://www.grad.illinois.edu/content/participation-grade-guidelines)

University academic calendar: [http://www.senate.illinois.edu/a_calendar.asp](http://www.senate.illinois.edu/a_calendar.asp)

**Moodle**

At School of Information Sciences, we use a Moodle course management system for students and instructors to work together. Every class at School of Information Sciences has its own Moodle course page, where instructors post readings, assignments, and other pertinent information for their students. Moodle is also a convenient platform for class discussions via the course forums and announcement boards. By default, the Moodle space is organized into “weekly” blocks, which coordinate with the semester schedule; students will follow the weekly schedule of readings and assignments. Some instructors make every week’s content visible from the beginning of the semester, while others “hide” some materials until they become necessary; you can hide any resource from the student view by editing its visibility. The way you organize your weekly resources in the Moodle is up to you, and you should feel free to consult with our Instructional Technology and Design Office if you have any questions. Detailed documentation on
using the School of Information Sciences Moodle is available here:  
http://groups.lis.illinois.edu/itdweb/moodle2/moodle_guide.php.
Regarding the design of your course, a guide to instructional resources is available here:  
http://www.lis.illinois.edu/academics/itd/tech/gsisinstruct. Additional teaching guidance can be 
found in this guide: http://citl.illinois.edu/teaching-resources.

Moodle receives your full class roster from the official UIUC database called Banner. You can access 
your class details from Banner as well: https://apps.uillinois.edu/selfservice/. Detailed instructions 
for using Banner are available from the Office of the Registrar:  
http://www.registrar.illinois.edu/banner.

Beginning a semester in Moodle:
- Examine your course design. Is it logical? Is it consistent, week to week?
- Are your course dates and times set correctly? Do they match your syllabus?
- Verify discussion settings. Can students post an initial post and reply?
- Are assignment submission instructions consistent week to week?
- "Change your role" to student and work through your course. Do resources and activities 
work? Make sure all links are up-to-date!
- Do students have proper instructions for course content?
- Place course content into proper course section, if needed.
- If using the grade book, is it set up correctly? Does your grade book course total match your 
syllabus course total?
- Once the course is completed, back up your course and save the file to your computer.

Assignments
It is standard practice at School of Information Sciences for students to turn in papers and 
assignments digitally, via the course Moodle space. You will need to add Assignment modules for 
each of your graded assignments including instructions for submission.

Adding an Assignment
Click "Add an activity or resource" in the week where you would like the assignment to 
appear, then choose “Assignment” from the list. The two required features are a title and 
description for the assignment, and you must choose for the assignment to be a file 
submission (default, and typically preferred) or an online text entry. You can designate due 
dates and cut-off dates, set notifications, and edit the point value of the assignment, among 
other features.

Groups
Groups are a feature that can be very useful when students need to be grouped for multi-week 
projects and require separate digital spaces for communication and collaboration.

How to Add Groups in Moodle
Groups can be created under the Administration block, Users section. Click on Groups, and 
you will be taken to a page where you can see your Groups and create new ones. Once you 
have created a Group, you can add people to it by clicking "Add/Remove Users." Your 
students will be listed in a space on the right, and you can add them to the group you have 
created on the left by clicking the student’s name, then clicking “Add” in the middle. You can 
also Auto-Create Groups from the Groups page, which will sort the whole class for you based 
on the criteria you specify. Group forums and group assignments can be created, as well; just 
modify the Group settings when you create a forum or assignment.  
http://groups.lis.illinois.edu/itdweb/Video_Tutorials/Moodle2_7/creating_groups/creating 
groupsforums_moodle/index.html

Forums
Forums are a great way to prompt discussions and have students share information, opinions, and assignments with the class. You can use the News and Announcements forum and the Open Discussion forum in the main module of your course, as well as create forums for specific topics and times. Note that posts in the News and Announcements forum will generate a mass email to the class. You can add a forum to any week by clicking “Add an activity or resource” on that week and selecting a Forum. Additional information about forums is provided in our video tutorial:
http://media.lis.illinois.edu/dl/videos/moodle/forums.mp4

Labels
Labels are flexible modules which can be used to display text, images, or multimedia on the front page of your Moodle course. They are useful for many things, such as listing reading assignments, providing instructions or information, and embedding content like YouTube videos in the course space. To add a Label, turn editing on, then click “Add an activity or resource” at the bottom of the week you would like to add to. Select “Label” from the list that appears, and add the content you would like to display in the resulting editing box. The buttons above the text entry field allow you to add content from the Web or your own files, as well as text.
http://groups.lis.illinois.edu/itdweb/Video_Tutorials/Moodle2_7/using_labels/usinglabels_moodle.mp4

Moodle Grade Book
The Moodle Grade Book is a tool for assessing students within the Moodle course management system. You can provide feedback directly to students and edit their grades within the system. Note that final grades must be exported from Moodle and reported to the University through Banner. The Grade Book can be accessed through the Administration block on your Moodle course space under “Grades.” It is best to grade assignments and provide feedback directly from the Assignment modules, but there are also ways to monitor performance of multiple students and assignments at once. These are documented in our Grade Book video tutorial and in the School of Information Sciences Moodle documentation:
http://groups.lis.illinois.edu/itdweb/Video_Tutorials/Moodle2_8/gradebook/gradebook_moodle01.mp4
http://groups.lis.illinois.edu/itdweb/moodle2/grades.php

Blackboard Collaborate Live
Blackboard Collaborate Live (often abbreviated to BBC) is an online synchronous teaching program that is used to simulate a classroom setting for online students. Instructors can give lectures, prompt discussions, and facilitate group work using this program during scheduled meeting times. A dedicated Blackboard Collaborate room will be created for every instance of a LEEP class, and links to each session will be available through Moodle. All class sessions are recorded and become available for viewing shortly after each class ends. A full guide to BBC is available here:
http://groups.lis.illinois.edu/itdweb/bbcollaborate/index.php.
You can opt to have an ITD graduate assistant, referred to as a Leep TA, attend your live class sessions and help you with any of the technology aspects of the program.
Technology Requirements for Blackboard Collaborate

The Blackboard Collaborate Launcher is supported on both Mac and Windows operating systems. In order to attend your class successfully, you must have a stable Internet connection; it is strongly recommended you connect via Ethernet cable rather than a wireless connection; this will minimize the possibility of a lag and make the most effective use of your meeting time. You will also need a wired headset with a microphone in order to lecture and hear students’ responses adequately; we recommend a headset that connects via USB. For more information about BBC systems requirements: http://groups.lis.illinois.edu/itdweb//bbcollaborate/system_requirements.php

Communication Methods

There are several ways to communicate information to participants in a Blackboard Collaborate Live session. Each have their particular uses, and it is up to you to find the mix that suits your teaching style most effectively. These are all discussed in more detail here: http://groups.lis.illinois.edu/itdweb//bbcollaborate/participate.php.

- **Voice**: Students can hear everything you say when you press the “Talk” button and give your lecture or answer questions. This is the main method of communication for most LEEP classes. Be aware that there may be a momentary delay between you speaking and your students hearing you – especially when asking questions!

- **Chat**: Students can add their comments without interrupting the lecture by typing in the chat box, which is visible to the entire group. Many students prefer this option and produce discussions in the chat during the lecture. This is a good place to share clickable links, as well.

- **Icons**: Session participants can give feedback by selecting different approval/disapproval icons such as a smile, applause, green checkmark, and red X. These can be utilized to give a sense of the room and gauge understanding.

- **Announcements**: You can send an announcement to every participant, which will display as a pop-up on their screen. This function is particularly helpful when participants are in breakout rooms and would not be able to hear a vocal announcement from you.

- **Polling**: If you want students to answer a multiple-choice question, you can do so with the Polling feature, under the Tools menu.
Presentation Methods

• Whiteboard: The whiteboard functions much like a real whiteboard or projector screen. PowerPoint or Open Office slides can be loaded into the program and then displayed on the central area, where you can discuss, point at, and draw on them using the Whiteboard tools in the left-hand toolbar.

   http://groups.lis.illinois.edu/itdweb//bbcollaborate/participate.php#whiteboard

• Application Sharing: This function allows you to show your class a single program or your whole computer desktop. They can see your actions and cursor position in real time. This requires a greater percentage of bandwidth, though, so be advised that others may be a few seconds behind you.

   http://groups.lis.illinois.edu/itdweb//bbcollaborate/presenters.php#applicationshare

• Web Tour: This option allows you to send all participants to a particular webpage. Each user can navigate the page on their own, so they won’t see anything you do on the page. When you click to a different page, however, they will follow you to it. Note that this is the only option with sound!

   http://groups.lis.illinois.edu/itdweb//bbcollaborate/presenters.php#webtour

Breakout Rooms
If you would like students to have small group discussions or be able to work on group work, you can create breakout rooms. These are rooms within the larger virtual classroom, where participants can speak and chat privately, without disturbing the rest of the group. Breakout rooms can be found under the Tools menu; you can create a certain number of rooms or divide the group into groups of a certain number. You can also select whether to immediately sort participants randomly into rooms, or to allow them to move themselves into chosen rooms. Your LEEP TA will be well-versed in making breakout rooms, and can name and organize them however you like. A full tutorial is available at http://groups.lis.illinois.edu/itdweb//bbcollaborate/participate.php#breakoutrm.

Blackboard Tips and Tricks

• It is important to remember that everything in the Main Room of live sessions is automatically recorded and available for viewing as soon as class ends. If you need to have a private conversation with a student during or after class, it is advised that you create a breakout room, reconvene in the School of Information Sciences Drop-in Room, or continue the conversation via another private channel at another time.

• When asking for questions or comments from students, be sure to give ample time for them to respond! It may take up to a couple of seconds for students to hear you after you’ve spoken, or longer if they are having any Internet connection issues. Count to ten, and keep an eye on the Participants list to see if anyone is typing a response.

• When slides are loaded into Blackboard Collaborate, they are essentially “flattened” down to individual images: any transitions will disappear, and multimedia and links will become unclickable. It is advised you keep your slides simple, with text, photos, and traditional themes. If you want to share multimedia content, keep the links handy and share them in the chat or via Web Tour during class. Your LEEP TA can also help you with showing multimedia content in different ways; if you are unsure if something will work the way you want it to, feel free to ask!

• Our Blackboard Moderator Quick Guide, with more moderator-specific tips, is available here:

   http://groups.lis.illinois.edu/itdweb//bbcollaborate/
   Moderator_Quick_Reference_Guide.pdf
Ending a Semester

✔ Entering Final Grades
At the end of the semester, you will need to formally report student grades in Banner. Step-by-step instructions are available from the Office of the Registrar here: [http://registrar.illinois.edu/final-grades](http://registrar.illinois.edu/final-grades). If you have been keeping track of grades via the School of Information Sciences Moodle Grade Book, you can export the final grades to an Excel spreadsheet and upload it directly to Banner. To do this, go to your course and navigate to the Grades page via the left-hand Administration menu. Then, from the drop-down menu at the top of the Grade page, select "Export, Excel spreadsheet." In the Banner interface, you will go to the Tools menu and select "Import Grade Template," then select your file from Moodle. Double-check to make sure the final grades are correct!

✔ ICES Forms
Students must complete course evaluations at the end of the course. You should be contacted by the Center for Innovation in Teaching & Learning at least one month before the end of your course (mid-course for 8-week courses); CITL will provide instructions for finalizing, administering, and reviewing your evaluation forms ([http://cte.illinois.edu/teacheval/ices_on/main.html](http://cte.illinois.edu/teacheval/ices_on/main.html)). You can choose to administer pencil-and-paper evaluations in one of the last few class sessions, or to send the secure form to your students online. You can reach the ICES department at (217) 333-3370 or [cte@illinois.edu](mailto:cte@illinois.edu) regarding any issues with the evaluation forms.

✔ Leep Feedback form
Fill out the instructor feedback form, so we can work to improve Leep technology and programming: [https://illinois.edu/fb/sec/5757078](https://illinois.edu/fb/sec/5757078).

✔ Notes on School of Information Sciences accounts
  - Your School of Information Sciences Moodle account deactivates 1-2 weeks after final grade entry.
  - Instructors retain email accounts for 90 days after final employment date. Please forward email using UofI EDE service: [https://answers.uillinois.edu/illinois/page.php?id=39115](https://answers.uillinois.edu/illinois/page.php?id=39115)
  - Instructors lose access to Illinois Library, Banner, and associated accounts 90 days after final employment date.
  - For future course scheduling or to request another teaching appointment, contact Linda Smith ([lcsmith@illinois.edu](mailto:lcsmith@illinois.edu)).

✔ Student awards
Each April, instructors and faculty select winners of student awards from graduates from the past year: [http://ischool.illinois.edu/newsroom/awards/student-awards/recipients](http://ischool.illinois.edu/newsroom/awards/student-awards/recipients). Adjunct faculty will be included in the call for nominations. Nominations should be accompanied by a brief statement as to why this student should be considered for a particular award.

Conflicts

Student Absence
If a student has not attended class, and the deadline for withdrawal has passed, contact Meg Edwards ([mbedward@illinois.edu](mailto:mbedward@illinois.edu)) or Karla Lucht ([klucht@illinois.edu](mailto:klucht@illinois.edu)) as the instructor of the course.

Filing for Incomplete Grade
If a student is unable to complete coursework by within the designated time frame of the academic semester, they may petition for a grade of "I," to be replaced by a final grade after a deadline negotiated by the professor and student. The student must initiate this process by filling out and filing the Request for Incomplete Grade form, available at [http://webdocs.lis.illinois.edu/registration/incomplete_grade_form.pdf](http://webdocs.lis.illinois.edu/registration/incomplete_grade_form.pdf). The professor must approve the reasons and dates of the petition, and then both the professor and the student’s academic advisor must sign the Request for Incomplete Grade form.
Cheating and Plagiarism

Academic integrity is taken very seriously at the University of Illinois. Be sure to communicate at the start of your class that no forms of cheating or plagiarism will be tolerated. The Student Code outlines expectations of both students and instructors and the procedures involved in reporting infractions: http://admin.illinois.edu/policy/code/article1_part4_1-401.html. There are a number of tools available for detecting plagiarism:
http://www.library.illinois.edu/ugl/instructors/plagiarism.html
http://elearningindustry.com/top-10-free-plagiarism-detection-tools-for-teachers
http://library.oit.edu/sp/subjects/guide.php?subject=detectplagiarism
Additionally, the University provides a guide for instructors who suspect plagiarism or cheating:
http://cte.illinois.edu/testing/exam/cheat.html.

Grievances
The Graduate College strongly encourages all students who believe they have a grievance to use all appropriate avenues before initiating a formal grievance procedure. School of Information Sciences currently follows the Graduate College Grievance Policy for any formal graduate student grievances that arise in the unit: www.grad.illinois.edu//gradhandbook/chapterix/section04. The School of Information Sciences encourages students with a grievance to first attempt informal resolution of their problems by contacting a trusted person. Depending on the problem presented by the student, School of Information Sciences faculty and staff will make every effort to collaborate on problem solving with student confidentiality protected as appropriate. If problems persist between you and a student, please consult with Assistant Dean for Student Affairs Kate McDowell (kmcdowell@illinois.edu).
http://www.lis.illinois.edu/current-students/student-concerns