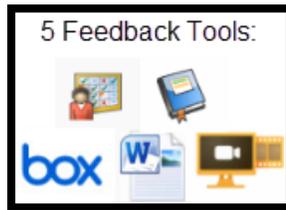
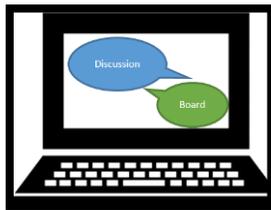
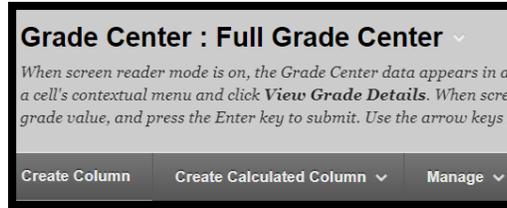


# Required Ed Tech Tools

Below are the Ed Tech tools that are a [required teaching expectation](#). SafeAssign usage is required for College of Arts and Sciences Faculty. Contact [edtech@wilmu.edu](mailto:edtech@wilmu.edu) to request training.



Ed Tech Tool: Blackboard (Learning Management System)

How does this work? ([Webpage for Support](#), [Register for Training](#))

Instructors and students can access course materials, communicate and collaborate online. Delivering learning content, engaging online learners, and measuring their performance.

Required teaching expectations for *All Course Modalities* (Face to Face, Hybrid, and Online) related to Blackboard:

- **Faculty Contact Information:** Faculty Contact Information should be placed in Bb site at least 1-2 weeks prior to the start of the block.
- **Syllabus:** Syllabus should be posted in the Bb site and available at least 1 week prior to the start of the course.
- **Course Resources and Materials:** Bb site for course should contain course resources and materials.
- **Student Resources:**
  - Bb Help
  - Library (Lib Guides)
  - Post APA/rubrics/writing help on Bb
  - Smartthinking

Required teaching expectations for *Online Courses* related to Blackboard:

- **Introductory Announcement: Include welcome and important info:** Welcome announcement should be placed in Bb site on or before the start of the course. Recommend that an instructor e-mails it to students on or before the start of the course.
- **Announcements in online courses:** Instructors are expected to show their presence in an online course by posting announcements on a regular basis.
- **Open Assignments and Discussion Board Tabs on Menu bar:** Weekly Assignment and Discussion Tabs should be made available to students on or before the first day of the week.
- **Post important information for course: guidelines for interactivity and ways to communicate:** Course guidelines/instructor expectations should be posted in the course.
- **Response to e-mails/student questions in the Cyber Café:** Although exceptions may occur, instructors should respond to student e-mails/questions within 24-48 hours.

- **Check links:** Make sure that course is operational/functional: All course links should be checked prior to the first day of the course. If a link is broken, please find a replacement link and then notify the Online Learning Department by sending an e-mail to [onlinemanager@wilmu.edu](mailto:onlinemanager@wilmu.edu).
- **Course Enhancements:** In planning and preparing for the online course, instructors should enhance the course by locating and adding resources to the already built content.
- **Follow items in planning and prep memo plus review all assignments:** Instructors are expected to plan and prepare for the online course in advance of the first day of the course. All items on the planning and prep checklist should be addressed and the instructor should be knowledgeable about the course assignments.

#### Required teaching expectations for *Hybrid Courses* related to Blackboard:

- **Review with students how Bb should be used within the course:** Instructors are expected to demonstrate how Bb will be used within their course.
- **List assignments and provide information as to expectations:** Instructor expectations should be posted in the course. Assignment information should be posted in the course.
- **At least the weekly assignments should be posted in Bb:** Weekly assignments should be posted in the course.
- **Upload all assignments:** Assignments/assignment information should be available in the course.
- **Course outline /schedule to include f2f dates:** A schedule of the f2f and online dates should be posted in the course.
- **Post resources and materials:** Course should contain course resources and materials.
- **Post APA/rubrics/writing help on Bb**

#### Required teaching expectations for *Face to Face Courses* related to Blackboard:

- **Post all course documents/rubrics:** Instructors are expected to post course documents/rubrics in the Bb site.
- **Post all assignments:** Instructors are expected to post assignment information their Bb site.
- **Post course outline and schedule:** Instructors are expected to post course outlines and schedules (syllabus).



#### Ed Tech Tool: Cyber Day (Online Make-up class)

##### How does this work? ([Webpage for Support](#), [On-Demand Documentation](#))

Cyber Day is a set of resources designed to help faculty keep learning momentum going in their classes when they need to cancel a face-to-face session. To ensure that unexpected closings have minimal impact on the flow of student learning, Wilmington University will begin implementing Cyber Days when F2F sessions are not possible.

The Cyber Day concept is a teaching and learning approach which shifts the face- to-face direct instruction classroom experience to a dynamic guided online learning experience.

#### Required teaching expectations for *Face to Face Courses* related to Cyber Day:

- **Cyber Day:** To ensure that unexpected closings have minimal impact on the flow of student learning, Wilmington University will begin implementing Cyber Days when face-to-face sessions are not possible. The Cyber Day concept is a teaching and learning approach which shifts the face- to-face direct instruction classroom experience to a dynamic guided online learning experience. <https://www.wilmu.edu/edtech/cyberday.aspx>



#### Ed Tech Tool: Grade Center (Electronic grade book)

##### How does this work? ([Webpage for Support](#), [Register for Training](#))

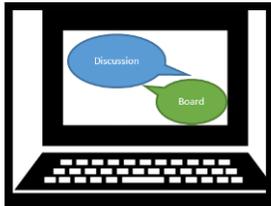
“The Grade Center in Blackboard is a place for instructors to track student performance. The Grade Center can calculate grades, organize student-submitted assignment documents, record the last time each student accessed the course and include point-and-click rubrics that can be used to facilitate scoring of assignments” (Blackboard, 2018).

Required teaching expectations for *All Course Modalities* (Face to Face, Hybrid, and Online) related to the Grade Center:

- **Grade Center (a):** Instructors are expected to post assignments in Bb and when possible, students should expect to submit assignments through the grade center.
- **Grade Center (b):** Instructors should record grades in the Bb grade center

Required teaching expectation for *Face to Face Courses* related to the Grade Center:

**Gradebook:** Instructors are expected to use the Grade Center in their Bb course.



Ed Tech Tool: Discussion Board (Online forum)

How does this work? ([Documentation](#), [Register for Training](#))

“Building a sense of community among students is crucial for a successful online experience. With online discussions, course members can replicate the robust discussions that take place in the traditional classroom” (Blackboard, 2018).

Required teaching expectations for *Online Courses* related to Discussion Boards:

- **Open Assignments and Discussion Board Tabs on Menu bar:** Weekly Assignment and Discussion Tabs should be made available to students on or before the first day of the week.
- **Presence in discussion board forum:** Instructors should demonstrate presence in discussion board forums by doing one or more of the following:
- **Responding to individual student posts:**
  - Synthesizing discussion information at the end of the week.
  - When providing feedback to a student, make a specific reference to info contained in student post.

Required teaching expectation for *Hybrid Courses* related to Discussion Boards:

- **Challenging group discussion boards which are reported out in class:** Recommend that instructors use the “flipped” classroom approach to hybrid teaching.



Ed Tech Tool: Feedback Tools

How does this work? ([Webpage for Support and Videos On-Demand](#))

Write comments to teach rather than to justify your grade, focusing on what you’d most like students to address in future work. There are five different tech tools you can use to provide comments on assignments: [Box](#), [Microsoft Word's Review tab](#), [Kaltura Voice Comments](#), [Rubric](#), and [Journal](#).

Required teaching expectations for *All Course modalities* (Face to Face, Hybrid, and Online) related to the Feedback Tools:

- **Timely Feedback:** Instructors are expected to provide feedback to students in a timely manner. It is recommended that weekly assignments (excluding in-depth projects and research papers) are graded within one week of the submission deadline. Assignments such as in-depth projects or research papers will take longer, but instructors should be mindful of the fact that students should receive feedback on a regular basis and should have a good understanding of where they stand in the class at all times. Research supports the idea that by teaching less and providing more feedback, we can produce greater learning (Bransford, Brown, & Cocking, 2000; Hattie, 2008; Marzano, Pickering, & Pollock, 2001).
- **Effective Feedback:** Instructors should provide feedback that is concrete, specific, and useful; it should provide actionable information. Thus, "Good job!" and "You did that wrong" and B+ are not feedback at all (Wiggins, 2012).



Tool: myWilmU (faculty administrative portal for online services, activities, communications, and transactions)

How does this work? ([Webpage for Support](#), [On-demand Documentation](#))

Access detailed information about your courses and students, enter your attendance and final grades: <https://my.wilmu.edu/>

Required teaching expectations for *All Course Modalities* (Face to Face, Hybrid, and Online) related to myWilmU:

- **Final Grades:** In accordance with our academic policy, instructors will submit final grades to the Registrar's office within 1 week of the last day of class (Sunday) through the myWilmU faculty portal. All instructors should review the guidelines posted on the portal to ensure proper grade reporting.
- **Attendance:** All faculty members at Wilmington University are required to take weekly attendance and submit it through the *myWilmU* faculty portal. In order to maintain compliance with federal regulations for financial aid, attendance-taking is required for all course types, including those with non-standard meeting dates such as PLA, INT, CAP, etc. Attendance must be recorded weekly throughout the duration of the course. All instructors should review the guidelines posted on the portal to ensure proper attendance reporting.

## SafeAssign usage is a requirement for College of Arts & Sciences Faculty

Ed Tech Tool: SafeAssign (Plagiarism detection for writing assignments)



How does this work? ([Webpage for Support](#), [Video On-Demand](#))

It is important for students to understanding WilmU's Academic Integrity and properly cite quotes and ideas from other authors. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and the importance of proper attribution of any borrowed content.

Required teaching expectations for *All Course Modalities* (Face to Face, Hybrid, and Online) related to SafeAssign for College of Arts & Sciences Faculty:

- **SafeAssign (a):** All ENG instructors will use SafeAssign for all writing assignments.
- **SafeAssign (b):** All courses other than ENG should require SafeAssign for at least one written assignment.

## Additional New Bb Tools:

Required teaching expectations for *Online Courses* related to new Bb Tools:

- **Integrate new Bb tools:** As part of the enhancement of the online courses, instructors should find ways to purposefully integrate relevant Bb tools into the course.
- Wilmington University Faculty have access to over 20 educational technology tools and services to enhance student learning. View all of these tools at: [www.wilmu.edu/edtech/tools.aspx](http://www.wilmu.edu/edtech/tools.aspx)