

Distance Education Department Policies

This list supplements the Faculty Handbook.

Help Requests Contact

Distance Education is now using 1-815-479-7878 and leavmail@mchenry.edu for your support needs. Please use these contact methods, which are directed to the entire DE staff. The goal is a quicker turnaround on requests.

Time Required to Create New Course Shells

Online and hybrid course shells are now being auto-created. Web enhanced and telecourse shells will be released about 72 hours after a request is submitted. Please check all course information after the shell appears. Student rosters are updated daily. If you see any errors or do not see students in the shell, report those problems to the above contacts. Courses by default are closed to the students. To open up a class for students, follow the make available directions below:

Making a course available to students:

1. Go to your Manage tab.
2. Click on the General Course Settings Link.
3. Scroll down to the Course Begins setting, and if the box is checked, uncheck it.
4. Then scroll down to Access Settings and change the Member Access setting to All Members.

Publisher Supplied Material

The Distance Education department does not support publisher-supplied digital material (such as publisher course cartridges). If you use such material, please be aware that you must troubleshoot any problems yourself. DE staff might have advice, but can't be responsible for solving any problems related to using such course material.

Deadlines for Training to Teach Online

All instructors listed in a course schedule as teaching an online or hybrid class must have completed training with the Distance Ed department prior to the end of the semester one year previous. For example, to teach an online or hybrid course Fall Semester 2010, a faculty member must have completed required training before the end of Fall Semester 2009. In addition, no adjunct faculty should be hired to teach an online course (after the schedule has gone to print) without completing the training. Current deadlines and required trainings are listed on the Distance Ed Training Program Summary Chart.

Required High-Speed Connection

Online faculty will be expected to have at home the technology that is necessary, since much of their instruction for online or hybrid courses will not take place on campus. All faculty assigned to teach an online or hybrid class must have both a high-speed connection and secure and dependable computer equipment at home.

Staff Login Policy

- On occasion, Distance Education staff members John Fillicaro, Peter Lilly, or Pat Stejskal might log in to Angel shells while answering student or instructor questions or investigating operational problems. Staff members log in to courses occasionally in order to assess possible problems and offer solutions. If the staff member logs in as an ANGEL administrator, then the staff member name is added to the roster for the course. Staff members attempt to delete themselves from the course upon logout, but might not remember. If an instructor sees any of staff names in the course roster, those can be deleted. The staff members can get back in to the course again if necessary.
- If the staff member logs in as a student, then the staff member name will not appear in the course roster. However, the login will show on the student's account. This credits the student with a login, which could be a concern if attendance or participation is measured by login. However, these logins do not generally involve any given student more than once or twice.
- If a faculty member would like to be informed of any logins, distance education staff members can be informed and will keep a list of such requests. Send your request to the supervisor of the Distance Education department. Notifications of logins will be made via e-mail.