Tour of Online Teaching and Learning Resources at LCC
Lansing Community College / Center for Teaching Excellence

This guided tour is designed to give you an overview of resources available on LCC’s website, which assist you with your online teaching and learning needs. The tour begins with the eLearning Department website, which contains Desire2Learn tutorials, CMS Policies and Standards, and other resources related to online teaching and learning. Next, will be a guide to helpful information available from the Center for Teaching Excellence (CTE) including workshops, educational resources, technology tips, and more. Finally, some other items of interest will be pointed out that you may find useful.

Attraction #1: Explore "Instructor Resources" on eLearning's website:

- **Course Management System (CMS) Policies** - Glance through the listed CMS policies. In particular, note items three through five of the Access Policies to understand when faculty and students are able to access course sites. Also, scroll down to read the Quota Policies.

- **Course Management System Request Forms** - Browse the list of available CMS Request Forms and understand how to access them when needed. Log in to myLCC, click on the Resources tab, find the CMS Information, and access one of the links for practice.

- **Course Management System (CMS) Standards** - Skim through the CMS Standards document and read all of the Communication and Navigation Specific Standards (left column).

- **Desire2Learn for Instructors Required Training** - Review this training as needed.

- **Instructor Resource Site** - Scan through the list of topics.

- **Technology Tools for Instructors** - Note the available tools. Support for most of the tools listed is also available from the Center for Teaching Excellence, (517) 483-1680.

- **Student Resources** - In addition to the Instructor Resources, you are encouraged to browse through the Student Resources section of this site. Take the Online Course Readiness Quiz to assess your own readiness.

- **LCC Mobile** - Search for "Lansing Community College" in your App Store (iPhone) or Play Store (Android) to find the app.
eLearning Blog - Many useful announcements and tips are provided here. Browse through the current month topics (see Blog Archive to the right or look at date titles). Optionally, read more by accessing the current year in the Blog Archive.

Attraction #2: Explore resources on the Center for Teaching Excellence (CTE) website:

- CTE Workshop Descriptions and Registration - Browse through the list of workshop descriptions to view current face-to-face training opportunities (check the box on the top of the page to Show All Descriptions).

- Faculty Orientation - Scan the topics included in the Faculty Orientation session. Consider taking the online version in D2L to see a well organized online site, and to learn more about faculty resources and services at Lansing Community College.

- Transforming Learning Through Teaching (TLTT) and Teaching Online Certification (TOC) - Browse the descriptions and consider enrolling in a CTE course. TLTT is a face-to-face course and TOC is an online course. Participation is covered by LCC's tuition waiver benefit.

- Self-Paced Online Workshops - Contains a list of faculty development workshops that faculty can take at their own pace. Preview the list of topics in the Course Planning and Development workshop and view the materials based on your interests.

- Teaching & Learning Resources - Scan the topics and read content according to interest. Scroll to the end and locate Thommen's Timely Technology Tips (T4). Browse the topics and read D2L Email Settings that Make Life Easier.

If you do not receive the T4s by email, and would like to, contact the CTE at cte@lcc.edu.

- Teaching Tips - Locate the list of tips available under the heading, “Teaching & Learning Resources.” Scroll down to the "Technologies for Teachers" list. Read, “Time Saving Tips for Online Teaching” and “Tips for Communicating Online.”

- Faculty Technology Center - A variety of hardware and software is available for faculty to use in the CTE, which is located in 324TLC. The Konica printer, for example, is useful for converting hard copies to PDF format, which can then be sent to your email and uploaded to D2L. Scanners are also available for a similar purpose.

The CTE hosts the Faculty Community Group, which is a Desire2Learn site that contains helpful tips and provides an area where instructors can ask or address questions related to teaching and instructional technology. To find the group, click on the “Group Member” tab in the "My Courses" widget. Review the current discussion forum, read through some of the posts, and consider posting a question or comment. If you do not see the group, contact the CTE and ask to be added to the site.
Attraction #3: Explore other resources available at LCC:

- **Testing Services** - Read through the Information for Faculty page. Also, read the Faculty Guidelines located on this page under Additional Information. Keep in mind, if you decide to utilize Testing Services for proctored exams, you will need to know how to generate cover sheets.

- **LCC Help Desk** - The Help Desk has a website with a FAQ section for technology questions.
  
  See Assistance for LCC Faculty and Staff. Of particular interest are Windows and Microsoft Office. View the Microsoft Office home use agreement. This is a cost effective option for using Microsoft products on your personal devices.

- **PC Operations** - This site contains computer policy information, the approved software list, and a Software Request Form, which is needed to obtain approval for new technology (see AUP Policy).

- **Media Services** - Here you can find information about audio and video production services.

- **LCC Digital Innovation Institute** - Review the projects created in the Digital Innovation Institute. It may inspire you to submit a project for your own courses.

- **Office of the Provost** - Many valuable resources are located here.

- **LCC Library** - The Library has friendly, service-minded staff who can help with a variety of course needs. Note the "Faculty & Staff" Services area and learn how to integrate the Library into Desire2Learn.
  
  Also, take a look at Films on Demand and follow the instructions if you would like to embed a video into Desire2Learn.

  You can also borrow an iPad from the library to explore using this technology.

- **Center for Student Access** - This site includes "Information for Faculty: Accommodating Students with Disabilities" where you will find a Handbook for Faculty and a link to the policy on ADA Reasonable Accommodations.