Creating Presence in Your Course
iTeach Online and iLearn-iTeach in the College of ...

- **iTeach Online**
  - Has all workshops and take aways.
  - Cool Tools, Rubrics, Webinars, Bb 9.1 Instructor Guide.

- **iLearn-iTeach in the College of ...**
  - Your college specifics,
  - Forums, discussions, suggestions.
Your Take Aways

According to criteria for established best practice, you will:

- Establish instructor and student presence in an online course.
Compare physical and virtual class:

**Physical instructor – sage on stage!**

- Appearance (non-verbal)
- Communications
  - Gestures, voice, body language, expressions
- Instructions
- Immediate in-class response

**Virtual instructor – sage on page?**

- What can you do online?
In a physical space classroom

- presence is easier to recognize through observation and perception.

In a virtual space online

- presence needs to be intentionally created – Community of Inquiry Model.

You can do as much, if not more, in your online course!
Community of Inquiry Model

- In iTeach_online open the Community of Inquiry Model handout.
- Take few minutes to review it.
Determinants of **SOCIAL** Presence:

- Emotional open communication: welcome email, introductions, use humor.
- Set up group cohesion:
  - Establish structure and tone.
  - State purpose, theme, structure, organization, norms, expectations, agendas.
  - Guide the discussion: monitor, recognize individual contributions, correct misapprehensions, solicit comments, summarize trends.
- Team Project - define team ground rules, deadlines, roles and responsibilities, set expectations, suggest amount of time spent online, appoint group facilitator, check on progress.
Determinants of COGNITIVE Presence:

Practical Inquiry Model

- Phase I. Triggering event – Mac or PC?
- Phase II. Exploration - Google it!
- Phase III. Integration - Use it!
- Phase IV. Resolution/Application - Decide!

In collaborative environment: triggering idea is introduced, explored through a discussion, integrated and resolved through application.
Determinants of TEACHING Presence:

- Communicate type and focus of content:
  - Add course objectives, expectations, guidelines.

- Use interactive strategies:
  - Discussions, case studies, role plays, team projects, debates, interviews, etc.

- Chose a role for yourself – the instructor:
  - Facilitator, active participant, supporter

- Utilize appropriate technologies:
  - Audio, video enhancements, collaborative tools.

- Provide support to your students:
  - Cognitive, technical, and other.
Assignment 1 (15 min):

Work in groups with the 2\textsuperscript{nd} page of the handout to identify things that you will do to establish:

1. CONGITIVE presence.
2. SOCIAL presence.
3. TEACHING presence.
### Activities to Create and Sustain Presence:

#### BEGINNING of the course
- Welcome letter
- Announcements
- Office hours with your picture
- Contact information
- Your preference for communication
- Printable calendar or Schedule with due dates
- Orientation
- Assignments feedback expectations
- Scavenger hunt
- Get-to-know you survey
- Self-introductions
- Chats
- Virtual café or
- Where in the world are you?

#### MIDDLE of the course
- Varied and interactive, instructor/student led, group and self-paced activities
  - collaborative (develop team project, case studies, digital story–telling)
  - cooperative (group discussions, debates)
- tutorials and tutoring
- task specific instructions
- feedback on assignments/rubrics
- demonstrations
- mini-lectures (audio/video)
- your experiences, examples
- reminders
- midterm grade

#### END of the course
- Announcements for specific tasks, deadlines, end-of-course
- Learners’ self and peer critiques
- Self and peer feedback
- Whole group discussion
- Instructor feedback
- Course formative evaluation
Open Discussion

- Share your ideas for establishing presence in your course.

- How do you sustain your presence?
Add presence to your course

We will create in your course:

- Assignment 2 – Add Avatar to your course
- Assignment 3 – Add Instructor info and image
- Assignment 4 – Create 1st announcement
- Assignment 5 – Create Course Banner
Assignment 2 – Avatar

- See handout

1. Create your Avatar image and add it to the Blackboard

**Your takeaway:** Upon completion of this tutorial, you will create your avatar image and add it to your Blackboard.

An Avatar in Blackboard is your image (or your “mood” image) that, once created, will be visible in all your courses and most interactive tools.

- Image file format – most compact and universal formats are .png or .jpg files. If your file is in a different format – use Save As to save in the recommended format.
- Best size for image is 150 pixels by 150 pixels. If your image is larger – you may need to re-size it. You can use any free image editing software: Picasa, GIMP, or any other. The steps below outline re-sizing an image using MS Paint – free program that comes with all PC computers.

**Task 1. Find/create your image:**

- You can use University’s directory at [http://phonebook.tamucc.edu/](http://phonebook.tamucc.edu/). Type your name, when your
Assignment 3 – Part I: Instructor Info

- In your shell – click *Start Here* section.
- Locate *Welcome* item
  - (usually – 1st one).
- Click chevrons (right side)
- Click Edit.
- Type your short introductory paragraph, include your preference for contact, online office hours (if any), etc.
Assignment 3 – Part II: Add image

In Edit item mode –

1. Click on the “image” icon as shown:
2. Browse My Computer to find your image (or re-use your avatar image).
3. Once you located it – click OPEN, SUBMIT and SUBMIT again.
4. Your image can be re-sized by first clicking the image, then by dragging the corner controls.
Assignment 4 - Create “Welcome” Announcement

- In your shell – go to Control Panel – Course Tools – Announcements,
- Click green tab [Create Announcement]
- Add Subject: e.g. Welcome to Your Course Name.
Assignment 4 - Create “Welcome” Announcement (cont’)

- Fill-in the text – choose sections that apply:
  - Course Access:
    - Add Bb url, login info, prepare your computer tutorial.
  - Textbooks or Readings, Foundations
    - Provide a link to bookstore or other information
  - Course Content:
    - Expectations.
    - Any “heads-up” you wish to communicate.
Assignment 5 - Create Course Banner

- See handout.
Conclusion

We have:

- Described strategies and techniques to establish presence in an online course.
- Built presence in your online course.