





Orientation to AU Online: Inside an Online Course

## Inside an Online Course

## Introduction

Now that you can log in to Moodle, you'll be able to access your online courses. Next, we'll show you what to expect and where to find important information in your online courses.

Upon completion of this lesson, you will be able to:

Navigate your AU Online courses in Moodle.

Remember to log in to Moodle first so you can see your courses!

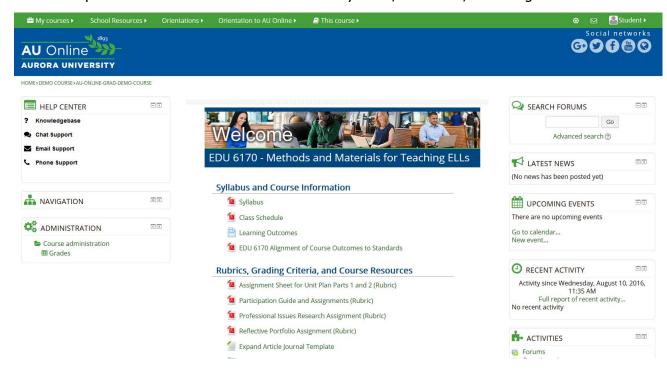
## Video: Inside an Online Course

Watch the lesson video before you begin.

## Course Home Page

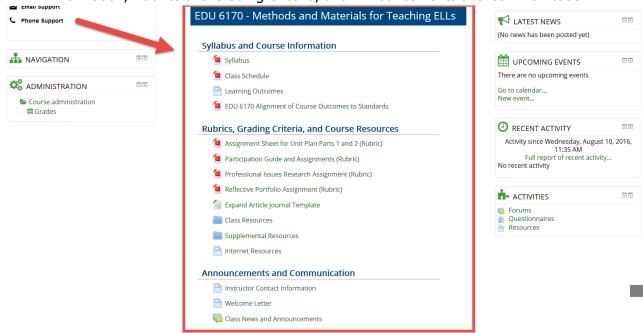
If you experience login issues, contact Aurora's Information Technology Services (ITS) help desk at itshelp@aurora.edu or 630-844-5790.

Once you've clicked on your online class, you'll view that course's home page. This is where you will find important course information such as the syllabus, resources, and assignments.

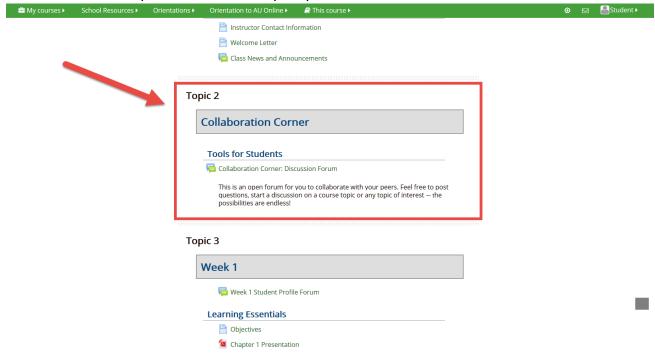


Courses are organized into several main components:

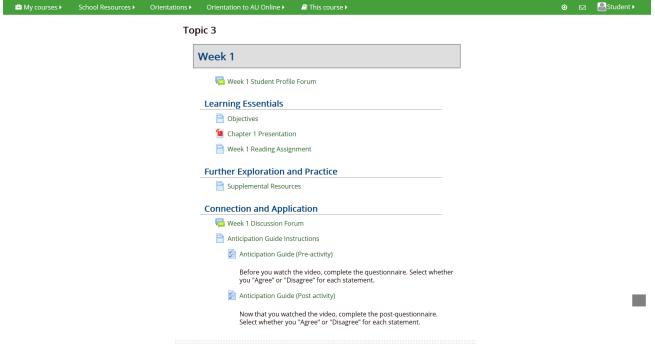
• **Welcome Module:** The Welcome module is the first section in every course at AU Online. The Welcome module is at the top of each course, and refers to the material located directly under the image and course title. It is divided into three main sections: Syllabus and Course Information, Rubrics and Grading Criteria, and Announcements and Communication.



Collaboration Corner: Your instructor will use this space to provide tools and activities for
you to collaborate and interact with your classmates. For example, in many courses, you will
find an open discussion forum that you can use to ask questions and start discussion
threads on topics of interest with your peers.

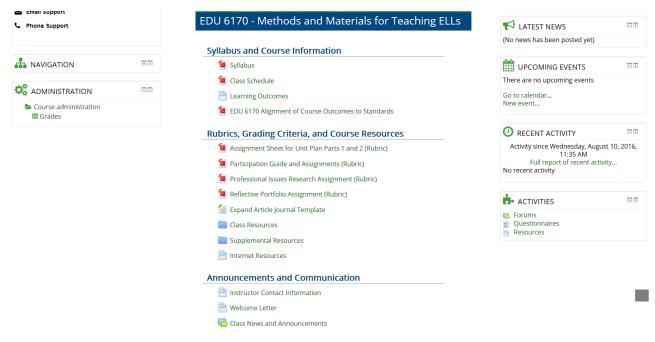


• **Weekly Modules:** Following the Collaboration Corner, you will see modules labeled by week (e.g., Week 1, Week 2, and so on). Each week's module will contain three sections: Learning Essentials, Further Exploration and Practice, and Connection and Application. We'll review the contents of these sections later in the lesson.



## Inside the Welcome Module

The Welcome module is located at the top of every AU Online course. This will be your first stop in learning about the course, and it includes the syllabus, class schedule, and course requirements and policies. You will also find announcements and your instructor's contact information here.



## Syllabus and Course Information

One of the first things you should review in each AU Online course is the syllabus. The syllabus will always be located inside the Welcome module. The syllabus is the place to go to learn about the course.

Inside every syllabus, you'll find:

- Instructor contact information
- Course number, title, section, and term
- Course description
- Required textbooks and materials
- Student objectives, or goals, for the course
- Description of course assignments
- Course schedule
- Teaching methodology
- Grading criteria and grading scale
- Sample syllabus for an AU Online course. Specific course policies (such as late work, participation guidelines, assignment submission guidelines, final exam policy, etc.)
- AU Online institutional policies (such as academic honesty and students with disabilities)

You can contact your instructor with any questions about the syllabus and course requirements.

#### Aurora University

Methods and Materials for Teaching ELLs in Bilingual Programs, EDU 6170

- Name: Dr. Professor Instructor
- Course Schedule: July 11-August 12, 2016
- Email: pinstructor@aurora.edu Feedback is one of the critical elements for student success in distance learning. This is particularly true in the five week courses, where the pace is accelerated. For this reason, you can expect a response to your email within 48 hours
- Office Hours: By appointment Telephone: 815-123-4567

Please note: I will attempt to return emails or calls within 24 hours if not sooner. I will not be available on Friday evenings from 3:30 to Saturday morning except in case of emergency. Email is the best way to contact me or if you have an emergency you can send me a text.

- Course: Methods and Materials for Teaching ELLs in Bilingual Programs
- Section: U2 01
- Course Number: EDU 6170
- Credit Hours: 3
- Prerequisites: EDU 6110, EDU 6120, EDU 6130, EDU 6140, EDU 6150 or consent of BL/ESL

This course prepares participants by providing them with the knowledge, skills, and competencies needed to meet the needs of English Language Learners in bilingual contexts. Participants will study the theoretical basis, methods, and techniques needed for effective teaching in bilingual/bicultural classrooms. Accordingly, participants will learn to develop lesson plans and materials to put bilingual theory and methods into practice. The standards outlined in the conceptual framework will be addressed in this course.

Beeman, K. and Urow, C. (2012) Teaching for Biliteracy: Strengthening Bridges between Languages:

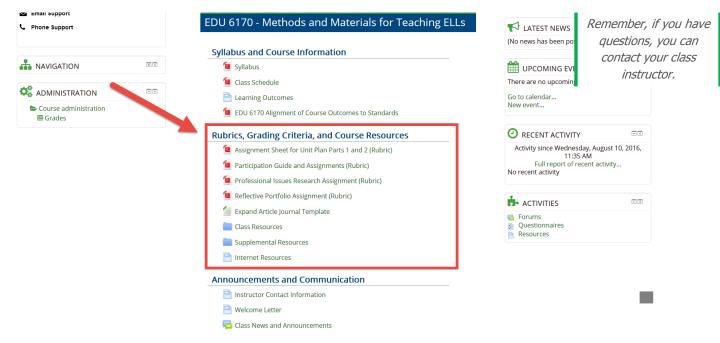
Herrell, A. and Jordan, M. (2011) 50 Strategies for Teaching English Language Learners

Conceptual Framework Standard

The following standards outlined in the conceptual framework will be addressed in this course:

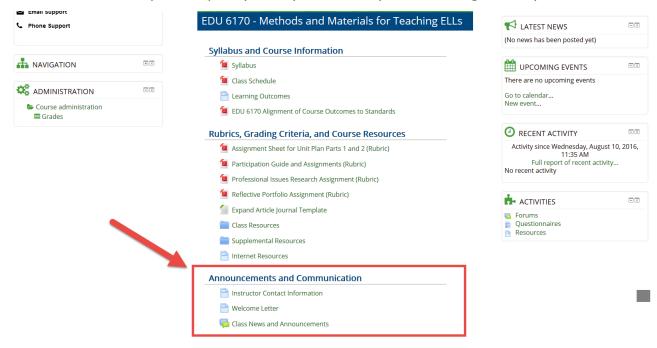
## Rubrics and Grading Criteria

After carefully reviewing the syllabus, you can learn more about the specific details and grading criteria for your major class assignments. Each course at AU Online will contain rubrics and scoring guides for its graded assignments. Familiarizing yourself with the assignment instructions and grading criteria can answer many of your questions about what's expected of you throughout the course.



### **Announcements and Communication**

This section of the course is very important. Not only will you find your instructor's contact information (including your instructor's name, phone number, and e-mail address), but it will also include a space for your instructor to post class news and announcements. Refer to the Class News and Announcements space frequently to stay tuned to important messages from your instructor.

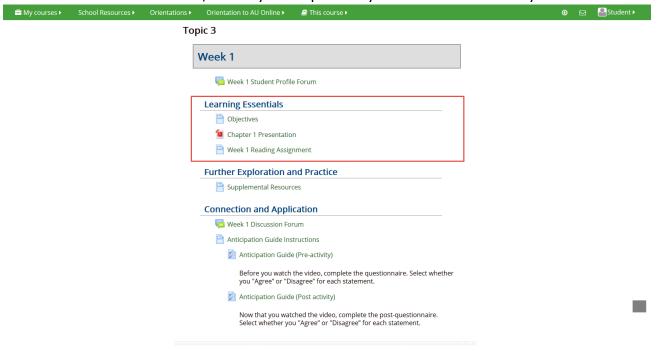


Note: The instructor's contact information is available in the Instructor Contact Information page and on the first page of all AU Online course syllabi.

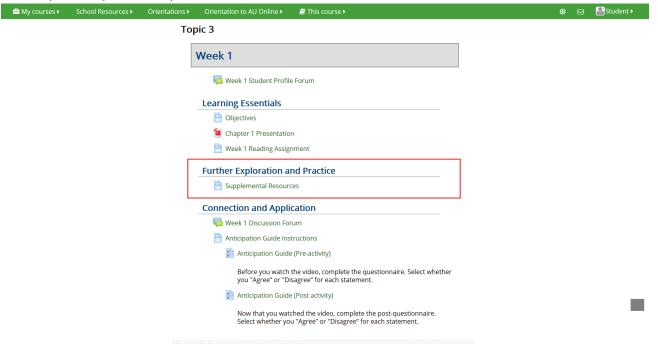
# Inside a Weekly Module

As mentioned before, each week will have its own module divided into three sections: Learning Essentials, Further Exploration and Practice, and Connection and Application.

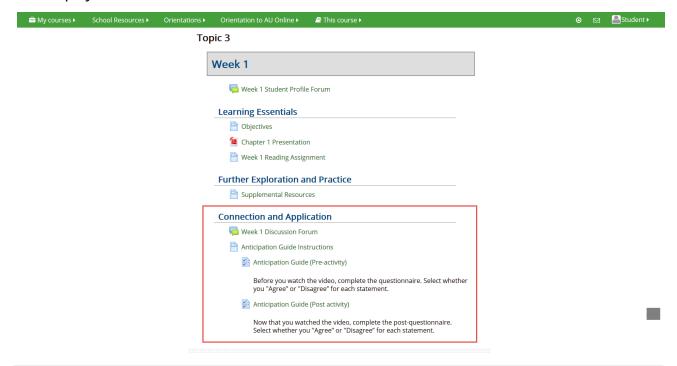
• **Learning Essentials:** Under the Learning Essentials section, you'll find content that is required for the week. This may include, but is not limited to, the week's objectives and an overview of the content, reading assignments, PowerPoint presentations, videos, podcasts, lecture materials, and more. These are your primary resources to help you learn and understand the content, so it is your responsibility to review them carefully.



• Further Exploration and Practice: The resources posted in the Further Exploration and Practice section are supplemental, or optional for you to study. Their primary purpose is to serve as tools for review (such as flash cards), give you practice and feedback (such as a self-check quiz or a game), and encourage you to explore the topics in more depth on your own (such as interesting videos, scholarly articles, current events, etc.). Although they are not required, it is highly recommended that you explore these resources because they can provide you with tips, reviews, and other useful information.



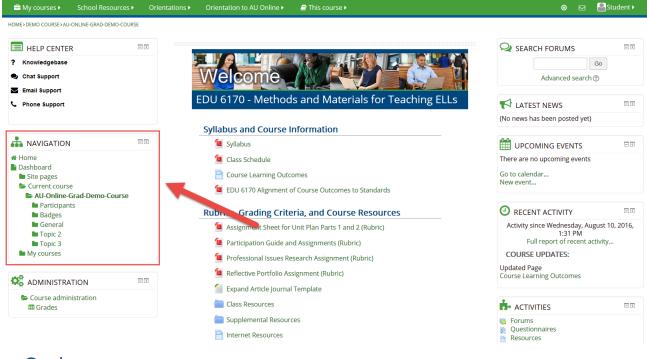
Connection and Application: The Connection and Application section contains your
weekly graded assignments. These might include discussion forums, written assignments
(such as papers or case studies), presentations, group work, quizzes or exams, and
projects.



If you have questions about how to submit assignments, take quizzes, or participate in the forums, you can contact the 24/7 Help Center or access articles in the <a href="Monthstyle="color: blue;">Knowledge</a> Base.

## **Navigation Block**

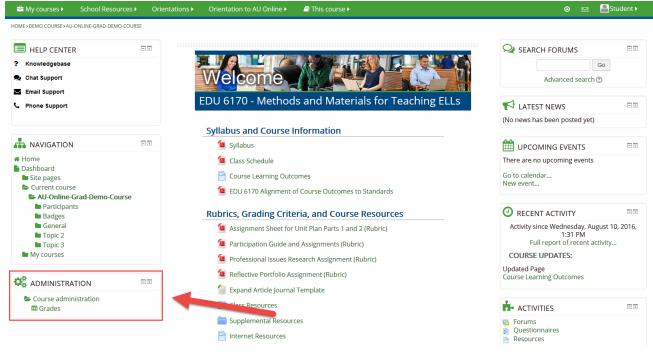
Once you are inside a course, the Navigation block will move to the left side of the portal. With the Navigation block, you can view specific modules for the course you are in, go to your Moodle profile, or view all of your courses.



## Viewing Grades

To view your grades for a course, find the Administration block on the left side of the screen. The Administration block is located just under the Navigation block.

In the Administration block, under the heading Course Administration, you will see a link for Grades. When you click on the Grades icon, you will view the course grade book, where you can see the grade item, grade range, percentage, and your instructor's feedback for each assignment.

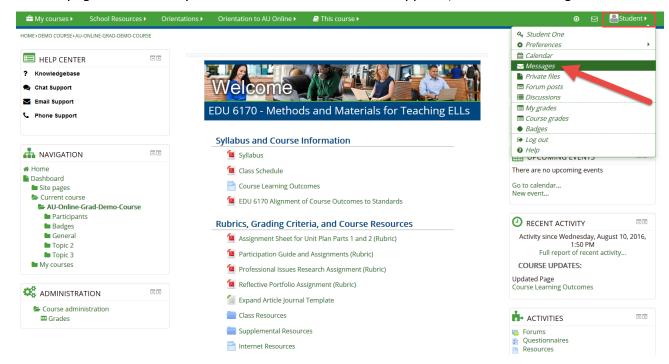


## Communicating With Your Instructor and Classmates

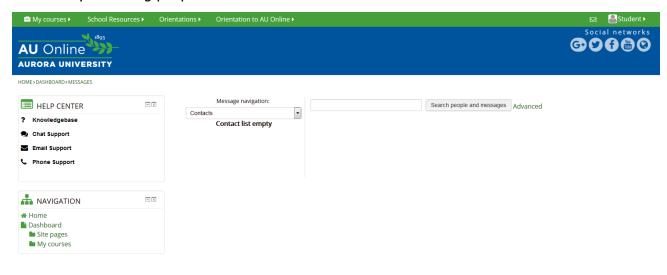
You must use your Aurora University e-mail account or the Moodle messaging system to communicate with the instructor and your classmates. In this section, we'll review how to send a message in Moodle and procedures for meeting with your instructor during virtual office hours.

## Sending a Message

To send a message to a classmate or your instructor, go to the Navigation bar at the top of the Moodle page and click on your name. From the menu that appears, select the Messages link.



This will bring you to the Messages page. Contacts are listed on the left, and you can add new contacts by searching people.



## **Instructor Office Hours**

If you'd like to meet with your instructor, you can meet virtually at set times or by appointment. Contact your instructor to schedule a meeting during his or her office hours.

## **Course Expectations**

Now that you can navigate your course, you are prepared to meet some basic course expectations. As a student at AU Online, you are expected to:

- Read the syllabus to understand course procedures and policies.
- Download and save a copy of the Aurora University student handbook for reference (this contains additional policies and rules that you are to abide by while you are a student at Aurora University).
- **Contact your instructor** if you have questions about the course; he or she can help!

## **Check Your Understanding**

Complete the following practice questions to review and apply what you've learned in this lesson.

### Question #1

- 1. Where will you find the syllabus for your online course?
- a. Inside Week 1
- b. Inside the Collaboration Corner
- c. Inside the Welcome module

<u>Correct Answer:</u> The Welcome module is the first section in every course at AU Online. You will find the course syllabus and other important course information inside the Welcome Module.

#### Question #2

- 2. How are AU Online classes organized?
- a. By topic
- b. By week
- c. By module

<u>Correct Answer:</u> AU Online courses are arranged by week. This will allow you to see exactly what objectives, readings, and other activities you must complete for a particular week.

### Question #3

- 3. Where will you find your instructor's contact information?
- a. Inside the syllabus
- b. Inside Week 1
- c. Inside the Collaboration Corner
- Inside the Welcome module

<u>Correct Answer:</u> Your instructor's contact information can be found in two places: inside the course syllabus on the first page, and inside the welcome module.

#### Question #4

4. When exploring a new online course, what should you do first?

- a. Examine the grade book
- b. Review the syllabus
- c. Read the welcome letter
- d. Read the assigned readings for the first week

<u>Correct Answer:</u> One of the first things you should review in each AU Online course is the syllabus. The syllabus is the place to go to learn about the course.

### Question #5

5. Each week of your AU Online course is divided into three sections. Match the content available in each section to the section it appears in.

A.	Supplemental, or optional, resources for you to study.	 Learning Essentials
В.	Weekly graded assignments.	 Further Exploration and Practice
C.Content that is required for the week; your primary learning resources.		Connection and Application

<u>Correct Answer:</u> Under the Learning Essentials section, you'll find content that is required for the week. The resources posted in the Further Exploration and Practice section are supplemental, or optional for you to study. The Connection and Application section contains your weekly graded assignments.

### Question #6

- 6. You can view your grade in a course by clicking the link for Grades. This link is available in which block?
- a. Navigation Block
- b. Calendar Block
- c. Activities Block
- d. Administration Block

<u>Correct Answer:</u> In the Administration block, under the heading Course Administration, you will see a link for Grades. When you click on the Grades icon, you will view the course grade book.

## Summary

Congratulations! You have successfully completed this lesson. Take some time to explore your new courses!