eCampus Mission

The mission of eCampus is to provide leadership, services, support, resources, and accessibility in online and blended education.

eCampus Background

The University of Nebraska at Kearney’s eCampus has been meeting the educational needs of placebound, nontraditional adults throughout Nebraska for more than four decades with the delivery of academic courses and degree programs. In the early years, these courses were offered by face-to-face instruction at various locations throughout the state of Nebraska. As enrollments dwindled at off-campus sites and the Internet became a ubiquitous tool, face-to-face instruction was gradually replaced with distance education delivery.

eCampus is an extension of the academic departments by collaborating with them in the development of online programs. These services include marketing plans, support for faculty in the development of their online, blended, or videoconference courses, funding, and various student support services.

Meet the Team

**Gloria Vavricka, Director of eCampus**
Gloria provides leadership in all aspects of online education including program development, marketing, budget management, faculty development, technology, and the daily operations of eCampus.

*vavrickag@unk.edu*, (308) 865-8390

**Steven McGahan, Associate Director/Instructional Designer**
Steve provides instructional design in the development of online instructional materials to faculty. He assists faculty with designing and developing online courses by matching teaching strategies with technology solutions.

*mcgahansj@unk.edu*, (308) 865-8341

Steve is assigned to:
College of Fine Arts & Humanities and the College of Natural & Social Sciences
Office FAB 314 and COPH 103i (Rotating Wednesdays)
308.865.8341
Karen Premer, Assistant Director/Instructional Designer
Karen provides instructional design in the development and production of online instructional materials to faculty. She assists faculty with designing and developing online courses by matching teaching strategies with technology solutions.
premerk@unk.edu, (308) 865-8840

Tim Bartling, Assistant Director
Tim provides leadership on the development and implementation of educational classroom technology and video production. He supports faculty, administration, and staff with the use of classroom learning spaces and media resources.
bartlingtr@unk.edu, (308) 865-8061

Olimpia Leite-Trambly, Instructional Designer
Olimpia provides instructional design in the development of online instructional materials to faculty. She assists faculty with designing and developing online courses by matching teaching strategies with technology solutions.
leitetrambod@unk.edu, (308) 865-8503

Alyssa Wyant, Marketing and Communications Specialist
Alyssa develops, implements, and manages marketing campaigns for online programs through print, social and online media. She collaborates with departments that offer online programs to ensure the marketing campaigns reflect the departmental and eCampus’ goals and objectives.
wyantam@unk.edu, (308) 865-8378

Rosanna Vail, Communications Assistant
Rosanna assists with marketing communications projects for eCampus, including content development for print and online advertising, feature stories, and social media support.
vailrm@unk.edu, (308) 865-8285
Faculty Resources

TRAINING & INFORMATION

• Course Consultation – The Instructional Designers assist faculty with designing and developing online/blended courses by matching teaching strategies with technology solutions. They help faculty organize materials, emphasize the importance of timely responses, develop assessment tools, develop discussion board topics, and provide methods on how to create community for student-to-instructor interaction, and student-to-student interaction. The consultation may be one session or several depending on the course and faculty member’s experience with online teaching. If you are interested in teaching online, set up a course consultation with Steve, Karen, or Olimpia.

• Course Template – The online course template provides a structure for any online course as well as adding many resources for students and faculty. The template makes developing online/blended courses easier by giving faculty a pre-built shell that allows them to drop their materials in without worrying about building a new structure for each course. The Course Template is available by emailing your Instructional Designer.

Julie Saalfeld, Office Associate
Julie coordinates office services such as budget, human resources, finance, purchasing, payroll, travel, and other administrative activities for eCampus. She provides support services to distance education students and faculty.
saalfeldj@unk.edu, (308) 865-8211

Heather Rhinehart, Office Associate
Heather provides support services to distance education students and faculty. Heather also schedules rooms and classes for eCampus.
rhinehartj@unk.edu, (308) 865-8927
**eCampus Faculty Online Training (FOT)** – Each semester, full-time faculty members and adjuncts new to online teaching may participate in the Faculty Online Training. Faculty Online Training is an eight-week (Fall and Spring) or four-week (Summer) course developed to instruct faculty in the pedagogy of online teaching. The eCampus Faculty Online Training course consists of various online activities, including videos, readings, discussion, and more. Topics include initial development of online content, copyright issues, online collaboration and community, eCampus support services, and more. To participate, contact your Instructional Designer.

**eLuncheons** – eLuncheons are lunch seminars offered by eCampus focusing on a wide range of topics related to online/blended education. Past topics have included universal design, copyright, learning objects, multimedia technology, and featured guest speakers. The eLuncheons are a way for faculty and staff to learn about some of the latest technology and pedagogy and give them an opportunity to network with their peers. Watch for email announcements for upcoming eLuncheons.

**eWorkshops** – eCampus offers several workshops on technology and pedagogy every semester. These 90-minute workshops cover technology topics and pedagogy such as VoiceThread, multimedia development, online testing, collaboration, and dissemination of online materials. These workshops are designed to give faculty members a better understanding of the online educational environment and give them technology skills to develop some of their own multimedia materials.

**Respondus** – Respondus is a powerful tool for creating and managing exams that can be published directly to Canvas. This set of tools makes creating tests, quizzes, pools and surveys much easier than the tools in Canvas. The eCampus site license allows for the distribution of this program to any faculty member who is teaching or will be teaching online. Respondus is only available for PC use.

**ProctorU** – ProctorU is a secure proctoring service that administers tests to students in online courses. This service ensures that proctors are approved and tests are administered under the proper conditions based on academic integrity and instructor specifications. For test proctoring options for your online courses, contact your Instructional Designer.

**Library** – The library provides many services for faculty to support them in their online teaching. These 24/7 services include access to library databases, reference services, interlibrary loan and document delivery, and checking out books and other materials.

**Information Technology Services (ITS)** – ITS provides the infrastructure for online education and provides Canvas Course Management Software and other training workshops. Other hands-on software workshops for faculty, staff and students include iPad, Qualtrics, Microsoft Office, Outlook, Zoom, Lecture Capture, and more.
• **StudyMate Author** – StudyMate Author allows instructors to create ten Flash-based activities and games using four simple templates. The Flash activities can be used with any web server or published via URL to Canvas. StudyMate Author will import items from MS Word files and publisher test banks, making it easy to create interesting, interactive activities from existing content. The eCampus site license allows for the distribution of this program to any faculty member who is teaching or will be teaching online. StudyMate is only available for PC use.

• **Collaborative Classrooms** – These pod-based collaborative classrooms are designed to allow students and faculty to engage in discussions and spend more time interacting. The classrooms feature large monitors, dedicated computers, and pro-level cameras and echo-cancelling microphones at each of the pods. The current capacities of the classrooms are 30 students (5 tables with 6 seats) and 60 students (10 tables with 6 seats). Priority for use of the collaborative classrooms is given to blended courses.

• **Department Presentations** – In some cases, individual departments ask for training on specific subjects or software packages. In this case, Steve, Karen, or Olimpia set up special presentations to cover topics similar to the eWorkshops.

• **Tutorials** – In addition to course specific materials, the Instructional Designers work with faculty and staff to develop multimedia tutorials especially important to online learners. These tutorials are either video-based or are created using a program such as Camtasia, which allows the creation of interactive video tutorials. Tutorial topics have included UNK specific Canvas skills, VoiceThread, etc. Many of the tutorials cover topics that address student specific deficiencies and were created by faculty request.

• **VoiceThread** – VoiceThread is a collaborative, multimedia slide show system that holds images, documents, and videos and allows people to navigate slides and leave comments using a microphone, telephone, text, or webcam. Users can share a VoiceThread with friends, students, and colleagues for them to record comments too. The system can be used with Canvas and can be accessed from any computer or an IOS mobile device with an Internet connection.

• **Hoonuit (formerly Atomic Learning)** – Faculty who may not have all of the skills necessary for online education are encouraged to access Hoonuit tutorials from a browser or IOS mobile device to which eCampus subscribes. UNK online faculty can access over 50,000 video tutorials on 205 applications including Microsoft Office, Photoshop, Canvas, and more. Hoonuit has added 21st Century Skills Collections that include skills concept training, workshops and student tech skills assessments. An Assistive Technology Collection focuses on special education software, assistive technology devices and software accessibility training. These tutorials also are available for both the Windows and Macintosh platforms, as well as mobile devices. For log-in information, contact your Instructional Designer.
• **Grovo** – Grovo is a tool for online faculty and students. More than 4,500 video lessons and assessments covering 130 Internet tools, cloud services, and professional topics are presented in 60-second micro-learning videos. Users can add Grovo videos, documents, charts, self-recorded videos, and more into their learning materials system and assign these trainings to students. Grovo can send email reminders to students and allows instructors to view progress reports. Contact your Instructional Designer for a Grovo demo and account setup.

• **Webinars** – eCampus takes advantage of many publicly available webinars relevant to online education for faculty and staff. Faculty are encouraged to attend webinars for professional development and best practices.

• **Publications** – Two publications currently are distributed to the faculty and staff involved with UNK’s eCampus community. The first, Online Cl@ssroom, is a monthly newsletter that focuses on the pedagogy of online instruction. The second is a biweekly newsletter, Academic Leader, which focuses on creating, implementing and managing distance education programs. The publications are distributed through the eCampus Faculty Online Network group on Facebook.

**MULTIMEDIA**

• **Interactive Multimedia** – eCampus provides opportunities for faculty to incorporate interactive components in their online courses. The Instructional Designers are available to develop multimedia components, ranging from interfaces that allow students to navigate to audio, video, images, and text to learning objects that allow students to interact on levels for learning and self-assessment.

• **Video and Audio Development** – eCampus technology is available to assist faculty in helping them to record both video and audio materials. When the recording process is finished, the raw video or audio is edited and compressed for the preferred delivery mode, such as streaming, files or for use in interactive projects.

• **Video On Demand** – Video On Demand is another option provided to faculty. eCampus offers recording and archiving services of lectures and makes them available to the students via a link in Canvas. Video On Demand is convenient for online students if they choose to view it at a later time or would like to review it more than once.

• **Studio Room** – The eCampus Studio Room includes high-definition video equipment and studio-quality sound equipment to assist faculty in developing professional instructional media for online courses. The Studio Room utilizes an interactive green screen wall and floor-to-ceiling backdrops for creative and effective video background capabilities, including interview-style filming. Included in the Studio Room is a Camtasia Studio, which serves as a “Content Creation Studio” for online faculty who may not have departmental access to specialized software needed to develop their online courses. Camtasia offers desktop recording for video and audio, with equipment including a
studio-quality cardioid microphone, high-definition webcam, and an interactive pen monitor for on-screen illustration. For more information about the Studio Room, contact Steve, Karen, Olimpia, or Tim. To schedule the Studio Room, contact Heather.

- **Video Conferencing** - eCampus provides video conferencing technologies that faculty can use to meet with students in real time. All of the eCampus classrooms, conference rooms, and the collaborative classroom have full video conferencing capabilities with high definition cameras and microphones. These tools allow eCampus to connect globally with all forms of video technologies ranging from commercial solutions to web and mobile solutions. These tools can add another personal element to their courses by holding live classes, office hours, guest lectures, collaborative work, webcasts, meetings, or reviews. To learn more about our video conferencing tools and resources, contact Tim.

### Marketing Services

The Marketing and Communications Specialist for eCampus, Alyssa Wyant, collaborates with departments in providing a wide range of marketing support services for their online programs and courses. This may involve working with departments offering new programs or those who have existing programs but need to boost their enrollments. Advertising may include any of the following:

- eCampus Website
- Google AdWords
- Facebook
- eCampus Schedule
- Teachers’ Schedule
- Postcards
- Brochures
- Newspaper/Magazine Advertising
- NU Online Website
- Social Media
- Mailing Lists
- eMail Blasts

### Student Resources

- **SmarterMeasure** – SmarterMeasure is an online tool which assesses a learner’s likelihood for succeeding in an online learning program. SmarterMeasure indicates the degree to which an individual student possesses attributes, skills and knowledge that contribute to success in online learning. These skills include motivation, time management, reading rate and recall, computer knowledge and skills, and typing speed and accuracy. This service is available to all online students enrolled at UNK. To learn more, contact your Instructional Designer.

- **“Welcome Letter” and “I’ve Registered, Now What?” Mailings** – Prior to each semester, the eCampus Office mails out a “Welcome Letter” and “I’ve Registered, Now What?” instructions to every student enrolled in an online or blended course. The
“Welcome Letter” includes information about the learning resources and support services available to them, instructions on how to get started with their online course, and information about deadlines for tuition and fee payments. “I’ve Registered, Now What?” includes information and links to help students in their coursework.

- **Email Announcements** – Student Affairs sends out a weekly email to all UNK students announcing activities scheduled on campus. This announcement, also received by distance students, includes pertinent information such as deadlines for tuition, dropping a course, graduation application, upcoming events, etc.

- **eCampus Website** – The eCampus website has comprehensive information on many of the UNK support services, links to other departments that eCampus students would find useful, the eCampus Schedule, and information about programs offered. For students who are new to online learning and are unsure if it is a good fit for them, a series of “FAQs” are available on the website to answer specific questions regarding online education, such as a description of an online course, time commitment, technology, and hardware requirements, etc. To view, go to ecampus.unk.edu.

- **eCampus Request for Information** – Interested students can ask for information regarding online courses or programs by clicking on the “Request Information” link on the eCampus home page.

- **Online Tutorials** – A wide range of video and print tutorials are available to students via the eCampus Student Resources web page and the Information Technology Services website. These tutorials include Canvas, APA & MLA Styles, Rich Text Format, and VoiceThread.

- **Hoonuit (formerly Atomic Learning)** – Hoonuit offers over 50,000 video tutorials on 205 applications including Microsoft Office for PC and Mac, Photoshop, iPad, VoiceThread, Windows, Canvas and more. These tutorials also are available for both the Windows and Macintosh platforms. Students receive the password to Hoonuit in their Welcome Letter.

### Other Support Services

- **Academic Advising** – When a department implements a new online program, a faculty adviser is assigned to that program to assist the students in the areas of admission requirements, prerequisites, curriculum, course rotation, technology skills, hardware required, and tuition costs. This is done by telephone, email, or in person.

- **Assessment Office** – eCampus, as well as the academic departments, work closely with the Assessment Office to make informed decisions about changes to programs and curriculum. Each department and program that offers an online program has an assessment plan.

- **24/7 Help Desk** – Information Technology Services provides 24/7 Help Desk support
to all faculty and staff. The Help Desk staff provides prompt and convenient responses to technical issues through phone, email, online request form, and walk-in support. It is the responsibility of the Help Desk staff to gather necessary information for troubleshooting. The UNK Help Desk is available Monday through Friday, from 8:00 a.m. to 5:00 p.m. During the off-hours, UNK contracts with a service to provide 24/7 help, providing support to faculty and staff on Canvas, LoperMail, MyBlue, Microsoft Office, browsers and Internet questions. Faculty and staff may contact them through phone, email or live chat.

• **eTutoring** – The UNK Writing Center has an online tutoring service available to students who need help with their writing. Online students may submit their writing for tutors to review. Tutors do not proofread; instead, they point out strengths and areas in need of improvement, ask students questions to help them think more critically about their writing and audience, and provide resources to improve as writers. Work is returned within 2–4 days, not counting weekends.

• **Software and Hardware** – The same free or discounted software available to traditional on-campus students is also available to online students. Many free programs are available for download via the Internet. Students can find links to these programs at the eCampus website, and the Online Course Template. In addition to the free software provided to students, Office 365 is available to download at no charge via the Information Technology Services webpage at http://unk.edu/officedownload. For technical assistance or questions, contact the help desk by email at unkhelpdesk@unk.edu or by phone at (308)865-8363. For more information on student services, visit the following webpage, http://www.unk.edu/offices/its/services/student_services.php.

• **Bookstore** – The Antelope Bookstore is a local bookstore serving the students, faculty and staff of University of Nebraska at Kearney. The bookstore serves online students by providing a user-friendly website where students may log on to buy, sell, or reserve their textbooks. The bookstore provides many other items to support a student’s academic career. For more information please visit, unk.bncollege.com.
Funding Opportunities

Funding for faculty to develop online programs and courses is available through eCampus. The two sources of funding are:

1) **Distance Education Stipend** – This is for the initial development of an online course. If faculty have never taught online at UNK, they may apply for a $3,000 stipend for a 3 credit hour course. If faculty have prior online teaching experience at UNK, the maximum amount is $2,000 per 3 credit hour course. The stipend application is available at ecampus.unk.edu. Click on “Faculty Resources” and then “Distance Ed Stipend.” For a General Studies course, an additional $500 is available. The stipend application will be announced three times a year via email. According to the Collective Bargaining Agreement, faculty must comply with the following prior to receiving the stipend:

- A training session will be required for faculty who have not received prior distance education training or who have no online teaching experience.
- Online courses for which faculty have received remuneration will be reviewed using the “Online Course Development Checklist.”

2) **Grant Funding** – Grants are available to departments and service units for the development of new online programs or for the enhancement of existing online programs and/or support services through NU Online (formerly known as Online Worldwide).
Course Evaluations

Each college has a designated person to administer the Online Course Evaluations. If you wish to have an evaluation created for your online course, please contact:

College of Education: Vanessa Rieck, 8054 or rieckvk2@unk.edu

College of Business and Technology: Shannon Spiers, 8346 or spierssf@unk.edu

College of Fine Arts and Humanities: Steve Hansen, 8940 or hansensm@unk.edu

College of Natural and Social Sciences: Peg Holen, 8881 or holenpj@unk.edu

Department of Biology: Brian Peterson, 1589 or msbiology@unk.edu

NU Online

NU Online (formerly known as Online Worldwide) began as a distance education initiative in 2007 as a way to better serve the people of Nebraska. The goals of NU Online are to create awareness of NU’s distance education programs, enhance revenue to the University, and expand collaborative programs among the four campuses. Mary Niemiec is the Associate Vice President for Digital Education and Director of NU Online and offices at Varner Hall in Lincoln.

The NU Online web site was launched in January 2010 which lists all of the distance education programs from all four campuses. The web site may be accessed at online.nebraska.edu. A call center was also established to receive inquiries from prospective students and to forward those on to the appropriate campus. In addition to the web site and call center, NU Online marketing efforts include advertising on billboards, radio, websites, newspapers, various publications, as well as attending trade shows.

The Office of NU Online offers program grants to academic units to help support the development of new online programs and the expansion of existing online programs. They also offer planning grants where faculty may collaborate with at least one other University of Nebraska campus to begin exploring the merits of the proposed program idea.
UNK Resources

Academic & Career Services.......................................................... 865-8501
www.unk.edu/offices/acs/index.php

Admissions (Undergraduate) .................................................. 865-8526 or 1-800-532-7639
www.unk.edu/admissions/undergraduate/index.php

Admissions (Graduate) .............................................................. 865-8500 or 1-800-717-7881
www.unk.edu/academics/gradstudies/admissions/index.php

Antelope Bookstore ................................................................ 865-8555
unk.bncollege.com

Center for Academic Success .................................................. 865-8214
www.unk.edu/offices/academic_success/

eCampus .................................................................................. 865-8211 or 865-8927 or 1-800-865-6388
ecampus.unk.edu

Educator Certification ............................................................... 865-8264
www.unk.edu/academics/certification/

Finance Office ........................................................................ 865-8524
www.unk.edu/offices/finance/

Financial Aid ........................................................................... 865-8520
www.unk.edu/offices/financial_aid/

Graduate Studies Office ......................................................... 865-8500
www.unk.edu/academics/gradstudies/

Honors Program ...................................................................... 865-8702
www.unk.edu/academics/honors/

24/7 Help Desk ........................................................................ 865-8363
www.unkcms.unk.edu/offices/its/help_desk/index.php

Calvin T. Ryan Library ............................................................... 865-8721
library.unk.edu

Registrar ................................................................................... 865-8527
www.unk.edu/offices/registrar/

Veterans ..................................................................................... 865-8520
http://www.unk.edu/offices/financial_aid/veterans_services/index.php

Writing Center ........................................................................... 865-8905
www.unk.edu/offices/learning_commons/writing-center/index.php