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 and Video Services. 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, Video Services Manager
Tim works in collaboration with UNK and eCampus faculty and staff to guide and oversee the design, purchase, application, and installation of new video technologies to support distance and online learning. He also oversees the daily operations of Video Services.
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. Olimpia also assists the video engineers.
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

Wayne Fuller, Video Engineer
Wayne trains faculty and other presenters in the operation of video classroom equipment. He troubleshoots operational and technical difficulties and provides support to faculty and students using these technologies.
fullerw@unk.edu, (308) 865-8271
Faculty Resources

**TRAINING & INFORMATION**

- **Course Consultation** – The Instructional Designers assist faculty with designing and developing online 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 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 can be found at: ecampus.unk.edu, under Faculty Resources.

**Alex Schultz, Video Engineer**
Alex trains faculty and other presenters in the operation of video classroom equipment. He troubleshoots operational and technical difficulties and provides support to faculty and students using these technologies at the Health Science Education Complex.
schultzaj@unk.edu, (308) 865-1119

**Julie Saalfeld, Office Associate**
Julie coordinates office services such as budget, human resources, finance, purchasing, payroll, travel, and other administrative activities for the division. 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 Video Services.
rhineharthj@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 a ten-week (Fall and Spring), five-week (Summer) course developed to instruct faculty in the basic skills necessary for 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 Steve, Karen, or Olimpia.

• **eCampus Self-Directed Courses** – A new set of courses will be available to faculty starting in Spring 2017. These courses will help faculty advance their online skills in several areas, including communication, video, rubrics, and more. The first of these courses will be open for enrollment starting in January of 2017. More courses will be added as they are developed. Each course will have various readings and videos. Participants will take quizzes and work on assignments related to the topics. Faculty may take as little or as much time as they like to complete these courses.

• **Online Faculty Handbook (OFH)** – The Online Faculty Handbook is available to all UNK online faculty via Blackboard Organization. Information is provided about various resources to aid faculty members in the creation and distribution of their online courses, as well as support services available such as training sessions, funding opportunities, marketing services, etc.

• **eLuncheons** – eLuncheons are lunch seminars offered by eCampus focusing on a wide range of topics related to online education. These topics include student support services, copyright laws, 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 software such as VoiceThread, multimedia development, as well as pedagogy topics such as 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 Blackboard. This set of tools makes creating tests, quizzes, pools and surveys much easier than the tools in Blackboard. 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.

• **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 directly to Blackboard. 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 Classroom** – This pod-based collaborative classroom is designed to allow students and faculty to engage in discussions and spend more time interacting. This classroom features a large monitor, dedicated computer, and pro-level cameras and echo-cancelling microphones at each of the tables. The current capacity of the classroom is 30 students (5 tables with 6 seats), with priority given to all 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 Blackboard 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 is not integrated into Blackboard but can be accessed from any computer or an IOS mobile device with an Internet connection.

**Atomic Learning** – Faculty who may not have all of the skills necessary for online education are encouraged to access Atomic Learning 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, Blackboard and more. Atomic Learning has added 21st Century Skills Collections that includes 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 Heather.

**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. See 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.

- **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, Distance Education Report, which focuses on creating, implementing and managing distance education programs. The publications are disseminated through the Online Faculty Handbook available via Blackboard.

**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** – The Instructional Designers or Video Engineers are 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. Video Services offers recording and archiving services of lectures and makes them available to the students via a link in Blackboard. 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.

- **Camtasia Studio Room** – This is a “Content Creation Studio,” for online faculty who need an area to create content for their online courses. Within their department, faculty may not have access to the specialized software needed to develop their online courses; therefore, online faculty may have access to this studio. To provide more video recording options for online faculty, this studio will handle various types of desktop recording for video and audio. The equipment in this studio includes a studio quality cardioid microphone, hi-definition webcam, and an interactive pen monitor that allows for on-screen illustration. For more information on this room contact Steve, Karen, or Olimpia. To schedule this 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
- Online Worldwide Website
- Social Media
- Mailing Lists
- eMail Blasts

Student Resources

- **Online Student Orientation** – All students who register for an online course are automatically enrolled in the Online Student Orientation in Blackboard. Topics covered in the Orientation are getting started, technology requirements and support, library services, online writing center, advising, tuition, financial aid, distance education ID card, student conduct, exams, and various other 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 Blackboard, APA & MLA Styles, Rich Text Format, VoiceThread, and Mobile Apps.

• **Atomic Learning** – Atomic Learning offers over 50,000 video tutorials on 205 applications including Microsoft Office for PC and Mac, Photoshop, iPad, VoiceThread, Windows, Blackboard and more. These tutorials also are available for both the Windows and Macintosh platforms. Students receive the password to Atomic Learning 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.
• **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. Sheryl Heidenreich, the Distance Education Librarian, sends an email each semester to online faculty explaining the various library services available to them.

• **Information Technology Services (ITS)** – ITS provides the infrastructure for online education and provides Blackboard Course Management Software and other training workshops. All faculty are required to take Blackboard training prior to enrolling in any training provided by eCampus. Other hands-on software workshops for faculty, staff and students include iPad, Qualtrics, Microsoft Office, Outlook, Zoom, Lecture Capture, and more.

• **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 Blackboard, 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.

• **Academic Success** – The Academic Success office provides support for UNK students through tutoring services and instruction for academic enhancement. The office offers a variety of short special topics courses for students who wish to improve their learning techniques and skills. The five-week online modules include “Listening and Note Taking,” “Study Skills,” “Time Management,” “Reading Improvement I,” “Critical Thinking,” and “Test Anxiety.” These courses are open to all University students who want to improve their academic skills and chances for academic success.

• **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, Online Student Orientation, Online Course Template and the Blackboard Support Services Module. 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 for faculty who plan to develop an online course for the Spring of 2017 is due September 2, 2016. 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 Online Worldwide.
Course Evaluations

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

College of Education: Shelly Haberlan, 8795 or haberlans@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: Kenny Sogar, 8915 or sogarkc@unk.edu
Department of Biology: Brian Peterson, 1589 or msbiology@unk.edu

NU Online Worldwide

Online Worldwide began as a distance education initiative in 2007 as a way to better serve the people of Nebraska. The goals of Online Worldwide 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 Distance Education and Director of Online Worldwide and offices at Varner Hall in Lincoln.

The Online Worldwide website was launched in January 2010 which lists all of the distance education programs from all four campuses. The website 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 website and Call Center, Online Worldwide marketing efforts include advertising on billboards, radio, websites, newspapers, social media, various publications, as well as attending trade shows.

The Office of Online Worldwide 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.
eCampus Contact Information

Who to Contact for...

ONLINE/MULTIMEDIA DEVELOPMENT
- Getting Started with an Online Course – Steve, Karen, or Olimpia
- Instructional Design – Steve, Karen, or Olimpia
- Online Course Template – Steve, Karen, or Olimpia
- Online Course Evaluation – Steve, Karen, or Olimpia

VIDEO PRODUCTION SERVICES
- Interactive Video or Video On Demand – Tim or Wayne
- Taping – Tim or Wayne
- LifeSize/Cloud - Tim
- Vidyo - Tim
- Lecture Capture - Tim or Wayne
- Scheduling a videoconference meeting or workshop - Heather
- Desktop Recording – Tim or Wayne

TRAINING & INFORMATION
- Faculty Online Training – Steve, Karen, or Olimpia
- VoiceThread Training – Steve, Karen, or Olimpia
- Videoconference Training – Tim or Wayne
- eWorkshops - Steve, Karen, or Olimpia

PROGRAM DEVELOPMENT & MARKETING
- Development of Online Programs - Gloria
- Marketing for Online Programs - Alyssa
- eCampus Schedule - Gloria or Julie
- Accreditation or Assessment - Gloria
- Reports on Enrollment - Julie
- Lead Referral Questions - Heather

FINANCIAL
- Distance Education Stipends – Gloria
- Distance Education Grants – Gloria
- Online Worldwide Grants - Gloria
- Faculty Payroll & Expense Reimbursements - Julie