

Distance Delivery Support Staff Training Guidebook

2014

Elements of a Strong Distance Delivery Support Staff

- Encourage student involvement and participation
- Encourage positive attitudes towards technology use
- Encourage positive attitudes about learning and can do attitudes (Self-efficacy)
- Encourage students to participate in solving technology problems
- Being clear about what the student(s) is asking for when asking for help
- Careful listening skills; patience
- Some technology trouble shooting, and also know when/how to ask students/online teacher for help
- Creating a culture of everyone helping everyone in class with questions on the content and technology
- Helping student develop problem solving skills for themselves and others
- Being familiar (no expert) on the technology and software for the online course program
- Working with teacher to help support student learning
- Caring about student success
- Model learning with students
- Maintain regular contact with Distance Facilitators and students
- Attend to e-mail communications regularly
- Identify and immediately report any technical problems to Christina Hum and Rob Sylvester

Traits to Build and Support For Distance Delivery Students

Student Traits and Skills for Distance Delivery

- a positive self image;
- a strong work ethic;
- self-determination;
- self-discipline;
- self-motivation; and
- basic technology skills or previous experience with technology

Roblyer and Marshall (2002/2003) The learning preferences and characteristics include:

- a belief that one can effectively control academic and other cognitive outcomes;
- internally motivated to learn;
- strong self-confidence and self esteem;
- ability to take the initiative and complete tasks, even when all the information may not be given and the correct way to proceed may not be clear;
- high comfort with experimentation (risk-taking);
- ability to manage time and prioritize;
- ability to set goals—organization and study skills;
- motivation to achieve and succeed; and
- self-reported competency in computer and technology skills.

(“Effective Teaching Techniques for Distance Learning” 2000 by Kachel, Henry and Keller).

What does Community Look like:

- Students interacting with each other in class and across screen about course content and personal communication
- Collaborative learning, where students are learning together based on comments made to each other
- Socially constructed learning is occurring based on agreements made between students and students questioning students.
- Sharing of resources among students
- Students helping students
- Positive and supporting comments throughout class
- Growth Mindset rather than a fixed mindset (I can learn as opposed to I am not smart)



2014 Dialing Instructions

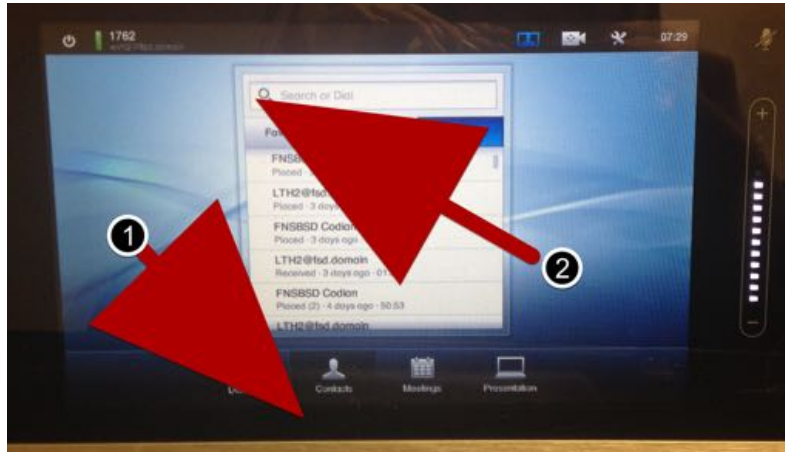
These are instructions for making a call with the Cisco Videoconference System

Open the drawer or look next to the Smart Podium for the Touch Pad, If the screen is balck, Tap once on the screen to turn it on.

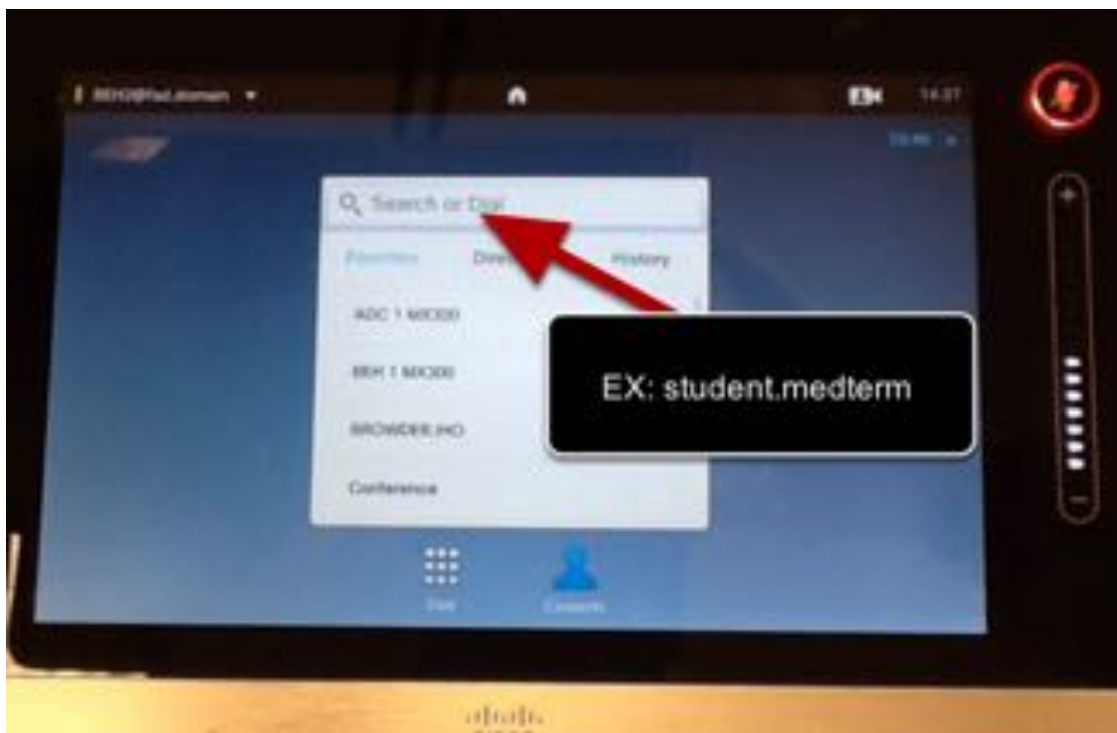




To make a call, Tap on Contacts at the bottom, and then select Favorites from the top bar.



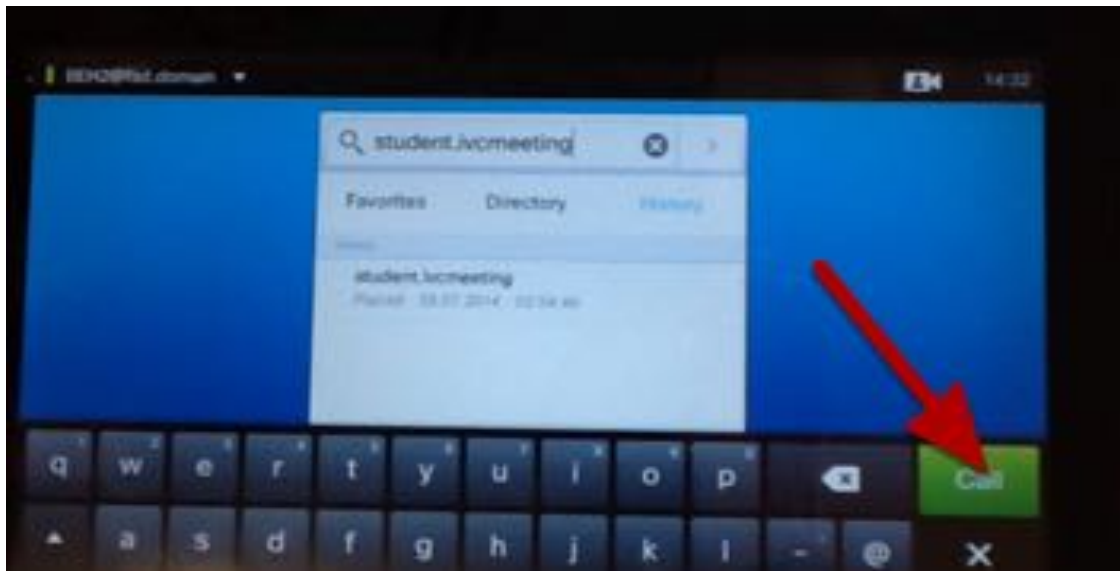
Type in the Bridge Phrase (address) of the class you want to connect with EX: student.medterm



Bridge Course Address list should be listed on the wall or you will have received a handout for this.



Press the Green Call button on the Keyboard Dock



The silhouette will appear on the screen, once the person is done speaking, tap the silhouette.



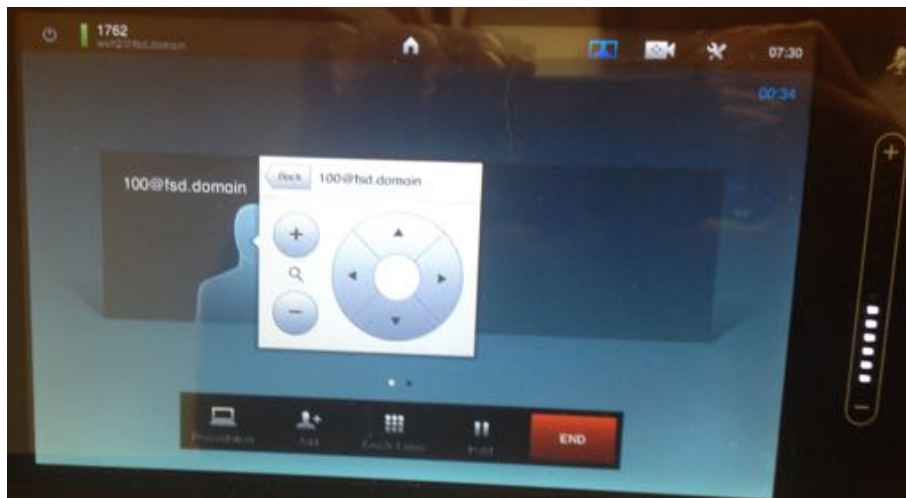


Tap on the Camera



If the camera does not appear when you first tap the silhouette then tap it again.

Once you tap the camera, the camera controls will appear. Tap up or down to arrange the screens.





To control your camera view, click on the camera in the top of the screen and select any of the presets, or adjust with the arrows or + and - buttons. Press the Microphone to Mute your Audio.



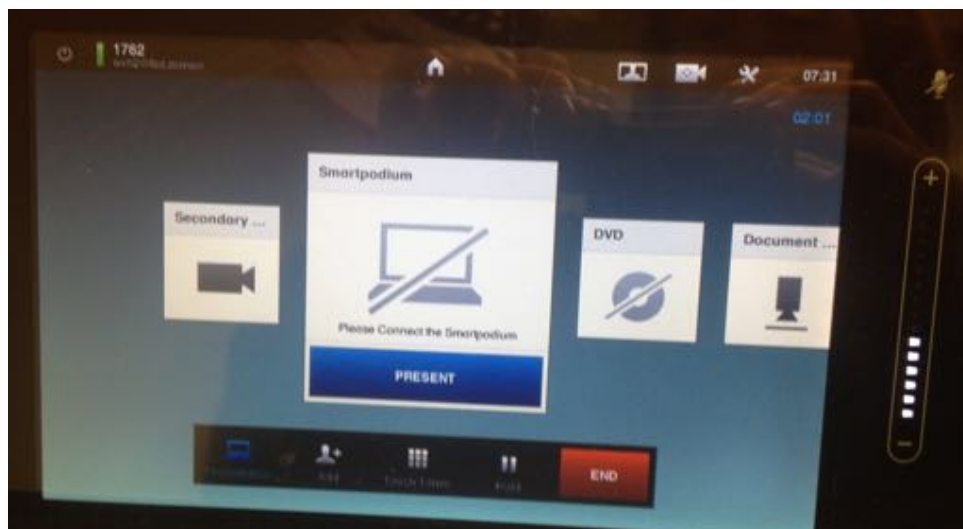
Select any of the preset views or use the arrow buttons to adjust the camera, or use the +/- to zoom the camera.



To show your Self View Press the camera at the top and then press the Self View On or Off in the lower left corner.



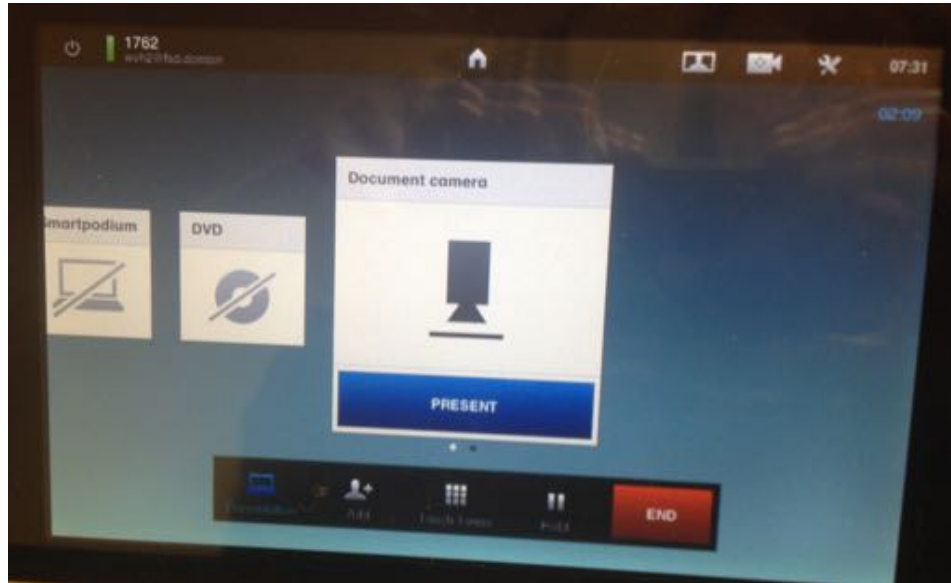
Press the Presentation button to see what peripherals are connected. If you have a computer connected to the smartpodium, the smartpodium icon will appear. If it is not connected, the Smartpodium will not appear.



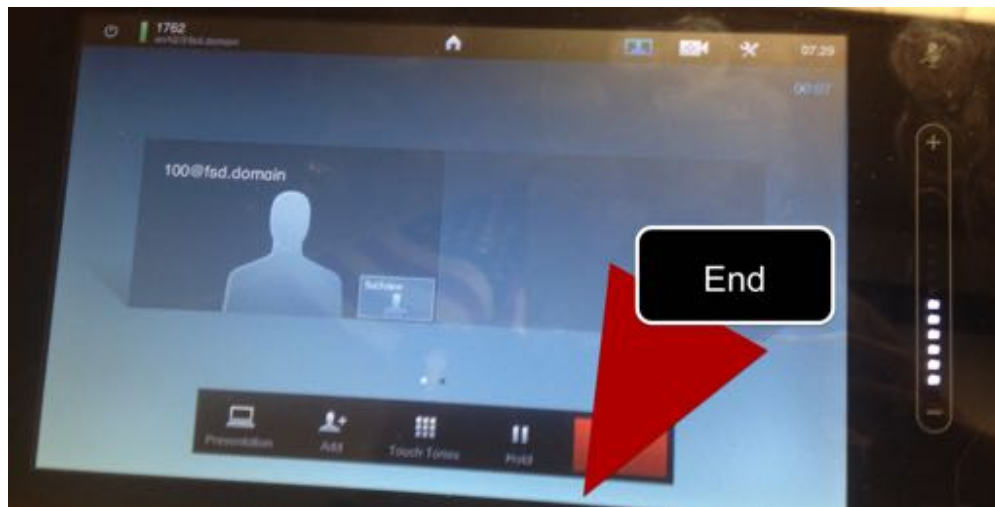
Input sources will not appear if the device is not connected or powered on with an active source signal.



Or press the Document Camera to present the document camera.



To end the call Press the End button the bottom dock.





How to show your iPad on DD

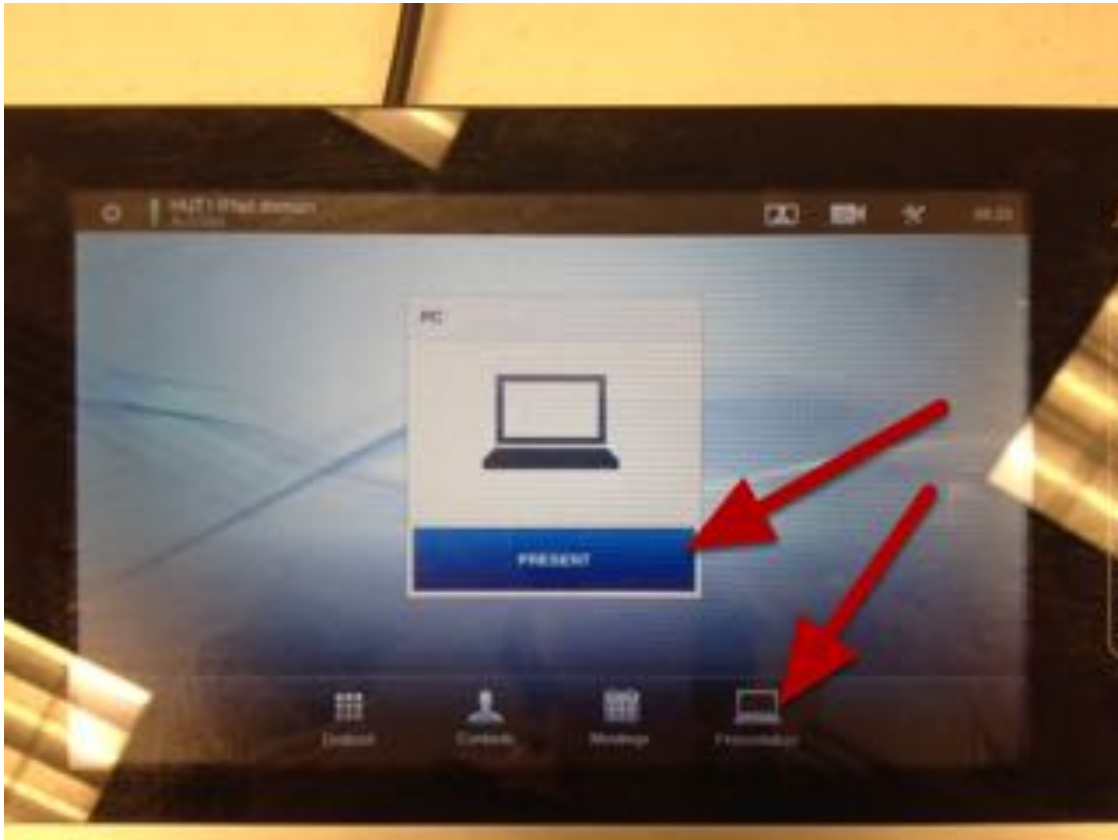
Connect your VGA cord to the dongel which is connected to your iPad



The VGA cord is the black cord coming from the Monitor that is rectangular and has many pins. It is the same type of cord on a projector.



On your touch screen press Presentation and then Present





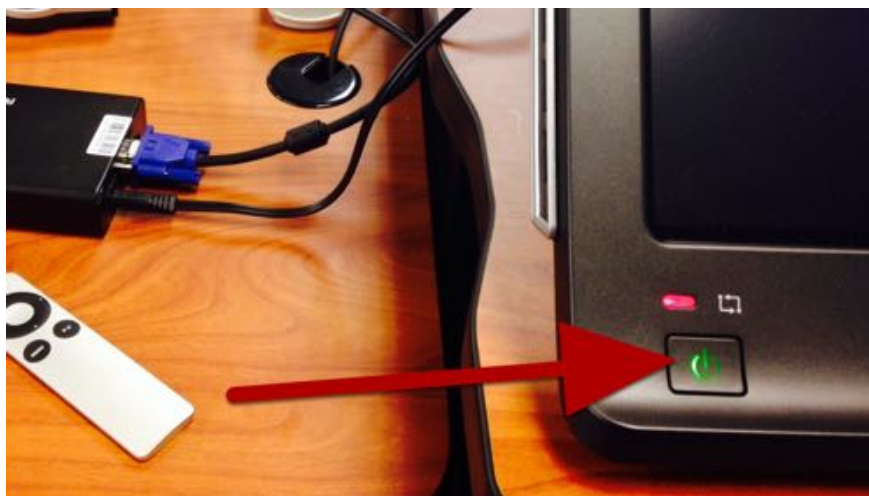
Student Present Work for Distance Delivery

How to allow students to display their work with the Apple TV.

Connect the Apple TV to the VGA Cable from the Smartpodium, Also connect the Audio Cord



Turn on the Smartpodium



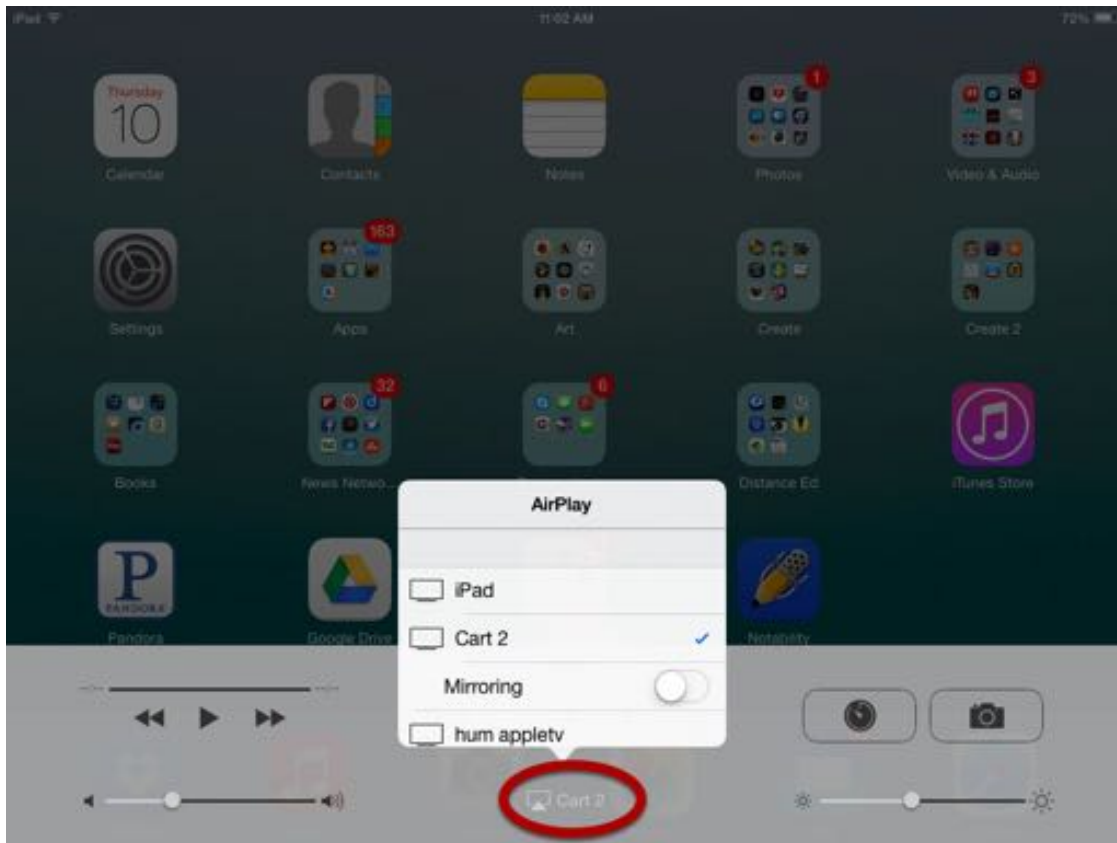


On the iPad, Swipe from black area up and the Settings Block will appear.



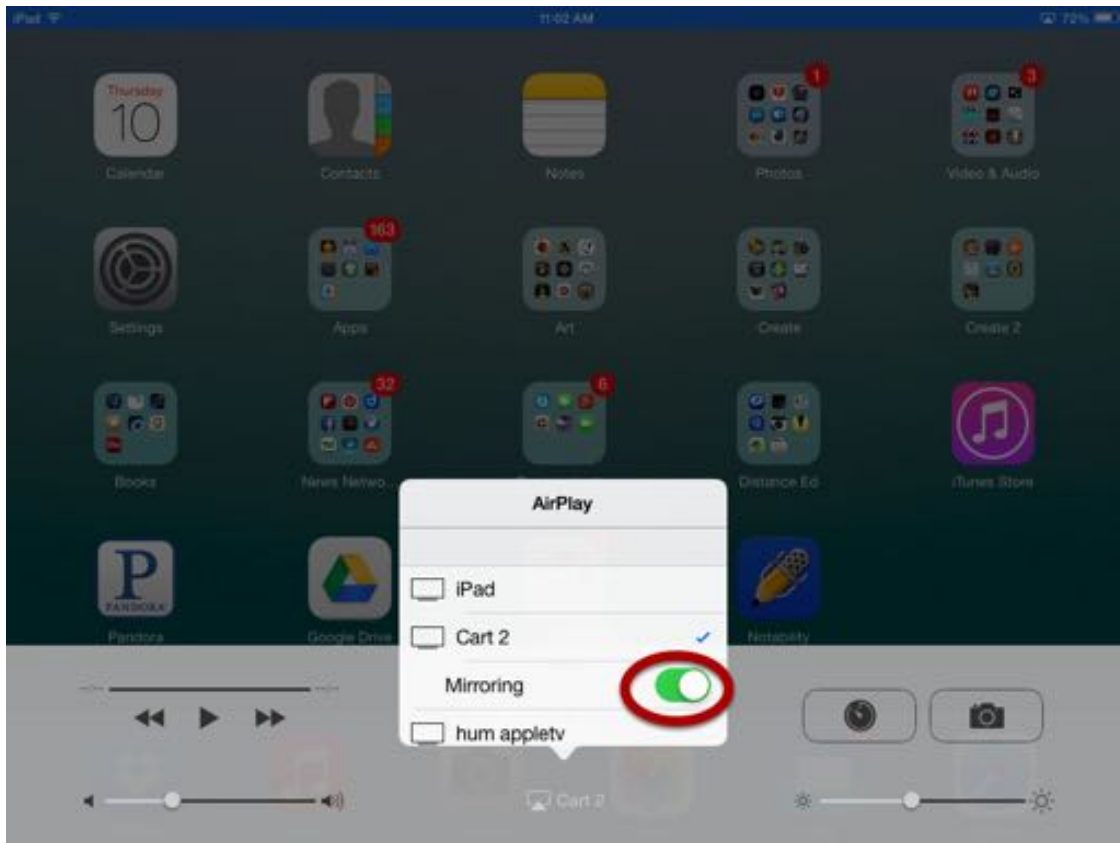


Press Airplay at Bottom



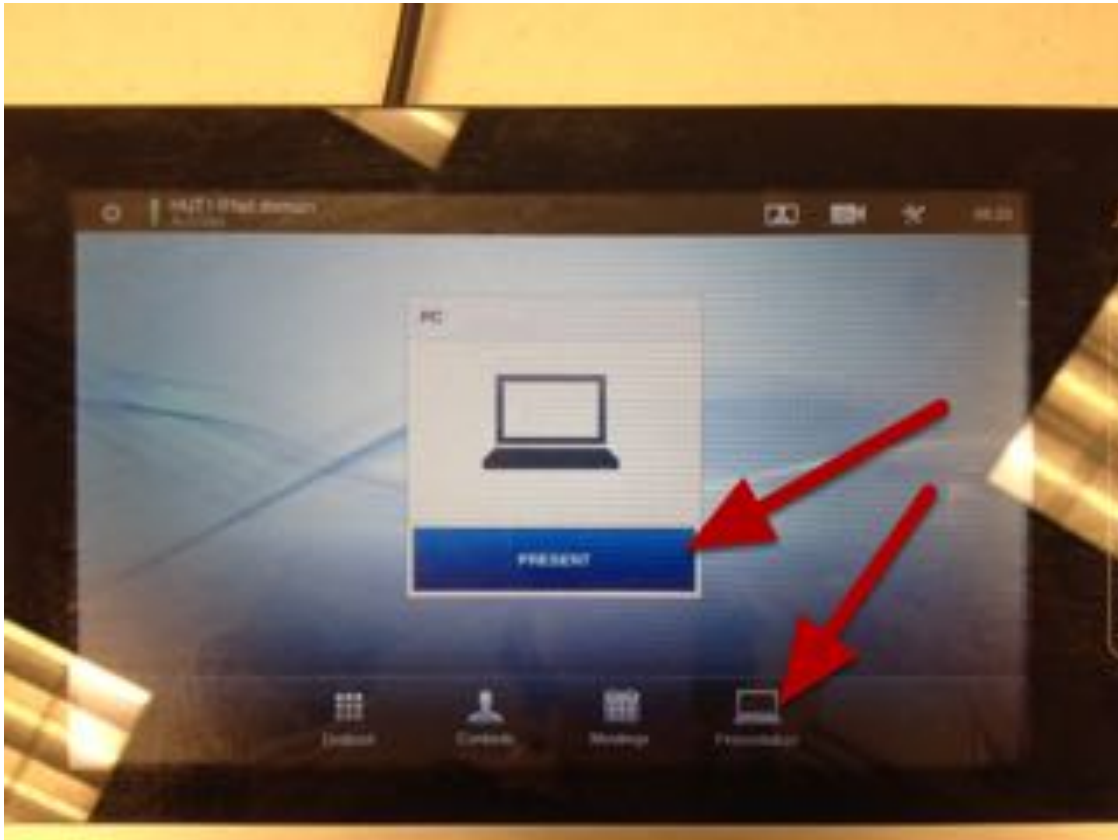


Select DD Apple TV and Select Mirroring



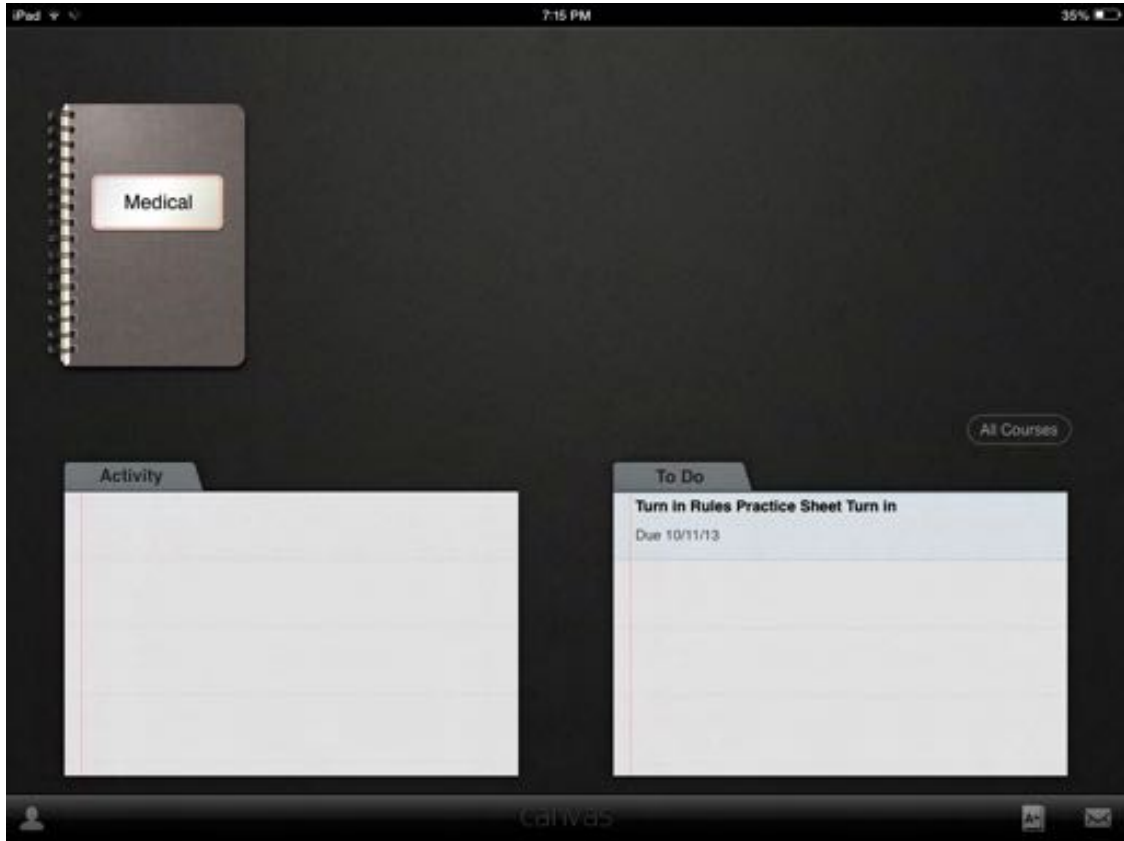


On your touch screen press Presentation and then Present Smartpodium



Upload Assignment Canvas

Select Medical



Select Schedule

The screenshot shows a mobile application interface for a course titled "Medical Terminology". The top navigation bar includes "Announcements", "Schedule", "Discussions", and "People". A sidebar on the left is labeled "Syllabus" and lists items such as "Ch 14 Quiz", "Rules Practice Sheet", and "Turn In". The main content area displays the course title "Medical Terminology" and "Medical". Below this, there are sections for "Course Weebly Site" with a link, "Make up Homework points" with a list of instructions, and "Quiz Correction Opportunity" with a paragraph of text.

Medical Terminology
Medical

Course Weebly Site
[Weebly Site Link](#)

Make up Homework points

If you would like to earn back points that you missed on your homework you may do the following.

- First you must turn your homework & homework reflection in on time
- Go to Study Stack and access the list of terms you most struggled with on the homework
- For every 10 points that you missed take 1 quiz on study stack and obtain a 90% or higher
- Once the grade for your quiz pops up, take a screen shot and e-mail it to me
- This must be done before the start of your next medical terminology class (after the class that you graded it)

Quiz Correction Opportunity

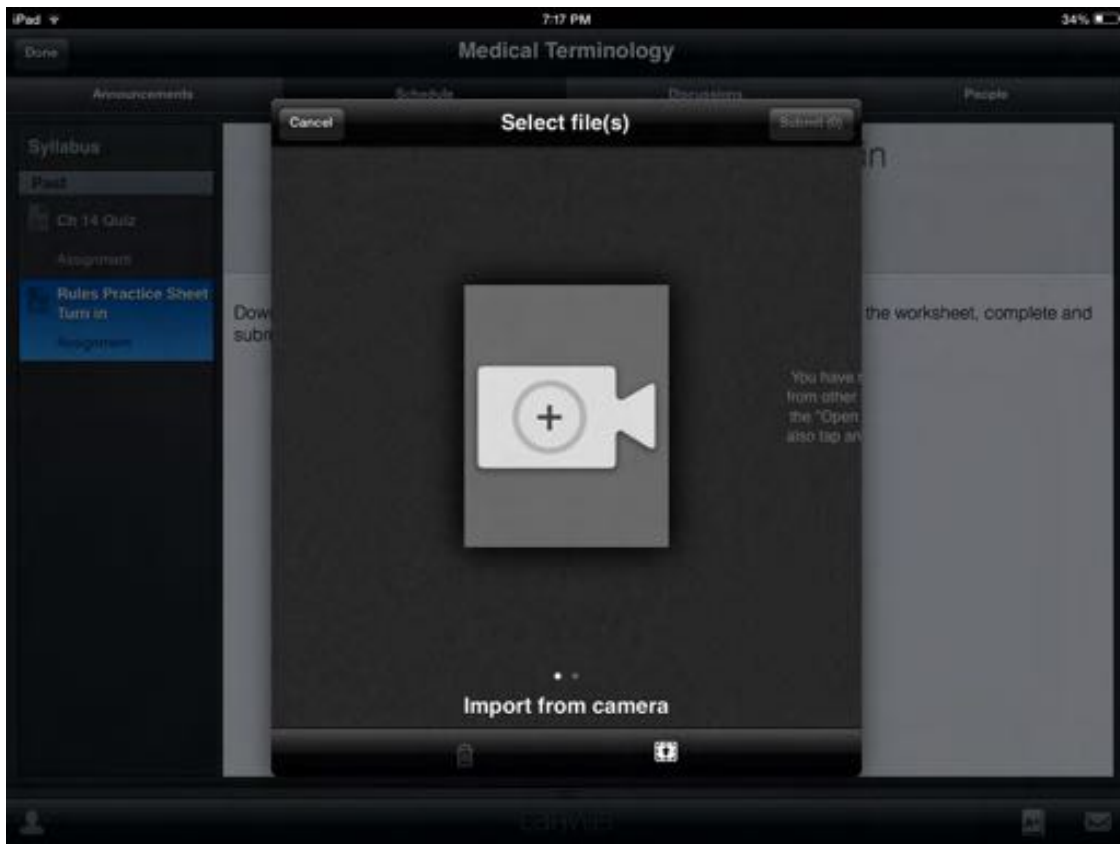
Once Quizzes are graded and all grades are entered in the grade book, then quiz will be reopened for a second attempt. This attempt must be completed before your next Medical terminology class. The higher grade of the two will be the final grade in the gradebook.

In Scheduled choose assignment you will turn in

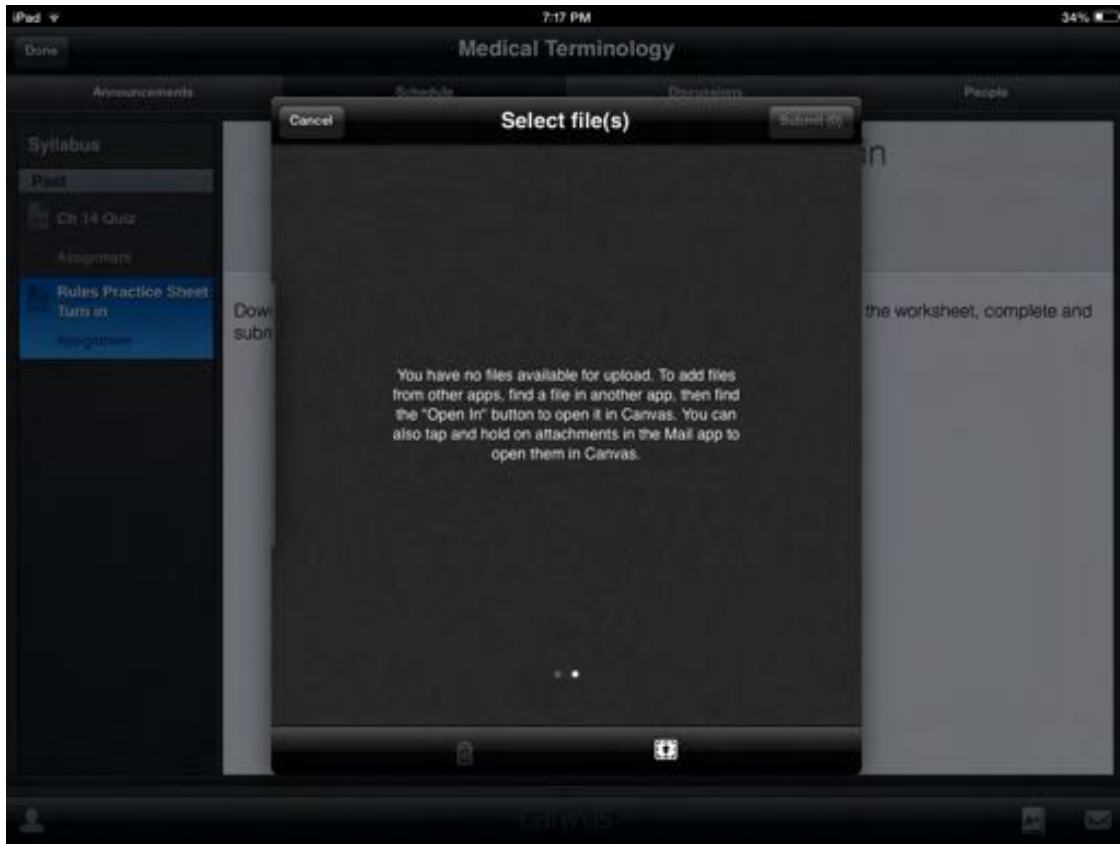


Click on Submit

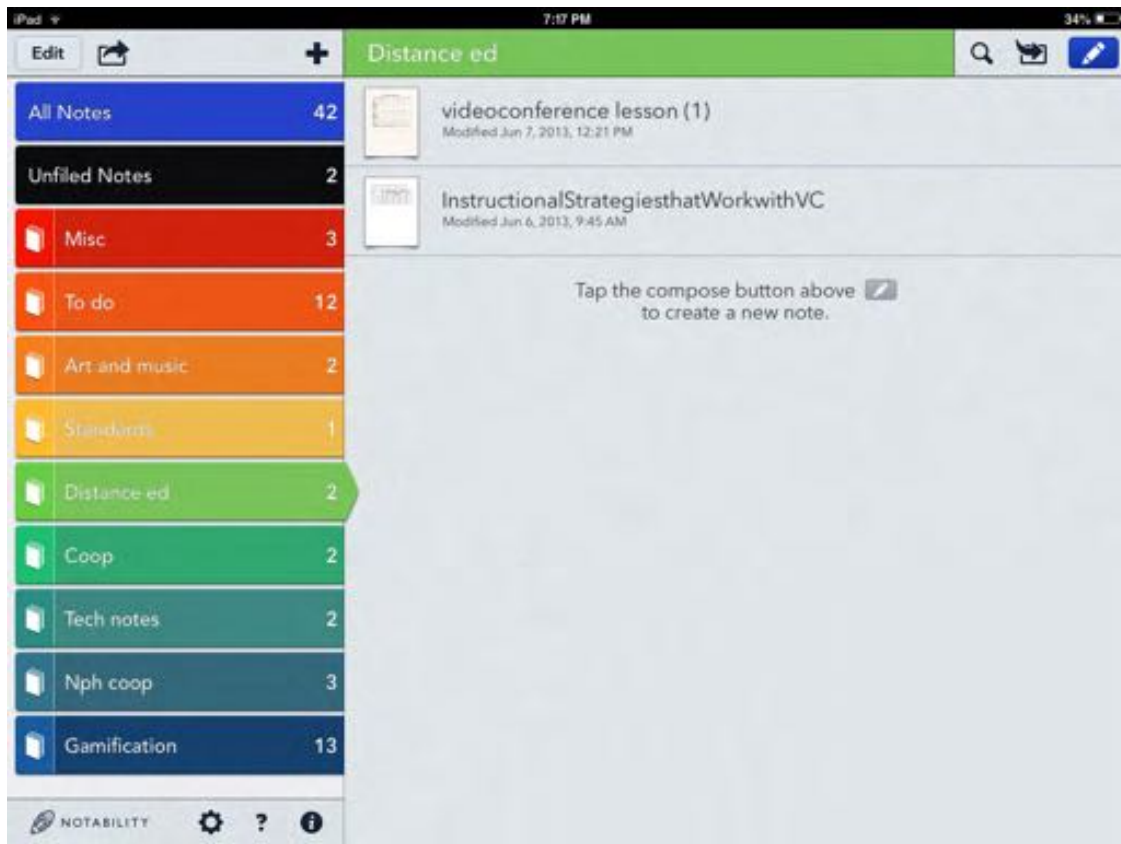
Swipe from right to left for the next screen.



Notice that you have to go to another app to open the file



Go to Notability and locate the file and open it.



Press the export button (box with arrow and select Open in Another App)



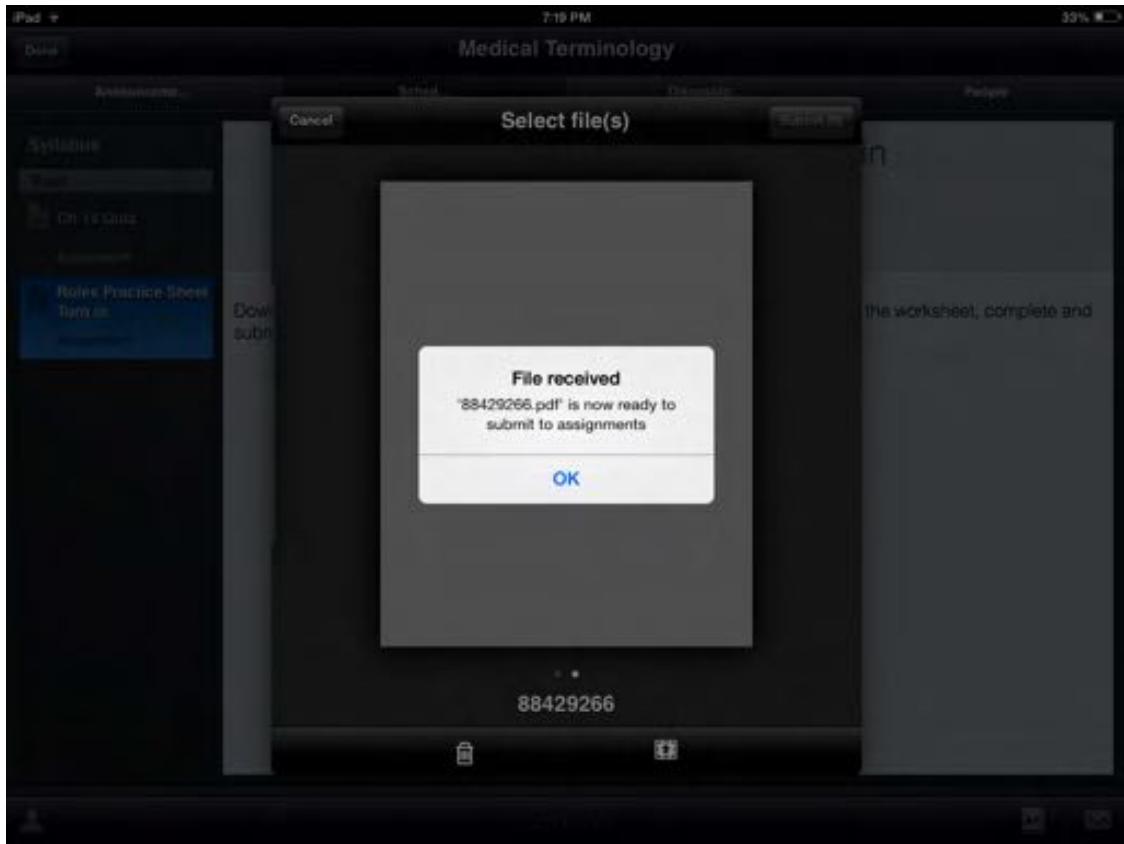
Select Open Note In...



Locate Canvas



Notice the document was sent to canvas and click ok.



Press the submit button.





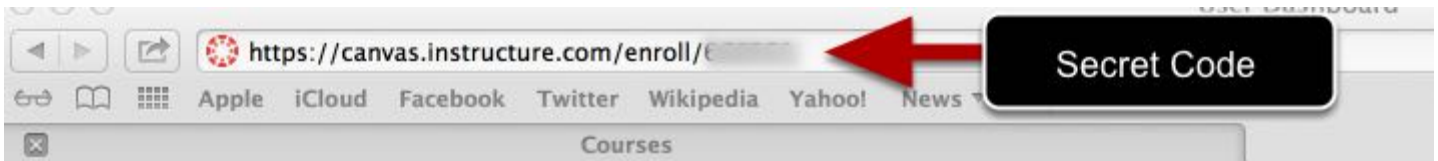
Enrolling in More than One Canvas Course

Please complete the initial steps in Safari and then Download the Canvas App. If you are registering for more than one Canvas Course, please use the other instructions for enrolling.

Open your Safari App

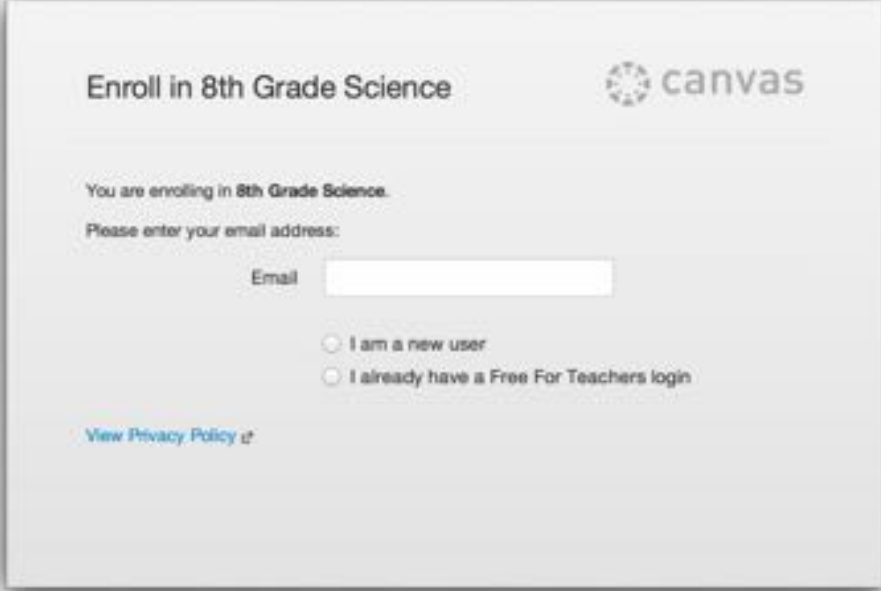



Type in the URL Box: <https://canvas.instructure.com/enroll/> (And add the Secret Code from your teacher) NOTE it is CASE SENSITIVE





Enter in your email Address and select I already have a Free for Teachers Login



Enroll in 8th Grade Science 


You are enrolling in 8th Grade Science.

Please enter your email address:

Email

I am a new user

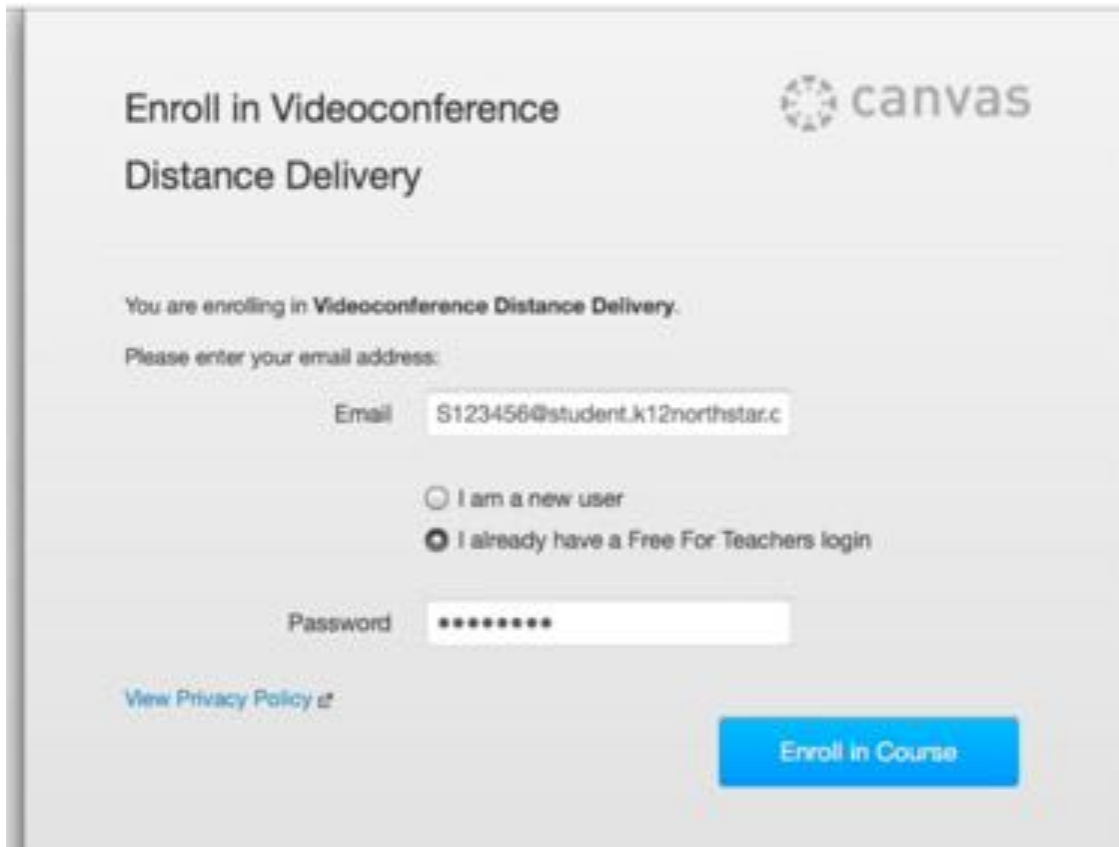
I already have a Free For Teachers login

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Enter in the Email Address OR Username that was used and enter your password.



Enroll in Videoconference
Distance Delivery

canvas

You are enrolling in **Videoconference Distance Delivery**.

Please enter your email address:

Email

I am a new user
 I already have a Free For Teachers login

Password

[View Privacy Policy](#)

[Enroll in Course](#)

Go to the Course



canvas zolly blackz Inbox Settings Logout Help

Courses ▾ Assignments ▾ Grades Calendar

Enroll in 8th Grade Science

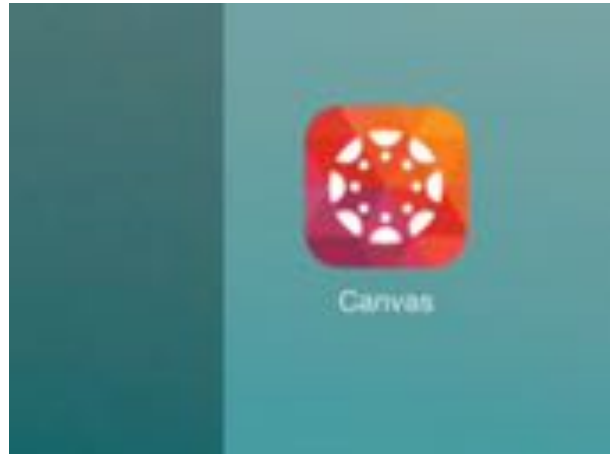
You have successfully enrolled in **8th Grade Science**.

[Go to your Dashboard](#) [Go to the Course](#)





Open your Canvas App

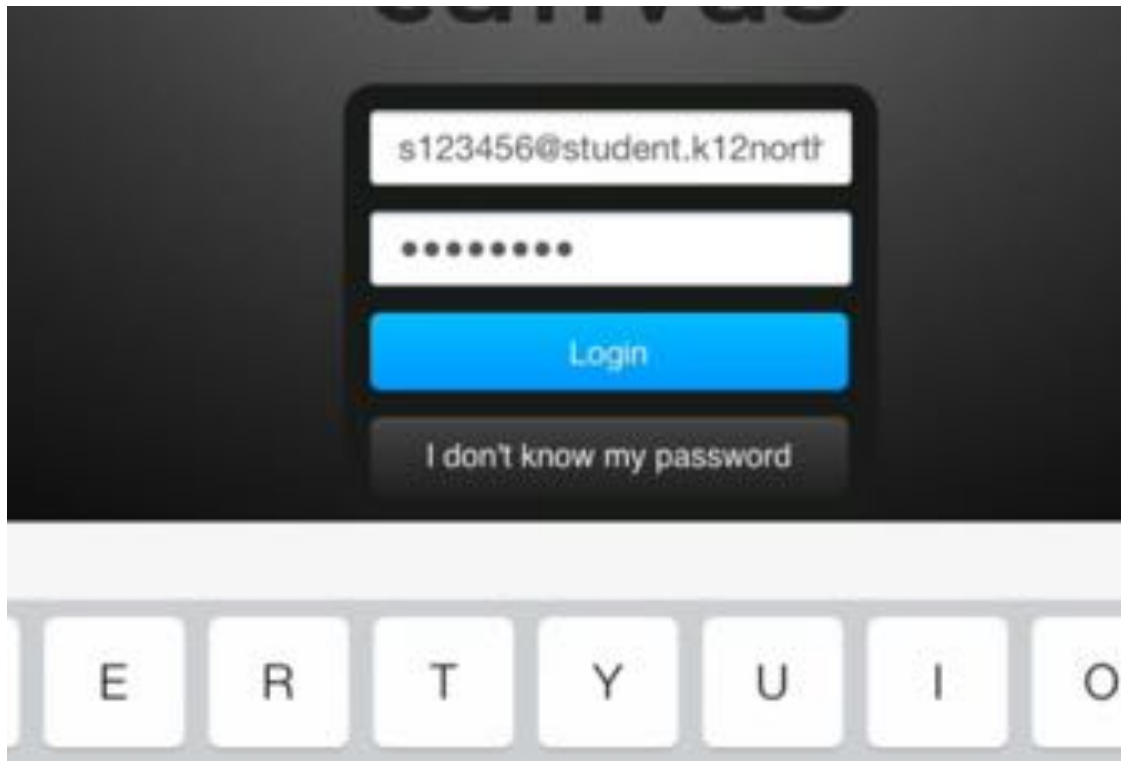


Enter in the canvas.instructure.com





Enter your username and password





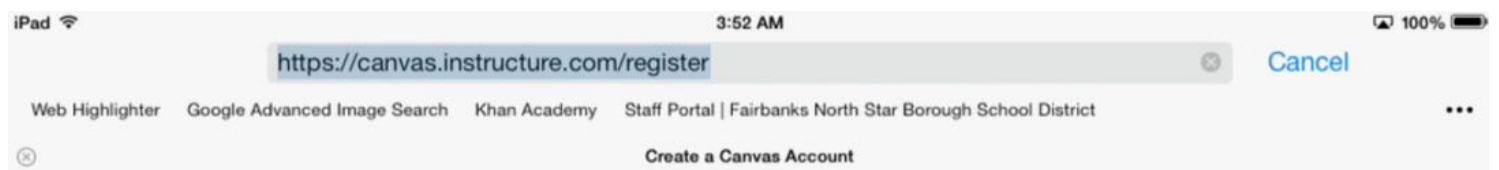
First time Canvas Account Self-Enroll

Please complete the initial steps in Safari and then Download the Canvas App. If you are registering for more than one Canvas Course, please use the other instructions for enrolling.

Open your Safari App



In the URL Box type in <https://canvas.instructure.com/register>



Select I'm a Student





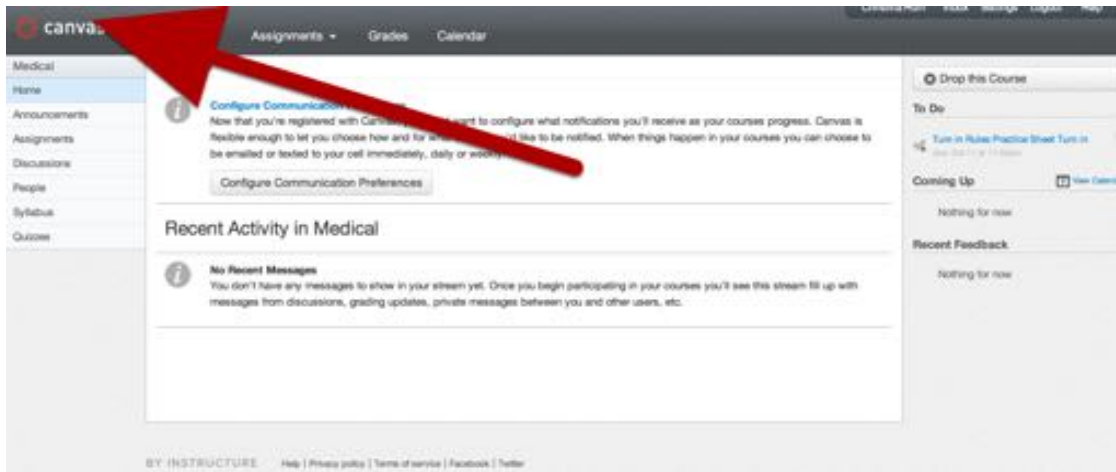
Enter the Join Code give by your teacher. NOTE: CASE SENSITITVE

A screenshot of a 'Student Signup' form. The form has a title bar at the top. Below the title bar are five input fields: 'Join Code', 'Full Name', 'Username', 'Password', and 'Confirm Password'. The 'Join Code' field is empty and has a red arrow pointing to it from a black box on the right that says 'Enter your Teacher Code'. The 'Full Name' field contains 'Zoily Blackz'. The 'Username' field contains 'S123456@student.k12northstar.c'. The 'Password' and 'Confirm Password' fields contain eight asterisks. Below the input fields is a checkbox that is checked, with the text 'You agree to the terms of use and acknowledge the privacy policy.' At the bottom right of the form is a blue button labeled 'Start Learning'.

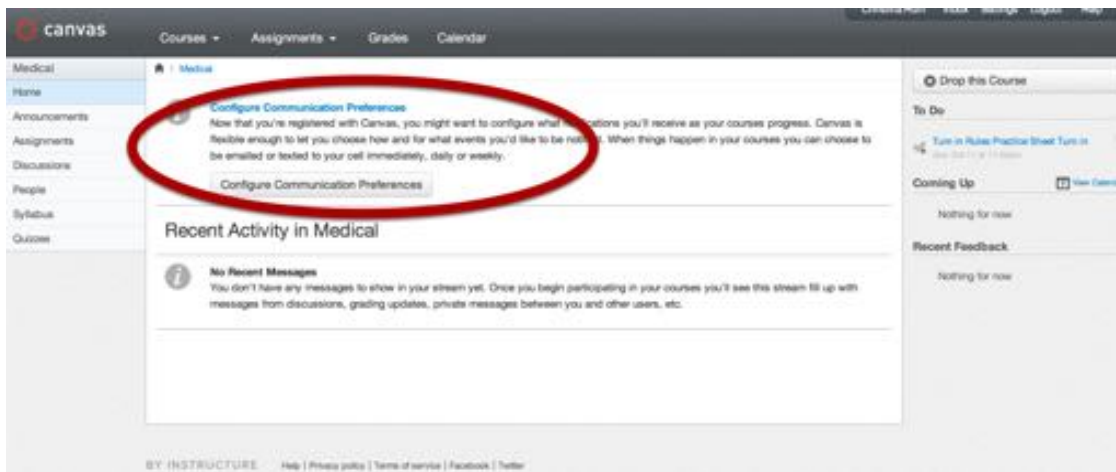
Be sure to use your full name, and your username should be your snumber. Please choose a password you will remember.



Click on the Word Canvas in the Upper Left Corner



Click on Configure Communication Preferences





Adjust your notification settings for how often you want messages about the course.

Notification Preferences	
Course Activities	Email Address chum
Due Date	Weekly
Grading Policies	Weekly
Course Content	
Files	
Announcement	✓ ASAP
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	✓ ASAP
Invitation	✓ ASAP
Submission Comment <input type="checkbox"/> Mark new submission comments as read.	🕒 Daily

Click on Settings on the left Bar



REQUIREMENT : Add Student Email Address (snumber@student.k12northstar.org) and ADD Optional Personal Email for account retrieval.





Register your Google Docs

Registered Services

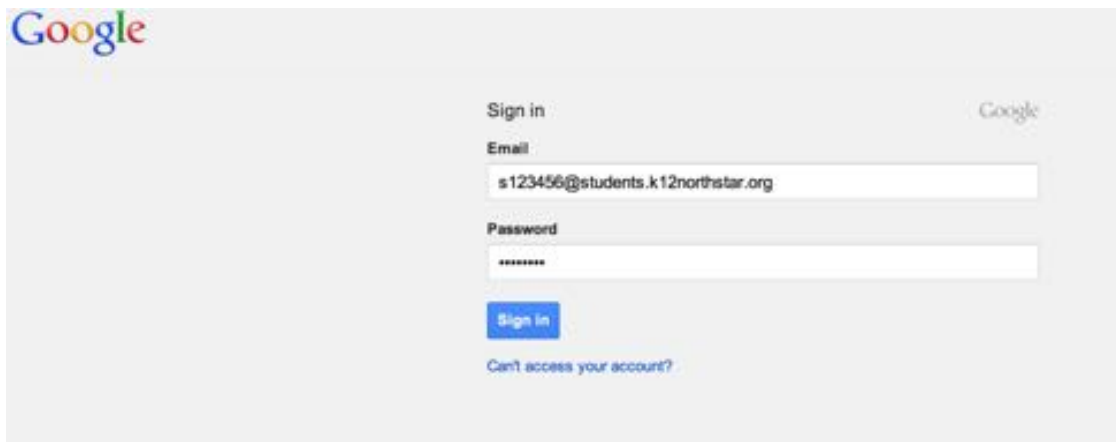
No Registered Services

Other Services

Click any service below to register:



Add student google address



Google

Sign in Google

Email
s123456@students.k12northstar.org

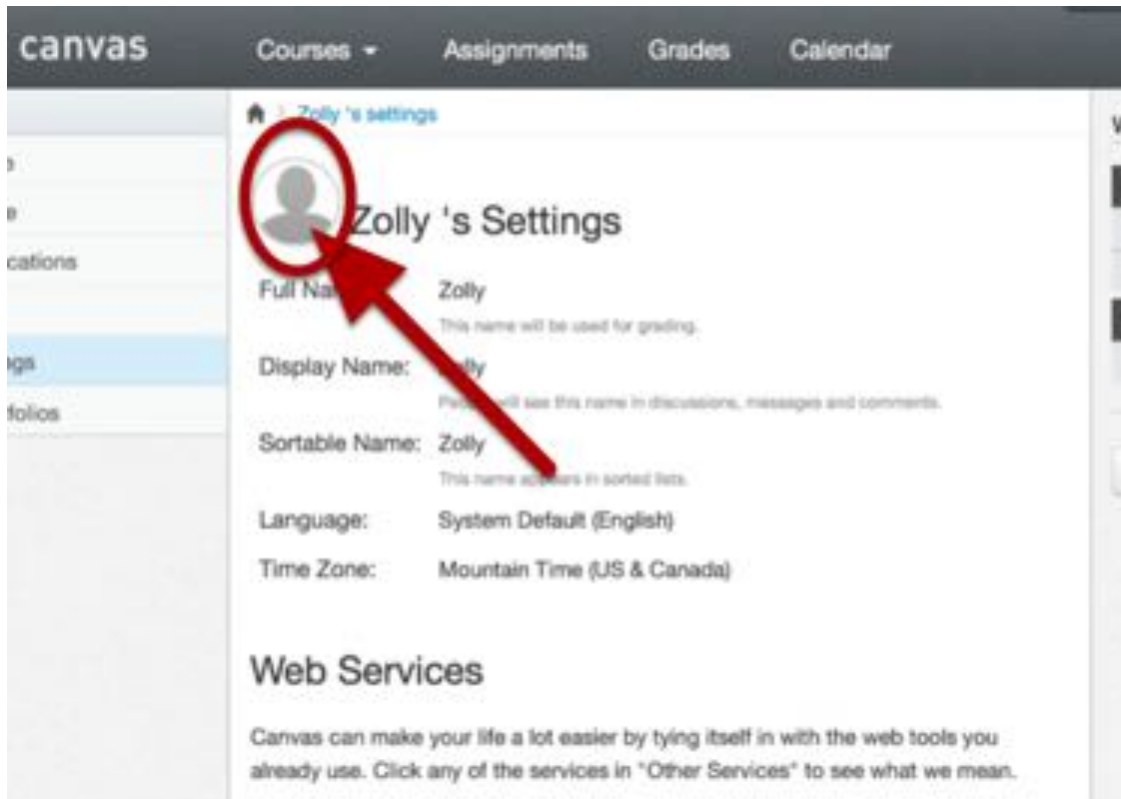
Password

[Sign in](#)

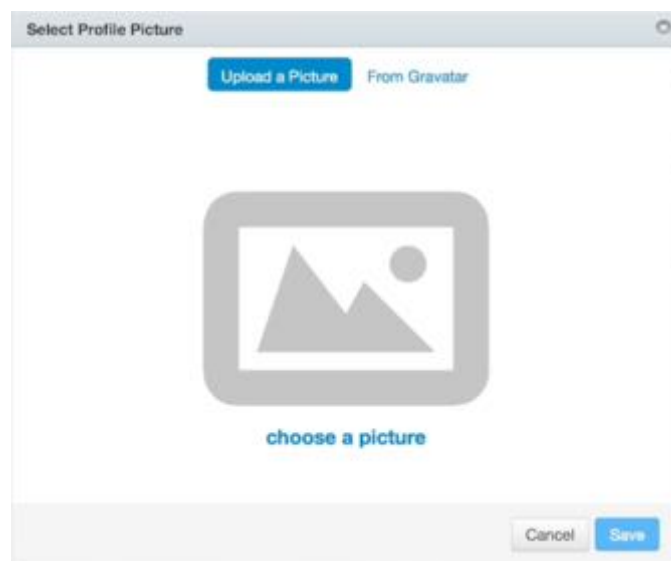
[Can't access your account?](#)



Click on Your Picture



Choose a picture

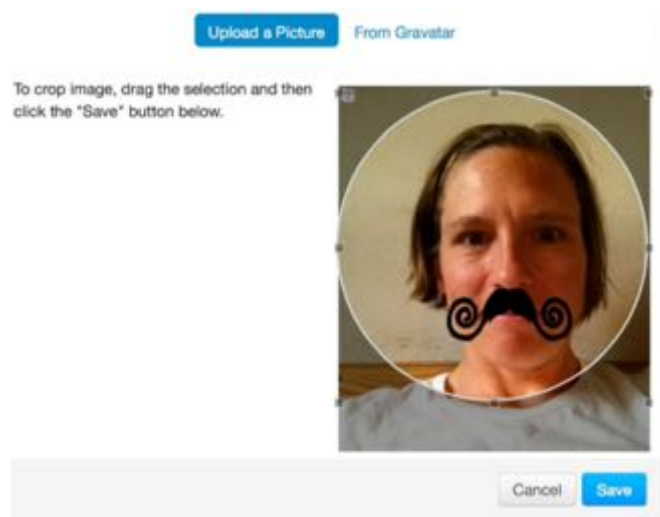




Take a Picture

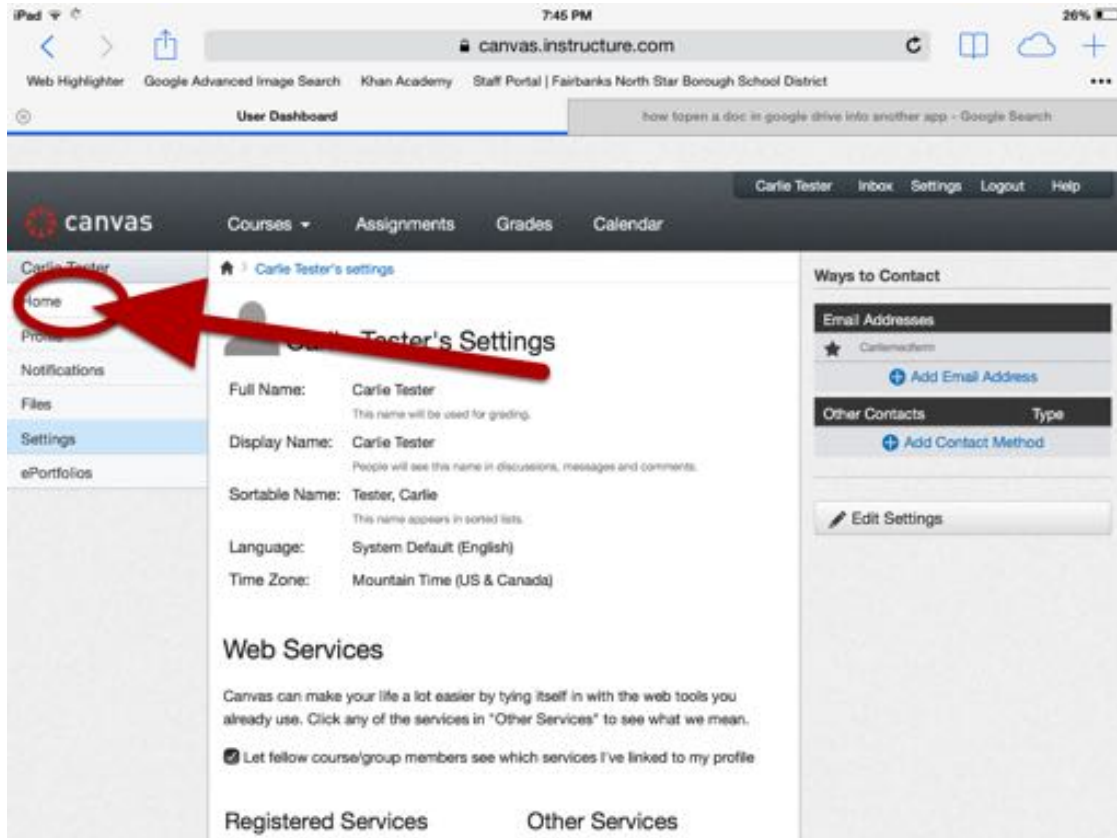


Save the Picture



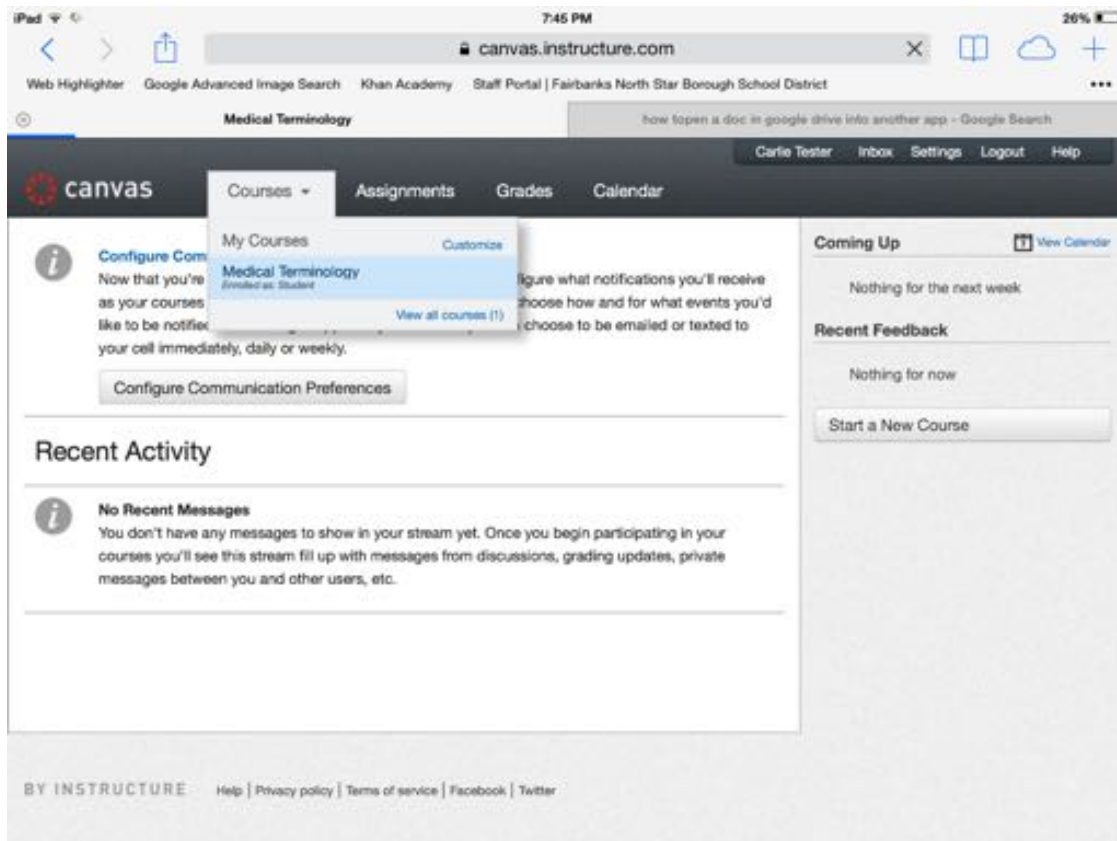


Click on Home



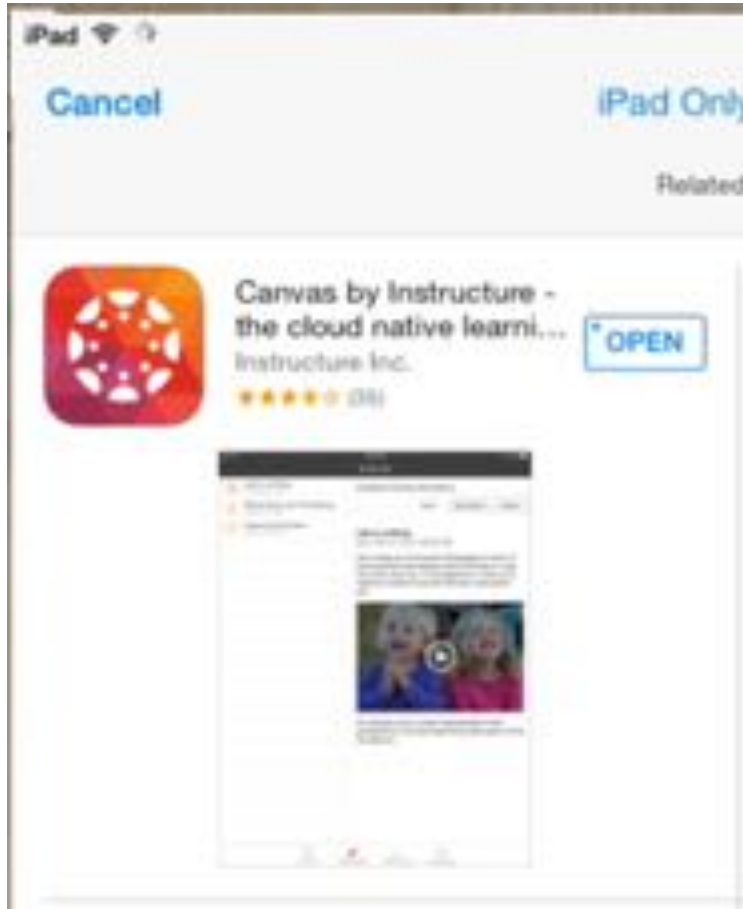


Click on Courses and Select your course



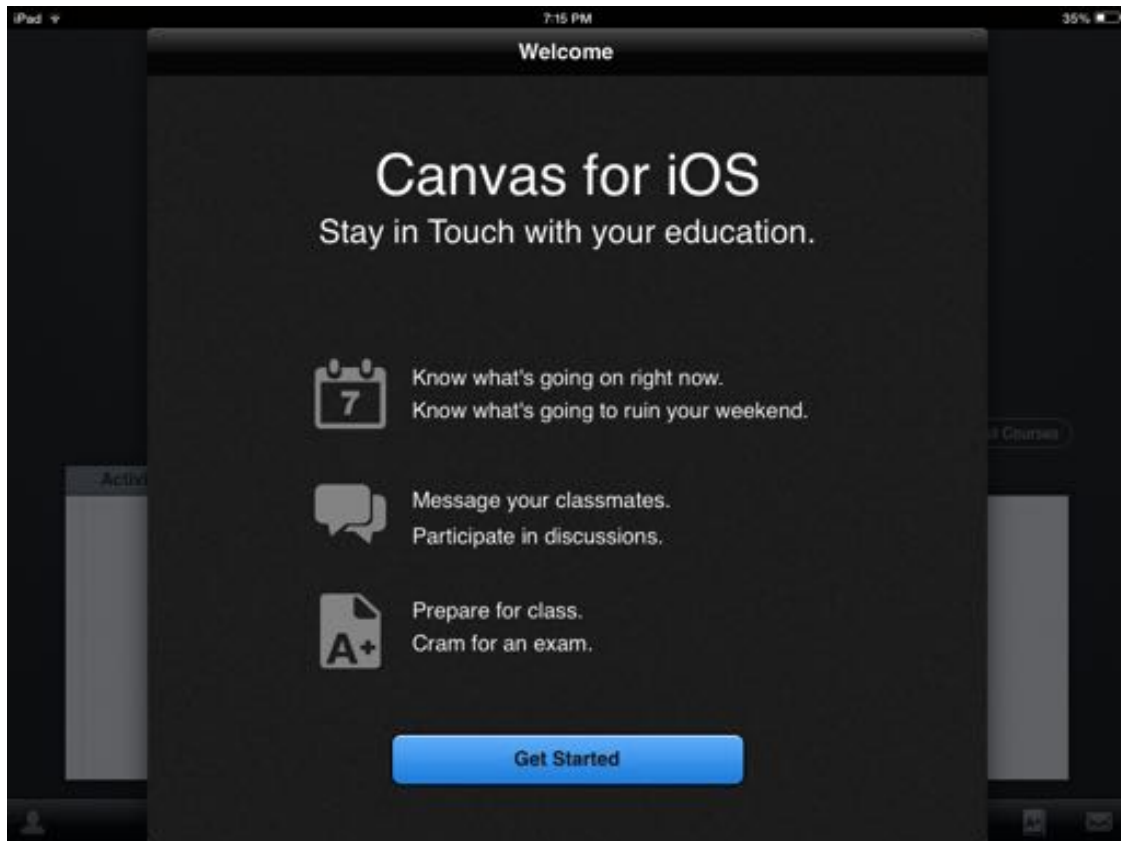


Go to App Store and Download the Canvas App





Canvas Set-Up: Click Get Started



Enter the Following URL in the Box: canvas.instructure.com



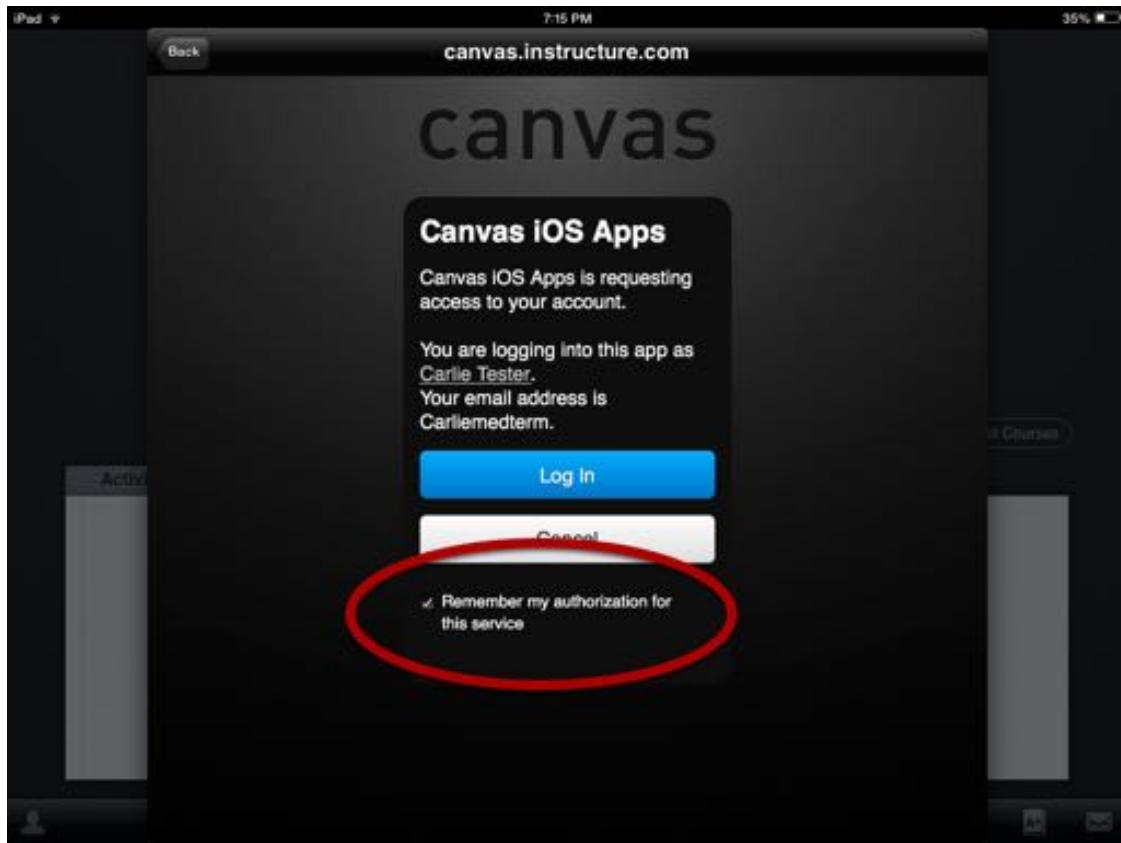


Login with your Username and Password



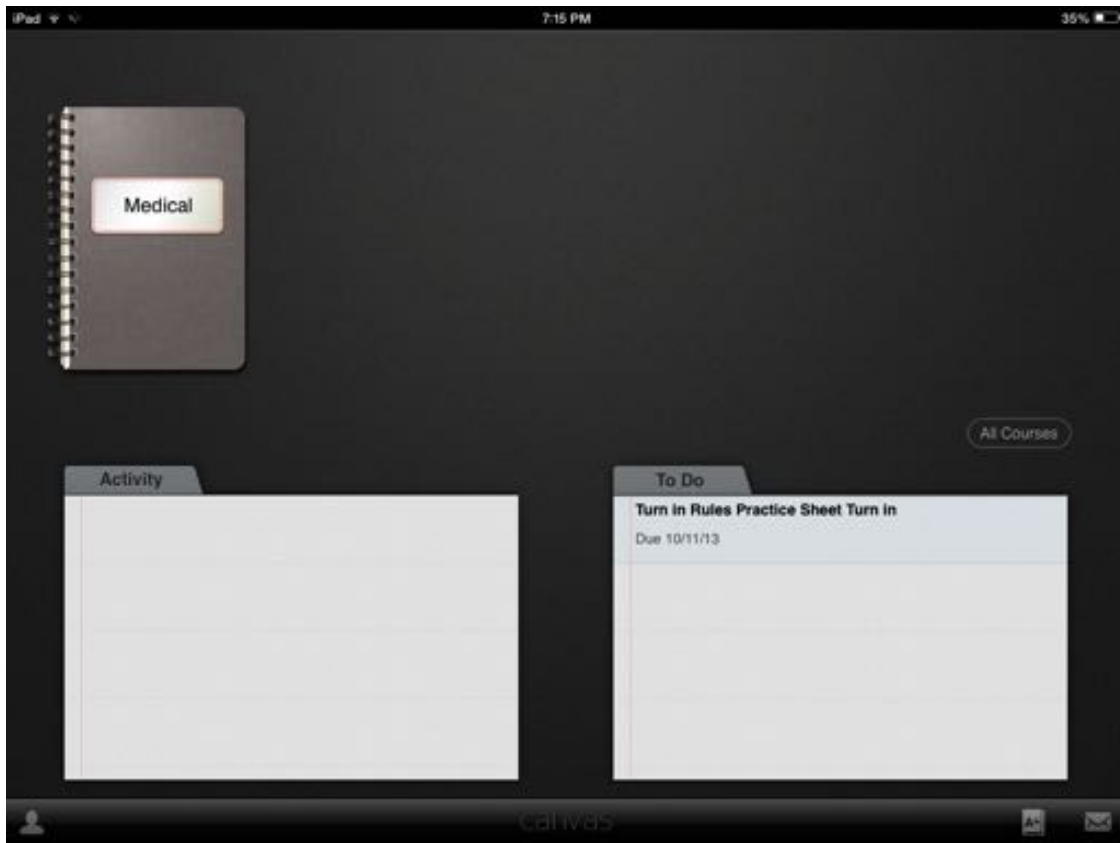


Click on Login





Select your Class





Tour Course

