

Academic Innovation & Distance Education



"The mission of Academic Innovation & Distance Education (AIDE) at Bunker Hill Community College is to advance the college's goals through the provision of innovative and effective instructional design, digital teaching and learning resources, and timely support that helps students and instructors succeed. AIDE promotes inclusive, accessible, and collaborative teaching and learning solutions to the BHCC community."

Spring 2019

Volume 4

Faculty Development Opportunities - January 2019

We have a number of opportunities at the start of the semester to help you prepare for classes.

Lockdown Browser & Respondus Monitor Training On **January 15**, 2019 at 2pm, representatives from Respondus will offer an online demo of both tools. If you use Moodle and are interested in how to set up Lockdown Browser, or how to use Monitor to help promote integrity during online tests and exams, consider [signing up for this 45-minute session](#). Visit www.Respondus.com for more information about these tools.

Smarthinking Overview Webinar All students who take a course that has a Moodle shell are welcome to use BHCC's online tutoring services from Smarthinking. To find out more join for an overview webinar on Tuesday, **January 15**, 2019 – 2PM, 4PM or 7PM EST or Thursday, **January 24**, 2019 – 2PM, 4PM or 7PM EST. To register (and for dates past January) check out the Smarthinking Flyer sent with this email.

ePortfolio Bootcamp Are you planning to use ePortfolio this semester? Interested in learning about ePortfolio for your classes? Drop-in to the Innovation Lab (E230) on **January 17**, 2019 from 10am-1pm & 2pm-6pm to work one-on-one with AIDE's new Instructional Media Specialist, Matt Gomes. Come for a quick question or stay and develop a new template. We are excited to help you make the transition to Digication 2.0.

Moodle Bootcamp Are you using Moodle this semester for a Web, Hybrid or Face-to-Face course? Drop by the Moodle Bootcamp in the Innovation Lab (E230) on **January 18**, 2019 from 10am-1pm & 2pm-6pm to work on your course shell. Set up your Gradebook, add new assignments, create a Workshop...AIDE staff will be on-site to assist with any Moodle questions or support.

"Appy Hour" – Using WebEx for Class Videos. There are many ways to record a lecture, video or narrated Power point presentation for your classes. All BHCC faculty have access to a tool called "WebEx." Come see how WebEx can be used to record accessible videos (with transcripts!), store them to the cloud, and load them to your Moodle course shell. Drop in to the Innovation Lab anytime between 3-4pm on **January 29**, 2019.

About the AIDE Department

Faculty are invited to visit AIDE or reach out through [email \(aide@bhcc.mass.edu\)](mailto:aide@bhcc.mass.edu) if you have questions about using digital tools to support learning in your classroom. If you have a teaching challenge – come talk with us. We work to find creative approaches and innovative technologies that support your teaching goals!

Students can reach out to AIDE for help navigating learning platforms – we provide in-person and online support for uploading assignments, creating ePortfolio assignments and more! AIDE also oversees Bunker Hill Community College's online web courses.

Director's Corner

Welcome back everyone~

It is always so strange to me that Spring semester starts just when it starts to get really cold in Boston. But I do like the way that winter gives us a chance to buckle in to do good work, knowing that warm weather and sunshine is in the future. In AIDE we've been getting ready for your return and I want to highlight a few things that you can expect this term.

- First, our Innovation Lab hours are changing for the Spring term. Drop by E-230 Mondays-thru-Thursdays from 8:30am until 6pm, Fridays 8:30am-5pm, Saturdays & Sundays 10am-3pm. Our team is available to support faculty, staff and students with questions about Moodle, ePortfolio, and other digital learning tools.
- AIDE is also your hub for Open Educational Resources. Students and faculty should stop by the Lab to find out about "Z" courses and how teaching with open ed materials can promote student engagement. We'll be spot-lighting #OpenBHCCBoston during [Open Education Week](#) March 4-8 with a number of events and activities. Definitely plan to come and join us!
- In our Faculty Professional Development series this semester we've invited our first of many "Faculty Innovation Champions" to share their teaching expertise. We'll be diving into topics such as helping students with digital writing and understanding the classroom as a civic and community space. We also have a new "Appy Hour" – it's a time to come by the lab and learn how to use a new and free tool available from BHCC.

Faculty, I hope you'll consider joining as part of the BHCC team who will be attending the [Mass Colleges Online conference](#) at Fitchburg State University on June 7. It is a great opportunity for faculty interesting in teaching online and hybrid courses. Faculty and staff from around the state will join to look at new techniques and tools to promote student learning in digital spaces. AIDE will sponsor a faculty team to attend the event. Watch for more information by email later in the semester.

As always, I welcome your ideas and feedback on our work. Innovation is inspired through collaboration. Share your comments and ideas by emailing: aide@bhcc.mass.edu.

And until our next updates...have a great semester!

Danielle Leek, PhD
Director, Academic Innovation & Distance Education

Staff Spotlights

AIDE welcomes Ngoc Pham as our new full-time Clerk IV. If his name sounds familiar, it is because he has been a Technical Specialist in the AIDE Innovation Lab (and TLiTC office before that) since 2015. In his new role, Ngoc orders and keeps track of office supplies, takes reservations for the workshop room, and handles paperwork and reimbursement for those working on projects with AIDE. Also, he still eagerly provides assistance and training to faculty and students in the AIDE Innovation Lab.

Ngoc studied business administration at UMass Dartmouth and Northeastern University before joining us at Bunker Hill Community College. Outside of work, he likes spending time with his three children and wife, Katie. When asked what he likes about his job, Ngoc said that he likes working with other staff the best. "Everyone is like a happy family," he



Ngoc Pham– Clerk IV

says of his AIDE colleagues. He also loves working with students and faculty and always feels good when they are happy walking out of the AIDE Innovation Lab.

Next on our list, is Matt Gomes. Matt previously worked as a part-time employee for AIDE. In December 2018 he was hired full-time as an Instructional Media Specialist for ePortfolio. Matt is excited to assist faculty members to build ePortfolio sites for their courses and help students access and understand the goal of those sites so they can succeed in their pursuit of education at Bunker Hill Community College.



Matt Gomes - ePortfolio

Outside of work, Matt loves playing guitar and writing music in a metal band. His passion for collaboration and working on long term projects prompted Matt to take on his new position. Matt's goal at BHCC is to help people understand the potential of Instructional Media tools.

Finally, meet Janelle Heideman. Janelle came on board in early October 2018 and serves as our Instructional Designer. Janelle has over 10 years of experience as an Instructional Designer at institutions including Baker College (in Michigan), Boston

Architectural College, and most recently at Regis College.

What does Janelle like most about BHCC? The people! "All the people I've met, the great opportunities, seeing how committed everyone is to helping students learn and providing really great education for students," Janelle says. Janelle got her start in higher education as a community college student. "I really like the idea of a community college. I got my start as a community college student at Schoolcraft College in Livonia, Michigan."

In her role as Instructional Designer, Janelle mostly works with faculty to help them provide the best possible student learning experience. She has already jumped in to support faculty teaching online and hybrid courses, and will soon be offering workshops on Universal Design and Accessibility. The superpower that Janelle brings to Bunker Hill is that she likes everybody! "I am really happy," she reports, and "I love this place!"



Janelle Heideman (left) and Danielle Leek prepare for the 2019 Hybrid Course Workshop. Stay tuned for the next Hybrid Course Workshop – May 2019.



Did You Know?

Open Educational Resources or OER are a great way to add no cost materials to any course. To find OER material you need to be aware of the copyright on any document, website or video. The easiest way to know that you can use the material is to look for the [Creative Commons licensing type](#). The most common type is CC-By.

There is also a substantial collection of Public Domain material that you can use. As of January 2019 a large amount of material from 1923 was released to the Public Domain (for example, Agatha Christie's, *Murder on the Links*). For a deeper look at what became available this month, please visit Duke University's Public Domain Web page <https://law.duke.edu/cspd/publicdomainday/2019/>.

If you would like to know more about OER at BHCC contact our Senior Special Programs Coordinator for Digital Learning, Ceit De Vitto, kmdevitt@bhcc.mass.edu.

Important Dates

January 17	ePortfolio Bootcamp
January 18	Faculty Moodle Bootcamp
January 22	Classes Begin
January 29	"Appy Hour" – Learn WebEx
February 3	Mini I & WBL classes begin
February 18	College closed: President's Day
February 25	Digital Writing Workshop
February 26	"Appy Hour" –Office 365 Tools
February 27	Digital Writing Webinar
March 4-8	Open Education Week!
March 15	"Appy Hour" –H5P for interactive videos
March 18 – 22	Spring Break
March 26	Professional Development Day
March 29	Design for Accessibility Workshop

Contact Us

Faculty & students are welcome to drop by the Innovation Lab (E-230).

Monday – Thursday 8:30am to 6:00pm

Friday 8:30am to 5:00pm

Saturday & Sunday 10:00am to 3:00pm

By phone: (617)228-2466

Email help: onlinehelp@bhcc.mass.edu

General inquiries: aide@bhcc.mass.edu

Digital Learning in the News

In any course, a key goal is to keep students engaged. Students might interact with the learning materials, such as in their text books (student-to-content interaction), with faculty (student-to-faculty interaction), and with each other (student-to-student interaction). Of all these, one of the hardest to achieve in an online or hybrid course is student-to-student interaction. In the most recent issue of EdSurge, [Bonni Stachowiak discusses ways for students to interact with each other](#). She also explains a new way of rethinking discussion boards, and tools for interacting via video.