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T.R.A.I.N. Technical Support Newsletter Allied Health and Nursing

Wallace Community College

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Does your Web CT Course meet the Wallace Online Standards?

With the continue usage of Web CT, it is important to ensure that your Web CT course meets the minimum online standards requirements.

As you work on your courses for the Summer Term, please ensure that you have included the following components :

- Syllabus in Adobe PDF or HTML format
- Instructor information in Adobe PDF or HTML format
- Using the Grade book in Web CT to post grades
- Communication Standards (e.g. Check email in Web CT, respond in a timely matter)

In Web CT course Health Sciences Resource Center, there is an area called Faculty Resources where you will find directions on how to apply these basic components to Web CT. (Pictured below)

Additionally, feel free to contact me for individual assistance with Web CT Standards.



5 Do's and Don'ts for Using Web CT.

1. DO include class Syllabus. DO NOT include multiple syllabi in Syllabus area in Web CT.
2. DO convert all documents to PDF. DO NOT leave documents in the formats of Word, PP, etc.
3. DO back up your course and DO ask for help. DO NOT back your course up if you are not sure how to, just ask for help!
4. DO include the entire instructor schedule on the instructor information page. DO NOT leave it blank or partially filled out.
5. DO use the Web CT Email and/or Discussion board, students use this as a primary way to communicate with faculty. DO NOT neglect to respond and/or read student Emails and Discussion board posts.

Health Sciences Resource Center Software Spotlight

EDGT (www.edgt.com) is website that has a range of online tutorials and online tests for allied health and nursing education. Currently, we have access to the following tutorials and tests for:

- The Basic Principles of Pharmacology
- Management Skills: Effective Delegation
- Strategies for Problem Solving
- Fundamentals: The Nursing Process
- Promoting Safety: Reducing Medical Errors
- TestMaster: Improve Your Study Habits & Test Taking Skills

If you are interested in using any of the EDGT software for you students, please contact Laricia Craig at Ext. 2504 or lcraig@wallace.edu.

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For more information about Standards for Web CT, or any technical questions, feel free to email me at kclenney@wallace.edu or call 334-556-2365