

Frequently Asked Questions

The following are answers to some general questions you may have about offering a distance learning course. Please contact our office if you are interested in transitioning your traditional course into a distance learning format so that we may assist you in the process.

I WANT TO OFFER A DISTANCE LEARNING (DL) COURSE – WHERE DO I BEGIN?

- To make sure the process of converting your traditional classroom content into a distance learning course goes as smoothly as possible, please make sure the following steps have been completed:
 - You have received approval to teach the course in a distance learning format from:
 - Your department/college
 - The appropriate academic council (Undergraduate, Graduate, Health Care Colleges)
 - The Senate Council Chair

NOTE: If you have not received approval, you will need to complete the following required forms found at the University Senate's website (<http://www.uky.edu/Faculty/Senate/forms.htm>):

- "Change to Existing Course: Major & Minor" form
([http://www.uky.edu/Faculty/Senate/files/Forms/Course%20CHANGE%20\(form%20+%20SRL\).doc](http://www.uky.edu/Faculty/Senate/files/Forms/Course%20CHANGE%20(form%20+%20SRL).doc)) - complete the form as a MAJOR change
- Distance Learning Form
(<http://www.uky.edu/Faculty/Senate/files/Forms/Distance%20Learning%20Form.doc>)
- The Registrar has assigned the course the appropriate section number – usually a "20X" (this is critical for billing, fees, and reporting)
- Your course appears in the correct semester schedule
 - Check here: <http://www.iris.uky.edu/coursecatalog/>
- You have met with the Distance Learning Programs office to discuss your course development
 - Contact Laura Orsetti (laura.orsetti@uky.edu) or Diana Deen (deen@uky.edu) to set up an appointment

WHERE DO I GO TO REQUEST A BLACKBOARD SHELL FOR MY COURSE?

- To request a NEW shell or a shell RENEWAL, visit: <http://iweb.uky.edu/BBCourseRequest/app1.aspx>

IS BLACKBOARD SUPPORT AND TRAINING AVAILABLE?

- Yes, visit <http://wiki.uky.edu/Blackboard/Wiki%20Pages/Home.aspx> for instructor help and resources
- Check here to see the training schedule:
<http://academics.uky.edu/UGE/TASC/Lists/TASC%20Events%20Calendar/calendar.aspx>

HOW LONG DOES IT TAKE TO DEVELOP A DISTANCE LEARNING (DL) COURSE?

- Please allow one full semester for development of the course

IS THERE FUNDING AVAILABLE FOR DISTANCE LEARNING COURSE DEVELOPMENT AND TEACHING?

- Currently, there are resources available for Distance Learning course development. Please see the "Development Funds Guidelines" document in the Toolkit.
- Distance Learning Programs provides funding directly to the department or college for teaching distance learning courses and programs based on either a formula (programs) or stipend (individual courses) amount. Contracts are sent to academic departments and colleges on a semester basis detailing course offerings and fund transfers. Contact Connie Baird (bairdc@email.uky.edu), Director of Distance Learning, if you have further questions.

Frequently Asked Questions - Continued

IS IT APPROPRIATE FOR MY DISTANCE LEARNING COURSE TO HAVE A LIMITED NUMBER OF FACE-TO-FACE CLASS MEETINGS?

- You can teach your course fully at a distance, or choose to have a minimum number of select meetings for an orientation, exams, or other purposes. To be classified as a distance learning course, the majority of the actual course content must be delivered using distance learning modalities. If you have questions about the development process, please contact us for a meeting.

WHAT TYPES OF APPLICATIONS/TECHNOLOGIES ARE AVAILABLE FOR MY DISTANCE LEARNING COURSE?

- The course management system that the University of Kentucky uses (Blackboard) has a variety of features to enhance your course, such as Discussion Boards, but we recommend that you consider using other technologies that are available to enrich your course, such as:
 - Blogs
 - Camtasia
 - Captured Lectures
 - Chat (either text or audio/video)
 - Podcasts
 - PowerPoint (with notes and/or with audio)
 - Second Life
 - Streaming Video
 - Web Conferencing
 - Wikis

ARE THERE DISTANCE LEARNING LIBRARY SERVICES AVAILABLE?

- Distance Learning Library Services are available, including:
 - Copyright Resources
 - Course Reserves
 - Information Literacy
 - Interlibrary Loan
 - Reference Tools
 - Student Library Orientation
- You may contact Distance Learning Library Services at:
 - dllservice@email.uky.edu
 - (859) 257-0500, ext. 2171
 - (800) 828-0439 (option 6)
 - Fax: (859) 257-0505
 - William T. Young Library, 2-2 North Wing, 0456

Please consult with the Distance Learning Librarian Services – they are there to help you!

Questions? Call 859-257-3377