

This Orientation to Online Learning microsite was created in December 2010 and shared with faculty teaching online courses in January 2011. This is the description provided to faculty:

In collaboration with distance learning faculty and students who have taken online courses, CELTT has produced an **Orientation to Online Learning, Kapi'olani Community College**. A draft was used successfully in a handful of online courses and we are now ready to share this resource with all online faculty. We will seek input from the Faculty Senate's distance learning committee soon and will revise the pages prior to the next term.

WHAT IT IS:

The orientation consists of a set of web pages. These pages are intended to orient students to online learning at KapCC and the pages provide the following information:

- what it takes to be a distance learning student with interactive self-assessment
- how to use Lulima (links to UH ITS tutorials and FAQs)
- technical requirements for accessing course material and participating in online courses
- what instructors expect of distance learning students (netiquette, student conduct code, etc.)
- expectations regarding availability of online faculty

This is an attempt to provide students with consistent information, establish realistic expectations, and provide links to resources for technical assistance. Some information attends to items in the faculty peer evaluation form for online courses. In the coming months we hope to roll out more student-focused support services.

HOW TO USE THIS:

You can include the URL in your syllabus, email it to your students, or better yet, add it to your course website. The pages were designed to fit into a Lulima window, but can also be viewed well in a new window. You can add the URL as a WEB CONTENT tool in Lulima. A tutorial on how to use this tool is available at <http://bit.ly/contentTool>. We recommend that after you add this to your site, you change the OPTIONS so that the FRAME HEIGHT is at least 1200 pixels. To do this, click on the word OPTIONS that appears above the Orientation home page and select 1200 pixels from the drop down list for frame height, then click on the UPDATE OPTIONS button.

WHERE TO FIND IT:

The URL is: <http://faculty.kcc.hawaii.edu/orientation/>

WHAT IF YOU DON'T USE LAULIMA?

Several online faculty use other websites to deliver instruction. For those courses, we've duplicated the orientation pages but left out the Lulima tutorials/links. The URL is <http://faculty.kcc.hawaii.edu/orientation2>

QUESTIONS?

If you have questions or need assistance, submit an online request form at <https://skellig.kcc.hawaii.edu/orf/imd/campus/>.

Screen shots of the pages in this module are supplied on the following pages.
Analytics on the site from January 3, 2011 to January 20, 2011 are also provided.

Orientation to Online Learning Kapi'olani Community College



Welcome!

Your success with online classes is very important. A key to success in an online course is an awareness of the following:

- what it takes to be a distance learning student
- how to use the University of Hawai'i Course Management System which is called Lulima
- technical requirements for accessing course material and participating in online courses
- what instructors expect of distance learning students
- expectations regarding availability of online faculty

Read ALL of these pages to prepare yourself for this class. During the semester, refer to the Lulima tutorials and FAQs if you encounter problems or have questions about using this website.

Required Reading

- [Orientation Home](#)
- [Distance Learning Overview](#)
- [Are you ready for an online class?](#)
- [Get ready to use our course website \(UH Lulima Tutorials\)](#)
- [Technical Requirements](#)
- [Expectations](#)
- [Instructor Availability](#)

Orientation to Online Learning Kapi'olani Community College



Distance Learning Overview

Distance learning provides access to education through a network of various technologies. You will interact with your instructor and fellow students at a distance without having to be physically present in the same location. Coursework will take place online and is accessible 24 hours a day 7 days a week either at home, at school, or wherever you have access to a computer.

Distance learning classes will give you more scheduling flexibility and convenience but online learning is very different from traditional classroom learning. Online learning requires you to be self-directed, self-motivated and self-disciplined to keep up with your course commitments.

Communication with your instructor is essential. Contact your instructor about any concerns or questions you may have prior to the start of instruction and at anytime throughout the course.

*Adapted from: UH Community Colleges, Preparing for a Distance Learning Course, Retrieved from
<http://uhcc.hawaii.edu/distance/prepare.php> and
<http://uhcc.hawaii.edu/distance/success.php>*

Required Reading

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- Technical Requirements
- Expectations
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Orientation to Online Learning Kapi'olani Community College



Are You Ready For An Online Class?

To help you decide if distance education is right for you, there are several questions you should ask yourself before enrolling in a distance learning course:

- ❖ Do I like learning on a computer or by television?
- ❖ Am I comfortable with using technology?
- ❖ Am I self-disciplined enough to follow lessons on my own?
- ❖ Will I be comfortable if I don't see the instructor in person?
- ❖ Do I have good study habits?

The [DE Self-Assessment](#) will help you answer the questions listed above. **ALL students MUST complete this self-assessment.**

Source: UH Community Colleges, Preparing for a Distance Learning Course, Retrieved from <http://uhcc.hawaii.edu/distance/prepare.php>

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Orientation to Online Learning Kapi'olani Community College



Get Ready to Use Lulima

The primary course website will be in the Lulima system, the learning and collaboration server for the University of Hawai'i community.

You **MUST** familiarize yourself with Lulima so that you can participate in course activities and access course material. Review the tutorials below as part of our orientation to the course.

- ❖ Student Orientation to Lulima
- ❖ Lulima Tutorials
- ❖ Student FAQs (Frequently Asked Questions)

Required Reading

- ▮ Orientation Home
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Orientation to Online Learning Kapi'olani Community College



Required Software for Online Classes

Refer to your course syllabus for additional software requirements that are specific to that course.

INTERNET CONNECTION

You'll need a reliable, high speed broadband Internet connection for this class, e.g., DSL or cable. Wireless mobile internet service providers, e.g., ClearWire, AT&T Wireless, or Verizon Wireless, are **NOT** recommended for this course due to connectivity problems with Lualima.

If you choose to use a wireless mobile provider when taking this course, you may jeopardize your chances of completing online assignments and activities. Accommodations will NOT be made if you experience technical difficulties due to use of a wireless Internet service provider.

INTERNET BROWSER

You'll need a reliable, high speed Internet connection. The recommended browser for Lualima is **Mozilla Firefox**.

ACROBAT READER

Some course material will be in portable document format, better known as pdf. This free software will enable you to read pdf files. Go to the **Acrobat Reader website** then download and install the latest version of the program.

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Orientation to Online Learning Kapi'olani Community College



Expectations

I am pleased you are a member of this class and want you to succeed. Success is based in part on understanding and meeting the following expectations:

- As a student in this course, you are a part of a community of learners. One responsibility as a member of this community is to 'talk' to other members through our discussion board. You are an important part of my class and you have ideas, experiences, and knowledge that can enrich our online classroom. We need to 'hear' your voice and 'see' you in the classroom through comments, questions, and responses to the discussion topics.
- Practice good **netiquette**.
- Students are expected to follow the **University of Hawai'i Student Conduct Code**, which spells out professional behavior for students matriculating at the UH Community Colleges and 4-year institutions.
- Read and adhere to all of your instructor's grading and assignment policies.

If you need special accommodations

If you have a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, 734-9552 (V/TTY), Ilima 103, for assistance.

eMail Policy

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email.

You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

Withdrawal and Change in Registration

Consult KCC's **Spring 2011 academic calendar** for deadlines to drop or change options in class registration.

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Orientation to Online Learning Kapi'olani Community College



Instructor Availability

Faculty at Kapi'olani Community College are a diverse and dynamic group of individuals with a broad range of responsibilities. Many lecturers are practicing professionals who work as lawyers, accountants, IT managers, business owners, etc., in addition to teaching courses.

The University of Hawai'i Community Colleges Faculty Classification Plan describes the nature of faculty work and expectations:

With regards to instructional faculty, they are primarily teachers. Where appropriate, they design measurable or observable learning outcomes and assess and provide evidence of student learning. Above all they work to improve student achievement and success. In addition to teaching, faculty must maintain currency and understanding in their fields, must continually search for the most effective means of teaching, and must contribute to the development of the curriculum and program improvement. In addition to these primary duties, faculty members are expected to participate in other essential areas such as professional and self-development, and to contribute to their college and community in other ways. These activities may include active participation in institutional assessment and planning, research or publication. These contributions can be made in a variety of ways that are necessary to the effective functioning of the institution, including service.

Please keep in mind that while faculty of online courses often make course material available virtually 24/7, they themselves are NOT personally available 24/7. They will be responsive to you according to their work schedules; consult your course syllabus or instructor for specific contact and availability information.

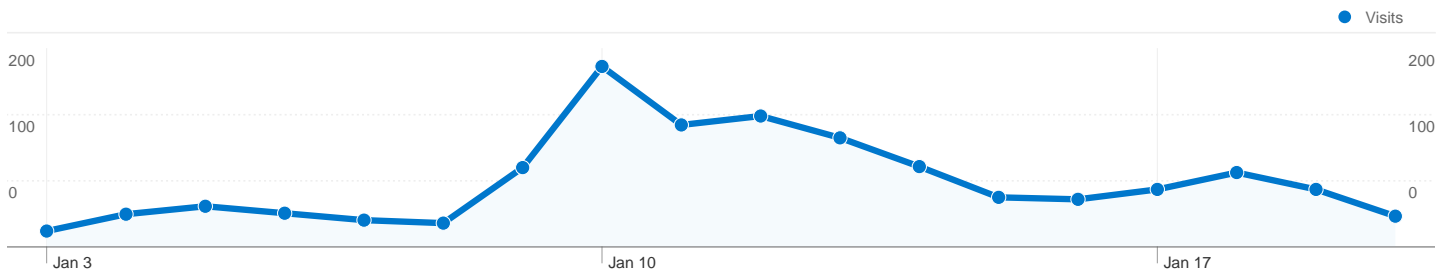
Office hours, location, and contact information should be specified in the course syllabus and vary for each instructor. If you have questions or concerns, contact the instructor directly and/or the department offering the course.

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Dashboard

Comparing to: Site



Site Usage

1,203 Visits

75.31% Bounce Rate

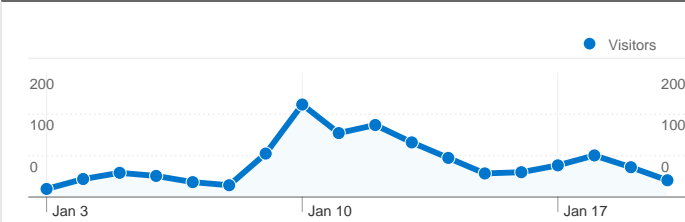
1,933 Pageviews

00:02:06 Avg. Time on Site

1.61 Pages/Visit

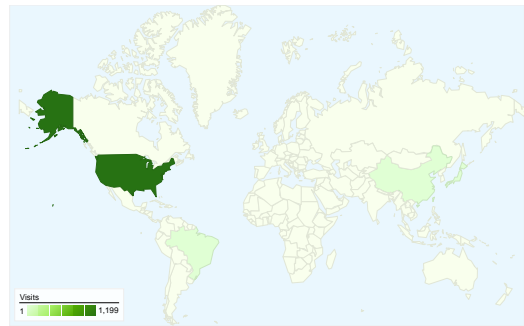
59.27% % New Visits

Visitors Overview

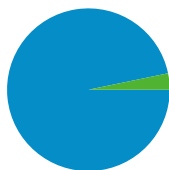


Visitors
729

Map Overlay



Traffic Sources Overview



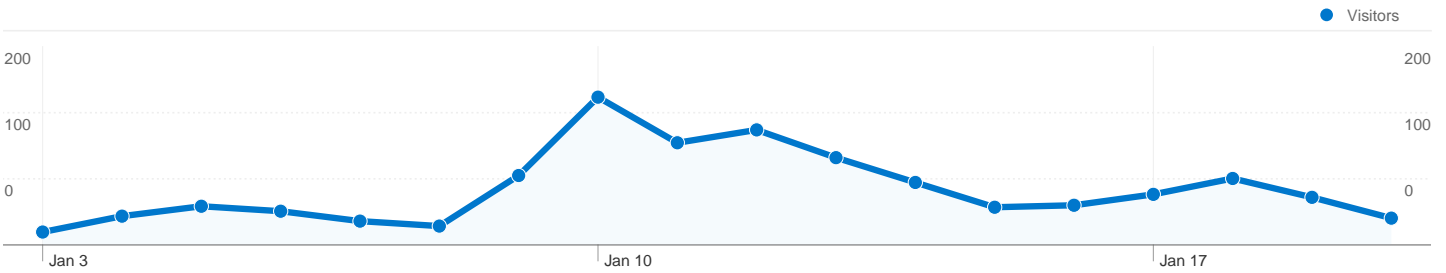
- Direct Traffic**
1,164.00 (96.76%)
- Referring Sites**
39.00 (3.24%)

Content Overview

Pages	Pageviews	% Pageviews
/orientation/	1,140	58.98%
/access/content/group/KAP.333	447	23.12%
/orientation/index.html	223	11.54%
/orientation2/	94	4.86%
/orientation2/index.html	15	0.78%

Visitors Overview

Comparing to: Site



729 people visited this site

1,203 Visits

729 Absolute Unique Visitors

1,933 Pageviews

1.61 Average Pageviews

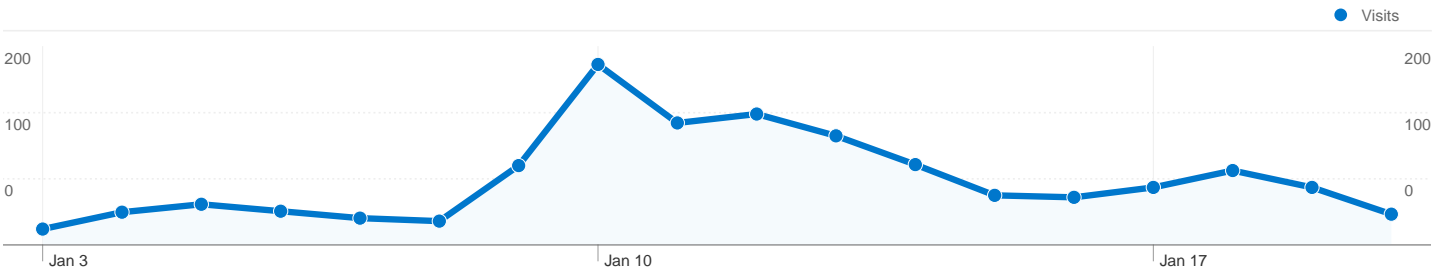
00:02:06 Time on Site

75.31% Bounce Rate

59.27% New Visits


Technical Profile

Browser	Visits	% visits	Connection Speed	Visits	% visits
Firefox	493	40.98%	Cable	692	57.52%
Internet Explorer	414	34.41%	Unknown	261	21.70%
Safari	205	17.04%	T1	217	18.04%
Chrome	89	7.40%	DSL	32	2.66%
Opera	2	0.17%	OC3	1	0.08%

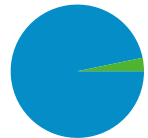


All traffic sources sent a total of 1,203 visits

 **96.76% Direct Traffic**

 **3.24% Referring Sites**

 **0.00% Search Engines**



Direct Traffic
 1,164.00 (96.76%)
Referring Sites
 39.00 (3.24%)

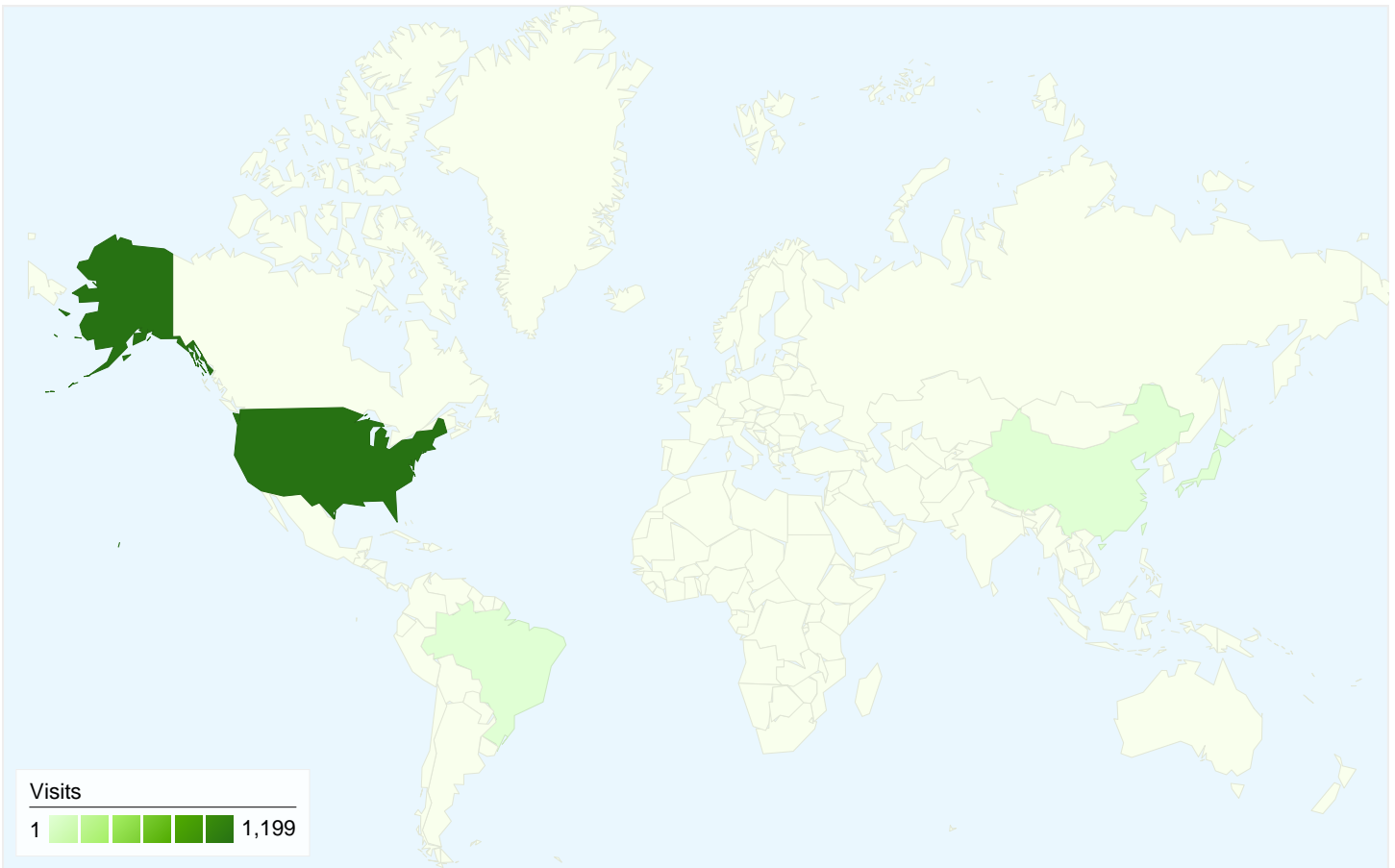
Top Traffic Sources

Sources	Visits	% visits
(direct) ((none))	1,164	96.76%
myuh.hawaii.edu (referral)	29	2.41%
mail.aol.com (referral)	3	0.25%
lulima.hawaii.edu (referral)	2	0.17%
bit.ly/forexmarket (referral)	1	0.08%

Keywords	Visits	% visits
There is no data for this view.		

Map Overlay

Comparing to: Site

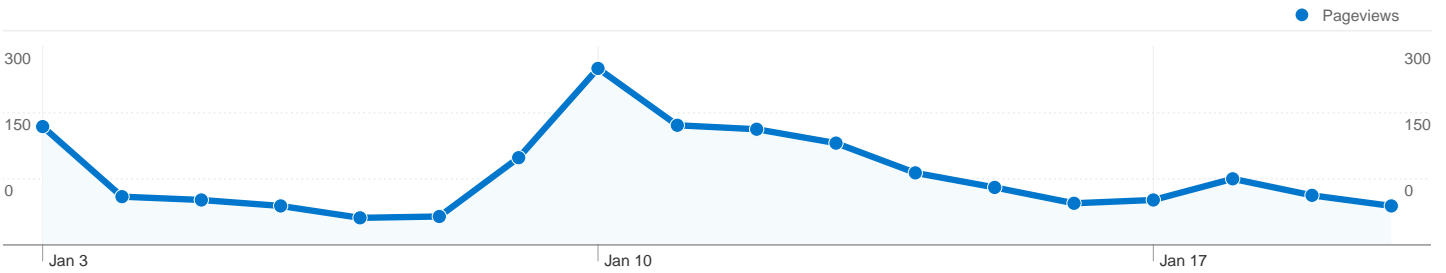


1,203 visits came from 5 countries/territories

Site Usage						
Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate		
1,203 % of Site Total: 100.00%	1.61 Site Avg: 1.61 (0.00%)	00:02:06 Site Avg: 00:02:06 (0.00%)	59.35% Site Avg: 59.27% (0.14%)	75.31% Site Avg: 75.31% (0.00%)		
Country/Territory	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
United States	1,199	1.61	00:02:07	59.30%	75.31%	
China	1	1.00	00:00:00	100.00%	100.00%	
Taiwan	1	1.00	00:00:00	100.00%	100.00%	
Brazil	1	2.00	00:00:00	0.00%	0.00%	
Japan	1	1.00	00:00:00	100.00%	100.00%	
						1 - 5 of 5


Content Overview


Comparing to: Site



Pages on this site were viewed a total of 1,933 times

 1,933 Pageviews

 1,321 Unique Views

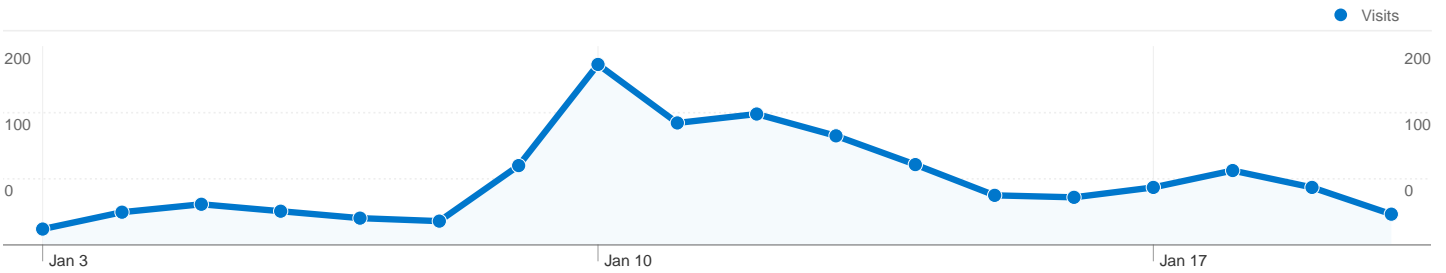
 75.31% Bounce Rate

Top Content

Pages	Pageviews	% Pageviews
/orientation/	1,140	58.98%
/access/content/group/KAP.33362.201130/TheChangeAgency/int	447	23.12%
/orientation/index.html	223	11.54%
/orientation2/	94	4.86%
/orientation2/index.html	15	0.78%

Browsers and OS

Comparing to: Site

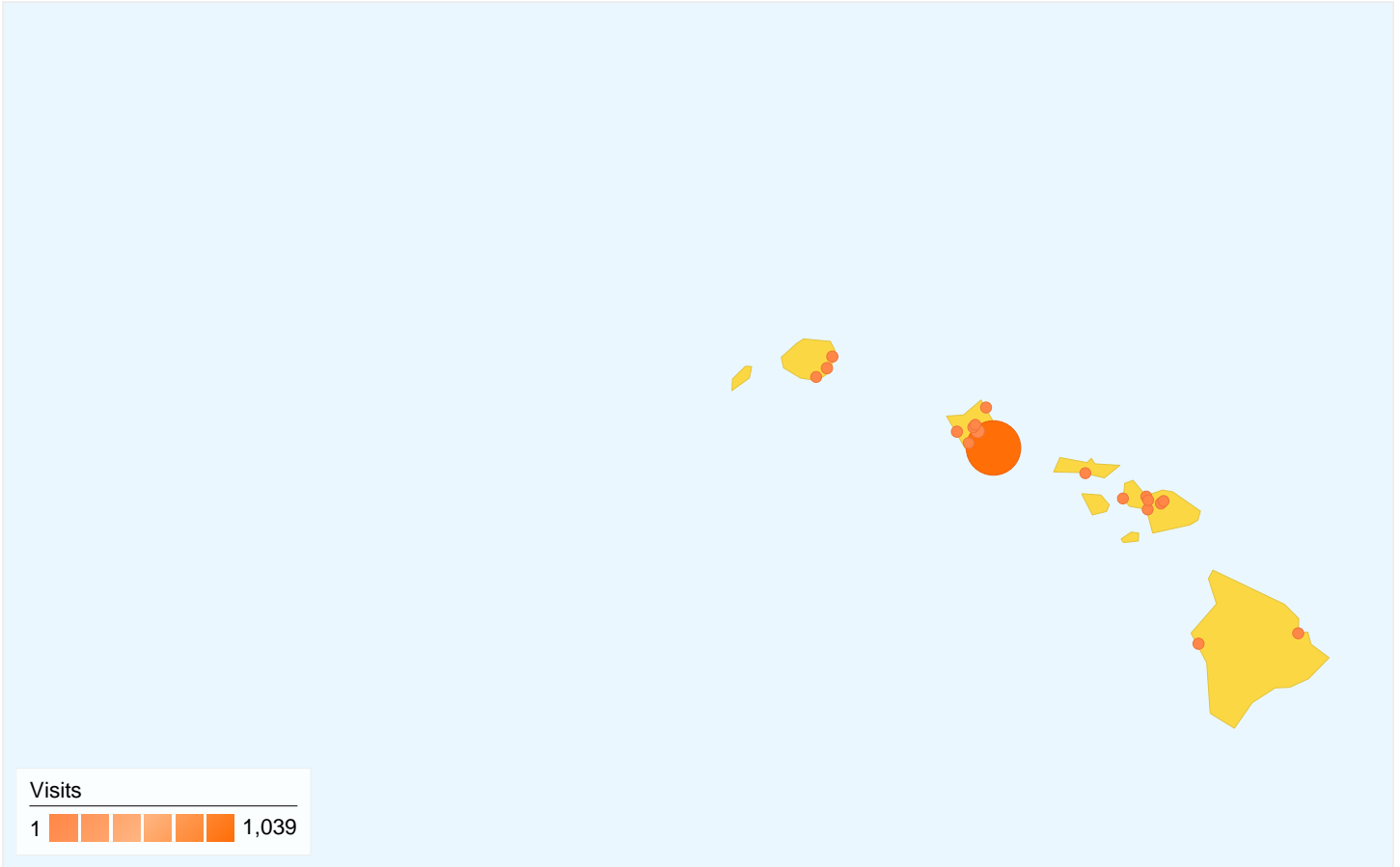


1,203 visits used 14 browser and OS combinations

Site Usage

Visits 1,203 % of Site Total: 100.00%	Pages/Visit 1.61 Site Avg: 1.61 (0.00%)	Avg. Time on Site 00:02:06 Site Avg: 00:02:06 (0.00%)	% New Visits 59.35% Site Avg: 59.27% (0.14%)	Bounce Rate 75.31% Site Avg: 75.31% (0.00%)
Browser and OS	Visits	Visits	Visits	
Internet Explorer / Windows	414	34.41%		
Firefox / Windows	379	31.50%		
Safari / Macintosh	180	14.96%		
Firefox / Macintosh	113	9.39%		
Chrome / Windows	77	6.40%		
Chrome / Macintosh	11	0.91%		
Safari / iPhone	11	0.91%		
Safari / iPad	7	0.58%		
Safari / Windows	4	0.33%		
Opera / Windows	2	0.17%		

1 - 10 of 14



This state sent 1,170 visits via 19 cities

Site Usage

City	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
Visits 1,170 % of Site Total: 97.26%	Pages/Visit 1.62 Site Avg: 1.61 (0.53%)	Avg. Time on Site 00:02:09 Site Avg: 00:02:06 (2.42%)	% New Visits 58.63% Site Avg: 59.27% (-1.07%)	Bounce Rate 75.13% Site Avg: 75.31% (-0.24%)	
Honolulu	1,039	1.64	00:02:15	57.56%	74.30%
Mililani	65	1.66	00:02:31	56.92%	75.38%
Lihue	11	1.45	00:01:20	90.91%	81.82%
Pukalani	10	1.60	00:00:03	60.00%	90.00%
Kapaa	8	1.12	00:00:02	50.00%	87.50%
Waianae	8	1.00	00:00:00	87.50%	100.00%
Kailua Kona	7	1.29	00:00:18	57.14%	71.43%
Hilo	4	1.00	00:00:00	100.00%	100.00%
Wheeler Army Airfield	3	1.33	00:01:19	66.67%	66.67%

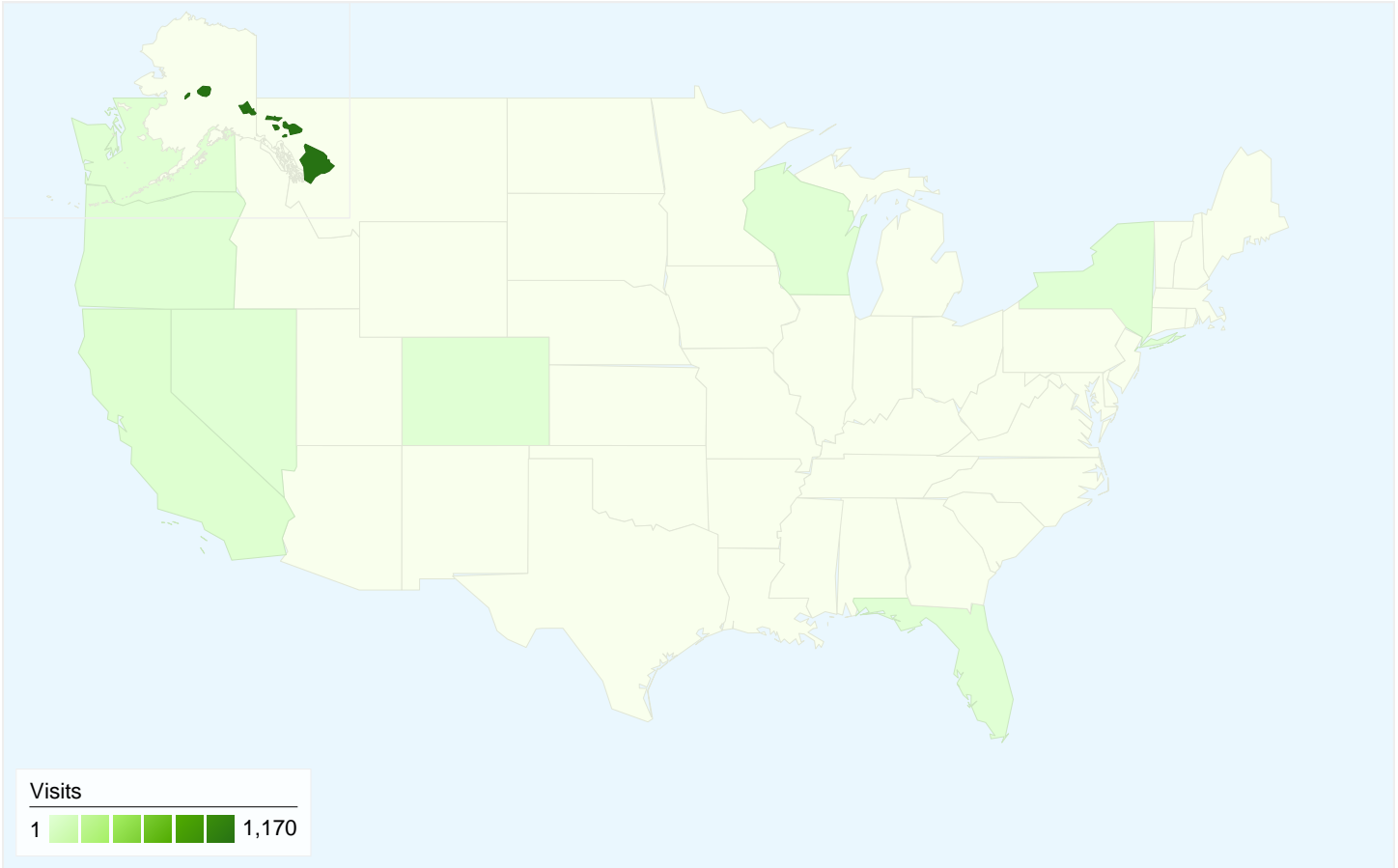
Kahului	3	1.00	00:00:00	100.00%	100.00%
					1 - 10 of 19

Country/Territory Detail:

United States

Jan 3, 2011 - Jan 20, 2011

Comparing to: Site



This country/territory sent 1,199 visits via 9 regions

Site Usage

Region	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
Visits 1,199 % of Site Total: 99.67%	Pages/Visit 1.61 Site Avg: 1.61 (0.07%)	Avg. Time on Site 00:02:07 Site Avg: 00:02:06 (0.33%)	% New Visits 59.30% Site Avg: 59.27% (0.05%)	Bounce Rate 75.31% Site Avg: 75.31% (> 0.00%)	
Hawaii	1,170	1.62	00:02:09	58.63%	75.13%
California	17	1.35	00:00:31	88.24%	82.35%
Washington	5	1.20	00:00:06	80.00%	80.00%
Wisconsin	2	1.00	00:00:00	100.00%	100.00%
Oregon	1	1.00	00:00:00	100.00%	100.00%
Colorado	1	1.00	00:00:00	100.00%	100.00%
Nevada	1	1.00	00:00:00	100.00%	100.00%
New York	1	1.00	00:00:00	0.00%	100.00%
Florida	1	3.00	00:00:48	100.00%	0.00%