

## Welcome to CIEE 516-81

### Integrating Technology into the Curriculum

I'm Professor Jacquelyn Van Orden, your teacher for Integrating Technology into the Curriculum. The best way to reach me is by e-mail: [vanordenj3@wpunj.edu](mailto:vanordenj3@wpunj.edu). I can also be reached at any time on my cell at **201-787-8420** or at my home office at **973-764-2257**. Please do not hesitate to contact me anytime you have a question or concern.

All sessions will be online through Blackboard at <http://bb.wpunj.edu>. The course on Blackboard will be made available to you on **January 18<sup>th</sup>**. Please login to note introductions and your first session. Please note carefully all directions on the Announcement Board to help get you started.

We will not be covering basic computer applications such as Word, Excel and PowerPoint; however you will be expected to complete assignments using these programs. Although I do offer tip sheets and tutorials online to help you with these applications, free workshops are available on a drop-in basis from IRT:

(See <http://www.wpunj.edu/stc/services/softwaretrainingworkshops.htm> for more details).

**NOTE: In CIEE 516 you will be using the Blackboard content and e-portfolio system.** You will not have to purchase anything (this is part of Blackboard). In-person e-portfolio workshops have been scheduled for the spring educational-technology courses to acquaint you with the use of Blackboard e-portfolio. I strongly encourage you to take one of the courses. The dates for these sessions will be announced on the first day of class through the Announcement page of our Blackboard class. A link will be provided for you to register.

I look forward to our semester together. Please be sure to read the helpful hints below and please contact me at any time if you have any questions or concerns.

Professor Van Orden

#### HELPFUL HINTS:

- Before beginning any Session, be sure you have read EVERYTHING that has been provided for you to understand the topic of the week. Don't begin a task without acquainting yourself with the Class Notes/Suggested Readings/Resources/Examples. These materials have been posted to help you understand your task and familiarize you with the session's content. Always remember that everything you need is under the button Course Materials and then under the Session # of the day.
- Ask for help at any time! Never be afraid to ask questions, express concerns, or send out an SOS. I am here to help in any way I can. Sometimes a simple problem requires a

simple email to straighten it out. I check my WPU account ([vanordenj3@wpunj.edu](mailto:vanordenj3@wpunj.edu)) frequently during the day and Blackboard at least once each evening. You should be sure to check both daily, too.

- Visit the Student Help section on Blackboard's Home Page if you need to refresh yourself in the use of Blackboard. Contact me if you are having any problems. All correspondence is through your William Paterson email account.
- You can read ahead or start any assignment ahead of time, with the exception of session discussions. **I suggest you do read the Course Document material through in the very beginning of the semester so you are aware of your responsibilities ahead of time.** Starting assignments ahead of time will prevent the last-minute crunch and will also give you a chance to ask clarifying questions if you need to. The successful self-regulated learner will NOT start on assignments the night before the due date, but rather, will give him/herself time to deal with any pedagogical misunderstandings or technical glitches that may arise.
- **You are expected to make a posting to each session discussion by midnight before the following session. The Discussion Board forums, as well as Session Course Documents, inform you of dates due.** Respond and defend your position clearly and concisely. Be sure to proofread your work. One point off for each day that the assignment is posted after that. You will also be responsible to respond to your classmates' postings.
- **Please manage your time well.** If you fall behind, you will become overwhelmed. Stay in touch with me if you are having difficulty keeping up. Our only communication is through email and Blackboard, so please keep me informed of any problems.
- Visit External Links for interesting and helpful sites.
- If you find any links that are not working properly, please let me know immediately so I may correct it. I have checked everything carefully, but sometimes glitches appear.
- Be creative, imaginative, and have fun. Using technology in our classrooms motivates students, makes learning fun and teaches an important life skill.
- Question, question, question when you are unclear about something. You will do just fine, but sometimes clarification helps.