Appendix C - Materials/Resources Designed for Online Instruction
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What do you want to do?	How do you do it? Below are recommendations for one way to accomplish the task, knowing there are other methods available.
Record a lecture (audio only)	Purchase a small MP3 player (SanDisk Sansa Clip 2GB - $35). It will record about an hour of audio. The device is easy to use and small for clipping on to your clothes. It is also easy to transfer the audio file to a computer. To edit and convert your audio file, download free software at www.audible.com. For complete directions, contact Outreach or OIA.
Videotape a lecture or demonstration	Most lectures require a video camera and tripod. There are rooms equipped for this type of recording on campus. I do not recommend videotaping a full lecture unless you are conducting a physical demonstration. If possible, use a Flip Camera (http://store.theflip.com/en-us) for recording short segments. This camera creates an Internet ready product. Only warning is the sound quality (To correct this, you need to be within 6 to 8 feet of the camera).
Capture a lecture using PowerPoint on a PC	Capturing a lecture through PowerPoint is very easy if you have software called Camtasia. There is a free 30 day trail on the website. The educational price for this software is $180. Once you install Camtasia on your computer, it will automatically create an Add-On tab to your PowerPoint. Just go to this tab to record. There are many options for microphone, I recommend the Blue Snowball. It is about $80. For complete directions on using Camtasia, contact Outreach or OIA.
Capture a lecture on your computer	You can also use Camtasia to record your voice and capture all the movement on your computer monitor. This is helpful if you need to show computer applications or Internet sites. You will need a microphone, I recommend the Blue Snowball. It is about $80, but very good quality. For complete directions on using Camtasia, contact Outreach or OIA.
Upload your recording to a web streaming server	Once you have created an audio or video file from the above options, you will need to get them onto the Internet for students to access. One way is through a web-streaming server. Gregory Anderson at OSCR can guide you through the process of creating a workflow to upload your files to a web-streaming server. His contact information is: (520) 626-7295 or gka@email.arizona.edu.

Upload your recording to iTunes U	Once you have created an audio or video file from the above options, you will need to get them onto the Internet for students to access. If you are interested in creating a podcast in iTunes, contact Stuart Glogoff at (520) 626-5347 or stuartg@email.arizona.edu.
Create a PDF or RTF from a Word Document	If you have Microsoft Word, you can create a PDF. To create a PDF file, go to the File pull down menu and select Save As. In the Format pull down menu, select PDF and save your doc as a PDF. There may be time when you need to "strip" the Microsoft formatting code from your document, usually to cut and paste text into another application like a web page (html page). To do this you need to make a Rich Text Format file (RTF). To create a RTF file, go to the File pull down menu and select Save As. In the Format pull down menu, select RTF and save your doc as a RTF.
Conduct a Live Class Online	The UA has purchased a campus license for Elluminate. This is an online collaborative system allowing faculty and students to hold live synchronous class sessions. In the session, all participates can share a whiteboard or their computer, type in a chat box, talk through a microphone and share presentations. The entire session can be recorded for playback. To sign up for an Elluminate session, go to: http://oia.arizona.edu/resource/elluminate. Anyone with a Net ID can create a session! For further questions contact Outreach or OIA.
Create an Asynchronous Discussion	An asynchronous discussion is when you "post" or create a comment to an area for others to respond to at their convenience. This discussion does not require participants to be online at the same time. You can conduct an asynchronous discussion through the Course Management System that you use to deliver your course. The area is usually called Discussions or Discussion Boards. Contact Outreach or OIA for more instructions.
Communicate live with your online students	When teaching a fully online course student may want to make direct synchronous contact with you. There are several ways to accomplish this contact: 1) standard telephone or cell phone, 2) Skype is another alternative, go to Skype for information on how to use this Internet phone system, 3) meet in a virtual world like Second Life. Contact Outreach or OIA for more instructions.

Establishing links to articles in the library database	The best practice in linking articles is to find the article in the database, download the PDF file to your computer, and then upload the PDF file into the Course Management System (example: D2L). The reason for linking to a file you upload is that sometimes links and files posted by others on the Internet disappear. Here is the library link for searching databases: http://www.library.arizona.edu/
Scanning Material for upload to the online course	The Express Document Center located on the First Floor at the bottom of the stairs in the Main Library can assist you will scanning printed material. The turn around depends on the size of your project. Here is the link: http://www.library.arizona.edu/services/express-document-center This is an informative link for faculty and instructors located at the library site: http://www.library.arizona.edu/services/faculty/index.html
Create interactive lessons	There are some software programs that can be used to build interactive lessons. Two of the most popular programs for creating interactive learning are Adobe Captivate or Articulate (at the Articulate site, check out Rapid e-learning Blog under Hot News). If you are interested in taking the extra time to learn and produce some interactive lessons, contact Outreach or OIA.
Use a Virtual World (Second Life) for meetings or instruction	The University of Arizona has a presence in a virtual world called Second Life. If you are not familiar with virtual worlds, think video games and avatars. In Second Life, you and your students create an avatar and communicate live with each other in a simulated environment. If you are interested in exploring this innovative learning environment, contact Outreach or OIA for more information. Here is a link for about UA and Second Life: http://www.oscr.arizona.edu/second_life
Using Blogs, Wikis and other Web 2.0 tools for instruction	Blogs are web logs used for communicating on the Internet. Here is an example of a blog on Web 2.0 Teaching Tools. Wikis are another form of communication except with wikis everyone can contribute. The biggest example is Wikipedia. Both of the examples I gave to you explain Web 2.0 tools. Interesting in learning how to use Blog, Wikis or other Web 2.0 tools in your online course, then contact Outreach or OIA for guidance.