

## Teaching Courses in BlueQuill

Hello!

Please remember there are resources and support available for instructors teaching courses in BlueQuill. If you are facilitating an online or on-campus course that has been developed by another faculty member, please be sure to follow these Course Instructor Guidelines.

**Support BlueQuill – Instructors page.** This has the step by step processes on how to facilitate a course in BlueQuill.

<https://support.bluequill.com/hc/en-us/sections/202059737-Instructors>

**Support BlueQuill- Students page.** This would be good to share with your class in an announcement or e-mail to remind them if they need help with uploading assignments, or posting in a discussion. <https://support.bluequill.com/hc/en-us/sections/202059597-Students>

**REMINDER – MID-TERM & FINAL GRADES, and WEEKLY ATTENDANCE are completed in Self Service or Web Advisor, which can be found on the homepage.**

<https://www.hocking.edu/>

### Course Instructor Guidelines

**COMMUNICATION: ADDING WEEKLY ANNOUNCEMENTS** –to remind students of weekly expectations, assignments, and faculty online office hours in the Meet area or availability by phone, any additional information. Create a presence in the course room. Introduce yourself. Set clear expectations as to when you will be ‘present’ or participate in the course room (i.e. daily, multiple times a week, and when you might be away for more than 48 hours). Maintain records of communication with students, (i.e. e-mails, phone calls).

**DUE DATES** – In Online or On-Campus BlueQuill courses, if an assignment has been noted for due date as TBA, then as the Instructor you will need to click on this and update the actual date to clarify for students. This may have been left as flexible TBA by the Faculty that developed the course to allow for flexibility to the instructors. But please be sure to then update the TBA. OR if you need to extend a date, you may also click on it to adjust for the whole class or can do so by individual students.

**DISCUSSIONS** – In Online BlueQuill courses make sure the discussion questions are correct or added by you as the instructor and available to students to post replies. ALSO, INSTRUCTORS should be engaging with students by commenting on students’ posts. This shows the students

that you are reading their posts and making sure they understand the content. Provide feedback that is timely and effective.

**MEET SESSIONS** – Many of the online courses have been developed with synchronous activities such as MEET Sessions. This is where the instructor may record the Meet Session as a lecture style of sharing a PowerPoint and an Overview of a Topic, or have students engage in a conversation about the topic or students present topics/ assignments. Be Sure to clarify to students in an ANNOUNCEMENT dates/times &/or any Alternatives to missed Meet Sessions, i.e. offer students watch recording and post summary report or participate in an alternative Discussion for any missed participation points. If you have created a Recording of the Meet Session, double check that it is now available to students to view at a later time if needed.

### **8 week vs 16 week reminder of workload expectations**

**Please remind students, if they are taking an 8 week long course the workload is condensed because it is based on the workload of a traditional 16 week course.**

#### **Faculty:**

First time login video for Instructors

<https://www.youtube.com/watch?v=NWVH7UwNxPg&t=2s>

BlueQuill Hub: Emailing from the Hub <https://www.youtube.com/watch?v=0T5rer7mqgg>

Discussions <https://www.youtube.com/channel/UCrAcFOyRD9kNIL2hHf1a1Jw/videos>

Grading in BlueQuill <https://www.youtube.com/watch?v=MlvYoTEN8U&t=17s>

Due Date Extension/Changes <https://support.bluequill.com/hc/en-us/articles/360001091933-Extending-Due-Dates-for-A-Class-or-Student>

BlueQuill Hub: Scoring and Comments [https://www.youtube.com/watch?v=0dn\\_T4gHEWQ](https://www.youtube.com/watch?v=0dn_T4gHEWQ)

Remember ADDING COMMUNICATION - <https://support.bluequill.com/hc/en-us/articles/213511498-Adding-Class-Communication-Objects>

– ADDING LINKS IN COMMUNICATION be sure to put any announcements in the ‘Student Content’ section. <https://www.youtube.com/watch?v=iabpiL7ZThI>

#### **Student Tutorial Videos:**

First time login video for Students <https://www.youtube.com/watch?v=zM2fGGB1T4Q>

BlueQuill Hub: Student View <https://www.youtube.com/watch?v=5i6CdBZTe0E>

Discussions <https://support.bluequill.com/hc/en-us/articles/211367698-Participating-in-Discussions>