

## Distance Learning Guidelines - Panthernet Info for all web courses

Web Courses are offered in one of three levels:

1. **Web Component** - The instructor has developed a companion website for the face-to-face class where students may interact through messaging or the instructor may administer assignments or tests. Students may use their own computer with an Internet connection or may use a computer at one of PBCC's locations.
2. **Hybrid** - In this type of class, at least 50% of the content must be in a face-to-face environment. The remainder of the instruction is conducted online through an instructor developed website using Blackboard Campus Edition v6.
3. **Online** - In this class, all of the instruction is delivered online through Blackboard Campus Edition v8 or an e-pack. Students may be required to take examinations in a secure testing environment.

### Panthernet Coding for Distance Learning Courses

Special designators are used to identify the delivery method of distance learning courses as well as the automatic loading of sections and students for those courses using the Blackboard server. Once the course is loaded in Panthernet by the campus, these additional special designator codes/ special fees must be added.

**Table 1 - Distance Learning Special Designators and Fees**

Delivery	DL Class Y or N	Special Designator	Blackboard Server	Description	Fee
Online	Yes	C1 WP	No Yes	ONLINE CLASS	\$10.00 per credit hour  Fall2010: \$12.00 per credit hour  DL automatically adds fee
Hybrid	No	HY WH	No Yes	COMBINATION OF ONLINE/ INCLASS	\$30.00 per class  Fall2010: \$35 per credit hour  ONLN fee - manual load

Component	No	IC WC	No Yes	WEB ENHANCED CLASS	\$10.00 per class  Fall2010: No Changes  COMP fee - manual load
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Designators that start with a "W" are for classes that use Blackboard as the course management system. All other web supported classes that use e-packs or instructor hosted web sites should use the remaining designators.

The campus is responsible for adding the appropriate special designators and special fees. The special fee WILL NOT be automatically loaded from the course dictionary and requires that the user manually add the appropriate fee. If registration has started, and the fee was not added to the class, please call Academic Services so that adding of the fee can be coordinate with the Finance Department. Adding the fees once registration has started with no notification will result in student schedules being cancelled.

### **Use of the Web Content Designators**

These special designators may only be placed on a class if the instructor has the appropriate training level. Programming now underway at the FCCSC, the college's vendor for student system software, will check to see if the assigned faculty member has the appropriate training. The special designators are only applied to the class with the approval of the dean or associate dean of the sponsoring campus.

### **Syllabi and Faculty Web Page**

All faculty who have been approved to teach classes with Web Content designators must have a faculty web page and syllabi available online on the PBCC designated faculty home page saved in PDF format. The syllabi must be posted at least one week before the registration period for the semester opens. If the class is added after the registration period opens, the syllabi should be placed on line within 24 hours of the class being added to the schedule.

### **Standard Class Notes**

The following class notes MUST appear on a class that has web content designators. Additional notes may be added after the standard note text.

Additional Notes:

- Course website for Blackboard is <https://epbcc.blackboard.com> and the instructor's website is the faculty member's specific homepage.

- Beginning Summer2010, all references to "epbcc" and "PBCC" will be updated due to the College's name change.
  - Blackboard address will be <https://palmbeachstate.blackboard.com>
  - Email and Faculty Web pages: "...palmbeachstate.edu"

**Note for Web Component Classes (WC or IC) - effective Summer2010 updates"**

This class contains an online component that supplements the in-class meetings. You may use your own Internet-connected computer or you may use a student computer lab to access the class materials. Class web site: <https://palmbeachstate.blackboard.com>

For more information see professor website:

[www.palmbeachstate.edu/x461.xml?id=XXXXXXXXX](http://www.palmbeachstate.edu/x461.xml?id=XXXXXXXXX)

or email professor XXXXXXXX@palmbeachstate.edu

**Note for Hybrid Classes (HY or WH) - effective Summer 2010 updates:**

This class is a combination of in-class meetings and online instruction. You may use your own Internet-connected computer or you may use a student computer lab to access class materials. Class web site: <https://palmbeachstate.blackboard.com> For more information

see professor website: [www.palmbeachstate.edu/x461.xml?id=XXXXXXXXX](http://www.palmbeachstate.edu/x461.xml?id=XXXXXXXXX)

or email professor XXXXXXXX@palmbeachstate.edu

**Note for Online Classes (C1 or WP) - effective Summer 2010 updates:**

This class is presented online but may require you to take tests in a secure testing location. You may use your own Internet-connected computer or you may use a student computer lab. Class web site: <https://palmbeachstate.blackboard.com>

Student must logon by (date) & complete class orientation by (date). For more information see: [www.palmbeachstate.edu/X461.xml?id=XXXXXXXXX](http://www.palmbeachstate.edu/X461.xml?id=XXXXXXXXX) or email professor

XXXXXXXXX@palmbeachstate.edu

**Additional Notes:**

Online Courses:

**All orientations are online** however instructors may schedule OPTIONAL on campus meetings.