
Best Practices in eLearning Management

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School of Management



Objectives

- Participants will discuss the advantages of accepting responsibility.
- Participants will discuss the advantages of maintaining a centralized data repository.
- Participants will discuss data backup strategies.
- Participants will discuss communication strategies (group email account, group calendars, Google Documents, IM, etc.)
- Participants will discuss the advantages of standardizing course design.
- Participants will discuss planning for attrition.
- Participants will discuss the importance of creating a continuity folder.
- Participants will discuss the need to cross-train employees.
- Participants will discuss the need to network with peers.

Accepting Responsibility

- Things will go wrong
- Technical, personnel, scheduling issues
- "It's my fault, I'll fix it"
- Follow up ASAP



Centralized Data Repository

- Storing course data on multiple PC's = BAD
- Data in one location
- Network to workstations
- All personnel can access
- Standardized file structure
- Quickly and easily find course materials
- Password protection

Data Backup

- Redundancy
- Backup to network nightly
- Backup to removable drive weekly
 - Cheap!!! (1.5 TB = \$150.00)
 - Store drive in different location
- Data recovery for failed drive = \$2,000.00+

Communication

- Group email account
- Group calendar
- Google Docs
- Web Conference
- IM



My Status: **Crone, Darren...** (Online)

Click here to join the Customer Experience Improvement Program.

- clw073000@utdallas.edu (Offline)
- Dziorny, Mary A (Online)
- Fang, Qin (Away)
- Hankins, Lynn A (Online)
- Hinton, Robert E (Offline)
- Johnson, Lisa F (Online)
- Lippincott, Donna E (Online)
- Longstreet, C Shaun (Offline)
- McKenzie, Miriam L (Online)
- Nguyen, Dennis T (Online)

			Designer	Use identified	recordings, scripts, PowerPoints, web pages, assignments, audiovisual materials, tests/quizzes, learning objectives, etc.) completed and submitted	recording session scheduled
					Checkpoint 4 (3/20)	
AIM 6201.0G1	Financial Accounting	John Barden	DC	X	X	X
AIM 6202.0G2	Managerial Accounting	Surya Janakiraman	DC	X	X	X
AIM 6305.0T1 MBAO 6311)	Accounting for Managers/Accounting Analysis (Telecampus)	Mark Anderson/Surya	DC	X	X	X
AIM 6332.0G1	Intermediate Financial Accounting II	Tiffany Bortz	DC	X	X	Schedule video intro
AIM 6334.0G1	Auditing Ethics for Professional	Tiffany Bortz	DC	X	X	Schedule lecture intro video

Standardizing Course Design

- Starting with a blank slate may be intimidating for professors
- Limits “interesting” choices of icons/colors/navigation
- Designers can quickly locate/fix issues
- Branding
- Reduce learning curve for students
 - More transparent technology

Standardized

- Course Tools
 - Course Content
 - Syllabus
 - Announcements
 - Assessments
 - Calendar
 - Chat
 - Discussions
 - Mail
 - Roster
 - Web Links
 - Who's Online
- My Tools
 - My Grades
 - My Files
 - My Progress
 - Notes

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AIM 6370 - Business Law

Professor Matt Polze



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Not-so-standardized

Course Content | Announcements | Assessments | Assignments | Calendar | More Tools

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Professor John Smith

Global MBA Online

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Module 0 | Module 1 | Module 2 | Module 3 | Module 4 | Module 5 | Module 6

ob12r00001 | ob12r00002 | ob12r00003 | ob12r00004 | ob12r00005 | ob12r00006 | ob12r00007 | ob12r00008 | ob12r00009 | ob12r00010

ob12r00002 | ob12r00003 | ob12r00004 | ob12r00005 | ob12r00006 | ob12r00007 | ob12r00008 | ob12r00009 | ob12r00010

Attrition

- Bus theory
- Not if, but when will people leave
- Stop-gap
- Manage expectations of your boss/customers
- Prioritize tasks



Continuity Folder

- Document EVERYTHING!!!
 - Proctored exam procedures
 - Step-by-step WebCT instructions
 - Setting up Web Conferences
 - Recording lectures in Camtasia
 - Multi-camera production
 - End-of-course evaluation procedures
 - Updating website
 - Newsletter template
 - Welcome/course access email template
 - Syllabus template
 - Posting to blog instructions
 - Etc., Etc., & Etc.

Cross-training

- NO KINGDOMS!!!
- Primary and at least 1 backup for all duties
- Primary is responsible for training backup & creating documentation
- Learning new things keeps people sharp
- Improved processes ...two heads are better than one!

Networking With Peers

- Become familiar with similar programs
- Know the value of your employees
- Know the talent pool available
- Use your resources
 - Organizations USDLA, TXDLA, Sloan-C
 - Former professors, students, coworkers
 - LinkedIn, Facebook, Twitter

Questions?