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Quick Start Guide for Distance Learning Faculty

The Center for Educational Design, Development and
Distribution (CED3)

Monterey, California: Naval Postgraduate School

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NAVAL
POSTGRADUATE
SCHOOL

MONTEREY, CALIFORNIA

Quick Start Guide

FOR DISTANCE LEARNING FACULTY



Produced by

THE CENTER FOR EDUCATIONAL DESIGN,
DEVELOPMENT, AND DISTRIBUTION (CED3)

Table of Contents

ACADEMICS	1
ACADEMIC CALENDAR.....	1
ACADEMIC CATALOG	1
ACADEMIC COUNCIL	1
ACADEMIC HONOR CODE.....	1
ADMISSIONS SYSTEMS	2
APPLICANT MANAGEMENT SYSTEM	2
PYTHON.....	2
STUDENT OPINION FORM (SOF)	2
VIEWING FACULTY SOF RESULTS	2
SAKAI	3
PROGRAM MODES OF DELIVERY	3
ASYNCHRONOUS	3
SYNCHRONOUS	3
SYNCHRONOUS DELIVERY METHODS.....	3
COLLABORATE	3
VIDEO TELE-EDUCATION (VTE)	4
TECHNOLOGY	4
SECURITY	4
ITACS NEW USERS GUIDE.....	4
TECHNOLOGY ASSISTANCE CENTER (TAC) HELP DESK	5
EMAIL AND NPS PERSONAL DRIVE SET UP	5
WEBMAIL	5
VIRTUAL PRIVATE NETWORK (VPN)	5
<i>Remote Access</i>	5
WEB BASED TRAINING AND CERTIFICATION WEBSITE.....	6
DOWNLOADABLE SOFTWARE LIBRARY	6
VIDEO STREAMING – NAVCAST & PODCAST	6
CONFERENCE CALLS	6
DUDLEY KNOX LIBRARY	7
DEFINITION OF TERMS	8
NPS ACADEMIC PERSONNEL	8
USEFUL LINKS & RESOURCES	9

Academics

Academic Calendar

Compiled by the Provost's Office, NPS Academic Calendars contain important dates for current and future academic quarters.

- NPS Academic Calendars: <http://www.nps.edu/Academics/Admissions/ImportantDates/Calendar.html>

Academic Catalog

Compiled by the Registrar's Office, the NPS Academic Catalog is the official source of graduate academic program information.

- NPS Academic Catalog: <http://www.nps.edu/Admissions/Catalog/index.html>

Academic Council

The purpose of the Academic Council is to establish, monitor, review, certify, and advise on policies and procedures which will ensure high and consistent academic standards of graduate education throughout the Naval Postgraduate School.

- NPS Academic Council Policy Manual: <http://www.nps.edu/Academics/AcademicCouncilPolicyManual.html>
- Academic Council monthly agenda and minutes: http://aasp/acad_admin/acad_council/default.aspx

Academic Honor Code

http://intranet.nps.edu/Code00/Instructions/pdf_files/NPSINST_5370.4A.pdf

NAVPGSCOL Instruction 5370.4A defines the NPS Academic Honor Code and provides guidance for its implementation with respect to students. Faculty are responsible for discussing the Honor Code with their students, as well as any specific class instructions and guidelines. This briefing should discuss expectations for all assignments and exams.

NAVAL POSTGRADUATE SCHOOL HONOR CODE

Academic integrity at the Naval Postgraduate School is based on a respect for individual intellectual achievement that lies at the heart of academic culture. Every faculty member and student belongs to a community of scholars where academic integrity is a fundamental commitment. Academic dishonesty is not tolerated.

Unless otherwise stated by the instructor or advisor, all work submitted in fulfillment of graduation requirements will be the student's own.

While no single list can hope to identify and define all types of academic honor code standards, the following are cited as examples of unacceptable behavior:

Cheating. Using unauthorized notes, study aids, or information on an examination or other graded events; looking at another student's paper during an examination; altering a graded work after it has been returned, then resubmitting it for re-grading unless permitted by the instructor; allowing another person to do one's work and submitting it under one's own name.

Plagiarism. Submitting material that in part or whole is not one's own work without proper attribution. Plagiarism is further defined as the use, without giving reasonable and appropriate credit to or acknowledging the author or source, of another person's original work, whether such work is made up of code, formulas, ideas, language, research, strategies, writing or other form(s).

Fabrication. Falsifying or inventing information, data, or citation.

Obtaining an Unfair Advantage. Gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; possessing, using, or circulating previously given examination materials where those materials clearly indicate they are to be returned to the instructor at the conclusion of the examination.

Aiding and Abetting Academic Dishonesty. Providing material, information or other assistance to another with knowledge such aid could be used in any of the unacceptable behaviors described above.

Double-submission. Submitting a single paper to satisfy the requirements of two separate courses without notifying the instructor(s) of the overlap.

Failure to Address Observed Violations of this Code. Upon witnessing a suspected Honor Code violation, an individual is honor bound to report it through the proper channels. Failure to do so is itself a violation of the Honor Code.

Finally, any act or attempt at retaliation against a student, staff member, or faculty member for raising an Honor Code issue, whether or not the report results in any formal action will not be tolerated.

Admissions Systems

Applicant Management System

The Applicant Management System (AMS) is the only system used by NPS to admit any/all students. It is accessed through PYTHON after permissions are provided by Admissions. To request permissions email admissions@nps.edu. Program Officers, Academic Associates and Education Technicians use the AMS. In general, faculty will not need access.

AMS Instructions can be found here: http://faculty.nps.edu/dl/StudentServices/AMS_Handbook.pdf

Python

Python is the official Student Management System used to manage student progress and maintain student academic records.

- Python Home Page <https://ems.nps.edu/app/>
- Faculty User Manual
 - Python>Documentation>User Manuals>Faculty PDF Download

Student Opinion Form (SOF)

All students must complete a SOF for each course taken. Due dates for SOFs are listed on the home page of Python. A grade will not display in Python unless an SOF is submitted for that course.

Instructors are not permitted to release grades to students prior to the completion of an SOF.

Viewing Faculty SOF Results

Faculty SOF results are available once the grading window has closed and ALL grades have been submitted for all students.

To view SOF results:

- Log in to Python
- Click on “Faculty Folio” then click “Teach Load”
- Find the year, quarter and course you’d like to view then click the “Details” button 
- The “Course Information” page will appear.
- Click on the “SOF Results” button . Note: The SOF results button will only be active after the grading window has closed and all grades have been submitted.
- The “Student Opinion Form Results” page appears.
- Student Rosters

Sakai

The Sakai Collaborative Learning Environment (CLE) an open source, web based learning management system which allows instructors and students to store and retrieve course material, communicate with each other and track student progress through the course. In addition to course sites the CLE can host project sites where project members can share documents and collaborate.

Sakai is accessible from any web connected device using your NPS username and password.

- To access Sakai
 - <https://cle.nps.edu>
 - login using your NPS credentials
 - can't login – contact the TAC <http://www.nps.edu/Technology/Help/Help.html>
- Student Introduction page - <https://wiki.nps.edu/display/SakaiCLE/Getting+Started>
- Instructor Support pages – <https://wiki.nps.edu/display/SakaiCLE/Sakai+cle>
 - Online training
 - In-person training schedule
 - FAQs
 - Tips and Tricks
- Other questions – Email clehelp@nps.edu

Program Modes of Delivery

Asynchronous

NPS Asynchronous classes do not require classroom attendance. Instructors post the course material to the Collaborative Learning Environment, [Sakai](#), where students retrieve the material. The web-based courses are paced week-to-week but students have great flexibility to do coursework at times of their choosing during each week. Courses are faculty led and allow interaction between instructor and other students.

Synchronous

Students and instructors can interact in real time using Collaborate or the DOD's Virtual Tele-Conferencing (VTC) a.k.a. Video Tele-Education (VTE). These tools allow everyone in a class to talk, see and interact with each other similar to how they would if they were sitting in the same room.

Synchronous Delivery Methods

Delivery Modes and Methods are pre-determined by each department based on a variety of factors; sponsor preference, available technology, instructor preference, student locations, etc.

Collaborate

Collaborate is a web based collaboration system that supports Video and Voice over IP, text chat, an interactive white board, application sharing, document sharing, and video sharing.

Getting Started with Collaborate at NPS

<https://wiki.nps.edu/display/SakaiCLE/Collaborate>

The Wiki page includes minimum system requirements and a link to test your connection.

Collaborate Classroom Requirements

To connect to a Collaborate session, you need:

1. an Internet connection,
2. a PC or laptop,
3. a microphone,
4. a speaker(s),
5. a camera,
6. and a quiet room.

Video Tele-Education (VTE)

VTE classes are delivered using live video-teleconferencing. Live VTC allows effective two-way communication between instructor and students for lectures, question and answer sessions, and group discussion. VTE classes are recorded and can be viewed through the NAVCAST (NPS Academic Video Webcast) system powered by VBrick Technologies. (See Video Streaming section in this handbook.) Instructors may also want their classes available as podcasts so that students may download the recordings. This can be arranged through NPS IT Specialist, Kevin Poma.

NPS VTE Contact: vtc@nps.edu (831) 656-2315, Root Hall, 2nd Floor

If you will be teaching by VTE from NPS, please contact Christine who will schedule a brief (10 minute) introduction to the VTE equipment, ideally, in the room in which you will be teaching.

NPS Video Teleconferencing & Video Tele-Education Wiki

<https://wiki.nps.edu/display/VT/Home>

Login with your NPS credentials and be sure to open the sub links in the left navigation.

VTE/VTC Standards can be found at the following location:

<https://wiki.nps.edu/pages/viewpage.action?pageId=15083384>

VTE Courses Teaching Tips from NPS VTE Technical Director

http://faculty.nps.edu/dl/studentServices/pptips_rev2_APR08.pps

VTE Courses Teaching Tips from NPS Instructional Designers

<http://faculty.nps.edu/dl/StudentServices/Teaching tips for VTE delivery090305.doc>

TECHNOLOGY

Security

Information Assurance

Please review the following web page prior to accessing any of the IT systems on campus.

<http://www.nps.edu/Technology/Security/Security.html>

ITACS New Users Guide

<https://intranet.nps.edu/ITACS/NUG/NewUsersGuide.htm>

This page is intended to help the new student, faculty, or staff member and to guide them through the various aspects of Information Technology at NPS.

Technology Assistance Center (TAC) Help Desk

All requests for IT-related service -- whether for problem resolution, application or web services, network questions, firewall requests, or project-related needs -- begin with the Technology Assistance Center (TAC).

Location: Ingersoll Hall, Room 151
Hours: Monday – Friday, 7:30 a.m. to 5:00 p.m. Pacific Time
Closed every Thursday from 1:15 p.m. to 2:45 p.m. for training.
Email: TAC@nps.edu
Telephone: (831) 656-1046

For more information visit the TAC's web page <https://www.nps.edu/Technology/Help/Help.html>

Email and NPS Personal Drive Set up

The NPS Wiki Windows Support page will guide you with

Webmail

Video: [Webmail](#)

Your NPS email address is your username@nps.edu. To access your NPS email while off campus without connecting through VPN, go to <https://webmail.nps.edu> and login with your NPS user name and password.

Virtual Private Network (VPN)

A Virtual Private Network (VPN) creates a secure connection to the NPS internal network. NPS provides the Cisco AnyConnect VPN client software to our users.

The Cisco AnyConnect VPN client will allow you to:

- Access internal websites/applications including, but not limited to, the NPS Intranet, Python, and Student Opinion Forms.
- Map network drives (including your "H" drive).
- Remote desktop over to computers located on campus.

Since your remote computer will be connected to the NPS network it must meet NPS' security requirements. Operating system security patches must be applied, and anti-virus software must be installed and kept up to date.

Select your Operating System to download and install the Cisco AnyConnect VPN client:

- [Microsoft Office Windows](#)
- [Apple OSX](#)
- [Linux](#)

Remote Access

NPS Cloudlab allows access to Python (the official student management system) from off-campus. It only requires a web browser and an Internet connection to operate. To view more details about NPS Cloudlab and other remote access options such as VPN, or to download the DoD Root Certificates please visit:

<http://www.nps.edu/Technology/RemoteAccess/index.html>

To Use NPS Cloudlab:

- Visit <https://cloudlab.nps.edu>
- Select **CloudLab HTML Access** for online virtual desktop **OR**
- Select **Install CloudLab Client** to download VMware client (Windows or Mac) or mobile application (iOS, Android) **OR**
- Non-supported web browsers click [here](#) for instructions
- Enter your NPS "User Name" and "Password" then click "Login".

NOTE: The remote access option is not required for Webmail, Sakai or Collaborate, but is required to access Python, the intranet, SharePoint and shared drives. In order to access all Dudley Knox Library resources, use VPN or login to the proxy server with your library username and pin/password. See the [Library's Remote Access Information page](#) for more information.

For issues or questions about connecting to NPS Cloudlab, contact the [NPS CloudLab Support](#)

Web Based Training and Certification Website

<https://www.nps.edu/Technology/WebBasedTraining/index.asp>

The website was created to assist NPS students, faculty, and staff with their training and certification obligations. The training provided is all web-based, and can be completed from your office or home.

Downloadable Software Library

This service is managed by the ITACS Business Solutions Group and its purpose is to provide an alternate and more convenient source of obtaining licensed software for NPS students and faculty.

[View Available Software - NPS Login Required](#)

If you encounter any problems contact the [Technology Assistance Center](#).

Video Streaming – NAVCAST & Podcast

Live and archived video streams of VTE classes and seminars as well as public special events such as graduations and the Secretary of the Navy Guest Lecture Series (SGL) can be found here:

<https://navcast.nps.edu>.

Classes can also be recorded as podcasts so students may download the recording. To arrange to have your class recorded as a podcast, please contact IT Specialist, Kevin Poma kvpoma@nps.edu.

Current Podcasts can be viewed by accessing the NPS NAVCAST Podcasting page:

<https://podcast.nps.edu>

The NAVCAST and Podcast portals will require authentication using your NPS provided NT credentials. If you are unsure of your username or password, or have problems logging into NAVCAST, contact the [Technology Assistance Center](#).

For further information about the NAVCAST system and troubleshooting techniques, please reference the information found on the [ITACS Video Streaming Help pages](#).

Conference Calls

How to Use Phone Conferencing at NPS

<https://wiki.nps.edu/display/TCO/Conference+Calls> (NPS credentials required)

http://faculty.nps.edu/dl/StudentServices/Phone_Conferencing_NPS.pps

Dudley Knox Library

All NPS students and faculty are entitled to a Library account. An account enables the user to access the Library's many licensed electronic resources (such as electronic books, journals and research databases) from off campus, and to request that physical materials be sent when an individual is not located in Monterey.

After being registered in Python distance learning students should automatically receive an e-mail from the Library which includes account information.

Depending on various factors, most faculty will receive a library login and password within two weeks of their official hire date. However, if you do not yet have a library account or have forgotten your library account information, please contact Circulation at circdesk@nps.edu or call (831)656-2947 and they will assist you.

The Library's home page is located at <http://www.nps.edu/Library>. It is linked from the NPS home page and Sakai.

Most commonly used functions are available as **QUICK LINKS** on the left hand side of every Library web page:

- [Ask a Librarian](#) - get help from a reference librarian. Librarians are available via live chat, email, telephone and text messaging.
- [Search BOSUN](#) –BOSUN is the Library's catalog. Electronic documents are linked right from the catalog records in BOSUN -- including NPS theses, electronic books, and other documents.
- [Search Databases](#) - access the Library's numerous online research databases – from ProQuest and JSTOR to IEEE and more – we have a comprehensive collection of electronic databases for the fields NPS researchers study.
- [Find eJournals](#) - determine if the Library has electronic access to a journal, and get linked directly to our subscriptions.
- [Request Article or Book](#) – Electronic documents or hard-copy – we can find them and send them to you.
- [Sign up for a Workshop](#) – used by on-campus students and faculty attending in-person Library workshops. You and your students can download materials on library using library resources on the HELP page: <http://www.nps.edu/Library/Help/Help.html>

Additional information:

Licensed library resources in the Library's catalog and web site will either have a NPS logo to the right of the name or will have a URL beginning with <http://libproxy.nps.edu>. Faculty and students must access these NPS-only resources via VPN or the proxy server login screen where they will be prompted for their Library account information.

If you experience problems logging into Library resources, contact either Circulation (831)656-2947; circdesk@nps.edu, or Research Assistance (contact methods described on our [Ask a Librarian](#) page).

The Library has a page of information on [Library Services for Faculty](#) which contains information of interest to faculty, such as how to request that materials be placed on reserve, the name of your librarian subject specialist, a link to a page of resources related to copyright, and more.

A librarian is assigned to each NPS School, Center, Institute or other curriculum to assist faculty and students in those areas. Your specialist selects library materials and is available for research consultations, in-class or Sakai instruction, etc. Find out who your specialist is on our [Subject Specialists](#) page. We look forward to working with you!

Definition of Terms

NPS Academic Personnel

Academic Associate

Faculty member appointed by the Provost to work with the Curriculum Primary Sponsor, Dean, and Department Chair to develop academically sound programs and to counsel students on academic matters.

Academic Council

The purpose of the Academic Council is to establish, monitor, review, certify, and advise on policies and procedures which will ensure high and consistent academic standards of graduate education throughout the Naval Postgraduate School.

Associate Chair for Distance Programs and Outreach

The Associate Chair is responsible for oversight of all department sponsored and tuition-based educational programs as designated by the Chair and for associated outreach efforts to ensure such programs meet department strategic program goals and objectives. Not every department has an Associate Chair for Distance Programs and Outreach.

Curriculum

Programs developed by Department Chairs, Program Officers and Academic Associates to meet specified Curriculum Primary Sponsor needs and standards of academic excellence. More than one degree may be associated with a single curriculum. Example: Curriculum 366, Space Systems Operations, could lead to either an MS in Space Systems Operations or an MS in Astronautical Engineering.

Curriculum Primary Sponsor

Organization that develops the needs for their specific curriculum, specifies billets for utilization of program graduates, and provides oversight and support for their curriculum. The organization is usually an OPNAV office, Navy System Command headquarters, or other headquarters or staff activity.

Department Chairperson

The Department Chair plans and administers the educational, personnel, and financial activities of the department.

Educational Technician

The Educational Technician (Ed Tech) is a NPS administrator who assists Academic Associates, Program Officers and students with day-to-day academic operations.

Program Manager

The Program Manager (PM) is the faculty member who initiates, leads, and oversees the entire life-cycle of a sponsored or tuition-based educational program or group of programs.

Program Officers

The Program Officer (PO) works directly with students, in conjunction with the Academic Associate and Ed Tech, to oversee the proper performance of academic study.

CED3 Student Services Department

The Student Services Department at the Center for Educational, Design, Development and Distribution (CED3) provides administrative and logistical support to non-resident students in CED3 supported programs.

Useful Links & Resources

- NPS Home Page
www.nps.edu
- NPS Distance Learning Home Page
www.nps.edu/academics/dl
- NPS Intranet Home Page
<https://intranet.nps.edu/index.htm>
- NPS Intranet Academic Planning
<http://intranet.nps.edu/Academics/AcademicPlanning/index.htm>
- NPS Faculty Handbook
<http://intranet.nps.edu/faculty/council/FacultyHandbook.DOC>
- NPS Faculty Information and Resources
<http://intranet.nps.edu/Faculty.htm>
- NPS “Pinkbook”
Policy Regarding Appointment, Promotion, Salary, and Tenure of office
http://intranet.nps.edu/Academics/AcademicPlanning/NewDocs/Pinkbook_July06.pdf
- NPS Faculty Development - PETAL
<https://wiki.nps.edu/display/teaching/Home>
- NPS Distance Learning Student Handbook
<http://www.nps.edu/Academics/DL/docs/DLStudentHandbook.pdf>
- NPS Brand and Style Guidelines
NPS’ goal is to create a positive awareness of NPS, whether it is locally, regionally or worldwide. Below you will find a list of resources and guidelines for print and web that will assist in promoting consistency across all promotional and corporate communications.
 - [NPS Logo Style Guide](#)
The new style guide includes the updated logo, guidelines, templates, and samples.
- MIT Open Courseware <http://ocw.mit.edu/OcwWeb/web/home/home/index.htm>
- Hippo Campus - a free educational resource for basic refreshers <http://www.hippocampus.org/>



THE CENTER FOR EDUCATIONAL DESIGN,
DEVELOPMENT, AND DISTRIBUTION (CED3)

Contact Us

Administrative Support

Ced3admin@nps.edu

Instructional Design & Media Development

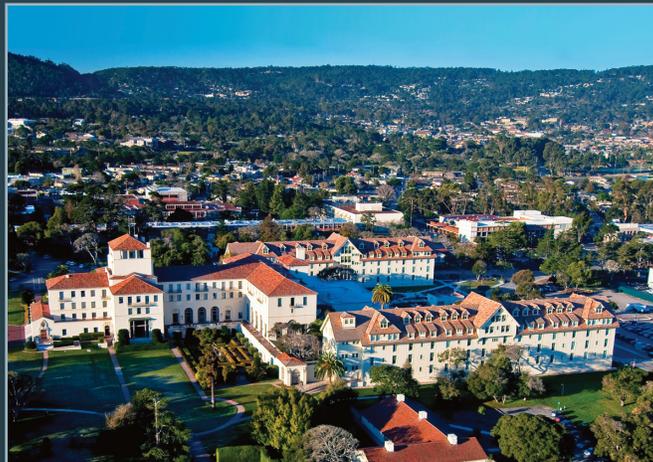
Ced3idd@nps.edu

Marketing and Communications

Ced3marcom@nps.edu

Student Support

Ced3studcoord@nps.edu



*Herrmann Hall,
NPS Campus, Monterey, CA*

CED3 Mission:

The Center for Educational Design, Development, and Distribution. CED3 aspires to become the nation's leading center for educational design, development, and distribution of graduate level educational products and is committed to ongoing excellence in its services.

CED3 will use its expertise in instructional design, media development/production, marketing/communications, student services and administrative services to support resident and non-resident instructional programs. Through collaboration with NPS schools, departments, and faculty, CED3 will help NPS use new and existing technologies to extend our graduate level education to the total force.