



# ELI News

## OUR FIRST ISSUE

Welcome to the first issue of ELI News, a monthly newsletter designed to provide ongoing information for all ELI Faculty. Each month, the newsletter will include such features as the “Idea Corner”, links to articles, “how to” directions for completing required tasks, who to contact at ELI, answers to frequently asked questions, important reminders, and more!

Each issue will also spotlight a member or team of the ELI staff so you can learn more about the professionals who support your classes behind the scenes. **Heather Blicher, ELI Librarian**, will be our first featured staff member. Future issues will spotlight innovative ELI faculty who will share their ideas and successes. If you have any suggestions for information you’d like to see in future issues or creative online teaching ideas you’d like to share, please contact [dkolakoski@nvcc.edu](mailto:dkolakoski@nvcc.edu).

I hope you enjoy our first issue!

Dr. Dawn Kolakoski  
Director of Online Instruction

## WELCOME NEW FACULTY

*Welcome to the following faculty teaching an ELI course for the first time!*

**HIS:** Nicholas Bomba, Kelsey Flynn, Rich Faillace, and Kirk Johnson

**CST:** Kristin Willett and Emily Salazar-Ordeman

**MTH:** Rob Farinelli, and Dick Pellerin

**EGR:** Monica Mallini

**ENG:** Carolos Schroder and Louise Sloan

**PED:** Matt Devine

**BIO:** Xin Zhu

**ITE:** Roger King

**ITP:** Robert Daniels

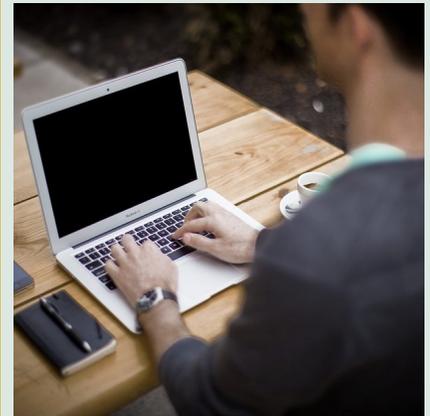
**REA:** Paul Ahn

**ITN:** Tamika Mason

**CAD:** George Wilkerson

**LGL:** Cecilia Galoway-Shell

**PSY:** Deanna DeGidio



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# “NVRK” ?

**Q: What is a “NVRK”?**

**A:** A NVRK is a “Never Attended Withdrawal Form” which is a course deletion that is initiated by faculty for a student who has never attended class.

**Q: Why do I need to report a student for not attending class?**

**A:** A NVRK is an important tool to prevent financial aid fraud. Unfortunately, some unscrupulous individuals register for online courses with no intent of completion. They wait for the financial aid distribution and then they “take the money and run”, leaving NOVA with a financial loss. We expect all ELI faculty to be **rigorous** in reporting NVRK’s to help identify and prevent financial aid fraud.

**Q: How do I report an NVRK?**

**A:** Promptly submit [Form 125-034](#) (Choose sort by number) Log-in and follow directions. For SSDL students **only**, send an email to [ELICourseSpecialists@nvcc.edu](mailto:ELICourseSpecialists@nvcc.edu) and include the name and student number for NVRK.

**Q: What is the ELI policy for NVRK’s?**

**A:** ELI policy requires that a student submit one assignment by the “First Assignment Due Date” (Census Date). It doesn’t matter what the assignment is—it could be graded, partially completed, or non-graded. As long as the student submits something, then they are good and should not be NVRK’d. Simply logging in will not count—they must submit something. Do not require students to complete more than one assignment to avoid a NVRK! If a student has not submitted anything by the first assignment due date, **then** you must submit an NVRK form for that student. Students should not be given extensions for submitting the first assignment!

**Q: What are some examples of an acceptable first assignment submission?**

**A:** The student could post to a discussion board, do an introduction, take a syllabus quiz, etc. As long as they submit something—even if incomplete, it shows their intent to stay in the course.

**Q: How can I learn more about this issue of online financial aid fraud?**

**A:** Check out this recent study on [“Cheating in Online Courses for Financial Aid Fraud”](#) by Robert Owen (December , 2016).

## November/December Workshops for Faculty

ELI Fast Facts\*

**473**  
Instructors

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**1326**  
Sections

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**23,932**  
Students

\*As of October 25, 2017

Workshop	Date	Time	Topic
Webinar	November 28	5-6pm	Manage Content with Google Drive
Webinar	November 29	10-11am	Outlook Meeting Scheduler (for Outlook desktop version)
Webinar	November 29	11-12pm	Use Blackboard Assignment and SafeAssign Options
Classroom	November 30	10-12pm	MS Excel Advanced
Webinar	November 30	5-6pm	Dig Deeper into Google Docs
Webinar	December 5	3-4pm	Create Quizzes and Exams with Respondus
Webinar	December 6	10-11am	Create Organizational Charts in Visio
Webinar	December 6	3-4pm	Manage Blackboard Grade Center
Webinar	December 7	10-11am	How to Use Twitter
Webinar	December 7	5-6pm	Dig Deeper into Google Sheets and Forms
Webinar	December 13	10-11am	Working Remotely Using VPN
Webinar	December 14	10-11am	Introduction to Microsoft Publisher

[Click here to Register!](#)



Heather Blicher, ELI Librarian



### **Title**

ELI/Online Learning Librarian

### **Joined ELI**

December 2014

### **Education**

M.L.I.S. Master of Information and Library Science, Florida State University

B.A. English, Virginia Wesleyan College

Post-Graduate Work, Educational Technology, James Madison University

### **Background**

I'm an accidental librarian who has worked in public and academic libraries since 2002. In public libraries, my focus was teen services and the highlights of that time for me were coordinating numerous weekly programs for teens, an often underserved population, and providing a safe space for youth of all ages to go for positive interactions and community support. Now, I connect with online students, faculty, and instructional designers to create embedded library services for a large online learning program and am involved in the hands-on development of OER courses.

### **Typical Workday**

Students are my priority, so I'm "on-call" checking email and discussion board posts throughout the day for any online student questions or issues. I answer student questions via email, phone, chat, and virtually. I spend time working closely with instructional designers, researching content for course re-designs, focusing on [OER](#) and copyright topics, and creating online learning objects to embed in courses, like [LibGuides](#), [infographics](#) and [videos](#).

### **Work Beverage**

Water

### **What's new with me**

I'm NOVA's representative for the Virtual Library of Virginia's Open Textbook Network initiative and the recipient of the 2017 Routledge Distance Learning Librarianship Award.

## **Library Resources**

### **OER—Open Educational Resources:**

<http://libguides.nvcc.edu/oer>

### **LibGuides:**

<http://libguides.nvcc.edu/eli-guides>

### **Infographics:**

<https://eli.nvcc.edu/library/pdf/EmbedLibInfographic2017.pdf>

### **Videos:**

<https://www.youtube.com/user/NOVALibraries>

### **Visit the ELI Library!**

Located in 3922 Pender Drive, Room 148, the ELI Library offers a quiet place to read and research. It includes books on best practices in online instruction and journals such as The American Journal of Distance Education, The Internet and Higher Education and the Community College Journal. All are available for borrowing!





## DID YOU KNOW?

- VCCS colleges select courses from other colleges for their students.
- The partner college lists the course and instructor in their schedule.
- Their students pay tuition and enroll at their college.
- Students from other colleges are merged in Blackboard to the main NOVA course.
- Instructors need to check the SIS each “Term” to see the other colleges who have students enrolled in their courses.
- Check the SIS class roll matches Blackboard’s roll.
- Only work in your NOVA course
- Treat SSDL Students the same as all your ELI students with NVRK and Withdrawals.
- SSDL Students take their exams at their home college learning centers.
- Grades must be entered in the SIS for your enrollment at each college and put in APPROVED status. (For other colleges only, not NOVA grades!)

# SSDL FREQUENTLY ASKED QUESTIONS

## Why do I have a duplicate Blackboard course site from another college?

If you have one or more students in this section that attends one of Nova’s partner colleges, a duplicate site will be created by the partner college that is offering the course as part of the SSDL project. All students will be enrolled in the NOVA Blackboard site, so you will not need to do anything with the duplicate section. [Click here for step by step instructions](#) on how to hide the empty Blackboard course so that it does not appear in your My Blackboard Courses module.

## How do I change my Blackboard banner back to NOVA?

SSDL instructors often have difficulties with their banners changing to one of the partner schools. [Click here for directions](#) for changing your banner back to NOVA.

## How do I see the class roster for my students from a partner college?

1. Log in to the SIS
2. Select Faculty Center
3. Select radio button for "Class Roster"
4. Then click on "change term"
5. All your partner institutions will appear
6. Select the radio button for the partner college students you wish to see and click "continue"
7. To start the process again for a new partner college roster click "change class" and "change term"

## How do I enter grades for my SSDL students?

1. Log in to the SIS
2. Select Faculty Center
3. Click on “My Schedule”. If the class defaults to within your NOVA class, then follow steps #4-9 If it defaults to the class listings, start with step #5.
4. Select Change class
5. Select Change term
6. Select the radio button next to the term and institution then continue
7. Click on the Grade Roster and enter the student’s grade
8. Under “Grade Roster Action”, click on “Approved”, then click SAVE.
9. Note—you must enter all SSDL students at one time.

## How do I report NVRK or Withdrawals for SSDL Students?

The online NVRK form will not accept SSDL students so you will need to send an email to : [ELICourseSpecialists@nvcc.edu](mailto:ELICourseSpecialists@nvcc.edu) and include the name and student number for SSDL students who need to be NVRK’d. The ELI Course Specialist will take care of this for you.

This same process applies for withdrawals, simply email the name(s) of the students who should be withdrawn to this same address.

# WHO TO CONTACT AT ELI

## Faculty Support

ELI ID Help Desk:	<a href="mailto:ELIIDHelp@nvcc.edu">ELIIDHelp@nvcc.edu</a> —for faculty only, not for student use.
Faculty Workload	Ellen Lesser <a href="mailto:elesser@nvcc.edu">elesser@nvcc.edu</a>
New Course Development:	Alex Case <a href="mailto:acase@nvcc.edu">acase@nvcc.edu</a>
Library Resource Support:	Heather Blicher <a href="mailto:eli-library@nvcc.edu">eli-library@nvcc.edu</a>
Student Complaints:	Cynthia Pascal <a href="mailto:cpascal@nvcc.edu">cpascal@nvcc.edu</a>
SSDL:	Jennifer Lerner <a href="mailto:jlerner@nvcc.edu">jlerner@nvcc.edu</a>
NVRK , Withdrawals, Grade Changes:	703-323-3347 or <a href="mailto:elicoursespecialists@nvcc.edu">elicoursespecialists@nvcc.edu</a>
OER Initiative	Preston Davis <a href="mailto:wdavis@nvcc.edu">wdavis@nvcc.edu</a>



## Technical Support:

ELI IT Support or Collaborate issues: 703-764-5051 or [eliitsupport@nvcc.edu](mailto:eliitsupport@nvcc.edu)  
 Blackboard general help: [blackboardhelp@nvcc.edu](mailto:blackboardhelp@nvcc.edu)

## Student Related Support:

ELI Student HOTLINE for all student related help: 703-323-3347  
 ELI IT Support for **Students**: 703-764-5051 or [eliitsupport@nvcc.edu](mailto:eliitsupport@nvcc.edu)

# ELI COURSE PREPARATION TIMELINE

The ELI Course Preparation Annual Timeline highlights the continuous annual cycle ELI follows for course copies, ELI preparation, faculty preparation and live courses. See <http://elife.nvcc.edu/idesign> for more information.

