



Adjunct Faculty Teaching & Learning Tips

Spring 2014 Week Two Newsletter



Dates & Events

Student Corner



During the **Second Week of Class**, did you
Submit your course syllabus?
Complete the Office Hours Form?
Enter W/N grades?

Active Learning & Assigned Readings.

College textbooks can be challenging. How can you encourage your students to complete all assigned readings and not quiz? [Active Learning in the College Classroom](#) advises guiding students through difficult chapters with

- One-Minute Papers.
- Muddiest Point.
- Reading Journals.
- A scrambled list of events.
- Cause & effect chart.
- Questions in need of answers.



Attendance Grading

HCC features two types of attendance grades – Add/Drop and WN. **Verify dates with your program manager or dean.**

Add/Drop: Students must initiate the add/drop grade. Using their NetID, students simply log into WebAdvisor to add or drop a course during the scheduled time period.

Withdrawn for Non Attendance: Faculty initiate a W/N grade which is awarded to students who have never attended or logged into a class. Typically, W/N grades are posted 9 Calendar Days following the start of the term. W/N grades are officially recorded in WebAdvisor by faculty.

Key point checklist.

Share with Students!

Students can annotate and highlight to read actively, but should also apply the [SQ4R College Textbook Reading Method](#), *You Tube Video*.

[Review Attendance Grading in WebAdvisor.](#)

Use the [Adjunct Faculty Checklist](#) to plan your entire semester!

Teaching Corner

Getting Started With MyHCC

If you are wondering where to start with MyHCC, consider the following resources. The [MyHCC Assistance Center Training](#) offers training for web-enhanced, hybrid, and online courses.

CITT Tutorial –

[10 Tips for Blackboard Use.](#)

Blackboard OnDemand Learning Center –
[Exploring Your Course Environment Video.](#)

Blackboard Innovative Teaching Series –
[BITS Home Page.](#)

[Setting Up Your Blackboard Learn Course](#)

YouTube Video.



Technology In Focus

HCCLive

The HCC Live Support Center not only features a self-help knowledge base, but it also provides a contact us service. To report log-in issues, access issues, or technological issues, we often Submit A Ticket.

[Download the HCCLive Overview PDF Tutorial](#) to explore the basic features of HCCLive.

Or, [Explore the Features of HCC Live Video!](#)



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