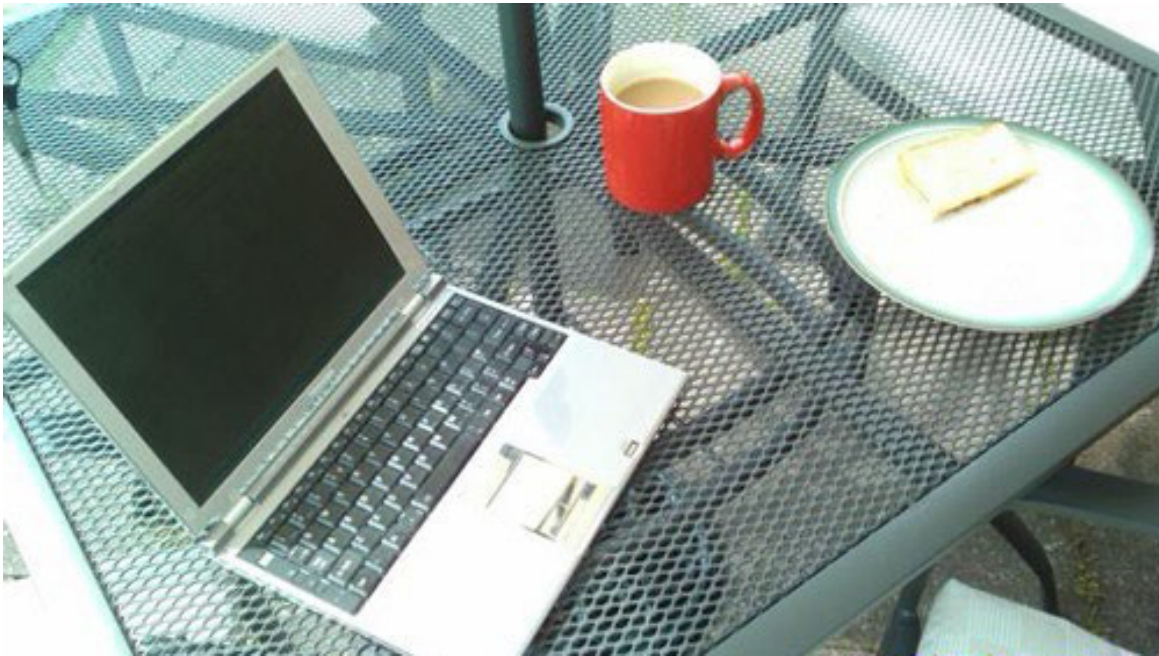# Distance Education

2024-2025

Student Handbook

P.O. Box 818, Baytown, TX 77522

TABLE OF CONTENTS

The College District prohibits discrimination, including harassment, against any student on the basis of an individual's Protected Characteristics including race, color, national origin, disability, religion, age, limited English proficiency or English learner status, veteran status, genetic information, sex (including pregnancy, parental status, sex stereotyping or treating people differently because they do not conform to sex-role expectations, sexual orientation, gender identity or gender expression) or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

I.   INTRODUCTION

Welcome, Students!

Welcome to the Lee College Distance Education program. We are excited you have chosen to learn with us, and we look forward to helping you achieve your educational goals.

Distance Education is a convenient way to access the learning environment, and if you are new to online learning at our college, we understand that you may have many questions. This handbook is designed to provide distance education learners with specific information about Lee College student services, technical support, tutoring and policies.

Please use this handbook as a resource, but also remember that there are many dedicated employees at Lee College who are willing to assist you. Don't hesitate to use the contact information in this handbook and in your course information materials to find assistance with other questions you may have.

We want to provide you with the knowledge and skills to successfully navigate in the modern world!

Mission Statement of Distance Education at Lee College

Distance Education at Lee College strives to deliver innovative and quality education that provides the ideal student experience through multiple class formats including Face-To-Face, Hybrid, Hy-Flex, Online, and Streaming.

II.   DISTANCE EDUCATION TECHNICAL SUPPORT

A. Blackboard Helpline

This hotline is available to assist students with logging into Blackboard, finding their syllabus, locating their assignments, and finding resources that teach them more about how to use Blackboard.

Helpline Services
- Provide students with their username and default password
- Help students reset their password
- Help students log in to Blackboard
- Help students find the syllabus, course content, assignments, and grades
- Direct students to resources for learning more about

Blackboard 281-425-6364

Helpline Hours

- Mon.-Thu.: 10 a.m.-3 p.m. & 6-9 p.m.

B. Blackboard, Office 365, and Other Tools Tutorials

Lee College Make Your Life Easier Monday provides a number of video and handout tutorials for students on Blackboard, Office 365 and other tools.

C. Inside Blackboard:

Institutional Page

When you log into Blackboard, the menu on the left side of the page provides you with a number of options. The first menu item is the institution page which provides you with a lot of helpful information including information on how to access and use the premium version of Grammarly.

Profile Page

Listed directly beneath the Institution Page menu item is your name. This is your profile page. On this page you can set up your notification settings related to the activity stream notifications, email notifications, and push notifications.

Activity Stream

Beneath the Profile menu item is an item called "Activity Stream". The Activity Stream page provides you with notifications related to assignments due, assignments graded, and grades submitted.

Courses

The courses menu item will take you to the course page where all of the courses in which you are enrolled are listed. You can choose the view for your courses as either a list or tiles with random pictures. The courses page is where you will go to access all of your courses.

Organizations

This menu item is a place where, if you belong to any student clubs or organizations and they have requested a Blackboard space, the organization can be found here.

Calendar

The calendar menu item takes you to a calendar page which can be viewed by the day or the month. If your instructors have posted assignments, discussions, journals, blogs, or wikis with due dates in their courses, you will see those items in the calendar. The items have a different colored line around them based on the class for which they are due.

Messages

The messages menu item lets you review any course messages you receive without having to log into each specific course in which you are enrolled.

Grades

The grades menu item will take you to your grades page listed by course.

Assist

The assist page will allow you to upload content and have it transformed into various accessible types of content.

D. Technology Tutorials

Lee College has a technology tutorial site for students which can be found on the Make Your Life Easier Monday (Student) page.

III. HARDWARE/SOFTWARE REQUIREMENTS

For Blackboard, Anthology supports Google Chrome™, Mozilla® Firefox®, Apple® Safari®, and Microsoft® Edge® desktop and mobile browsers. All these browsers apply updates automatically for most users. Anthology makes every effort to support the most recent version upon release. For these supported browsers, these are the supported versions:

Google Chrome™, most recent stable version and two preceding versions.

Mozilla® Firefox®, most recent stable version and two preceding versions.

Apple® Safari® for MacOS and iOS, two most recent major versions.

Microsoft® Edge®1 most recent stable version and two preceding versions

Run the browser checker to see whether Blackboard supports your browser.

Blackboard does not require any specific browser plug-ins, although added content may require plug-ins to view. To learn more about Blackboard's general browser support policy as well as information about Javascript, Cookies, and other software, see the Browser Support Policy.

Recent updates to several browsers have included changes to how the browser handles third-party cookies. These changes may affect tools from other providers that integrate with Blackboard. If you have trouble accessing an integrated tool after a browser upgrade, edit your browser's settings to allow sites to save and read cookie data. You can find instructions for Chrome, Safari, Firefox, and Edge online.

Pop-up blockers need to be set to allow pop-ups from the LMS site (https://elearn.lee.edu/).

Cookies should be set to "Allow" from elearn.lee.edu.

Blackboard Learn and Ultra Course View Help Homepage for Students

Blackboard Ultra help link for students

Courses may be offered in either the Blackboard Original Course View or the updated Blackboard Ultra Course View. Both use the Blackboard Learning Management System (LMS), but they may look different and have different functions.

IV.   ARE DISTANCE EDUCATION COURSES RIGHT FOR ME?

Lee College provides a Blackboard Student Orientation Course where students can get a feel for how Blackboard works, investigate different assignment modalities, and increase his or her knowledge of online student learning.

If you have concerns about whether an online course is right for you, consider taking this Online Learning Readiness Questionnaire , The questionnaire is free and provides you with feedback as to your readiness for an online learning experience.

Blackboard Orientation Course

Students are strongly encouraged to take the Lee College Blackboard Orientation Course.This course takes you through the nuts and bolts of Blackboard Learn, the college learning management system. You will get a basic understanding of how online courses are set up, how to upload assignments, participate in discussion boards, take tests, etc.

*Your instructor may also provide a separate orientation for his/her specific class.

LibGuide for Students

A number of resources for students are listed in the Student Resource LibGuide. One of the tabs in this Student Resource LibGuide includes support for Blackboard which can be accessed on the LibGuide Blackboard Help Tab.

Online Class Orientation

Orientations are mandatory for all OL courses, and they may be online or face-to-face, depending on the instructor. Online students must contact instructors for orientation times and locations. During orientation, instructors will introduce themselves and provide any relevant course information.

Online Attendance Policy

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.. – *FSA Handbook 2017-18, Volume 5, p. 61.*

Expectations of Students

Students enrolled in distance education courses at Lee College are expected to maintain ongoing course engagement in order to uphold positive academic standing with the college. In an online environment, "attendance" is more than just logging into a course, or the Learning Management System (LMS). Online attendance is measured by your academic engagement with the course

content, course tools, course instructor, and with other students in the course. The following is strongly recommended:

First Week of Class

All Lee College online courses open on the first day of the term unless the course is a late-start or second eight week course, then the course will open the first day of the beginning of those scheduled courses. All Lee College online students are expected to login to the LMS (Blackboard) and access online courses during the first week of their classes. Students must engage in an academically related activity prior to the official census date.

Throughout the Term

As the term progresses, all Lee College students are expected to maintain an ongoing online presence in their online courses by participating in course related activities. This may include, but is not limited to reading announcements, taking exams online, participating in group work, posting to discussion forums, submitting assignments and carrying out the requirements set forth by the instructor.

It is a good practice to login to online courses several times a week to stay informed of news, announcements, grades, assignments, and other important course information.

Federal Student Aid and Online Attendance

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. Lee College verifies student attendance in accordance with this regulation.

In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in **academically related** *activities in order to comply with this requirement.*

Academically related activities include, but are not limited to:
   • physically attending a class where there is an opportunity for direct interaction between the instructor and students;
   • submitting an academic assignment;
   • taking an exam, an interactive tutorial or computer-assisted instruction;
   • attending a study group that is assigned by the school;
   • participating in an online discussion about academic matters or
   • initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement.

Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.

Cost of Online Courses

Distance Education courses cost the same as on-campus courses. All students are assessed a flat technology access fee per semester of $50.00. Students may use the "Tuition and Fees Table Calculator" at the Lee College Business Office Web page to calculate the cost of courses.

How do I register for Distance Education Courses?

The Student Success/Counseling Center counselors are available to help students register for courses. Students may also register independently by logging into their MyLC account and registering for online courses.

Privacy Statement

Students will retain the same rights to privacy in online courses as they would in a traditional classroom environment.

V.   TYPES OF CLASS FORMAT

Face-to-Face (F)

These courses are traditional synchronous, on campus, that provide face-to-face instruction in a traditional classroom on campus. However, courses may be enriched by the addition of an online component. This online component is hosted on the Blackboard. Face-to-face courses must include the course syllabus and grades in Blackboard and may contain as little as 1% to as much as 50% of instruction in Blackboard. All classes include the maintenance of a gradebook and the posting of the course syllabus in Blackboard Learn so students can access their grades/syllabus at any time during the semester.

Hybrid (H)

Hybrid or blended courses are a combination of synchronous and asynchronous instruction. Students and instructors are not in the same physical setting for a majority (more than 50%, but less than 85%) of the instructional time.

Typically, hybrid courses combine online and classroom components. The course syllabus will contain a section delineating the integration between face-to-face and online instruction. Additionally, it will discuss how the online environment connects and supports the classroom activities. Students must have Internet access, understand and be able to use email and the web, create and save documents in specific file formats and upload files as an attachment.

Hy-Flex (J)

A Hy-Flex course is delivered in-person and via video-conferencing at the same time by the same faculty member. Students can choose to attend via the video-conferencing tool or can come to campus and attend in person. Students can make this choice each class meeting.

Online (V)

Online courses are asynchronous. Students and instructors are NOT in the same physical setting more than 85% of the instructional time. Some courses may require face-to-face sessions totaling no more than 15% of the instructional time. This could include orientations, labs, proctored tests, field trips and/or other course requirements. Orientations may occur before the course's start date. Face-to-face requirements will be listed in the course syllabus. Faculty must have Internet access, understand and be able to use email and the web, create and save documents in specific file formats, and upload files as an attachment.

100% Online (W)
A course in which all of the tests, quizzes, and learning activities occur online. A course offered 100% online is typically offered as asynchronous. However, faculty can choose to offer voluntary synchronous sessions and should schedule weekly office hours.

Lee Stream (S)

In this course modality, the course is delivered online with designated synchronous meeting times in which the students and the instructor meet for class. All course content is delivered online with synchronous course meetings. A microphone, webcam, and internet are required. As with an online course, weekly office hours should be offered in addition to the synchronous course meetings.

As course schedule symbols can mean multiple designations, faculty should provide clear notes in the course description related to the course modality and student expectations.

Two charts outlining each of the above course delivery modalities is found on the following pages:

Figure 1. Understanding the Difference Between Face-to-face, Hybrid, & Hy-Flex

Teaching Online Certification & Blackboard Training	Delivery Method for Courses	Class Schedule Symbol	0% instruction Outside of Class	50% - 84% of Instruction Outside of class	Technical/Applied courses where majority of instruction is face-to-face with some online work.
Required beginning Fall 2020	Face-to-Face	F	Course content **Can Be** in Blackboard. Face-to-face courses must have all scheduled instructional minutes in a physical classroom. Face-to- face courses must include the course syllabus and grades in Blackboard and may contain as little as 0% to as much as 100% of out-of-class activities such as homework problems, group work, assignments, or research in Blackboard.	H	
Required	Hybrid	H		All content **MUST** be in Blackboard. 51% - 84% instruction in Blackboard; The number of instructional minutes	

				delivered face-to-face is no more than 50% of the total instructional minutes for the face-to-face course.	
Required	Hy-Flex	J			All content MUST be in Blackboard. Students have the option of meeting face-to-face with the instructor or synchronously via a virtual conferencing platform.

Figure 2: Understanding the difference between Online, 100% Online, and Lee Stream

Teaching Online Certification & Blackboard Training	Delivery Method for Courses	Class Schedule Symbol	85% - 99% Instruction is Outside of Class	100% of Instruction is Online	Class meets Synchronously for Instruction
Required	Online	V	All content **MUST** be in Blackboard. 85% - 99% Instruction in Blackboard; e.g. Classes will meet face- to-face no more than 15% of the time & may include orientations, labs, proctored tests, field trips, presentations, and/or other course requirements.		
Required	100% Online	W		All content, including tests, quizzes, learning materials, and learning activities are contained in the online class.	

Required	Lee Stream	S			Students and the Instructor meet synchronously on a conferencing platform at designated times. All content, including tests, quizzes, learning materials, and learning activities are contained in the online course with synchronous class meeting times.

Classes may be offered in a variety of lengths throughout the semester. During the long semester, classes may be offered in 16-week, 13-week, and 8-week sessions. During the summer, classes may be offered in 3 week, 5-week, 8-week, or 10-week sessions. Courses are offered online through Blackboard, Lee College's Learning Management System (LMS).

VI. STUDENT SERVICES

Writing Center
Located in the Lee College Library – use the link below to access Writing Center services and schedule an appointment.
281.425.6534
wconline@lee.edu
Writing Center Website

Math Lab
Virtual Math Lab and Tutoring
281.425.6891

Testing Center
Rundell Hall, 2nd Floor
281-425-6262
Lee College Testing Center – Hours of Operation:

Access to the Testing Center are limited due to the pandemic for fall 2020. Testing is conducted in a variety of ways, depending on your instructor. Exams may be given online through Blackboard or on campus in the testing center. It is important to communicate with the instructor and read the syllabus for testing schedules and locations. Instructors may have students use an Online Test Proctoring Service such as Respondus Lockdown Browser and Monitor or Honorlock at no cost to the student.

If you are required to test on campus, you must make an appointment and bring a photo ID. The Lee College testing center is located in Rundell Hall on the 2nd floor. Call 281.425-6262 for appointments.

Library Resources
ATC Building, 1st Floor
Will Mayer
832-556-4017
wmayer@lee.edu
Library Service's - Distance Education

Financial Aid
Rundell Hall, 1st Floor
281.425.6389
finaid@lee.edu
Financial Aid Website

Title IX – Campus SaVE

Title IX Coordinator: Jose Martinez
Rundell Hall, 112A
281-425-6546   josmartinez@lee.edu
Title IX – Campus SaVE Webpage for information and reporting

Advising/Counseling Services

Location: Rundell Hall, 1st Floor
Phone: 281.425.6384 or 800.621.8724
Fax: 832.556.4004
E-mail: counselor@lee.edu

Counseling Center Website

- Mon.-Tue.: 7:30 a.m.-7:30 p.m.
- Wed.: 7:30 a.m.-5:15 p.m.
- Thu: 9 a.m.-5:15 p.m.
- Fri.: 7:30 a.m.-12:30 p.m.

*Limited services at the Student Advising and Success Center are available Thursday mornings from

7:30-9 a.m. prior to opening. Walk-ins and/or appointments for Advising/Counseling are scheduled

to begin 30 minutes after opening and end 30 minutes before closing.

Disability Services/Access Center

K-Leigh Villanueva
Rundell Hall, 1st Floor
832.556.4069 or 281.425.6217 for appointments
kvillanueva@lee.edu

Disability Services - Access Center Website

Veterans Counseling

Tiffany Winchester
Rundell Hall, 1st Floor
832.556.4300 or 832.556.4302
twinchester@lee.edu
va@lee.edu

Veteran's Center Website

Text Alerts

Sign up at: Text Alert Sign up Website

Lee College has a state-of-the-art notification system that is capable of sending you notifications instantly and simultaneously on several kinds of devices. You may choose to receive notifications on your:

- Mobile phone (text message)
- Blackberry
- Wireless PDA
- Pager
- Email address
- Lee College website
- Google, Yahoo, or AOL home page

You will receive information about:
- Weather cancellations and delays
- Emergency conditions
- You may also check on any of the optional groups listed from which you would like to receive notifications.
- To register, you must fill out the form on the Web. To complete the process, make sure your cell phone is powered on.

Living on the coast presents unique challenges. When a hurricane hits, the college could experience a lengthy shut down, as it did during Hurricane Ike and during COVID-19. Since that time, the college has put generators in place to help keep mission critical systems up and running. Some of the systems that have been deemed as mission critical include PeopleSoft and Blackboard.

It is your responsibility to check Blackboard for messages and adjusted assignment schedules during the event of a campus closure. Instructors will communicate with you through Blackboard while the college is closed. Students should not come physically to campus during an official closure for safety and security reasons.

VII.   FREQUENTLY ASKED QUESTIONS

Online courses are often the answer for students who are busy, have difficulty driving to the college, or live far away. With a different format from the traditional learning environment, students should consider a number of factors to determine their chances for success. These FAQs below may help you determine your readiness to successfully complete such courses.

1. **Are online classes easier than traditional classes?**

   No. Online classes are more difficult due to the amount of self-discipline, motivation and time that is required to successfully complete an OL class. While they do offer flexibility and convenience for people with already busy schedules, the motivation for completing the assignments, taking the tests and all other requirements falls to the

student. The student must log in everyday to the course to check for announcements, updates, new postings, etc., and take the appropriate actions. Most online courses are NOT self-paced and do have deadlines for turning in assignments and taking tests, just like a traditional class.

2. **How do you know if online classes are a good fit?**
   Distance Education classes are definitely not for everyone. In a typical online class, the student will be working independently and in an asynchronous environment. This means there is not much real-time interaction between the students and the instructor. In addition to good typing, reading, and communication skills, there are a number of general computer skills needed, too. You need to be able to attach documents, upload and download files, email, and post discussions. The successful online student is self-motivated, has good time management skills, self-discipline, and is independent

3. **Are online courses accessible from anywhere?**
   Yes, it is available anywhere that has high-speed Internet access. If you have Internet access, you should be able to access your courses. People considering online courses need to consider what type of Internet service they have access to. If only dial-up Internet is available, distance education courses may not be the answer to your education needs. If the Internet service in your area is not ideal, check out other resources in your area that might be better, such as the public library.

4. **Will I be required to come to campus during the semester if I am taking an online course?**
   It is a possibility:
   - Courses marked as "H01" are "Hybrid" and 51%-84% of instruction will occur in Blackboard.
   - Courses marked as "OL" will have 85%-100% of instruction will occur in Blackboard
   - Some instructors do require that students come to campus to take their exams.
   - Depending on the course, students might also be required to come to campus for activities related to course work, such as lab work or group projects.

5. **How much time is required for on online class?**
   An online class is typically going to require significantly more time than a traditional one. Students should understand that each hour of class credit requires three hours per week: one hour in lecture and two hours personal study/homework. For example, a three-hour course requires nine hours per week, three hours in class and six hours on your own. It is the student's responsibility to login and check for announcements, emails, new discussion postings, assignments or assessments that have been released and complete the work. In addition, students should not wait until the last minute to submit assignments or take exams or assessments. Technical glitches are a very real possibility. If something does happen while taking an assessment or trying to submit

assignments, students should notify the instructor immediately.

6. **Since the class is online, does that mean it is self-paced, or can the student complete it whenever?**

   No. The majority of online classes will have assignments and assessments with due dates associated to them. If a student fails to complete them on time, the student will not be able to access and submit them. Students need to contact their instructors immediately if they are having technical trouble with assignments/assessments or any other part of their online course. Again, it is important to complete work in advance, and **not** to try to complete course material immediately before the deadline.

   Do all online and hybrid classes use Blackboard**?**

   Yes, every instructor uses Blackboard.

7. **What is Blackboard?**

   Blackboard is a company that develops Learning Management Systems. It is a self-contained place to present material to students. Blackboard can be used in a variety of manners, such as online or hybrid instruction, or to enhance a traditional class. It can also serve as a virtual community for users, such as the drafting community, the nursing community, honor societies, or faculty learning communities. The advantage of Blackboard is that it is self-contained, so sensitive information is not accessible to unauthorized users.

8. **Is there a test that I can take to measure my readiness for online education courses?**

   Yes! Lee College would like every student to be successful. Students can access the Blackboard Student Orientation Course in order to gain familiarity with the online learning environment.

9. **Do I need to own a computer?**

   Yes. Online courses are designed for the student who wants to study at a different location than the college, and has high-speed Internet access. If you do not have ready access to a computer or only have access to dial-up service, you should seriously consider taking the course in either a Hybrid or traditional setting.

VIII.   NETIQUETTE

The Internet provides numerous opportunities for users to connect, conduct business transactions, get an education, keep in touch with others, and other things. The Internet also has its own culture. And just like any other culture, there are "rules of etiquette' people should be aware of and follow. For the Internet, there are rules of Netiquette, or basically, the etiquette rules for cyberspace. Believe it or not, there are, actually, rules for how to behave

properly online.

Virginia Shea has written a book titled *Netiquette* that discusses the core rules of netiquette. You can use this link to read more extensively about Netiquette: The Core Rules of Netiquette. She lists 10 rules to help people behave properly in an online world.

One thing to always remember is this: once a person puts something online, whether it is an email, document or comments or videos, it is always online. You can delete it off your account or machine, but it is more than likely backed up on some server somewhere in the world and can be accessed again by someone.