Tips for Increasing Engagement Using Webcourses@UCF Tools

Message Students Who

What is it?

This tool allows you to send a message within Webcourses@UCF to a group of students who meet specific criteria.

When do I use it?

After an event in your course such as a(n):
- Exam/test
- Major assignment
- Project

The week of the withdraw deadline for the course would be another opportunity to utilize this tool.

Example:

Dr. Carolyn Massiah utilized this tool after her first exam of the semester. She identified three different populations:
1. Students who scored above 93% on the exam.
2. Student who scored below 60% on the exam.
3. Students who did not attempt the exam

Below are the messages sent to each student population:

1. **Students who have done very well on an exam (93% and above)**

Hello,

You did an awesome job on Exam 1…It was way too easy for you…Good job again....Have a great rest of the week.
Dr. Massiah

2. **Students who have done very poorly on an exam (below 60%)**

Hello,

Your score on Exam 1 was a cause for concern.
I would highly suggest that you make the time to come and visit the graduate assistants and review your exam to see what improvements you can make in your studying for the next exam.

Dr. Massiah

3. **Students who did not attempt the exam**

Hello,

You did not attempt Exam 1. As stated in the syllabus, this will count as your dropped exam for the semester.

How do I use it?

This link provides step-by-step instructions on how to use the Message Students Who tool.

Targeted Office Hours

What is it?

This strategy makes better use of your time when meeting with students outside of class. Have you ever noticed that during office hours several students had the same question or came in to discuss the same topic? Why not speak to them all at once so that you have more control over how you allocate your time. This would allow you to meet with more students in a shorter amount of time or free you up to spend more time with the individuals who need it the most.

When Do I Use It?

This is particularly useful for large class sizes. When a line starts to form outside your office, it's time to start making more efficient use of your time.

A good time to set up targeted office hours is also just before and after an exam. When preparing for the exam, students who are struggling with the same topic can all meet with you together and benefit from each other's questions. After the exam students wish to discuss the same test question or set of questions can also hear the same information without forcing you to repeat it multiple times.

How do I use it?

This strategy can be implemented free of technology with the use of paper sign up sheets in class or the process can be managed online through a wide variety of tools. It may also be combined with other strategies like "Message Students Who." The messages sent to each group of students could also invite them to different sets of office hours based on their performance on a particular assignment or exam.

Scheduler

What is it?

The scheduler tool allows faculty to create appointment slots for students to sign up. You create a block of time and subdivide it into smaller blocks, which students select.

When Do I Use It?

This tool was created to provide an organized system to allow you and your students to communicate. The best use case would be to organize your Face-to- or Online Office Hours.

One strategy is to provide general office hours. Another strategy is to create targeted office hours, which will only cover a limited number of specific topics.

How do I use it?

This link provides step-by-step instructions on how to use the Scheduler tool.

Conferences

What is it?

This free web conferencing tool is embedded within your Webcourse. It is similar to other web conferencing software like Adobe Connect or Webex in that it allows you to share your desktop, documents, or files in a live, synchronous meeting while communicating via text, audio, and/or video.

When Do I Use It?

This tool is great for online office hours. It can be used in conjunction with other strategies like targeted office hours or the scheduler. It is most useful when you need to meet with students live but they are unable to come to campus and a phone call just isn't sufficient.

Other uses for this tool include:
- Group Collaboration
- Software Demonstration
- Guest Speakers
- Student Presentations

How do I use it?

This link provides step-by-step instructions on how to **create** a Conference and this link provides step-by-step instructions on how to **use** the Conferences tool.