

ENG 100 OER Online Course Instructor's Guide

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The [ENG 100 OER](#) weekly learning modules website template and Lulima Lessons template were created for Leeward CC ENG 100 instructors. It is the content (in two formats: Google Site or Lulima Lessons) for a complete online ENG 100 course using Open Educational Resources (OER), so no textbook is required. A companion Lulima course site, "LEE ENG-100 OER" is also available to use with this material. Additionally, this Instructor's Guide is available to help instructors put the course together. [Contact](#) the Educational Technologists at the Educational Media Center (EMC) for assistance.

The [ENG 100 OER](#) Google Sites website and Lulima Lessons learning modules were created as part of an OER course site under the Creative Commons [CC BY-NC-SA 4.0 license](#).

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Overview of Tools Used in the Course

Instructors who use this course should be familiar with the following tools so that they can adapt the course to better fit their teaching styles.

Laulima

- Assignments
- Announcements
- Forums
- Gradebook
- Lessons (for “Start Here” page)
- Lessons (for “Learning Modules” pages) or Web Content (for learning modules in a Google Site)
- Lessons (for “Virtual Office” page)
- Messages or Email*
- Resources
- Statistics (hide tool from student view)
- Syllabus
- Tests & Quizzes

*In your Laulima site’s > Site Info > **Edit Tools**, disable “Discussions and Private Messages” and “Email” (if you choose to use “Messages” instead) tools which come standard in new Laulima sites.

Google@UH Apps

- Sites
- Slides
- Docs
- YouTube (To use YouTube with your Google@UH account, you’ll need to agree to the [Google@UH Consumer Apps terms](#).)

Other

- PowToons (You can add this as an add-on in your Google@UH Drive account. Click on New > More > Connect more apps > search for PowToons and add it. Click to sign-in with your Google@UH account.)

Modular Structure

The course is divided into weekly modules that contain the following:

- Introduction
- The Writing Process
- Narration (essay length requirement is 750-1000 words)
- Description (essay length requirement is 1000-1250 words)
- Research Module: Using Sources
- Compare/Contrast (essay length requirement is 1000-1250 words)
- Position Paper (1250-1500 words for the paper; 500 words for the outline)
- Evaluation (essay length requirement is 1000 words)
- Grammar lessons (3 total--one each at end of weeks 4, 6, and 10)

The essays build on each other from easiest to most challenging. The content should remain in the order it is presented in the Learning Modules.

The two exceptions are the grammar lessons and the evaluation essay (timed writing).

In the template course, I put one grammar lesson at the end of the Narration, Description, and Compare/Contrast modules. While the students are working on the grammar lessons, the instructor has more time to grade the final essays without new assignments coming in. However, an instructor could choose to put them elsewhere.

In the template course, I put the evaluation essay at the end of the semester and use it as the final exam, but it could be used as a midterm exam as well.

The minimum number of essays required for ENG 100 courses at Leeward CC is 5 essays, so all of these essays need to be taught. You are welcome to change the essay genres using other OER, but please be sure that the course still contains 1) some source-based writing, which is another requirement of ENG 100 and 2) an in-class writing exam, another requirement.

ENG 100 requires 5000 words of finished prose. The total for this class is 5,500, so if adjustments are made to the word count, please keep that in mind.

Class Pacing

The pace of the class is fairly quick. Some of the work needs responses from the instructor before the student can proceed with the next assignments. These assignments that need prompt feedback are

- **The topic selections** for all of the essays unless you are not going to approve the topics before the students draft their essays. If you are going to approve topics, students' topic submissions should be graded by the day after they are due. To expedite this, I suggest composing a standard phrase to let the student know if the topic is acceptable and pasting it into the gradebook comments for that assignment. Of course, adjustments will need to be made to the phrasing depending on each submission, but this copy/paste/edit is a good way to move quickly through this grading.

- **The draft of each essay.** Students submit a draft of each essay for peer review. Instructors should also read those drafts and return to the students with comments. To be most helpful to the students, the draft should be returned with instructor comments on the same day that the peer reviews are due. This is usually a 48-hour turnaround time. To expedite this, I suggest composing a list of global comments that highlight the criteria listed on the grading rubric. This could be pasted into the top of each student's essay and then revised to suit the individual essay.
- **The position paper outline and works cited.** Students submit this and then wait for instructor feedback prior to writing a draft of their position paper. The intent of the outline and works cited is to make sure students are on the correct track with their position papers, that they have a workable thesis, and that they have appropriate arguments and sources to back them up. The outline & works cited should be returned to students within 48-hours so they have enough time to work on their drafts. Students should be encouraged to get started on their drafts/do further researching while waiting for the outline.

About the Modules

Introduction

The intent of the introduction is to introduce students to online learning and to some of the tools they will be using in the course. Students will use the forum and messages tool in this module.

The Course Success module is a written slideshow of the course tools. A more effective way to introduce this material would be to make a video course tour narrated by the instructor. Loom allows you to capture your screen and narrate what you are doing. This is an excellent tool for making a course tour. The video can be uploaded to YouTube and embedded in the weekly module.

The Writing Process

This is a short module that introduces a comparison between high school and college writing. It also discusses the Writing Process and asks students to share their writing process. If you are looking to make the class have less content and a slower pacing, this is a section that could be removed.

Narrative Essay

The narrative essay module introduces the recursive writing process that will be used for each essay writing module-- an introduction to the genre, reading sample essays in the same genre, selecting a topic, writing a draft, completing peer reviews, and submitting a final draft.

Since narrative essays are based on personal experience, the narrative essay should not be difficult to write. This will allow students extra time to go through the recursive writing process

for the first time.

Description Essay

This module and essay asks students to look outside of themselves for a topic-- to find a person, place, or object to describe. Their opinion is limited to them expressing their impression of their subject, and the rest of the essay should be a description of their subject. This may prove to be a challenge for some who prefer to write about their own feelings and experiences. Catching inappropriate topics when they post their topics will be important in this module.

Research: Using Sources

This module is a break from essay writing and introduces writing using sources, MLA format, and avoiding plagiarism. Students will work through the Information Literacy Tutorial and Exam, read about and watch videos on using sources, using MLA format, and avoiding plagiarism. This module will conclude with a quiz.

Compare/Contrast Essay

Students will be required to find and use 2-4 sources to support their ideas in their Compare/Contrast essay, which will be the challenge for this module. I did not put in restrictions on the type of sources that can be used, but some ideas for getting more academic sources is to require the students to use sources from the Leeward CC library databases. This would also reinforce the information the students learned in the Information Literacy tutorial in the prior module.

Students may need to be reminded to consult the “Research: Using Sources” module if they need reminders about how to format in-text citations and the Works Cited.

The Position Paper

This is the most challenging essay for this class. It's a long essay, it needs to make an evidence-based argument, and it needs to use correct MLA formatting. Students often struggle with this essay, which is why an outline and works cited is required prior to the first draft. When giving feedback on the outline and works cited, it's a good idea to make sure the student has an appropriate thesis statement and arguments as well as appropriate sources to support the arguments. If not, it might be worthwhile to have the student rewrite the outline until it is suitable. That will help them to not get too discouraged while they are writing the draft. The assignments for this module are very spaced out and students are expected to work independently on their drafts while waiting for instructor and peer feedback.

The Evaluation Essay

This is a short module that contains the required in-class writing exam (required for Leeward CC's ENG 100; this essay exam has also been used in the past as an ENG 100 assessment tool). Students will be taking the exam in Laulima's Tests & Quizzes tool. When students begin

the 3-hour exam, they will see the exam question, an essay to read and evaluate, and a MLA-format sheet. Instructors can either use the essay that is provided or replace it with one that they choose on their own.

Setting Up the Laulima Course Site and Learning Modules

The ENG 100 OER template course is available in three choices for instructors to make a copy of to use as their own and edit to adapt them to better fit their teaching styles. Decide on which option you will use before proceeding.

1. **Laulima course site** (for course management and for students to submit activities, assignments, and assessments) with embedded learning modules (using the **Lessons** tool).
2. **Laulima course site** with learning modules in an external website (using **Google Sites**).
3. **Google Sites** learning modules (content only).

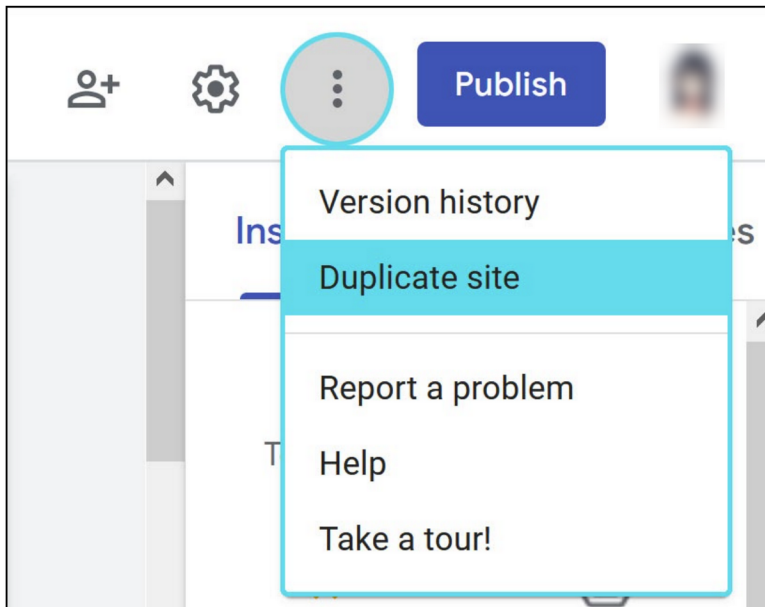
If you decide to use the learning modules in the external Google Site instead of the learning modules within the Laulima course site (Lessons tool) or will just use the Google Sites as standalone content, proceed with the following steps in the “[Google Sites](#)” section below.

If you decide to use the Laulima course site and internal learning modules (Lessons tool) skip ahead to the “[Laulima Course Site](#)” section.

Google Sites (Learning Modules)

How to copy the “ENG 100 OER Template” Google Site

1. [Contact](#) the Educational Technologists at the Educational Media Center (EMC) for access to the template site to make your own copy. ([Preview](#) the Google Site.)
2. Once you have access to the template site, in edit mode, click the three-dots menu at the top right corner > **Duplicate site**.



3. Duplicate site.
 - a. File name: _____. When naming the site, we recommend a naming convention using **LEE Course Alpha Course #**. For example, **LEE ENG 100** or **LEE ENG 100 Wood** (last name added). Normally, you would only need one Google Site per course which you would use for all course sections and edit for the next semester. (Or you could make a copy for next semester.) But if you want to make multiple sites of the same course, you might consider appending another descriptor to distinguish it from the others. For instance, semester and year, or CRN, after the course #. For example, **LEE ENG 100 Fall 2022 Wood**.
 - b. Folder. Google Sites are stored in your Google Drive. The default location is in your "My Drive." You can change this by clicking on **Change** if you have a specific folder you'd like to organize it in.
 - c. When you're done, click **Duplicate**.

Duplicate site

File name

LEE ENG 100 Fall 2022 Wood

Folder

My Drive [Change](#)

Sharing

☐ Share with the same editors

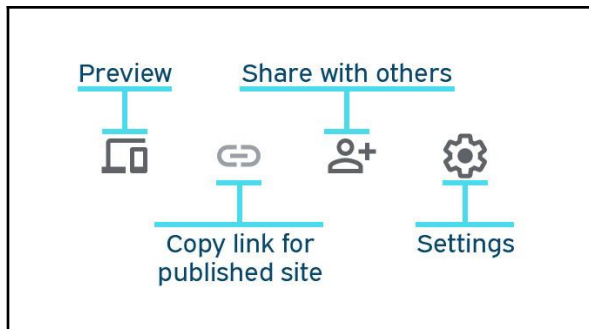
Any change you make to your site after starting a copy will not be reflected in the duplicate site.

Cancel [Duplicate](#)

- d. A copy will be generated. You'll also receive an email notification when the copy has been made. Once it's ready go to the Google Site either through the email notification, Google Sites homepage, or Google Drive.

Google Sites Menu Buttons

There are several buttons across the top when you're in edit mode of your Google Site.



1. **Preview** button allows you to preview what your Google Site will look like on a phone, tablet, and large screen.
2. **Share with others** button allows you to share your Google Site with other editors.
3. **Copy link for a published site** button allows you to copy the URL to your published Google Site.
4. **Settings** button allows you to edit the navigation, brand images, viewer tools, migration, analytics, and announcement banner.
5. If you are working with an Educational Technologist, we recommend sharing the site with us so we can access and help you with your Google Site. To do this, while you are still in the sharing settings, type the UH email address of the person you wish to add. Change the permissions to "Is owner". Optional: Choose to send them a notification email that you are adding him/her and/or a message. Click **Share & save**.

Edit a Google Site

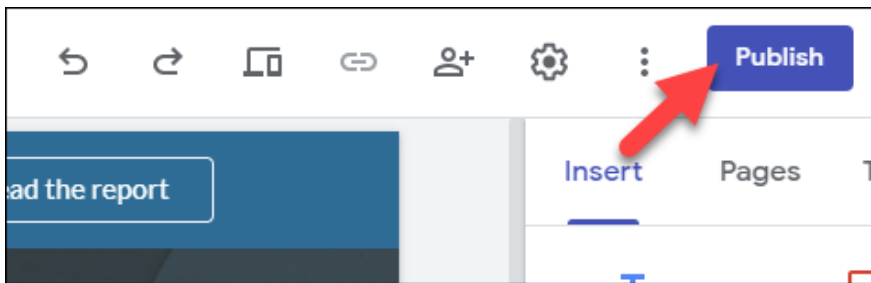
Now that you created your own copy of the Google Site, you can edit/modify it as you wish. Just remember to keep the attributions at the bottom in mind.

To begin editing, go to the page you want to edit and click on the pencil button at the top-right corner. Use the formatting toolbar across the top, as desired.

To edit embedded content such as the Google Slides presentation, see instructions in the “[Edit Google Slides Presentations](#)” section.

Publish your Google Site

1. When you're ready to make your Google Site live and available for others to see, publish your site by clicking on the purple **Publish** button at the top right corner.



2. A popup window, “Publish your site” will appear.
 - a. Web address. Your site will be located at this URL: <https://sites.google.com/hawaii.edu/> _____. The “Web address” box will be auto-filled with a suggestion. Every Google Site needs to have a unique URL so consider modifying this to match your Google Site’s name, but use all lowercase letters and dashes for spaces. For example, **lee-eng-100-fall-2022-wood**. As you type in your URL it will check to make sure that is a unique URL.

Publish your site

Web address

lee-eng-100-fall-2022-wood ✓

https://sites.google.com/hawaii.edu/lee-eng-100-fall-2022-wood

Who can view my site

Specific people [MANAGE](#)

Cancel Publish

- b. Who can view my site? By default only people you add to your site can view and edit it. You'll need to change this to allow your students to see your site. The easiest way to do this is to make the site publicly viewable (so no one needs to be added or login with their Google account to view it).
 - i. Click on **Manage**.
 - ii. Under "Links" click on **Change**.

Share with people and groups

Add people and groups

Rachael Inake (you) *Owner*

[Send feedback to Google](#) Done

Links

Restricted Only people added can open with this link

[Change](#)

- iii. Under "Publish site Restricted," click the drop-down menu and select **Public**.
 - iv. Click **Done**.
- c. Now you should see that "Who can view my site" says "Anyone."

- d. You should also see a new setting appear below it, “Search settings.” You can mark this checkbox if you would like to request that public search engines do not display your site in search results.
 - e. Click **Publish**.
3. If you make changes later to your site, don’t forget to click the **Publish** button at the top-right corner as Google Sites will *not* auto-publish. (It does auto-save so you’ll be able to see your changes as a draft when you exit and come back, but it will not show the latest changes to the public until you *publish* it.)

Laulima Course Site

If you decide to use the Laulima course site with or without the internal learning modules (using Laulima Lessons), proceed to the following steps. The ENG 100 OER Laulima course site includes everything - learning modules (content), tools for course management, and tools for students to submit activities, assignments, and assessments. You can also pick and choose what tools and content you want to import into your own Laulima site and delete/modify what you desire in your copied Laulima course site.

How to copy the “LEE ENG-100 OER” Laulima course site

(Note: This guide is linked in the “LEE ENG-100 OER” Laulima course site.)

1. To start, you’ll need to have your own ENG 100 Laulima course site before copying the template site.
2. Log into *your* ENG 100 Laulima course site and add and remove tools so that you are left with the tools in the template site. (See list below.) This is so you can copy the Laulima template site’s contents to your own. (Note: The “Overview” and “Site Info” tools are already added.)
3. To add or remove tools, go into your Laulima course site > Site Info > Edit Tools. Checkmark to add a tool and un-checkmark to remove a tool. Click **Continue** and click **Finish**.

Overview
 Announcements
 Assignments
 Forums
 Gradebook
 Lessons
 Messages or Email (Choose one or the other)
 Resources
 Statistics (Optional - to track activity on your Laulima course site)
 Syllabus
 Tests & Quizzes

Note: Don’t worry about the order or the name of the tools at this point. You’ll change it in a later step.

4. [Contact](#) the EMC to request the “LEE ENG-100 OER” Laulima course site be copied into

your ENG 100 Laulima course site. Let them know if you are going to use the Laulima Lessons learning modules or the Google Sites learning modules.

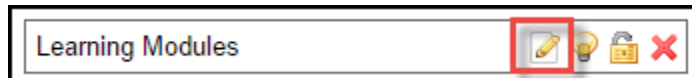
5. Once the content has been imported, go to Site Info, click on **Page Order** in the menu bar across the top in Site Info.
 - a. Click and drag the tools listed to re-arrange the tools in the order you desire. The order in the Laulima template site is as follows:

Overview
Start Here
Learning Modules or Web Content (Learning Modules Google Site)
Announcements
Syllabus
Virtual Office
Messages or Email
Forums
Assignments
Tests & Quizzes
Gradebook
Resources
Statistics (hide)
Site Info (hidden)

- b. In Page Order, click the lightbulb icon off for the “Statistics” tool to hide it from students. (The “Site Info” tool should, by default, have the lightbulb turned off.)



- c. Optional: If you need to rename a tool, for instance, you want “Learning Modules” to say “Weekly Modules,” click on the pencil button to edit the name.

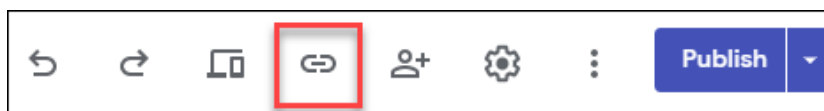


6. In Site Info, you can also remove any tools/content you don't want by going to **Manage Tools** and “X-ing” out and **Save**.

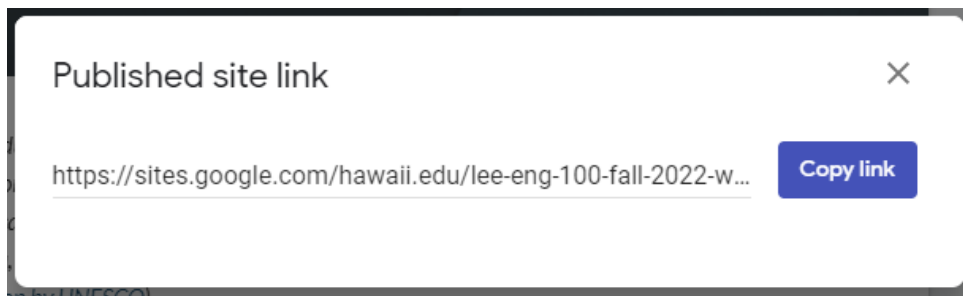
Only for Google Sites

Now that the Laulima contents are copied over, if you are using the Google Sites learning modules instead of the Laulima Lessons learning modules, you'll need to update the “Learning Modules” Web Content tool with your own link instead of the template Google Site.

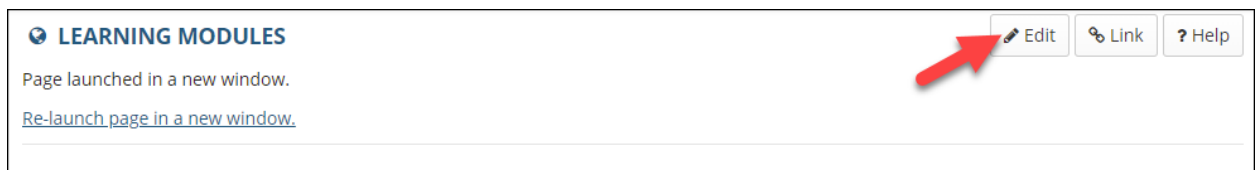
1. Open a new tab in your Internet browser and go to your Google Site.
2. When you open it you'll likely be in the edit mode of your site. Click the link icon at the top to view your published site link.




3. Click on **Copy link**.



4. Once that main URL is copied, go to your Laulima course site.
5. Click on the “Learning Modules” Web Content tool in the left menu. It has a globe icon next to it. (Note: This is *not* the Laulima Lessons learning modules tool which has an open book icon next to it.)
6. Click on the **Edit** button.



7. In the URL box, delete the link currently in there (which is the ENG 100 OER template Google Site). Paste in *your* Google Site’s link that you had copied in the URL box. Check your link to make sure it doesn’t end with something like “week1.” You can delete that part up until the forward slash. For example, **https://sites.google.com/hawaii.edu/lee-eng-100-fall-2022-wood/**

 **LEARNING MODULES**

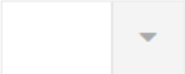
Customize Web Content


* **Tool Title**

Learning Modules

* **Page Title**

Learning Modules

Choose a custom icon 

Frame Height 1200 pixels 

URL

☒ **Open in new window?**

Note: Applies only to secure (https://) URLs that allow framing. Most major websites do not allow framing. A non-secure (http://) URL will always open in a new window.

Update Options

Paste your Google Site URL here.

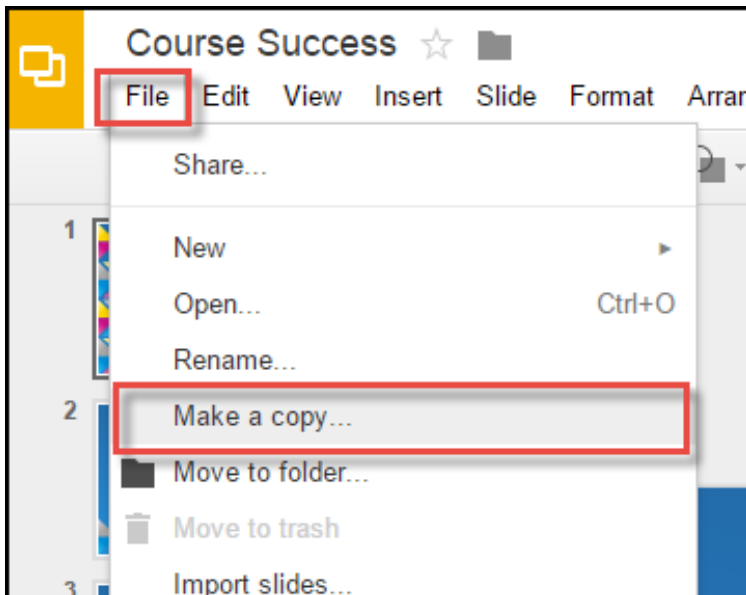
8. Click **Update Options**.
9. Now you should see your learning modules Google Site when you click the link, "Re-launch page in a new window." (Note: The new Google Sites cannot open within Laulima anymore; it will always need to open in a new browser tab/window.)

Edit the content in the other Laulima tools

Go into your other Laulima tools to edit or set them up since they've been copied from the ENG 100 OER Laulima site. More help about using Laulima can be found by clicking **Help** in the left menu.


Edit Google Slides Presentations


1. If you want to change an embedded Google Slides presentation, click on the “Google Slides” logo in the bottom right corner of the embedded Google Slides presentation to view it in a new window.
2. Being that you’re logged into your hawaii.edu account, you’ll be able to click on File > Make a copy and that will make an editable copy of the presentation where you can then edit as desired.





3. When you’re done, click on the blue **Share** button and click on the “Advanced” link at the bottom right corner of the pop-up window. Then click on **Change** to change the sharing to “Anyone with link can view”. And **Save**.


Link sharing

☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

☒  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

☐  **On - University of Hawaii**
Anyone at University of Hawaii can find and access.

☐  **On - Anyone at University of Hawaii with the link**
Anyone at University of Hawaii who has the link can access.

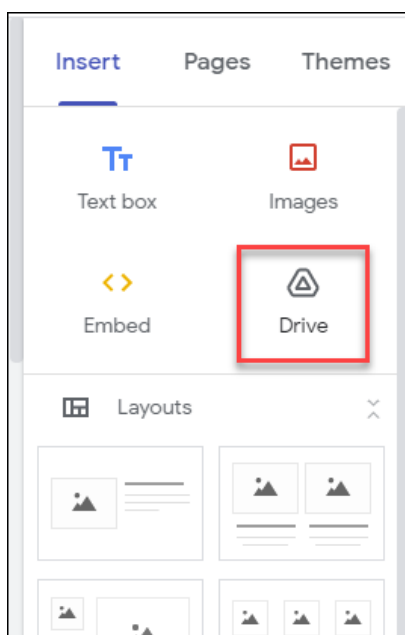
☐  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) Can view ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)


Save Cancel [Learn more about link sharing](#)

- To embed it on your Google Site, in edit mode of that page, delete the existing one. With your cursor where you want to embed it, click on the **Insert** menu > Drive.



- Click to select your Google Slides presentation and click the blue **Select** button to

insert/embed the presentation on your page.

6. To update it on your Laulima Lessons page, go to where the original is embedded, click the **edit** icon  > “Change File or URL.” Paste the URL in the box and click **Save**.