

## Implementing BRC Online

BRC Online is Boston Reed's learning management system. We expect these benefits from BRC Online:

- Student resources (handouts, etc.) will be more clearly identified with specific course modules.
- Students will be able to take quizzes online at the time they feel best able to perform.
- Instructors will not need to score or record grades of quizzes.
- An online gradebook will relieve instructors of sending in copies of gradebooks in spreadsheets.
- Students have direct access to their own grade and attendance records, anytime.
- The foundation is laid for delivering additional online learning content which can enrich the student experience.
- Messaging among class members and the teacher is facilitated with online forums.
- Designated partner school personnel will have access to view their students' grade and attendance records.
- BRC Online will also provide BR instructors a place for interacting around materials supporting their professional development.

### Instructors' Essential Tasks


The essential tasks Instructors must perform inside BRC Online are these:

1. Recording of student attendance
2. Recording of homework and mid-term grades
3. Setting close dates of quizzes (the date by which all students must have taken each quiz)

The platform affords tools for enriching your program in many other ways, such as online chats and message boards. The News Forum for your class provides a very convenient way to email reminders to all students, for example.

Guidance for accomplishing the essential tasks can be found here:

<http://www.bostonreedcollege.com/online/course/view.php?id=3&username=guest>

For gaining skill in additional tools for enriching your course, look for online help by clicking on the yellow question mark icons , or consult [www.moodle.org](http://www.moodle.org). As we implement BRC more broadly, we will provide further support for learning additional tools.

### For the First Day of Class

On the first day of your class, it is appropriate to introduce BRC Online. Of course if you internet access in our classroom to demonstrate, that is best. Here is what students need to know:

1. The location of BRC Online is <http://www.bostonreedcollege.com/online>. They will find links to this location from <https://secure.bostonreedcollege.com/myaccount/login.cfm>. and elsewhere.
2. The username and password students created to enroll online will also work at BRC online. If a student has forgotten their username or password, these may be retrieved through email. (Click the "Yes, help me log in" button.) If Boston Reed has no email address on file

- for a student, they must call the BR central office, 800.201.1141, and ask to be assigned a username and password.
3. All course handouts are available through BRC Online.
  4. All quizzes are to be taken at BRC online. The quiz for Module 1 should be taken before the class meets to begin Module 2. Example: Class meets Tuesdays and Thursdays at 6:30 PM. The quiz for Module 1 should be taken at any time of convenience to the students as long as it is completed before class starts next Tuesday.
  5. Advise the students that routinely you will set the quiz to close at the start time of the next week's meeting (next Tuesday a 6:30 PM, in the example). Students who do not take a quiz before it is closed receive a score of 0 on that quiz. It is suggested that you delay the close of Module 1 quiz to allow for any troubleshooting necessary the first time through. But after that, be consistently prompt in closing the quiz.
  6. Advise students that they will see their quiz scores immediately on completing each quiz.
  7. Advise the students that they will be able to see all their grades by clicking on the Grades link inside the course, upper left corner of the page.

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