Definitions and Examples: Tools/Technology Overview

**LMS:** A learning management system (LMS) is a software application for the administration of courses. Moodle, Blackboard, and Sakai are examples. LATTE is the University’s name for Moodle, and it stands for Learning And Teaching Technology Environment. Moodle is an open-source community-supported learning environment.

**LMS Shell, or Template:** A standard course shell or template provides standard placement of key core elements, such as the course syllabus, the instructor’s contact information, orientation materials, discussion forums, etc. A standard “look and feel” for courses is a best practice as it allows students to navigate consistently from course to course, following the same “roadmap” for finding course materials. It also assists in faculty and student orientation, while facilitating the adoption of course delivery best practices built into the template.

Example Standard Course Shell:

The Graduate Professional Studies (GPS) Shell contains built-in content, a pre-defined set of blocks appearing in the left-, center-, and right-frames of the course homepage, a common set of pre-defined course settings, and a built-in set of folders within the Files area. A screen shot illustrating several components of the GPS Shell may be found on page 2.

**Web Conferencing Program:** A software application or service that allows for real-time communication between individuals at different locations, with information shared through text-based messages, voice and video chat, and application sharing. Blackboard Collaborate, Adobe Connect, and WebEx are examples of web conferencing programs.
Rabb School of Continuing Studies, Division of Graduate Professional Studies (GPS)
Professional Communications
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Fall 2012

Week 1: September 12-18: Communication Process; Speaker Apprehension; Audience Analysis

1. Week 1 Checklist
2. Week 1 Lecture
3. Introduce Yourself
   - Link to the video "hello from Laurie"
4. Week 1 Discussions

Assignment descriptions:
1. Introductory speech assignment description (Due Tues. Week 4)
2. Written critique of the Introductory speech assignment description (Due Tues. Week 4)

Assignment due this week:
1. Week 1 Participation grade

Week 2: September 19-25: Intercultural Communication; Listening Skills

1. Week 2 Checklist