

Teach more students...
Teach more effectively...
Teach with Stenograph University Online...

Stenograph University Online
Phoenix Theory Online

Stenograph University Online is an exciting, innovative way to bring your classroom to the student or enhance your in-house teaching! The Internet-based and offline tools we provide enable you to teach theory to students virtually anywhere in the country, while the instructor training, support and multimedia tools will help you teach more effectively than ever before.

Our three theory components get you off to a running start:

Phoenix Theory Online (student course)

Phoenix Theory Instructor Training Online (instructor course)

Teaching Phoenix Theory in an Online Environment (instructor course)

Phoenix Theory Online

Phoenix Theory Online is a collection of Internet-based and offline tools that enables teaching remote students and augments instruction for on-campus students. Tools include:

Fully functional class Web site (course site) with easy-to-use interface, pre-populated with the following:

- ✓ Multimedia lectures and graphical illustrations covering everything from machine setup to theory principles
- ✓ Audio files with reading exercises embedded in the multimedia lectures
- ✓ Lesson evaluations graded by Blackboard
- ✓ Supplemental handouts
- ✓ Discussion boards (threaded forum style)
- ✓ Virtual classroom (live chat, plus whiteboard for illustration)
- ✓ Optional voice and video chat capabilities for virtual classroom activities*
- ✓ Getting started documentation for students
- ✓ Links to relevant Internet sites
- ✓ E-mail tools
- ✓ On-line steno testing capability using realtime-capable shorthand writing machine and RapidWrite Pro™ software*
- ✓ Digital “drop box” for uploading files – and much more

Instructors can add their own syllabus, handouts, assignments, illustrations and assignments.

The *Teaching Phoenix Theory in an Online Environment* provides several components that the instructor can also use at their discretion in the student course site:

- ✓ Suggestions for online “field trips”
- ✓ Interviews of working reporters
- ✓ Additional links to interesting Internet sites
- ✓ Links to supplemental audio dictation

Phoenix Theory Instructor Training Online

Phoenix Theory Instructor Training Online is a comprehensive introduction to theory that will equip your instructors—novice or experienced—to teach Phoenix Theory in a manner that achieves optimum results in the student. This course is recommended for *all* Phoenix Theory teachers, whether they will be teaching online or not. CEUs are available.

Teaching Phoenix Theory in an Online Environment

This course introduces instructors to the individual components of *Phoenix Theory Online*, teaching methodology, supplemental materials, ideas for taking an active role in the students' educational process, instructions on customizing the course and using the features of the online classroom. Here are some of the topics and tools covered:

- ✓ Implementation of Phoenix Theory Online into your curriculum
- ✓ Blackboard instructors' manual
- ✓ Overview and instructions for each component of your *Phoenix Theory Online* course site
 - Announcements
 - Assignments
 - Course information – includes sample syllabus, getting-started documents, sample schedules and tools to get free players for PowerPoint presentations and audio setup on your computer.
 - Course documents – includes information on the preprogrammed lectures, quizzes and supplements found in the *Phoenix Theory Online* course site.
 - Staff information
 - Communication – learn how to send e-mail to students, set up and use a discussion board and use the virtual classroom to its best advantage.
 - External links
 - Blackboard tools – learn about sending and receiving files, setting options for the course site, and more.
 - Using the control panel to modify information and options
 - Using the online gradebook
- ✓ Introduction to content provided in the *Phoenix Theory Online* course site
- ✓ FAQ resource file – frequently asked questions and their answers, in suitable format for cutting and pasting into discussion boards, chats and e-mail.
- ✓ Motivation and encouragement resource file – post information from this file on discussion boards, chats or e-mail.
- ✓ A walk-through of a sample class taught with Phoenix Theory Online
- ✓ Step-by-step guide to getting your course site ready, with tips for personalizing your course site

Through a series of short assignments, each teacher has the opportunity to practice using the features, ask questions, and get prepared for teaching online with their own course site. CEUs are available.

The Phoenix Theory Online course program is designed to coordinate effectively with the complete line of Phoenix Theory text, audio, CD and reference materials available exclusively through Stenograph, including the new Phoenix Theory computer assisted tutorial on CD-Rom.