The main focus of my sabbatical project was to improve online instruction, specifically in teaching ACC 201. In addition, sabbatical activities were also for professional improvement as a Business Educator and to be a more effective Business Division Chair. Professional improvement activities included:

- Attending the Hawaii Great Teachers Conference, August 2012
- Attending the Media Center’s “Tech It Out” workshop, 8/13/12
- Monthly meetings with Rachael Inake, from the Media Center, to work on online course development
- Attending the National Association of Career and Technical Education Conference, November 2012
- Familiarization with a new Accounting textbook and learning how to create and edit assignments with McGraw-Hill’s class management software, ConnectPlus.
- Creating over 17 instructional videos using Camtasia software (relearning how to use the Camtasia software to record, produce, store, and upload videos)
- Learning to upload videos to YouTube (learning the different settings, mechanics, etc.)
- Learning about Google Sites, Google Docs, to create and upload material to my Laulima class page using the Course Modules link

The Accounting Program had recently changed textbooks and publisher. The program also has a new initiative to place experienced instructors in the entry classes to promote the subject matter and improve retention and student success. In the past, with a loss of many accounting faculty (to administrative positions, as well as one death) most of the beginning classes had been assigned to new lecturers. I had been Division Chair for the past few years, and assigned mainly to teaching BUS 101 Business Computer Systems, instead of accounting.
This sabbatical provided the opportunity to familiarize myself with teaching accounting again—and, to teach it effectively online. This involved learning the presentation style and materials provided from a new textbook, learning the new McGraw-Hill publisher class management system, ConnectPlus, (that students would be using to turn homework assignments), creating and using videos to clarify instruction and assignments, and revising my Laulima class page to include these videos and make the online environment more helpful to students. The creation of the videos and modification of the Course Modules part of my Laulima class page took many hours and the major portion of time. I am indebted to Rachael Inake from the Media Center for her help on these efforts.

Outcomes

- Currently teaching two sections of ACC 201 online
  - Seventeen+ videos were created explaining approaches to accounting homework problems.
    - See separate sheet of videos created.
    - See positive comments from students on how the videos helped them.
  - Learned to use the ConnectPlus course management system from Wiley Publishing Company and created a class web page with assignments in it
  - Created a Laulima class page for ACC 201 with detailed Course Modules to organize the class.
- Distributed all videos to all accounting instructors at Leeward Community College.
- Gave two Student Success Workshops on, “How to Study Accounting.” Provided video of my PowerPoint presentation to all accounting instructors to share with their students.
- Presented a TGIF session on “Ten Traits of Highly successful Instructors” at Leeward Community College on 2/15/13. (adapted from a session at the National ACTE Conference).
- Shared the principles in the “How Learning Works” book with Leeward Community College Data Team and with other Leeward Community College faculty; Webinar on teaching accounting based on this book also shared with accounting faculty; business division meeting on March 11, 2013.
- Currently able to create videos “on demand” to explain concepts or problems to my online accounting students.
1. Introduction to Laulima ACC 201 web site  
   http://youtu.be/jT-X7uenQgM

2. Registering for Connect  
   http://youtu.be/aDrzYlWTaKc

3. Introduction to Connect ACC 201 web site  
   http://youtu.be/lmivlDT8Dmk

4. Demonstration videos for homework problems.  
   P1-9A http://youtu.be/ARblWQn4q9Q  
   P2-4A Part 1 http://youtu.be/JrTS2bO3-Tg  
   P2-4A Part 2 http://youtu.be/g0umr7IGSMk  
   P3-3A http://youtu.be/_OC1E04PBBU  
   P4-1A http://youtu.be/y2_kUhn_cEU  
   P5-1A Part 1 http://youtu.be/SbACj_KVX6E  
   P5-1A Part 2 http://youtu.be/XBbLxIMwe44  
   P6-5A http://youtu.be/lUfQhMiggPE  
   P7-2A http://youtu.be/D44i008018Y  
   P7-5A http://youtu.be/FvPa7hGIJUI  
   P8-5A http://youtu.be/QWOOSSMapOs  
   P9-1A http://youtu.be/6mEJI0dzEmw  
   P9-4A http://youtu.be/pOFjRnNwOrY  
   EX11-2 http://youtu.be/mWvmR3IkF1Q  
   P11-2A http://youtu.be/C2kSQmZKzFA  
   P11-4A http://youtu.be/DTSxApjy5no  
   P12-1A http://youtu.be/L_E9MIeNpko

Spring 2013 ACC 201 students were asked to give advice to new students taking the class. The responses included many comments that showed the videos I produced during my sabbatical were helpful in their learning.

My advice for the students taking ACC 201 next semester is:

1. **Read the book.** You might need to read the material multiple times to fully understand the context but it helps.
2. **Watch the Interactive Presentations.** Though it's only worth 2 points, you can better understand the material because it shows examples and you can watch at your own pace.

3. **Review each Chapter PowerPoint presentations under Modules in Laulima.**

4. **Watch the videos posted on each of the chapter modules in Laulima.** This helped me a lot because it showed me how to complete the assignments on ConnectPlus because the videos were similar to the assignments.

5. **Email Ms. Ota if you have any questions.** She does really well in replying back within 24-48 hours.

6. **Watch the "Hints" videos on the assignments.** In ConnectPlus, examples shown in the videos are very similar to the assignment.

7. **Review the chapters for the main exam.** Print out any homework assignments, presentations, etc. to help you review for the quizzes/exams.

Keep up from the beginning and don't take this class for granted because its an online class.

1. READ READ READ and make sure you comprehend what the box is saying.
2. Take advantage of everything connect has to offer you and take advantage of tutoring if you need it.
3. **Make sure to follow videos posted on Laulima it really helps.**
4. Study hard and put a lot of time in to this class because it really requires A LOT OF YOUR TIME.
5. Every point counts so do as much extra credit as you can when it is offered it'll help you.
6. GOOD LUCK

1. If your really busy with work and children make sure you have a schedule planned for your time to do assignments. Write down in your calendar all assignment deadlines. 2. Try to stay ahead if possible, don't relax not even one day unless your ahead. 3. Read the book 4. Do the Interactive Presentations and take notes (Extra credit) Every point counts 5. View the power point slides and take notes or print them out  6. **Watch all the videos Ms. Ota posts on connect.** There really helpful. 7. Ask for help or sign up for free tutoring (If you have time) 8. Do all the extra credit given, This is a hard class every point will help you in the end. 9. DON'T GIVE UP!! No matter how stressed you are trying to balance everyday life work, school, homework, children, cleaning, cooking. Just take a deep breath and keep going, hard work should pay off in the end. 10. Good Luck, Smile :)

Some tips/advice that I would give are:
1. Read the entire chapters then read them again. There is so much info in every single chapter and you can't skip anything.
2. Don't fall behind but try to work ahead if you have extra time.
3. **Watch the help videos. They are very helpful.**
4. Set aside more time than you think you might need. This class takes much more time than I had anticipated.
5. Study for quizzes and tests even though they are open book.
6. Ask questions if you have any confusion.
7. Don't take this class online if this is your first accounting experience.
Out of whatever advice I could give I'd say that doing the interactives can help you to understand what you're doing and **any videos posted on how to do questions from the homework**. I would also say to try and do homework a day before it's due rather than 1-2 hours before it's due so you have time to get help or read the chapter.

Lastly I would recommend a friend to take this class with since most of the time they can help you figure out difficult problems or vise versa.

1. Google is your best friend.
2. Re-reading the material can often times eliminate confusion if you allow the information to be absorbed.
3. Taking physical notes rather than using the online homework as a sole source of remembering can improve your progression through the class.
4. Transitioning your learning beyond the textbook allows you to make more sense of everything. Such as, understanding your pay check and how internal controls are affected everyday based on who handles money in your company.
5. **Professor Ota provides tons of resources and private videos that walk you through the different problems. Understand not only how she got her answers but sometimes what logic and what process she used.**
6. Professor Ota is also very active in the class, and will respond quickly if you alert her of whatever is going on.
7. Because I have an iPhone, I have synced up all of the due dates onto my phone so that I have less of an excuse when the time comes and homework is due.
8. Often times, after I complete each assignment, I'll go back and get the answer a different way (if possible) to make sure that I cover each and every aspect.
9. Lastly, do your assignments earlier than you should. Nothing makes you want to pull your hair out more than doing the homework within the hour that it's due.

1. Do not overestimate your ability to "cram" with any accounting homework.
2. Do the interactive presentations even if they are optional for extra credit. If you do it before starting any of the homework, the videos really give you a better understanding of the material if you're a hands on learner & you're taking this class online.
3. Don't hesitate to email your professor for any additional questions. Better safe than sorry!
4. Download & save all chapter powerpoints, and have them open on your computer while taking exams or quizzes. All equations are listed from each chapter.
5. Don't be hard on yourself when you don't comprehend something right away as that only makes your ability to learn it even harder.
6. **Pay close attention to the hw examples the professor gives in the chapter modules. Following the questions step by step as she goes along helps you understand how to get certain answers.**

1. Make sure you set aside enough time for this class.
2. Read the book and do the Interactive Presentations. Make sure you understand everything. Take notes.
3. Watch the homework videos in Laulima and the "Hints" videos on the assignments in Connect.
4. Print out any homework assignments you had problems with.
5. Watch the narrated presentations in Connect and take the chapter quizzes.
6. Try to do your assignments early in case you run into problems and email Professor Ota if you need help.
7. Review the book, quizzes, and homework assignments for the main exam.

Good luck to the students next semester!