



Technology in Teaching REVIEW

A Monthly Newsletter - January 2012

New Year's Diet

by Laura Plotts

Many start off the New Year with a diet. This year try an information diet!

Trim down the amount of email you read and respond to by following the rules in the Email Charter, an idea first written about by TED Curator Chris Anderson, who asked readers of his blog to help him develop sensible rules for making email more efficient and less time consuming. Check out the "10 Rules to Reverse the

Email Spiral" for strategies on reading and responding to emails more efficiently. Some of the suggestions include adding labels to your subject line such as [Info], [Action], [Followup], etc. This lets the reader know right away what type of email it is. He also suggests not including every thread in an email. Include only the threads that are critical. My favorite suggestion is to omit logos or graphics from your signature line. For many these graphics don't display in the email and instead appear as an attachment. It takes

extra space in the inbox and requires the reader to click on an attachment that isn't critical to the email.

While you may not agree with every suggestion it's definitely worth a look.

Check it out at <http://emailcharter.org/>

Getting Ready for the New Semester

by Mendi Benigni

As you get ready to begin the new semester don't forget the 4 steps to getting your OAKS classes up and running as quickly and painlessly as possible.

Step 1: Rolling your course over to the new semester ~ rolling your course takes all of the information (content, quizzes, assignment, widget, news items, grade items, etc.) from an old course and copies them into your new course. Remember to always start in

the blank course and copy your items INTO the new one. A full set of step-by-step instructions can be found online at goo.gl/YCusI

Step 2: Changing the dates ~ If you use the Restrictions tab to add start and/or end dates for items such as quizzes, content, or assignments you can easily change them using the **Manage Dates** area within **Edit Course**. You can change each date individually or you can offset all the dates by a specified number of days. It's all done in one easy to view list.

Step 3: Copy your Grade Schemes to your new class ~ The one thing that does not copy when rolling your course is the grade schemes in the Grades area. Click on **Grade Schemes** then

click **Copy**. You can choose the grade scheme from any class for which you are an instructor and copy it into your class. Once done don't forget to set it as the Default Scheme by clicking on the checkmark next to the scheme under **Set As Default**.

Step 4: Activate any customized navigation or homepages ~ When you roll your course all of your customized homepages, widgets and navigation will copy as well, however they will not be automatically activated. To activate them go into **Edit Course** and choose either **Homepages** and/or **Navigation**. Click **Set** next to the customized homepage or nav to activate it.

If you follow these four steps your course will be completely ready for the

Getting Ready for the New Semester cont.

next semester. Now all you need to do is change your syllabus and you're ready to go.

OAKS is Getting an Upgrade!

OAKS will be upgraded to version 9.4.1 over Spring Break (March 7, 2012). This upgrade offers many new options:

- **Integration with Google Apps for Education** ~ Students can access their Google email, calendar and documents via a homepage widget.
- **Google Dropbox Submission** ~ If a student creates a document, presentation or spreadsheet in Google Docs they can link directly to it from within the Dropbox Submission area.
- **Improved Math Support** ~ implementing MathJax.
- **Improved Calendar** ~ The new color-coded calendar allows you to see all of your course calendars at once. The improved user interface makes it an easier tool to use. There is also a Group Calendar feature.
- **Seating Charts** ~ Create seating charts for your class and use it to take attendance for class or events.
- **Dropbox improvements** ~ Improved grading interface in the Dropbox tool.

Watch our training calendars for upcoming informational sessions to learn more about these features.

Using Doodle's Calendar Connection to Solve your Student Scheduling Problems

by Mendi Benigni

Doodle (<http://doodle.com>)

recently released a calendar connector that works with Apple's iCal. This means that Doodle can now interface with iCal, Outlook, Google, Exchange, and Lotus calendars. I tested this with my iCal and I think it has a lot of potential.

Doodle can be used in a number of different ways. At its most basic it is an online polling application but it also allows for event scheduling and has a MeetMe portion where others can schedule appointments with you. It's a great tool because the user/student doesn't have to have a Doodle account to complete a poll or schedule an appointment.

Uses for Faculty

Appointment Scheduling: Once you connect Doodle to your calendar it becomes a powerful and efficient tool for faculty. If you use the CofC Exchange calendar then other faculty and staff can easily schedule appointments with you, but unfortunately students cannot.

In addition, many faculty use iCal or Google as their primary calendar and not Exchange which makes it difficult for Exchange users to schedule with you. By using Doodle's **MeetMe** and connecting it to your calendar of choice you can allow anyone, whether on campus or off, to schedule an appointment with you. Doodle only shows that you are "busy" but doesn't show what you're doing so your privacy is protected.

Scheduling Tip: To create specific time slots where students can schedule appointments don't link your normal calendar to Doodle. Instead, create a secondary calendar that shows you busy for all the times that you do NOT want appointments scheduled and link that to your MeetMe page. This way students can only sign up for specific time slots.

Event Planning: MeetMe is a great way to allow scheduling for yourself but occasionally you need to find a meeting time for a group of people. This can easily be done via the **Schedule an Event** tool. This tool allows you to name several time slots and have your participants vote on the time or times that works best for them. You can then easily see which has the most responses and add that to your calendar.

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Pilot Program – Notification of Problems in Classrooms

We wanted to pass an important memo along so that you're aware of the **Spring Pilot Program for notifications of problems** (both IT and Physical Plant) in the classrooms. The below memo is published on behalf of Dr. Lynn Cherry.

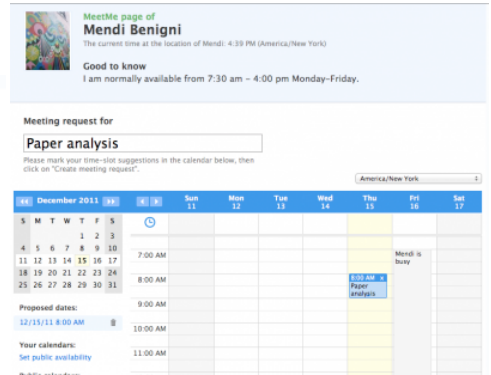
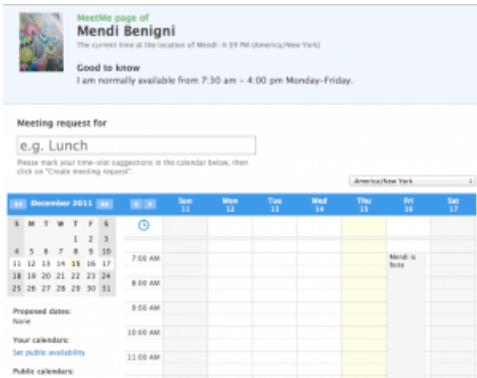
“Anyone who has walked into a classroom to begin teaching and discovered that there are problems with the computer station or projector, problems with an electrical outlet, etc. knows how frustrating it can be and how these unexpected – and often unknown – problems can require “on the fly” adjustments to the day’s lesson plans. What can be equally frustrating is not knowing whether the problem has been reported or whether the problem has been fixed prior to the next class, particularly in classroom buildings which are shared by multiple departments across disciplines and don’t have an office manager or “go to” person in the building who can alert faculty to classroom problems or issues.

In an attempt to address this, representatives from Physical Plant, the Registrar’s Office and IT have worked to develop a system to notify faculty who teach in a particular room if/when there is a report of a problem in the room. This system of notification will be piloted in the spring 2012 semester and will be assessed at the end of the semester to see how well it worked and what feedback was received from faculty. The process is designed to work as follows: when a problem in a classroom is reported to IT or Physical Plant, those offices will then send an email to all the faculty who teach in that room notifying them of the problem so faculty will be aware and can (hopefully) make any adjustments that might be needed prior to

the beginning of class. If the problem will require some time before it can be fixed/resolved (i.e. replacement equipment must be ordered and installed), faculty will be given this information and an estimate of when IT or Physical Plant anticipates having the problem fixed. If there are any delays in fixing the problem, an updated email will be sent to let faculty know that, as well.

When I (Lynn Cherry) met with representatives from Physical Plant, IT and the Registrar’s Office they were excited about developing a way to better communicate with faculty when problems arise in the classrooms. The Registrar’s Office will work with IT to develop a way that you will only receive notices if there is a problem in one of your classrooms; notices will not be sent campus-wide, only to the faculty teaching in the particular room. Notices will also be sent to the academic department so chairs and administrative assistants are aware and can, if needed, notify any faculty who may not check or have easy access to their College of Charleston email.

In order for this program to work, I (Lynn Cherry) ask two things of you. First, please report any classroom problems to your administrative assistant or directly to Physical Plant or IT (via Helpdesk) when you discover a problem. No problem can be fixed unless it has been reported. Second, please let me (Lynn Cherry) know of any issues or concerns you have about this process. All praise and compliments should be directed to Physical Plant, the RO and IT; any complaints or objections should be directed to me (Lynn Cherry). At the end of the spring semester we will assess the process to see whether it is meeting your needs, and what, if any, changes need to be made to improve the process.”



Polling: Lastly, Doodle allows you to create quick and easy polls that you can use in your class. These polls can be used to obtain all types of information from your students from demographic information to demonstrating conceptual understanding.

Doodle is free and easy to use so take a look at it. I think you will be pleasantly surprised, <http://doodle.com>

TLT Gets a New Look!

by Bryan Luce

You may have noticed the new logo in this month's newsletter and hopefully you'll be seeing it around campus as well. To go along with this updated logo, we are also launching a new marketing campaign to encompass our blog, website, newsletter, and (new) helpful resources.

We recognize that innovating instruction is key to our role at CofC. To reflect this, we are focusing our efforts for 2012 on distance education and instruction for the Internet generation. Both topics rely heavily on technology, are timely and relevant for higher education, and emphasize the forward-thinking nature of our department.

But we can't reveal all of our secrets just yet.

We will officially launch our campaign to College of Charleston faculty with the start of the 2012 Spring semester. Our goal is to make sure that all faculty are well aware of the services, facilities, and opportunities we provide to support their good work here at CofC.

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AND TECHNOLOGY