

FACULTY TECH TIPS

An eNewsletter from Information Services

November, 2014



D2L: Are Your Courses Ready for Bad Weather?

Did you know that D2L can assist during inclement weather? With winter soon on the horizon, **now is the time to start preparing your courses** for the chance of inclement weather. To help with your preparation, D2L Services has assembled a ***Class Cancellation Survival Guide***.

Starting November 4th, D2L Services will begin offering 45 minute sessions every Tuesday and Wednesday to discuss how tools within D2L can help keep your course and students on track in the event of a cancellation or closure.

Topics will include: Collaborate (online rooms), Discussion boards, Dropbox and Quizzes. Visit www.wcupa.edu/D2L for more details.

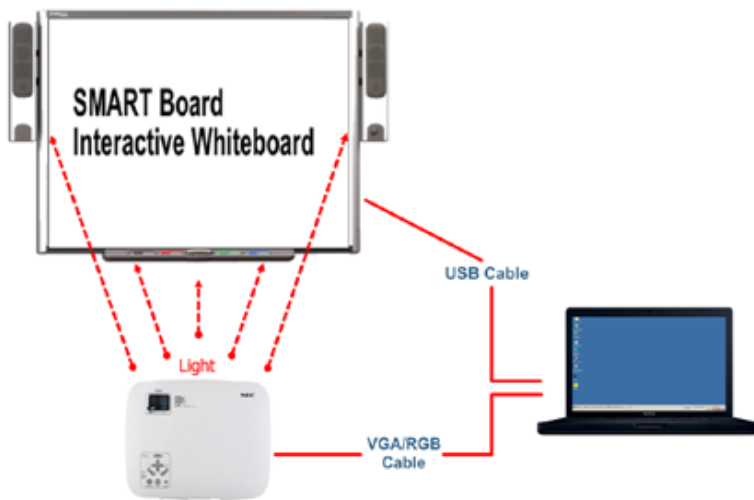


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SMART Board in your Classroom:

So, the reliable whiteboard in your classroom has been replaced with a SMART Board! What to do?? Try the SMART Board! The SMART Board is your new whiteboard but is now interactive with your presentations, documents and more. When you download the drivers from [Smart product Drivers 11.5](#) and connect the SMART Board to your laptop with the USB cable that is provided, you can use all of the interactivity that is possible with the large interactive whiteboard in your classroom.



If you would like to write on your SMART Board, only use the pens that are provided on the Board:



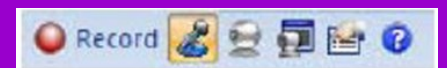
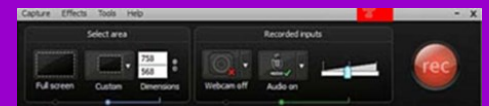
If you would like a hand getting to know more about the SMART Board, contact Theresa Boppell (tboppell@wcupa.edu) in the Digital Corner for help, or check out the SAT Calendar for a training class.

Camtasia...

A useful Screen Recording and Video Editing tool for all

Looking for a way to provide class material or instructions to students when you cannot be with them in person? With Camtasia, you can record lectures, PowerPoint presentations, and demonstrations on your computer screen, and even include other photos, videos and more! All you need is the Camtasia Studio software installed on your University issued computer. To obtain this great tool, or to learn more, contact Theresa Boppell in the Digital Corner. Training sessions for Camtasia are also available via the SAT training calendar.

Recording with Camtasia:



Editing with Camtasia:



UPK Online Tutorials:

Did you know there are a number of online tutorials covering a variety of topics relating to faculty, staff, and students?

Client Services incorporated UPK (User Productivity Kit) into its training program and has since developed tutorials for myWCU (faculty, staff and student applications), Employee Self Service (ESS), Microsoft Office, Microsoft E-Learning, 25 LIVE, RamCloud and more!

Take a look at the website and see what's new since your last visit. If you've never been to the website, you can find it at

www.wcupa.edu/upk

Or just enter UPK in the search box on the WCU homepage.



A Technology Conference for Higher Education

Have you been to the RECAP Conference? Do you know what RECAP is?

RECAP is an Educational Technology Conference for faculty here at West Chester, other PASSHE schools and other schools in the surrounding area. We meet to share ideas about different technologies currently used in the classroom as well as to learn about emerging technologies that can enhance our teaching.

The planning for the 2015 conference is underway!!

Conference: May 14, 2015

Call for Proposals will open in Mid-November.

We encourage all faculty to participate and join us in this opportunity to learn and collaborate.



Designing Instruction



Engaging Students



Managing Content



Assessing Learning



Reaching Higher

Videotapes and VCR Support:

Please be aware that due to products no longer being manufactured to support video tapes, the connectivity for video tape devices will not be available in new or updated classrooms. Please read this important [announcement](#) about changes to technology in the classroom and steps you should take to replace your video-tapes with a digital resource.

Thanksgiving Break:

No Classes

November 26, 27, and 28



Conversations in MS Outlook:

Conversations view is a feature of Microsoft Outlook that groups messages from a single conversation together to make managing email more efficient. When Conversations is turned on, messages that share the same subject appear as conversations that can be viewed expanded or collapsed.

By default, Conversations is enabled on all campus email accounts. If you would like to disable Conversations in Outlook, simply click on “View” and in the Messages Group, deselect “Show as Conversations”. Then select ‘Do not show messages arranged by conversations in: All Mailboxes - or -This Folder.’

If you prefer to have Conversations turned on, you can further define how conversations are displayed in the message list by selecting “Conversation Settings” then choosing from a number of available options.



Information Services is pleased to announce **RamCloud**, the new name for the virtual desktop infrastructure (aka VDI). Visit the [RamCloud](#) website to see how virtual technology can benefit both you and your students. Available applications include: ArcGIS, SPSS, SAS, MiniTab, Microsoft Office, and more!

When you are working in the cloud, you need to be sure that you only work there..... **all work needs to be saved locally, that is, outside RamCloud and on the machine or on a flash drive.** So as you look at the locations to save, be sure to look under “computer” in the menu margin and choose something there.

However, if you are working on a mobile device, you may save in RamCloud for (very) temporary use. When you return to your local machine, retrieve it from RamCloud and save in the location of your choice.

Want to learn more about RamCloud? Come check out a class on our SAT training calendar or contact [Theresa Boppell](#) in the Digital Corner.

