



Faculty Tech Tips

An eNewsletter from Information Services

December / January

Prepare your Courses in Case of Weather Related Cancellations

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A new series by D2L

Did you know that D2L can assist during Winter Inclement Weather? With winter soon on the horizon, now is the time to start preparing your courses for the chance of inclement weather.

Faculty Training: D2L Services offers 45 minute sessions every Tuesday and Wednesday from 12:00pm – 12:45pm to discuss how Collaborate (online rooms), Discussions, and Dropbox, can help keep your course and students on track during a closure.

How do I register? Faculty can register by emailing D2L@wcupa.edu, and providing the date they wish to attend.

Important D2L Reminders

Be sure to visit the [D2L website](#) for helpful information, including a comprehensive [documentation library](#), for Faculty and Students

D2L Services recommends the use of Mozilla Firefox when working in the D2L environment. You can download Mozilla Firefox by visiting the [Firefox website](#). If using Internet Explorer or Safari, you may experience issues when working within D2L.

Please remind students that they should NOT use mobile devices (i.e. iPad, iPhone, Android devices, etc.) when submitting assignments or taking quizzes in D2L.

Remember to activate your D2L Courses. All courses are set as 'inactive' and students do not have access to inactive courses. Each course section must be activated at the **start of every semester**.

1. Click on **"Edit Course"**
2. Click **"Course Offering Information"**
3. Check the **"Active"** checkbox
4. Click **Save**



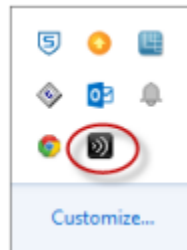
Tips and Tricks for Using RamCloud

Have you tried our new “Virtual Desktop” system, RamCloud? This allows you to access many campus resources on campus such as SPSS, SAS, Mathematica and much more!

Visit the [RamCloud](#) website to see how virtual technology can benefit both you and your students.

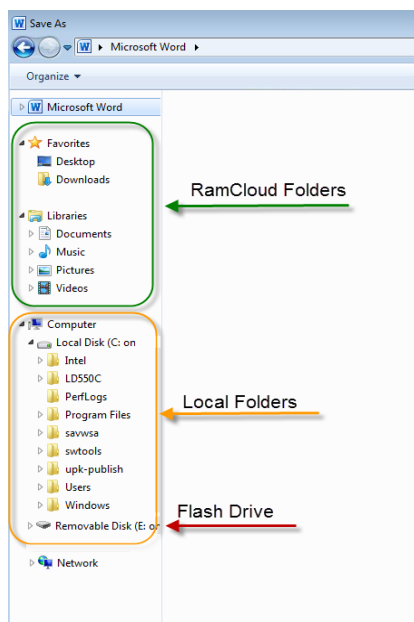
Available applications include: ArcGIS, SPSS, SAS, MiniTab, Microsoft Office, and more!

- To access RamCloud you need to install a receiver, to connect your computer to the “cloud”. This is a one-time install when you login to RamCloud the first time. But, the best way to know that your RamCloud receiver is installed and working is to check the Notification Area, located on the bottom right corner of your desktop. Click the arrow on that status bar to view hidden icons on your PC.



- If you have the receiver installed, and you are still experiencing trouble opening programs or connecting to the RamCloud, check that you are giving your computer access. Look carefully as these error messages tend to hide behind other windows!

- 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.

Resize your PowerPoint Slides

In earlier versions of PowerPoint, slides were squarer (4:3). The default slide size in PowerPoint 2013 is widescreen (16:9). However, you can resize your slides to 4:3—and even to a custom size.

Change the slide size from widescreen (16:9) to standard (4:3)

1. Click the **Design** tab, and then click **Slide Size**.
2. Click **Standard (4:3)**.

Note When PowerPoint is unable to automatically scale your content, it will prompt you with two options:

Maximize: Select this option to increase the size of your slide content when you are scaling to a larger slide size. Choosing this option could result in your content not fitting on the slide.

Ensure Fit: Select this option to decrease the size of your content when scaling to a smaller slide size. This could make your content appear smaller, but you'll be able to see all content on your slide.

Change the slide size from standard (4:3) to widescreen (16:9)

1. Click the **Design** tab, and then click **Slide Size**.
2. Click **Widescreen (16:9)**.

Resize your slides to custom dimensions

1. On the **Design** tab, click **Slide Size**, and then click **Custom Slide Size**.
2. Do one of the following in the **Slide Size** box:

- Set the height and width dimensions, and the orientation.
- Click the down arrow next to **Slides sized for** and select an option.

Tip In the **Slide Size** box, you'll notice there are two options for 16:9 aspect ratios: **Widescreen and On-screen Show (16:9)**.

There is a difference between these two:

- **On-screen Show (16:9)** sets the slide dimensions to 10 in x 5.625 in.
- **Widescreen** sets it to 13.333 in x 7.5 in.

Scantron Test Scoring:

Final exams are right around the corner! If you use Scantron forms for your exams, you can score them by using the self-service machines in the Digital Corner (A002) and the Library (FHG104). There are also a number of self-service locations in several academic departments. So, check with your department. Remember...Scantron test scoring is not just for final exams. The self-service machines are available throughout the semester. If you're not sure how to use the equipment in the Digital Corner, Theresa Boppell is available to assist you.

Important Dates

Last day of classes	December 8
Final Exams	December 9 – 13
Undergraduate Commencement	December 14
Graduate Commencement	December 15
Grades Due	December 16
Grades Posted	December 18
Winter Term Begins	December 15
Holiday Break (no classes)	December 23 – January 4
Final Exams	January 14
Martin Luther King Day (no classes)	January 19
Spring 2014 Semester Begins	January 20



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



Now in its 6th year, [Transforming the Teaching & Learning Environment: the PASSHE Virtual Conference](#) provides an opportunity to engage with education professionals from around the world—all from the comfort of your office or home. Over the course of two weeks in February (9th – 20th), 60 one-hour sessions will be delivered online.

Topics range from Emerging Technologies to Organizational Best Practices to Mobile Learning and more.

For more information, contact Bob Hails at: rhails@passhe.edu

Software for Home Use:

Thinking about getting a new computer? Don't forget, WCU employees can purchase software such as the Adobe Creative Suite and Microsoft Office 2013 at a discount price.

Check out the [Software for Home Use SharePoint](#) site to see what software is available and how to make a purchase!