

Instructional Media Center Missouri Western State University



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Visit us on the web
www.missouriwestern.edu/IMC/

IMC Highlights

The IMC welcomes new staff members:

- Jesse Rice is an Audio/Visual Technician working with Classroom Services. Jesse offers support in the evenings and Saturdays for classrooms, special events, and presentation equipment. You may contact Jesse at 816-244-6425 or jrice2@missouriwestern.edu.
- Barbara Halter is a Video Communications Specialist. Barbara works in Educational Television Services on a temporary basis through the end of November. She comes to us as a recent graduate of University of Missouri – Columbia's Communication program. You may contact Barbara at 816-244-0358 or bhalter@missouriwestern.edu.

Outstanding Staff Employee Awards:

- Two IMC employees have been recognized by Missouri Western for exemplary performance of their responsibilities as outlined in their position description, associated goals, and on their specific contributions to the mission, goals and values of the University. Congratulations to:
 - Ricky Brown, Applications Programmer; seven years of service to Missouri Western.
 - Jake Noyd, Operations Engineer; four years of service to Missouri Western.

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Tip of the Month

Microsoft Office 2007 is here!

- Microsoft Office 2007 has been installed on all computers in the classrooms and the computer labs. If you would like to upgrade your office or personal computer with Microsoft Office 2007, please email Information Technology Services Help Desk at: help@missouriwestern.edu.
- Information Technology Services provides one-hour training workshops for faculty and staff on Microsoft Office 2007. Please view their training schedule for availability at: <http://www.missouriwestern.edu/CompCtr/workshops.html>. To enroll in one of the workshops, contact Russell Ezzell at x4353 or email ezell@missouriwestern.edu.
- Information Technology Services is located down the hall from IMC in Hearnes 110.

- All IMC supported Dell computers connected to the projection systems in classrooms and teaching labs have been replaced over the summer. Department owned PC's and Apple computers were not replaced. The basic make-up of the software on the new Dell machines can be seen at <http://www.missouriwestern.edu/IMC/CS/tstations.html>. Any department specific software, such as SPSS, Photoshop, etc., will still need to be purchased and installed through Informational Technology Help Desk. If you have any questions contact Eric Havens in the IMC at esh3341@missouriwestern.edu.
- The wireless mouse devices with the classroom computers have been replaced. You can see instructions for its use at <http://www.missouriwestern.edu/IMC/CS/instructions.html>.
- Skype software is loaded on all IMC maintained teachers station computers. Skype is a web-based video/audio communication tool. Web cameras are available to checkout through Classroom Services for academic purposes. Training sessions on Skype will be held during the fall semester.
- We have new small portable sound systems with wireless lapel microphones available for faculty who need help with voice projection in classrooms that do not have wireless microphones. We typically see this need in the winter with laryngitis and other voice impairments. Please let us know if you would like to try one.
- Classroom Services support hours during the Fall and Spring semesters are as follows:
 - **Monday-Thursday**
7:45 a.m. - 7:30 p.m.
 - **Friday**
7:45 a.m. - 4:30 p.m.
 - **Saturday**
8:00 a.m. - Noon
- *Other hours as scheduled by appointment or event.*
- eIntruction CPS software for clickers has been updated.
 - The latest version of CPS software has been installed on all teacher station computers on campus:
 - CPS and PC Full Release (Last updated: 07-03-2008 Version: 5.40.1143)
 - CPS for PowerPoint (Last updated: 07-10-2008 Version: 5.40.0182)
 - If CPS is used on computers other than the teacher station, you must upgrade them to the latest software. You can download the latest version at <http://www.einstruction.com/Downloads/index.cfm>.
 - A list of features and fixes are located on the eInstruction download page. We strongly suggest that you test your material before use.

- Blackboard/WebCT has been upgraded to 8.0. Several bugs in version 6.2 have been corrected and other features have been added. All courses in Banner have a presence or course shell in Blackboard/WebCT which can be activated to add supplemental course materials, discussions, online quizzes or surveys, SafeAssign assignments, or just the ability to allow students to view their grades. Courses can be activated with just a few mouse clicks. Please contact Cindy Wells if there are any questions or assistance is needed.
- Trainings and other offerings for the fall semester are being planned. Please watch the faculty list serve for dates and times. If you have suggestions for offerings, please contact the IMC at x5880 or Cindy Wells directly.
- An Online Pedagogy workshop was successfully completed by ten faculty/staff in early August. Congratulations to those individuals. Watch the faulty list serve and our newsletters for the December sessions schedule. Contact Cindy Wells if you would like to pre-register.

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- Don't forget to check out the photo roster tool, located at <https://aps1.missouriwestern.edu/photoroster2>. This tool, programmed by Ricky Brown, will give an entire roster for your course complete with user names, emails, and photos. The login is your Banner username and password.
- Materials from previous courses may easily be moved into current course shells by choosing the option to create a course based on a previous course the very first time that a course is chosen in the new semester. If the "create a blank course" option has already been chosen, please contact Cindy Wells.
- If any assistance is needed by faculty or students, there are online resources available for Blackboard/WebCT. Find these online resources on the IMC Page at <http://www.missouriwestern.edu/IMC/> under Resources. Located on the Resources page are the Instructor Toolbox and the Student Toolbox which include various venues of useful information, including Blackboard/WebCT help.

- "Western Reports", Missouri Western Television's magazine-style program can be seen locally, in the Kansas City area and online.
 - Watch it on St. Joseph Cablevision Channel 39 or Channel 97 on Allegiance Communications in Atchison, Kansas every Tuesday, Thursday and Sunday at 7pm and Saturdays at 10am.
 - You can also watch us in the Kansas City area on the Higher Education Channel, KHEN, Tuesday and Thursday at 10am and Sunday at 7pm.
 - To view our programs via streaming web technology, visit www.missouriwestern.edu/IMC/News/index.html.
- Don't forget to send us your event information to air on Western's Events Calendar seen on the television monitors throughout campus. This is a great way to get the word out about your campus event. This information is also seen daily on MWTV from 6:00 a.m. - 8:00 a.m. and 5:00 p.m. - 6:30 p.m. Contact Kevin McQuirter at x5662 or kmcquirter@missouriwestern.edu.
- Interested in setting up a satellite downlink or interactive videoconference event for the fall semester? Not sure what one is? Contact Educational Television Services for support. We'll work with you to decide what your specific needs are and help coordinate your event from start to finish. Contact Danielle Hunt or Kevin McQuirter for assistance.
- Missouri Western distance education Telecourse materials are available via lease from *ACT, Inc.* in Olathe, Kansas. Students enrolled in either PED101 "Fitness & Wellness" or SOC200 "Introduction to Archaeology" can order their course DVDs by going to ACT's website, www.actmedia.org or by calling 1-800-745-5480.
- Set your TIVO!
 - Various educational programming can be seen on MWTV, St. Joseph Cablevision, Channel 39 or Channel 97 on Allegiance Communications in Atchison, Kansas.
- Here's a sample of what's in store for Fall 2008!
 - SOC200, "Introduction to Archaeology", a Telecourse with Dr. Jimmy Albright
Airs MWF 9:00 a.m. - 9:50 a.m. and 6:30 p.m. - 7:20 p.m.
 - PED101, "Fitness and Wellness", a Telecourse with Greg Kriewitz
Airs MW 10:00 a.m. - 10:50 a.m. and 7:30 p.m. - 8:20 p.m.
 - Also, tune in for programs from Annenberg/PBS, such as "Exploring the World of Music" and "Economics USA".
- For a complete listing of programs, and airtimes, visit www.missouriwestern.edu/IMC/ETS/tvprogguide.html.