

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 Jason Michael as the new Computer Lab Coordinator for Academic Computing Services. Jason will oversee the academic computer labs on campus. His goals are to have the labs be the best learning environments they can be, to keep the labs open as much as we can, to make efficient use of the computing budget and to provide a skill-building job for student employees.
- You may contact Jason at 271-5999 or labs@missouriwestern.edu



Please help us welcome Jason as part of the Western team!

Inside this issue

IMC Highlights	1
Thank You	1
Classroom Services	2
Web & Multi-Media	2
Video Services	3
Adaptive Technology Services	3
Academic Computing Services	3

Thank You!


The IMC would like to recognize the tremendous effort our student staff has put out to get classroom, lab, remodels, video projects, alternative textbooks and much more done this summer.

Thank you to:

Maria	Bennett	Nathan	Nicole
Ashley	James	Stevie	Amy
Michelle	Elliot	Mallory	

We could not have done it without you!

Classroom Services, Cori Criger x5661 criger@missouriwestern.edu

- Murphy 120 has been renovated and a teacher station and video projector have been installed. The classroom will prove to be much more functional for faculty and students.
- Popplewell 102 and Spratt 103 have reduced down to only one 35mm slide projector.
- Wilson 206 has increased to 40 student computers for larger classes.
- Wilson 200B was converted into a 16 station drop-in computer lab for student use.
- The sound systems in Wilson 184 and Looney 114 were redesigned to increase the quality when the wireless microphone is used for larger classes.
- The following classrooms and labs have had digital document cameras installed. Training is recommended for anyone teaching in the rooms that typically use the document camera as it is different and has many additional features that may prove useful.
 - Agenstein 120 and 303
 - Looney 114 and 225
 - Murphy 106, 107, 114, 119, 216, 312
 - Popplewell 108 and 307
 - Potter 200 and 204
 - Spratt 103
 - Wilson 110 and 206
- A digital document camera is available in the IMC's faculty work room (Hearnes 104B) to develop still and video images. This room can be scheduled by contacting Mary Miller at 271-5880 or mmiller34@missouriwestern.edu. Training will be available during Faculty Plan days or contact Jesse Rice jrice2@missouriwestern.edu to schedule a time.
- We will be using remote assistance software on all computer labs and teaching computers in the classrooms. To use click on this button if it is available on the desktop  or go to <http://techsupport.missouriwestern.edu/>



Web & Multi-Media Services, Cindy Wells x4172 cwells5@missouriwestern.edu

- Faculty and student help for Blackboard CE 8 (WebCT), is available at <http://www.missouriwestern.edu/IMC>, and choose Resources. Tutorials, both printable and interactive (Flash-based), are available. Under the Instructor Toolbox link, there are resources for faculty/staff and in the Student toolbox, there are resources for students needing guidance using WebCT as well as general Missouri Western information. If additional topics need to be added, please contact Cindy Wells at cwells5@missouriwestern.edu or 271-4172.
- A photo roster tool give student rosters complete with usernames, email, and pictures can be found at <https://aps1.missouriwestern.edu/photoroster2>. The login is the G# and password used to log into Banner. Once logged in, there is a choice as to the view that is desired. The default course roster, including pictures, shows only currently enrolled students. If the entire listing is desired, including those that have dropped or withdrawn, click on "Show this course with drops". Explanations of codes beside student names can be viewed by touching the code with the computer's mouse. There is also a printable view. Please remember this is confidential student information and should be treated cautiously.
- Remember all classes taught on campus and listed in Banner are available via Blackboard/WebCT. The student roster is automatically placed in each course as well. The login information for both students and faculty is the same as the Western email login information. Even if faculty just want to make class files, such as syllabi, available to students, this is a convenient way to make sure course information is accessible at any time from any location with an Internet connection.
- Class Climate is available for all faculty/staff to create and disseminate surveys for course and/or research needs. Surveys may be conducted online or via paper/pencil. Paper forms are able to be scanned in and the data retrieved in CSV, SPSS, or PDF report format. Data may also be merged with data from online surveys. To get this set up for use, please contact Cindy Wells at cwells5@missouriwestern.edu or 271-4172.
- Be aware Blackboard/WebCt contains a plagiarism tool called SafeAssign. Each course, complete with roster, is already in WebCT and this tool can be activated with just a few clicks. Call or email Cindy Wells for help or more information. SafeAssign workshops are planned, so watch your email and future additions of the IMC newsletter.


Video Services, Cori Criger x5661 criger@missouriwestern.edu

- The IMC's Educational Television Services area has been renamed Video Services! Our area provides many services for your video and technology needs, including:
 - Recruitment/highlight videos for academic and administrative departments
 - Videoconferencing, aka 2-way interactive video meetings
 - Support for distance education, including originally produced materials to be aired on television and/or the web
- Video Services also produces "Western Reports", a 30 minute program focusing on the positive things happening at Western! Story ideas come from you, so contact us at television@missouriwestern.edu
- Video Services works with professional equipment, including camera gear, an in-house studio, and state of the art edit suites. Come take a tour!

Adaptive Technology Services, Don Winkie x5932 winkie@missouriwestern.edu

- Don Winkie, Adaptive Technology Specialist, and his student assistants are now part of the Instructional Media Center. Adaptive Technology provides services and equipment to assist students and faculty with functional limitations (e.g., visual and auditory limitations). For example, Adaptive Technology can convert textbooks to Braille, to digital files that can be displayed on monitors with large fonts, and digital files that can be converted to speech. Adaptive Technology has speech to text and text to speech software and hardware. Computers that can convert Web pages into enlarged text and/or speech are available. The foregoing are merely examples of the various services and equipment that Adaptive Technology can provide to assist faculty and students to achieve their instructional goals.
- The relocation of the Office of Adaptive Technology to the IMC (Hearnes 149B) enhances services to students and faculty by providing the Office with the significant technical support represented by the IMC staff. The relocation also provides the Office with a substantial increase in space for staff and equipment.

Academic Computing Services, Jason Michael x5999 labs@missouriwestern.edu

- **New for fall in the computer labs.**
- All labs will have video surveillance cameras in them to assist in overseeing the labs and enhance security. We will be using remote assistance software on all computer labs and teaching computers in the classrooms. To use click on this button if it is available on the desktop  or go to <http://techsupport.missouriwestern.edu/>
- To schedule the computer labs, go to the Academic Computing website and fill out the reservation form that Scheduling Services will use to schedule a lab for you <http://www.missouriwestern.edu/imc/acs/labreserve.asp> It is very important to schedule all uses as maintenance and other work use the R25 WebViewer to plan open times for the labs to be taken down for repair.
- For any problems, concerns, requests for software loads, etc., contact the new Academic Computing Services office at 271-5999 or labs@missouriwestern.edu
- All information about the labs, software available, room features and schedules are on our new website at <http://www.missouriwestern.edu/imc/acs/>
- Academic computing services will be overseeing a total of 18 computer labs (14 primarily scheduled for classes, but that also have drop-in times; 1 class only lab; and 3 drop in labs.)
The labs are:
 - Agenstein 120, 120 outer lab and 303
 - Looney 225
 - Murphy 106, 107, 114, 119, 216, 312
 - Poplewell 306 and 307
 - Potter 200 and 204
 - Spratt 103
 - Wilson 110, 200B and 206