

Instructional Media Center Missouri Western State University



4525 Downs Drive
Hearnes Center Room 150
St. Joseph, Missouri 64507

Phone: 816-271-5880
Fax: 816-271-4295

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

IMC Highlights

In mid-August Dr. Gordon Mapley, Dean of the Western Institute, was asked to provide management for the Instructional Media Center on an interim basis.

Starting in 1975, Gordon rose through the faculty ranks to be a tenured Full Professor and a divisional Chair. Subsequently, he held a series of academic administrative positions including Associate Dean and interim Dean of Arts and Sciences, Associate Provost for Academic Administration and Information Services, Executive Director of Metropolitan College, and Liaison Officer for Youngstown State's consortial medical school.

For nearly a decade, Gordon had responsibility for campus technology, reporting to the President for this portion of his Associate Provost position. Among the new departments he created were Media and Academic Computing (a group of 22 colleagues focused on assisting faculty in the use of media and computer-based technologies) and the Center for Teaching & Learning Technology (a center staffed by an instructional technologist and associates who assisted faculty with the design and implementation of instructional modules using computer-based technologies).

Gordon led development of YSU's Electronic Campus, a \$22 million project including the network infrastructure – campus backbone and fiber & CAT5 to 10,000+ campus faceplates, 12 distance learning facilities, 54 campus labs, all desktop computing equipment, the mainframe computer, classroom technology, the Beecher Center for Technology in the Arts, and training of faculty and staff in the use of computer technologies.

Gordon's involvement in computer technology began as a co-op engineering student. He worked in computing for four years for General Motors.

Gordon is hopeful that during his tenure with the IMC he can serve the University by helping faculty expand their use of computer technologies to enhance educational outcomes.

Inside this issue

IMC Highlights	1
Tip of the Month	1
Classroom Services	2
Educational Television Services	2
Instructional Design & Web Development Services	3

Tip of the Month

- We are recycling batteries used in the classrooms. By November, two new signs will be placed in the classrooms where replacement batteries are normally stored.



- Fresh Batteries sticker: This sign will mark where the fresh batteries will be stored. Please use batteries from this location when replacing batteries in microphones and remotes.

- If you use batteries in a high use room, please call us at x4392 or email us at classroomservices@missouriwestern.edu to replenish the supply.



- Recycle Batteries sticker: This sign will mark where used batteries should be stored. Our staff will remove the batteries every two-three weeks.

- Faculty members have recently brought some concerns to Classroom Services concerning the classrooms and the presentation equipment. Below are five common requests we have received from faculty:
 1. Please shut classroom doors after class. We are concerned about the equipment that we all depend on and want to protect it.
 2. Please turn off the video projector when you leave a classroom unless you know the class following will be using it.
 3. Please leave the computer powered on unless you know for certain no one will be using the room for long periods of time.
 4. If you use all of the batteries for the wireless microphone please let Classroom Services know so they will deliver more.
 5. Please remember to log off of the teacher station computer after class.
- Top four troubleshooting answers for classrooms
 - Q. I cannot get audio to play from the computer.**
 - A. 1. The [Document Camera/Computer Audio](#) on control panel must be selected.
 2. [Volume knob](#) on the control panel must be turned up.
 3. Audio on the computer control panel may be muted. To Fix: Double-click on the [Speaker Volume icon](#) on the taskbar (lower right of screen), check to see if muted. Contact Classroom Services if the above does not solve the problem.
 - Q. I can not access my P: or O: drive.**
 - A. 1. Access to all shared drives are currently unstable. It is suggested to log out and try again in five minutes.
 2. It is always advisable to carry backup files on a USB flashdrive or other type of media.
 3. Problems with the P: and O: drives should be reported to the IT department at x4555.
 - Q. Sometimes when I turn the projector on, the image on the screen is rolling or jumping.**
 - A. 1. Switch back and forth between the [computer and rack input](#) buttons slowly (five slow seconds on one input and then switch to the other.
 2. If that does not work try to turn the projector completely off and allow to cool down. (Approximately 1 minute) Turn back on and problem should be corrected. Contact Classroom Services if the problem persists.
 - Q. My computer in the classroom seems to be frozen, I can not click on anything and there are no Icons on the screen.**
 - A. We suggest waiting one minute, if the problem does not resolve itself you will need to do a hard reset of the machine. Press the main power (the round button on the front of the computer right above the Dell emblem) for ten seconds or until the machine shuts off.
- If you have any suggestions/ information you would like to see in the newsletter, email us imc@missouriwestern.edu

- We need to hear from your department! We're creating video segments highlighting academic departments for use on "Western Reports", the campus magazine-style television program. Let us know if you're interested in participating or have unique events occurring we might be able to use as opportunities for file footage. Email us at television@missouriwestern.edu or contact Kevin McQuirter, x5662 or kmcquirter@missouriwestern.edu
- Tune in for our coverage of the next NASA Space Shuttle launch, anticipated for mid November, 2008. The 15-day mission for the STS-126 crew will take seven astronauts aboard Space Shuttle Endeavour to the International Space Station to deliver equipment that will enable larger crews to reside aboard the complex. STS-126 is the 27th shuttle mission to the International Space Station. For updated information on the mission, visit www.nasa.gov The majority of our coverage of NASA's feed while the Space Shuttle is in orbit will occur from 1:00 – 5:00 pm on Mondays and Wednesdays; from noon – 5:00 pm on Fridays and Saturdays; and daily from midnight – 6:00 am. Check our program schedule for more specific times www.missouriwestern.edu/IMC/ETS/tvprogguide.html

- Don't forget that all courses are available via Blackboard/WebCT and can be used to give quizzes, tests, midterms, and/or finals. Login to WebCT using your MW email username and password, click on the desired course and choose create a blank course, activating the assessment feature by placing a checkmark in front of that feature in the list of tools that is given.
- Even essay tests may be given via this online learning tool. There are many options available to instructors. For example, tests may be given open book with a time limit to make sure students do not have time to "look up the answers" and must know the material. Multiple choice, matching, true/false tests can be set up so they are automatically graded as soon as the test has been completed. Short answer and fill in the blank type tests may be set up in Blackboard/WebCT so that the instructor may grade these online and the grade will automatically be figured and available to students if that is desired.
- Call or email if there are questions or assistance is needed. Online resources for WebCT are available at <http://www.missouriwestern.edu/IMC> under Resources, then Instructor Toolbox.
- The next Online Pedagogy workshop is scheduled for December 16, 17, 18 and January 7. This workshop is designed to increase participant understanding of BlackboardCE 8 (WebCT), assist in the development of an online course, and increase knowledge of online pedagogy and distance learning techniques. All sessions must be attended. Skills will also be gained in other software applications, such as Camtasia/Snagit. At the end of all sessions, participants will receive licenses to install some of the software used in the workshop on their own computers. All sessions will be held in Hearn's 105. Please contact Cindy Wells at cwells5@missouriwestern.edu or x4172 to reserve your seat as space is limited.
- If help is needed with Blackboard/WebCT, please go to <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.
- Class Climate is a survey tool that can be used to create and conduct any survey needed. Surveys may be conducted online or via paper/pencil format. If paper and pencil are used, surveys are scanned and the results entered into a database. Predefined PDF reports complete with analytics are available. Results can also be downloaded in spreadsheet or SPSS format. Any faculty or staff can be setup with user status and can create, conduct and get results for their own surveys. The program is user friendly and easy to access from any computer connected to the Internet. Contact Cindy Wells for more information or to set an appointment to gain user status and learn the basics of the Class Climate program.

