

Instructional Media Center Missouri Western State University



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

IMC Highlights

Distance Learning Workshops - Thursday January 22, 2009 and Friday January 23, 2009.

Dr. Sal Sanders will provide two days of consulting on the development of distance learning courses. Sal is the Director of the Bachelor of Science in Applied Sciences of the Allied Health program at Youngstown State University, and is also the Director of Distance Learning for his college. In the middle of seventeen years as a professor, Sal spent an additional six as an Instructional Technologist, assisting his colleagues to use computer-based technology to enhance learning. He has combined his skills as a classroom instructor and his understanding of technology to become a highly respected colleague, recognized for his service to students, faculty and staff, and administration.

In addition to the sixteen Western faculty who have received alternative time for the Spring semester to develop distance learning courses, ALL faculty are invited to attend Sal's hands-on workshops and presentations.

Thursday working sessions in computer lab 9:00 am - 2:00 pm and 7:00 pm - 9:00 pm.
Presentation 2:00 pm - 4:00 pm.
Friday working sessions in computer lab 9:00 am - 2:00 pm.
Presentation 2:00 pm - 4:00 pm.

Specifics, including room locations will be sent in a later e-mail.

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Tips of the Month

- Electronic equipment should be protected from extreme weather conditions. Freezing temperatures reduce battery capacity and can cause damage to LCD screens in items such as: cell phones, PDA's and laptops. If electronic equipment is left in a freezing vehicle for several hours, it should be allowed at least two hours to reach room temperature before use. Equipment used while it is very cold can cause condensation to build inside the electronics, resulting in potential damage.

Technology Troubleshooting:

- If a video or computer image is not projecting, a quick solution can be to switch the inputs on the control panel. This resends information to the projector and can reset communication between devices. For more information go to: <http://www.missouriwestern.edu/IMC/CS/troubleshoot.html>
- When all else fails with any technology we recommend properly turning the equipment off, waiting thirty seconds and then restarting the equipment. This method resolves many issues with electronics.

Classroom Services, Cori Criger x5661 criger@missouriwestern.edu

- Classroom Services has many portable items available for checkout. Training is available for all of our portable and installed presentation equipment. Call us to schedule a time to meet and discuss your technology options.
- Some common equipment that is being used:
 - digital audio recorders (to audio record classes or interviews to a digital file)
 - digital hard drive camcorders (record video to a digital file)
 - web cameras (for collaborative work with colleagues)
 - laptops and video projectors (for local University presentations and conference presentations)
- Planning an important event? Let us help you plan your presentation technology needs. With a quick consultation, we can help you plan what technology is needed and how to schedule it. Equipment is available on a first come first serve basis. To ensure that we have the equipment and the technical support you need, we recommend at least two weeks advance notice. Please contact Eric Havens at 816-271-4396 or esh3341@missouriwestern.edu for assistance.

Educational Television Services, Danielle Hunt x4298 huntr@missouriwestern.edu

- Interested to know what Educational Television can do for you this coming Spring semester? Give us a call!
 - Danielle Hunt can talk with you about any video production needs you may have. She can be reached at 816-271-4298 or huntr@missouriwestern.edu
 - Tara Stoll handles the coordination and scheduling of requests for two-way interactive videoconferencing and satellite downlink events. You can contact her at 816-271-4171 or stoll@missouriwestern.edu
 - Kevin McQuirter is your contact for information to submit for the campus Events Calendar. You can contact him at 816-271-5662 or kmcquirter@missouriwestern.edu The Events Calendar airs daily on MWTW from 6:00 am – 8:00am and 5:00 pm – 6:30pm.
- 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” for the Spring 2009 semester can order their course DVDs by going to ACT’s website, www.actmedia.org or by calling 1-800-745-5480.
- Interested to find out when a distance education course airs? Wondering what exciting segment you missed in this month’s edition of “Western Reports”?
 - Did you know you can access Missouri Western Television program schedule information and streaming video segments?
 - Just visit www.missouriwestern.edu/IMC/News/index.html to access streaming versions of “Western Reports” or special programs.
 - And www.missouriwestern.edu/IMC/ETS/tvprogguide.html will take you to our program schedule information.

Instructional Design & Web Development Services, Cindy Wells x4172 cwells5@missouriwestern.edu

- Spring 09 courses should now be available via BlackBoard CE8 (WebCT). Fall 08 courses will be archived on January 9, 2009. Assistance moving courses from previous semesters into Spring 09 is available. If Fall 08 courses need to remain available for a longer period of time, or if Spring courses are not appearing, please let Cindy Wells know at cwells5@missouriwestern.edu or 816-271-4172 as soon as possible.
- Don’t forget the Photo Roster, available at <https://aps1.missouriwestern.edu/photoroster2>. Log in with your G number and PIN and view your course rosters, complete with student photos. These rosters are available with or without dropped students’ information and can also be printed. Please remember that student information is confidential, so keep these print outs secure. The ability to email one, several or all students in the course is also part of this application. This is available for all faculty and adjunct faculty at Missouri Western. Please contact Rick Brown at ricbrown@missouriwestern.edu if there are any problems with log in.
- If further help is needed with Blackboard CE 8 (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. If additional topics need to be added, please contact Cindy Wells at cwells5@missouriwestern.edu or 816-271-4172.