

Instructional Media Center Missouri Western State University



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From The Director, Max Schlesinger x5874 schlesin@missouriwestern.edu

The Instructional Media Center conducts meetings at the end of each semester to collect your thoughts on our services. We thrive on your input and want to continue that interaction. Communicating your needs for our services helps us adapt more effectively in an ever-changing technological environment.

The fall semester meeting was held December 13, 2007. If you were unable to attend, you may e-mail your thoughts to imc@missouriwestern.edu or fill out a Customer Satisfaction Feedback Form at <http://www.missouriwestern.edu/IMC/feedback.html>.

To get ready for the spring semester, one-on-one consultations for each service section are available to faculty. Please schedule an appointment with any of the managers to discuss your particular needs:

- Classroom Services - Cori Criger x5661 criger@missouriwestern.edu
- Educational Television Services - Danielle Hunt x4298 huntldr@missouriwestern.edu
- Instructional Design & Web Services - Cindy Wells x4172 cwells5@missouriwestern.edu

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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, causing potential damage.
- Most electronics using a remote or LED display use electricity through the outlet even when they are turned off. According to the Department of Energy, about 75% of home electronics power is consumed while the products are not in use. It is recommended to use a surge protector. Turning off the surge protector is like *unplugging* the equipment. Using a surge protector also lowers your chance of overloading a circuit which can reduce the risk of fire.

Classroom Services, Cori Criger x5661 criger@missouriwestern.edu

- All academic computer classrooms/labs will have Vision software installed for the spring semester. Vision software allows faculty to view and turn off all student monitors, take control of individual stations, and show either student or teacher's computers on all stations in the room. <http://www.genevalogic.com/index.php?id=us-vision> Training on Vision software will be available in January. A website including tutorials, additional information and FAQ's will also be available as a resource for faculty.
- Our office maintains the Classroom Information Guide. <http://www.missouriwestern.edu/classroominfo/> This guide was developed to help you find information about what our classrooms have available. At the site you can see the building layout by floor and equipment available in the specific rooms including pictures.
- 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 you contact us *at least two weeks in advance*.

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

- What is the difference between a videoconference and a downlink?
 - A videoconference is a conference conducted via television equipment. Typically, these conferences are connected using IP (Internet Protocol) technology. Think of it like a phone conference, but with a television. Videoconferences allow for live interaction, and all sites involved or connected can hear and see one another in real time, but slightly delayed.
 - A downlink is a transmission from satellite. These events are typically 'view only' events, however many downlink events allow for e-mail or telephone interaction. A downlink participant will hear and see the event, but the event organization site will *not* see the participants.
- If you have questions about an upcoming event, please contact Tara Stoll for all your videoconferencing and downlink needs at x 4171 or stoll@missouriwestern.edu.
- Be sure to check out the Events Calendar on television monitors throughout campus for important safety information and all your campus events and announcements. You can also view this information on Campus Cable channel 71 or on MWTV, St. Joseph Cablevision channel 39, and Allegiance Communications channel 97 in Atchison, Kansas daily from 6:00 AM to 8:00 AM and 5:00 PM to 6:30 PM. If you have any campus events that you would like posted on the Events Calendar, please e-mail the information to television@missouriwestern.edu.

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

- An Online Pedagogy workshop is being offered for faculty on December 18, 19, 20, 2007 and January 7, 9, 10, 2008. Participants will learn more about online learning/instruction as well as how to use various software such as Camtasia/Snag it, Resonus/StudyMate, and Blackboard/WebCT. Each participant will also learn how to use a Wacom tablet to add to the interactivity and ease of creation of their courses. All software and tools explored during the workshop will be made available to participants upon completion of all sessions. Another workshop is planned for this spring; dates will be announced soon.
- Fall and spring courses should be appearing in users' "My WebCT" listing. If the correct courses are not appearing, please call Cindy Wells for assistance. Fall courses will drop off the list before the spring semester begins. This means the courses are not gone, but dropped from the listing. If help is needed accessing these courses or moving courses to another semester, please contact Cindy Wells.
- Specific WebCT trainings will be held during the spring semester; dates will be announced in January.