

INSTRUCTIONAL DESIGN & DELIVERY



Salisbury
UNIVERSITY

Inside this issue:

SPRING EVENTS	2
SOARING	3
SLOAN-C	3
DATES TO KNOW	3
USERS GROUP	4
MYCLASSES IN-THE-KNOW	4

CAMPUS MIGRATION TO OUTLOOK

-Troy Donoway, Associate Director of IT

After over 15 years of using GroupWise, Salisbury University is moving to Microsoft Exchange for our enterprise email system. We know how important email is to you and that you probably have many questions about Exchange. We have created a project website to help answer many of those questions and provide information to get ready for the switch to the new system. <http://migration.salisbury.edu>

There are a couple of very important documents on the website that will answer many of your questions and help prepare you for the migration. The "Preparation Checklist" walks you through preparing for the migration and the "What to Expect" document details the process of your mailbox conversion. Again, you will find links to these documents on the migration website.

Another important item on the website is the Survey/Status page. This page provides a link to a secure website to get information on your conversion. The first time you visit the site, you will be asked to take

a quick survey. The data we collect here is critical to a smooth transition for your account.



One important piece of information we collect in the survey is whether or not you have GroupWise archives. Your archives will be accessible in the new system after we convert them to a Microsoft format. Once the survey is complete, a helpdesk ticket will be created. A technician will contact you to schedule an appointment for their conversion. One exciting feature of the new system is that archives will now be accessible through the web.

Finally, you may notice a new icon on your Microsoft Office menu, Microsoft Outlook. Outlook is the software that runs on your PC to connect to the Exchange email system. The software will be deployed remotely. We are asking that you not click on it until your conversion date. Running it early could corrupt your configuration files, and/or cause your GroupWise client to function improperly.

TECH TUESDAYS ARE FOR YOU!

TUESDAY

One Tuesday every month, ID&D is providing a "Chat & Chew" session where faculty can come and talk about some of the latest innovations in educational technology. This is an informal session, no registration is required. Bring your lunch and join in on exciting conversations with your colleagues.

Tech Tuesday Topics for Spring 2010 include:

Multimedia Video in Instruction: February 9th
Online Lecture Creation: March 9th
Web 2.0 in the Classroom: April 13th

Each of the Tech Tuesday sessions will be held in TE-213F from 12pm—1pm. There is

no official start and end time, so come and leave when you need to.

The sessions are not limited to the topics provided, but ID&D will have information available about each. We hope that these sessions will provide a forum for faculty interested in the using more technology in their classroom.

If you teach face to face, hybrid/blended or fully online courses, Tech Tuesday will provide you with a wealth of information that can be utilized to convey your content to students in a new, fresh way.

SPRING 2010 WORKSHOPS/EVENTS

EVENT	DATE	TIME	LOCATION
MYCLASSES USERS GROUP MEETING	FEBRUARY 17TH	12PM—1 PM	FULTON HALL
MYCLASSES USERS GROUP MEETING	MARCH 3RD	12PM—1 PM	HENSON HALL
MYCLASSES USERS GROUP MEETING	APRIL 21ST	12PM—1 PM	CARUTHERS HALL
MYCLASSES USERS GROUP MEETING	MAY 19TH	12PM—1 PM	TE-213G
TECH TUESDAY: USING MULTIMEDIA VIDEO IN INSTRUCTION—ITUNES U	FEBRUARY 9TH	12:30PM— 1:30PM	TE-213G
GETTING MORE OUT OF CLICKERS IN YOUR CLASSROOM	FEBRUARY 12TH	1 PM—2PM	TE-213G
USING RESPONDUS TO CREATE PAPER AND ELECTRONIC ASSESSMENTS	FEBRUARY 26TH	1 PM—2PM	TE-213G
SECURING ONLINE ASSESSMENTS WITH LOCKDOWN BROWSER	MARCH 3RD	10AM –11AM	TE-213G
PLAGIARISM-DETECTION IN MYCLASSES USING SAFEASSIGN	MARCH 5TH	10AM—11AM	TE-213G
CREATING AND MANAGING ASSIGNMENTS AND GROUPS IN MYCLASSES	MARCH 5TH	1 PM—3PM	TE-213G
TECH TUESDAY: ONLINE LECTURE CAPTURE WITH JING	MARCH 9TH	12:30PM— 1:30PM	TE-213G
CREATING TESTS AND QUIZZES IN MYCLASSES	MARCH 10TH	10AM—12PM	TE-213G
TECH TUESDAY: WEB 2.0 IN THE CLASSROOM	APRIL 13TH	12:30PM— 1:30PM	TE-213G
CREATING TESTS AND QUIZZES IN MYCLASSES	APRIL 16TH	1 PM—3PM	TE-213G
SECURING ONLINE ASSESSMENTS WITH LOCKDOWN BROWSER	APRIL 23RD	10AM –11AM	TE-213G
PLAGIARISM-DETECTION IN MYCLASSES USING SAFEASSIGN	APRIL 30TH	1 PM—2PM	TE-213G

SLOAN-C FEBRUARY WORKSHOPS

Back in 2010, Instructional Design & Delivery has subscribed to the Sloan Consortium to provide faculty with opportunities for professional development. One part of the subscription is to College Pass program where faculty can enroll in online workshops for free. Upcoming workshops are:

Delivering Content, Fostering Student Interactivity, and Assessing Learning in Blended Courses

2/8 - 3/1

Use a design protocol to choose appropriate types of content delivery

Review alternative models of blended course redesign with special reference to large enrollment courses

Advance student interactivity by organizing a small group assignment which integrates face-to-face and online learning

Beginning Second Life

2/10 – 2/19

Second Life is an extremely popular 3D virtual environment that has many applications for education, from increasing social interactions to deepening learning. In this workshop, you'll learn some of the basic Second Life skills that will help you successfully enjoy your second life. You'll also get a brief introduction to some of the educational possibilities of Second Life.

Video & Audio Tools for Teaching & Learning

2/17 - 2/26

Video and audio are powerful media for teaching and learning and can become irreplaceable assets to any distance course. With both video and audio you can present information, communicate with your students, and demonstrate course learning objectives efficiently and effectively.

Using the Quality Matters Rubric to Improve Your Online Course

2/24 – 3/12

Recognizing quality is much like recognizing art; everybody sees something different. With regard to online courses, your students, faculty, administrators, peers, and accrediting bodies may not know what to look for in assessing quality. Defining quality standards proves crucial to successful course design and implementation.

Visit http://www.salisbury.edu/instructionaldesign/prof_dev/show_courses.asp to register for any of these workshops.

MYCLASSES DATES TO KNOW

- February 5 - Student access to Winter 2010 courses ends at 11:59 PM
- February 12 - Winter 2009 courses removed from MyClasses
- April 5 through 16 – Spring 2009 courses removed from MyClasses
- June 3 – Student access to Spring 2010 courses ends at 11:59 PM

SOARING WITH ONLINE LEARNING

Instructional Design and Delivery is currently accepting applications for the next cohort of faculty desiring to participate in the Soaring with Online Learning program. This cohort is for faculty who will be developing and delivering courses in Winter 2011 and Spring 2011. The program is split into two groups:

- 10 Faculty participating in developing and delivering an online or hybrid course
- 3 Faculty participating in the delivering of an online or hybrid course

The program will run from May 13, 2010 through June 24, 2010. For more details about the program and for access to the application, please visit

<http://www.salisbury.edu/instructionaldesign/onlinelearning/welcome.html> or contact Melissa Thomas at x36510.

MYCLASSES USERS GROUP

The MyClasses User's group had a refreshing start in Fall 2009 with two meetings. Faculty who attended were able to share ideas, ask questions and hear about the top 10 things you might not know about MyClasses.

Instructional Design & Delivery will continue to get faculty together this Spring at lunch time meetings – but we will be roaming the campus. In February, we will be holding the meeting in Fulton Hall on February 17th from 12 – 1 PM. This meeting will highlight two faculty members in the Fulton school and how they are using MyClasses. We will also have time for questions, answers and sharing.

In addition to our meetings, there is a MyClasses User's Group course area within MyClasses. In this area there are handouts, manuals, tips about how to use MyClasses. Also, there is a discussion area in which faculty can share ideas and strategies for how they use MyClasses in their traditional, hybrid and online courses. This area will be changing over the Spring semester as we revamp the information and start to prepare for Learn 9 – the next version of the Blackboard course management system.

We are currently seeking 3-4 faculty members to serve as advisors for our user's group, if interested, please contact Melissa Thomas, mdthomas@salisbury.edu or at x36510.

MYCLASSES IN-THE-KNOW

While MyClasses communicates with GullNet every four hours to update the class rosters, faculty do not have to wait to add a student to their course. In the grade book, you can add in a student yourself. To do so:

From the Teach tab, on the left side menu under Instructor Tools, select Grade Book.

Select the Enroll Members button

1. From the Teach tab, on the left side menu under Instructor Tools, select Grade Book.
2. Select the Enroll Members button
3. Type the students username in the textbox – usually their usernames are their first initial, last initial and the last 5 digits of their student id.
4. Select the checkbox for Student and click Enroll
5. Continue this for each student you want to enroll, then click Save.



Enroll Members into this Course

Import from User Database

User name: Assign roles:

Student

Auditor

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