



Helping to manage and integrate technology into teaching, learning and the work environments

EXPLORE TECHNOLOGY AND EXPLORE THEIR WORLD

The Center for Instructional Technology has a dual mission to promote and support online teaching and program development. We also offer one-on-one training and group workshops to help instructors and staff integrate technology effectively into their teaching and working environments.

In addition to offering comprehensive training for PLATO (the campus online course management system), we conduct many other workshops & trainings and house a diverse lending library.

Center for Instructional Technology Wilson Hall 114

2014

Center for Instructional Technology
Integrating technology into the teaching, learning, and
work environments.

Center for Instructional Technology

What's Happening?

What is the Center for Instructional Technology...

The CIT is the department responsible for promotion, development, support, and training for online program course development.

CIT conducts workshops for faculty and staff using state-of-the-art equipment. Training sessions focus on a variety of instructional topics. In addition to workshops, CIT offers online tutorials and individual help sessions. Special training needs of various campus departments can be requested.

The CIT lab is equipped with PC and Mac computers; document, film, and slide scanners; video editing stations; CD-ROM and DVD recorders; and digital and video cameras.

Our lending library has a variety of books and manuals on how to teach online and integrate technology into your courses. We have software program "how to" books, operating system manuals and books on video production, video editing, and photography. Stop in and browse our selection of topics.

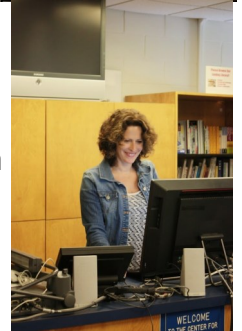


The Center for Instructional Technology is located in Wilson Hall, Room 114 and we are open from 8:30 AM to 4:30 PM, Mon. thru Fri.

Please call, email or stop by to discuss your needs with Lisa, Joe, Lynn, or Valerie.

CIT website for resources and tutorials at:
westfield.ma.edu/cit

CIT is a division of Academic Information Services and receives additional support from the Division of Graduate and Continuing Education.



What's happening in CIT—Web Camp!

The Center for Instructional Technology was very busy this summer. We held a **Web Camp** and trained 15 faculty members, and worked with faculty throughout the summer.

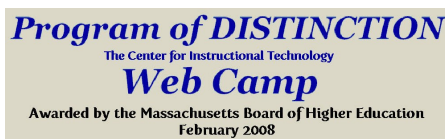
Web Camp is a workshop series that trains Day and DGCE faculty to

- migrate their traditional face-to-face classes to the online learning environment.
- design their classes within the PLATO course management system.

Continued support and training are available throughout the year.

CIT's Web Camp has received the following honors:

Westfield State University was ranked as one of four Honor Roll schools named to *U.S. News & World Report's* first-ever edition of Top Online Education Program rankings. Westfield State's online bachelor's degree completion programs were ranked #1 in faculty credentials and training.



**2014-2015 Web Camp dates:
To Be Announced**

Center for Instructional Technology

Workshops & Trainings

Trainings in CIT:



Jing is a simple program that enables faculty to quickly record and easily post short lectures and tutorials. Recordings can be used online to supplement your classes. Contact Lisa at ext. 8249 or lclark@westfield.ma.edu to schedule a training.

Blackboard collaborate »

Blackboard Collaborate is an easy to use program that enables faculty to hold virtual classes, video conferences and virtual office hours and capture for later viewing. Contact Lisa at ext. 8249 or lclark@westfield.ma.edu to schedule a training.

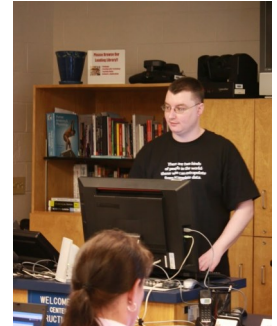


“Clickers” also known as **Audience Response Systems** can be used to generate participation and get immediate responses from an audience or class. Data and reports about the responses can be compiled and presented easily. Contact Joe at ext. 5664 or jaxenroth@westfield.ma.edu for your clicker training needs.

The Center for Instructional Technology offers various **one-on-one** trainings

Trainings in CIT and Online Self-paced Trainings

- Adobe Creative Suite
- “Clickers” (Audience Response Systems)
- Jing: Create short tutorials
- Podcasting
- Microsoft Office Suite
- Scanning Photos and Text, slides and documents
- Respondus
- Voice Thread
- Web 2.0 Tools
- iPad, Andriod, tablet tutorials

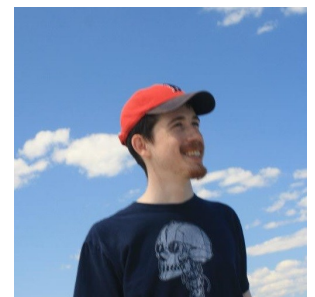


Need Specific Training? Departments and Individuals....

The Center for Instructional Technology provides workshops on a variety of topics. We also provide training designed to meet the specific needs of individual departments. Go to westfield.ma.edu/cit and hover on the Resources tab for helpful tutorials. Feel free to contact us at Ext. 8130 or stop by Wilson 114 to discuss your training needs with Lisa, Joe, Lynn, or Valerie.

LEARNING OBJECTS

Learning Objects are intended as a way to present information in an interactive manner. These may be objects such as a guess-and-check quiz, a diagram with moveable parts, or an animation with an accompanying narration. The software used to create these objects is Adobe Edge Animate, which allows interactive HTML5 pages to be created and run on both traditional internet browsers and mobile devices. If you would like to have an object created for your PLATO course, or would like to learn more about Adobe Edge and Learning Objects, please email Gordon Hall: gHall@6690@westfield.ma.edu. In addition, a gallery of completed learning objects can be viewed on PLATO in the course CIT Interactive Learning Objects Repository.



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Integrating Technology into the Teaching



Atomic Learning is now built into Plato! Atomic Learning provides training tutorials to help students, faculty, and staff successfully utilize technology. Providing training on more than 250 commonly used software applications, such as Microsoft Office Suite, Adobe Creative Suite, and Google Docs, Atomic Learning has a library of more than 60,000 how-to tutorials. Atomic Learning also features training on the BlackBoard Learning Management System. Students can learn how to use the LMS, learn more about effective online discussions, how to avoid plagiarism, and how to write research papers in APA, MLA, or Chicago Style formats. For further information, contact CIT at ext. 8130.



VoiceThread allows users to post or upload different types of media (documents, slide presentations, videos or photos) either from a website or from the user's computer. Comments can be added and the author can share by sending the link or by embedding into an existing website. Viewers then add their own comments. These group conversations are collected in one place and do not require users to install any software. For more information, contact CIT at ext. 8130.



CIT has once again partnered with **Smarthinking** to provide no cost, high quality tutoring online for all WSU students. Basic subjects (Math, Liberal Arts) are available 24/7. Scheduled times are posted for an expanded list of subjects, including (but not limited to) Writing, Accounting, Chemistry, Biology, and Nursing. Students choose the method of instruction that works for them, from 'live chat' interaction to submitting written questions for a reply from a tutor. Smarthinking's Live Writing Center will help generate ideas for writing assignments, as well as critiquing drafts of their papers. Access to Smarthinking is now built into Plato.

Are you concerned about academic honesty and identity verification?

SafeAssign compares submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign is used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources.

Respondus LockDown Browser™ is a custom browser that locks down the testing environment within PLATO. When students use Respondus LockDown Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.



Respondus Monitor is a companion application that integrates webcam technology with LockDown Browser. Together they address the issues of student identity and cheating, creating security for non-proctored assessments. For more information, contact Lisa at ext. 8249 or lclark@westfield.ma.edu.

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Center for Instructional Technology
Going Green Campaign

Do you Want to Put Your Course Materials
on the Web and Communicate with your students?
Use PLATO!

The Center for Instructional Technology is working toward sustainability at Westfield State.

This semester you can learn how to become paperless with help from the CIT staff to:

- Create a course website to house your syllabus and assignments.
- Save your slides in digital format to post on your site.
- Scan your hard copy readings into electronic files to post on your course website.
- Communicate with your students easily.



Any faculty wishing to use PLATO MUST request a PLATO course website for each course, each semester. Click on the **Faculty Resources** tab on the Plato home page westfield.ma.edu/plato for quick and easy “how to” videos on requesting your course shells. Please feel free to email Lisa at lclark@westfield.ma.edu for more info.



Posting your syllabi, assignments, notes, readings, images, power points, learning modules, pod casts, audio files and short video clips is an easy process in PLATO.

Interested? Please contact Lisa at Ext. 8249 or
lclark@westfield.ma.edu to register.

The Center for Instructional Technology has a website for faculty and staff. This site offers links for trainings, tutorials and resources available at the CIT. Check us out at: westfield.ma.edu/cit.

CIT SUPPORT TEAM - CONTACTS

WILSON HALL, ROOM 114

The Center for Instructional Technology is open to all faculty and staff.

We are available for one-on-one consultations, department trainings and group workshops.

Please feel free to contact us or stop in.

Online Faculty Support Specialist

Lisa Clark

(413) 572-8249

lclark@westfield.ma.edu



Online Student Support Specialist

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**PLATO Administrator/
Instructional Technologist**

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**CIT Director and
Instructional Designer**

Lynn Zayac

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FIND US ON THE WEB



CIT Help Desk
cit.westfield.ma.edu/support



Free Online Tutoring
cit.westfield.ma.edu/smarthinking/



Other sites of Interest

Plato
westfield.ma.edu/plato
CIT
westfield.ma.edu/cit



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