

# Online Faculty Update

From the Center for Instructional Technology

Fall 2015  
Newsletter

## Welcome Back!



I hope you had a wonderful summer! We have been very busy here in the Center for Instructional Technology, and we have some great information to share with you.  
~ Lynn Zayac, Dir., Center for Instructional Technology -lzayac@westfield.ma.edu

## 3rd Annual Online Faculty Showcase a Success!

### Professors Burwell & Works selected for the 2016 COD Award

The Center for Instructional Technology held the 3rd Annual Online Faculty Showcase this past April 2015. Several of our most outstanding presenters were invited to share their exemplary online, hybrid and blended courses and best practices with their peers. They highlighted course presentation, interaction, use of tools, and ease of navigation.



**The 2016 Mass Colleges Online Course of Distinction "COD" will be awarded in both an "Online" category and a "Blended" category this year.**

Two of WSU's esteemed professors were selected from the Online Faculty Showcase to receive this prestigious award.

**Professor Rebecca Burwell's Psychology of the Family** course will be receiving the Online Award and **Professor Karen Works' Introduction to Computer Programming** course will be receiving the Blended Course Award.



*~Congratulations to both of these amazing instructors!~*

Check out all of the COD winning courses at: <https://codawards.wordpress.com/>

## MCO's 11th Annual Conference on eLearning

**Save the Date! - June 2, 2016 at Greenfield Community College.**

Consider attending the annual Mass Colleges Online (MCO) Conference on eLearning and Best Practices on June 2, 2016 at Greenfield Community College.

**Support:** Join us to support Professors Burwell & Works as they receive the prestigious Course of Distinction (COD) award.

**Learn:** Mass Colleges Online Conference on eLearning allows attendees to explore, discuss, and understand how colleges and universities in Massachusetts are using online education to improve teaching, learning, interacting, and communicating with our students.

**Present:** CIT would like to encourage online faculty to submit a presentation proposal in one of the following areas: Teaching & Learning, Technology, and Academic and Administrative Support in online learning.



## Great Start to the Fall Semester!

All students were successfully loaded into the Plato system and all should have access at this time. Remember, for those who are registering late, it can take up to 24 hours to be added into their Plato course. Once logged in, all students have access to the Student Overview course on their Plato Dashboard. This overview course will help them get familiar with Plato and provides video tutorials and visuals to assist them during the semester!  
~ Joe Axenroth, Plato Administrator - jaxenroth@westfield.ma.edu



## What's happening in CIT? - Web Camp!

The Web Camp dates are set! Day or DGCE faculty who would like to teach online should apply for one of the upcoming Web Camps! Web Camp will teach faculty how to migrate face-to-face classes to an online format using the Plato Learning Management System. The upcoming dates are as follows:



### Fall 2015 Web Camp - Tuesdays

October 27, November 3, 10, 17, 24, & December 1  
from 3:30 - 6:30pm  
*Application Deadline: October 13th noon*

### Spring 2016 Web Camp - Mondays

February 22, 29, March 7, 21, 28, & April 4  
from 3:30 - 6:30 pm  
*Application Deadline: February 11, by noon*

### Summer 2016 Web Camp

June 6, 7, 9, 13, & 14  
from 9 am - 1 pm  
*Application Deadline: May 25, by noon*  
[Click here for details and instructions on how to apply!](#)



MASSACHUSETTS  
Board of Higher Education

### Web Camp & Online Program Awards

- **Board of Higher Education Program of Distinction**
- **U.S. News & World Report - "2015 Best Online Bachelor's Programs"**
- **Affordable Colleges Online - "2015 Best Online Psychology Degree"**

## Web Camp Refresher



CIT is offering individual, group and department Web Camp Refreshers! We have added many tools to Plato which may enhance your students' online experience.  
[Click here for a list of all Plato tools with descriptions.](#)

Contact Lisa Clark at lclark@westfield.ma.edu or call 413-572-8249 to schedule a "Web Camp Refresher" training that is specific to your course or department needs!



## Schedule a Plato Quick Start Session with Lisa Clark

**Haven't used Plato? Schedule a Plato Quick Start session with Lisa!** Plato (Blackboard Learn 9) is a Learning Management System (LMS) that allows you to post announcements to your class, upload your syllabus, and readings, hold threaded discussions, create assignment dropboxes, and much more. If you would like to learn how to supplement your face to face courses with these great tools call 413-572-8249 or send an email to [lclark@westfield.ma.edu](mailto:lclark@westfield.ma.edu) to set up a time for training!

**Current Plato Users! Schedule a Course Tune-Up with Lisa.** Now that you have been using Plato for a while, make an appointment with Lisa to help enhance your course even further. Learn how to use great new tools like NBC Learn, VoiceThreads, SafeAssign and Atomic Learning! Discuss a PowerPoint, or show how to do a problem in Excel with Jing, an easy to use screen capture software from TechSmith. Add sound file lectures to your class using Audacity. Learn how to set up a virtual office using Blackboard Collaborate to meet with students in real time, online from just about anywhere. Get more familiar with the Grade Center and learn how to use the new "CrocoDoc" tools when grading assignments.

Whether you want to add an image to your course, upload your readings or meet with your students in real time online, Lisa can get you up to speed in no time.

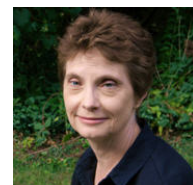
For more information or to set up an appointment contact:

Lisa Clark, Online Faculty Support Specialist  
413-572-8249 ~ [lclark@westfield.ma.edu](mailto:lclark@westfield.ma.edu)  
[www.westfield.ma.edu/plato](http://www.westfield.ma.edu/plato)



## Smarthinking - Free Online Tutoring

CIT has once again partnered with **Smarthinking** to provide FREE Online Tutoring for WSU students. Basic subjects (Math, Liberal Arts) are available 24/7 and scheduled times are posted for many subjects, including (but not limited to) Writing, Accounting, Chemistry, Biology, and Nursing. To use this service, students log into Plato and click 'Launch Smarthinking' on the 'Smarthinking' module on the Plato Dashboard. They can also get to Smarthinking via the Help Desk content area on the left sidebar in all Plato classes. Students can choose from the Writing Center, Drop-In Tutoring, Scheduled Tutoring or Offline Questions. Smarthinking's Writing Center will help generate ideas for writing assignments, as well as critiquing drafts of papers. Tutoring sessions are archived and may be reviewed at a later time. Click the 'Free Tutoring Online' link on the Plato login page, and select Faculty Handbook for more ideas on using this great resource! For questions or help with this tool please contact Valerie at [vdepina@westfield.ma.edu](mailto:vdepina@westfield.ma.edu).



## CIT Calendar

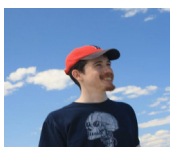
The new CIT Calendar is hot off the presses! Feel free to stop by and see us here in the CIT in Wilson 114 to pick up a copy. You can also call 413-572-8130 or email Valerie at [vdepina@westfield.ma.edu](mailto:vdepina@westfield.ma.edu) and she will drop one in the campus mail for you.

## CIT Streaming Services

The CIT offers streaming services for videos that you would like your students to view in your Plato Online courses. Stop in to the CIT, call x 8130, or email [vdepina@westfield.ma.edu](mailto:vdepina@westfield.ma.edu) to ask Valerie about our CIT Video Streaming Services!  
~ I would be happy to answer your questions about video streaming possibilities! ~Valerie



## A few of our favorite tools!



**Learning Objects** are instructional resources specifically designed to promote interactive learning. Student staff member, Gordon Hall is CIT's learning object specialist. Gordon has the tools & ability to create learning objects for faculty based on specific course needs.

A gallery of completed learning objects can be viewed in PLATO. For access to the CIT Interactive Learning Objects Repository, 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 at ghall6690@westfield.ma.edu. ~ Gordon Hall, CIT Student Staff Member

## Blackboard collaborate

**Blackboard Collaborate** has been newly designed and is now easier to use than ever. Collaborate enables faculty to hold virtual classes, video conferences and virtual office hours and capture MP4's for later viewing. ~ Contact Lisa at ext. 8249 or lclark@westfield.ma.edu to schedule a training.



**Atomic Learning** is now built right into Plato and allows you to search for video tutorials that help students, faculty, and staff successfully utilize various technologies.

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. For further information or assistance, contact the CIT at ext. 8130.



**VoiceThread** allows users to post or upload 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 with the class. Viewers then add video, voice or text comments.

~ Contact Lisa at ext. 8249 or lclark@westfield.ma.edu to schedule a training.

## 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 or training contact Lisa at ext. 8249 or lclark@westfield.ma.edu.

