

EXPLORE ONLINE TECHNOLOGY AND KNOW THEIR WORLD

The Center for Instructional Technology's mission is to promote and support online teaching and assist with the development of online courses, minors, degrees, and programs.

We offer comprehensive training in the pedagogy of teaching and constructing your online and hybrid courses, provide extensive training for PLATO (the campus online course management system), and conduct many one-on-one and group trainings.

CIT houses a diverse lending library on learning and teaching online.

2018

**Center for Instructional Technology
Wilson Hall 114**

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 on pedagogy and manuals on how to teach online and integrate technology into your courses. Stop in and browse our selection of topics.

CIT is located in Wilson Hall, Room 114 and we are open from 8:30 AM to 4:30 PM, Mon-Fri.

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

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



Web Camp! Teaching Your Course Online

2018 Web Camp dates:
Summer 2018
June 7,8,11,12 and 14

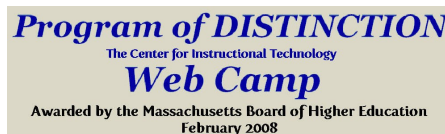
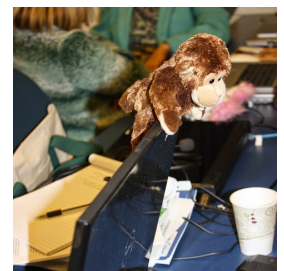
The Center for Instructional Technology was very busy this summer. We held a **Web Camp** and trained 22 faculty members, and worked with faculty throughout the summer.

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

- migrate their traditional face-to-face classes to the online and hybrid learning environments.
- post face-to-face course materials within the PLATO learning environment.

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.



Center for Instructional Technology

Workshops, Trainings & Services

Training, Course, and Program



CIT's mission is to promote and develop online courses and programs, and to provide course websites for online, hybrid, and face to face courses. CIT is also responsible for Online Learning (PLATO: People Learning and Teaching Online) at WSU. The Center supports faculty and students with their classes, whether enhanced face-to-face, blended and/or online. CIT trains faculty to migrate their face to face courses to the online course format and works to develop online courses, minors, degrees, and programs.

Contact Lynn Zayac to discuss your training, course or program development needs at ext. 8142, lzayac@westfield.ma.edu, or stop by Wilson 114

One-on-one and group trainings

In person or virtual self paced tutorials



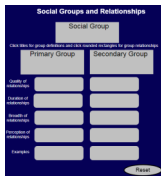
Screencast-O-Matic is a free tool used to create screen capture videos, send them up to YouTube or to your Screencast-O-Matic account, and then add the web links for your videos into your PLATO courses.



Blackboard Collaborate Ultra is a program that enables faculty to hold virtual classes, video conferences, virtual office hours, and record for later viewing.

Contact Lisa Clark at x8249 or lclark@westfield.ma.edu to schedule training for these great tools.

LEARNING OBJECT SERVICES



Learning objects are instructional resources specifically designed to promote interactive learning, such as a guess-and-check quiz, a diagram with moveable parts, or an animation with an accompanying narration.

A gallery of completed learning objects can be viewed on PLATO in the CIT Interactive Learning Objects Repository.

If you are interested in have a learning object created for your PLATO course, contact Valerie at ext. 8130 or vdepina@westfield.ma.edu

CIT STREAMING SERVICES



CIT Streaming allows you to post web links to your videos in your Plato courses.

CIT offers streaming services for course videos that you would like your students to view in your Plato online courses.

We can also scan photos and slides for use in your Plato online courses.

For more information contact Valerie DePina at X 8130 or vdepina@westfield.ma.edu

Center for Instructional Technology

Integrating Technology into Teaching

Tools built into PLATO



hoonuit (Atomic Learning) Online Tutorials 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, hoonuit has a library of more than 60,000 how-to tutorials. Students can learn anything from Microsoft Office to writing an effective research paper and avoiding plagiarism.



VoiceThread, a unique communication and presentation tool, allows users (faculty or students) to post or upload different types of media (documents, slide presentations, videos or photos). Viewers then add their own comments using voice or text.



ThinkingStorm Online Tutoring Services provides free, high quality tutoring online for WSU undergraduate and graduate students currently enrolled in a Plato course. Subjects (Math, Liberal Arts) are available 24/7. Scheduled times are posted for Writing, Accounting, Chemistry, Biology, Nursing, and more. Students choose the method of instruction that works for them, from 'live chat', Writing Center, and Tutoring.

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 browser that locks down the testing environment within PLATO. Students using Respondus LockDown Browser are unable to print, copy, go to another URL, or access other applications. Students are locked into the browser until they submit the assessment for grading.



Respondus Monitor— using a webcam and microphone this program captures video and audio of the student in their environment taking their exam. Faculty can then view the video if there is a concern. Videos are automatically flagged when suspicious activity is detected.

Online Faculty Update

From the Center for Instructional Technology

Hello from Lynn Zayac!



I hope your Spring semester is going well. As usual, we are very busy here in the CIT and we have some great news to share with you.

~ Lynn Zayac, Dir., Center for Instructional Technology -lzayac@westfield.ma.edu

Join us for the 5th Annual Online Faculty Showcase!

The 5th Annual Online Faculty Showcase will be held March 26, 27, 28 & 29, 2018.

The Center for Instructional Technology will hold the 5th Annual Online Faculty Showcase and would like to invite instructors to showcase and share their exemplary online, hybrid and blended courses and best practices with their peers. Instructors will prepare a 15 - 20 minute presentation of their online, hybrid or blended courses highlighting course presentation, interaction, use of tools, and ease of navigation. Participating in this showcase can serve as a self nomination to be considered for the 2018 COD award.

~ Please look for an email from Lynn Zayac with more information coming soon!

Congratulations again to the 2017 Mass Colleges Online Course of Distinction "COD" winners!



Professor David Christensen's Biology Today course received the 2017 Online Award.

Professor Ziblim Abukari's Human Behavior & Social Environment course received the 2017 Blended Course Award.



MCO's 13th Annual Conference on eLearning

13th Annual Conference on eLearning
Sharing Best Practices

Massachusetts
Colleges **Online**
one click. zero commute.



Framingham State University
Tuesday, June 5, 2018

Save the Date! - June 5, 2018 at Framingham State University.

Consider attending the 2018 Mass Colleges Online (MCO) Conference on eLearning and Best Practices on June 5, 2018 at Framingham State University.

- **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.

Interested in attending or presenting? Email Lynn Zayac, MCO Co-Conference Chair, and MCO Liason at lzayac@westfield.ma.edu.

Online Faculty Update (continued)

Interested in putting your course online? Apply for Web Camp!

There is still space in Summer Web Camp! Faculty who would like to teach online should apply no later than noon on May 25th!

Our award winning Web Camp will teach faculty how to migrate face-to-face classes to an online format using the Plato Learning Management System. Virtual Web Camp is also an option! The upcoming dates are as follows:

Summer 2018 Web Camp

June 7, 8, 11, 12, & 14

from 9 am -1 pm

Application Deadline: May 25, by noon

[Click here for details and instructions on how to apply!](#)

For any questions about the application process, please contact
Lynn Zayac at lzayac@westfield.ma.edu



MASSACHUSETTS
Board of Higher Education



Online Program and Web Camp Awards

- U.S. News & World Report - "Best Online Bachelor's Programs" (6 yrs in a row)
- Affordable Colleges Online - "Best Online Psychology Degree"
- Board of Higher Education - "Program of Distinction" (Web Camp)
- The Best Schools - "The 20 Best Online Bachelor in History Degree Programs"
- University Continuing Education Association Award (UCEAA) - "Innovative & Creative Programing" (Web Camp)
- The 30 Most Technologically Saavy Online Schools (2018)

Schedule a Plato Quick Start Session or Tune Up with Lisa Clark

Haven't used PLATO? Schedule a PLATO Quick Start session with Lisa! Learn how to upload your syllabus and readings, hold threaded discussions, create assignment dropboxes, and much more. Lisa will show you how to supplement your face-to-face courses with these great tools!

Current PLATO Users! Schedule a Course Tune-Up with Lisa. Learn how to enhance your courses with great tools like VoiceThread, SafeAssign and hoonuit! Learn how to voice over PowerPoints or give a tour of your online course with various screen capture options or add sound file lectures to your class using Audacity. Get more familiar with the Grade Center and learn how to use the new Box tool when grading assignments. You can even set up a virtual office using Blackboard Collaborate Ultra to meet with students in real time, online from just about anywhere.

For more information or to set up an appointment contact:

Lisa Clark, Online Faculty Support Specialist
413-572-8249 ~ lclark@westfield.ma.edu
www.westfield.ma.edu/plato



Center for Instructional Technology

Going Green Campaign



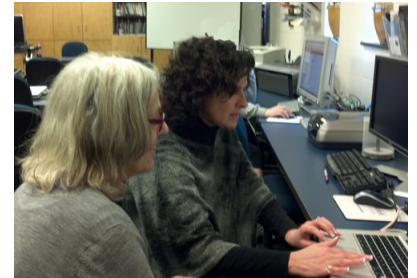
Put your course materials on the web and extend student's learning beyond the

The CIT is working toward sustainability at Westfield State.

All in PLATO

Learn how to become paperless with help from the CIT staff with:

- Posting your syllabi, assignments, notes, readings;
- Communicating easily with your students;
- Images, PowerPoints;
- Posting podcasts, audio files and short video clips, videos streamed by CIT;
- Secure Testing, Plagiarism tools.



Interested?

Step 1: Sign Up for Training.

Contact Lisa at X 8249 or lclark@westfield.ma.edu to register.

You will not have access to your Plato course until you are trained.

Step 2: Request a PLATO course website.

Go to the PLATO home page westfield.ma.edu/plato, click on the Faculty Resources tab for quick and easy how-to videos.



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

CIT SUPPORT TEAM—CONTACTS

WILSON 114, 8:30 TO 4:30 M-F

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 Training Specialist

Lisa Clark

(413) 572-8249

lclark@westfield.ma.edu



Online Student Training Specialist

Valerie DePina

(413) 572-8130

vdepina@westfield.ma.edu



PLATO Administrator/
Instructional Technologist

Joe Axenroth

(413) 572-5664

jaxenroth@westfield.ma.edu



CIT Director and
Instructional Designer

Lynn Zayac

(413) 572-8142

lzayac@westfield.ma.edu



FIND US ON THE WEB

PLATO

westfield.ma.edu/plato



PLATO Help Desk

cit.westfield.ma.edu/support

CIT

westfield.ma.edu/cit

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