Please accept our warm welcome to the 2011 academic year at S&T! Exciting changes have taken place over the past year, making new services, technologies and experts available to help you enhance your teaching and learning experiences.

In AY2010 the Provost supported the eFellows pilot program to support transformation of 3 traditional courses using techniques designed for online and blended/hybrid delivery.

These three courses will be launched in blended or online delivery this semester. UM President Gary Forsee also invested significant resources to support the UM eLearning Initiative, one of his top five initiatives for the university. Educational Technology (EdTech) is playing a key role in both of these programs and has been able to hire some instructional technologist / design specialists to help achieve these goals.

We’ve established this newsletter to help inform and guide you to the right resources for your courses. In partnership with CERTI, EdTech staff are working with faculty across campus to implement efficient and effective practices for teaching and learning with technology. If you do not find something you need in this newsletter, please contact us directly to discuss your educational technology needs.

Who is Ed?

The Educational Technology group provides services and support to facilitate the implementation and use of technology within a classroom environment. Visit us online.

edtech@mst.edu

Angie Hammons now manages the Educational Technology Department which includes:

- **Gandalf Sidio**: Classroom Technology Support
- **John Petrikovitsch**: CLC Coordinator
- **Malcolm Hays**: Content Support Analyst
- **Yanbo Wang**: Program / Project Support Specialist

**NEW!**

- Instructional Technologists:
  - Barb Wilkins
  - Julie Phelps
  - Ben Filla

Our Instructional Technologists:
Consult with faculty to integrate technology and best teaching practices
Assist in designing online or blended/hybrid courses.
Assist in implementing UM President Forsee’s eLearning Initiative
How to Make a Blackboard Course Available

Before students can access your Blackboard course, you first need to make it "available" so that students are able to see it when they log into Blackboard. When courses are created, they are made "unavailable" by default.

1. Login to Blackboard.
2. Click the course you wish to make available.
3. Under the Control Panel, click Customization.
4. Click Properties.
5. Under the Set Availability section, select Yes for Make Course Available.
6. Click Submit. The course is now available for your students.

Schedule of Seminars

Blackboard 9 Trainings
- Monday, August 9 -- 2:00-3:30 PM
- Tuesday, August 10 -- 2:00-3:30 PM
- Wednesday, August 11 -- 10:00-11:30 AM
- Thursday, August 12 -- 10:00-11:30AM
- Friday, August 13 -- 10:00-11:30 AM
- Friday, August 13 -- 2:00-3:30 PM

All Blackboard 9 training takes place in Library Room 103. Visit http://edtech.mst.edu and click on one of the dates/times in the sidebar on the right to sign up!

Blackboard Seminar Series
- September 3 -- Basics of Blackboard
- October 6 -- Faculty Learning Community: Using Rubrics with Blackboard
- November 5 -- Blackboard Outside of the Classroom
- February 4 -- Learning Modules
- April 15 -- Assessment

Blackboard Seminar Series are all on Fridays from Noon to 1 PM. The location for each will be posted on the EDUMINE listserv list and on EdTech Connect blog shortly before each meeting.

What’s in Each CLC?

Computer Learning Center (CLC) information is available at: http://edtech.mst.edu/clc/

Updated software for 2011 Academic Year includes:
- AutoCAD 2010
- Maple 14
- MathType 6.6a
- MATLAB 2010A
- NX 7.5 -- Only installed in Toomey Hall (all CLCs), Centennial Hall 105, and Interdisciplinary Engineering 105

Instructors who will be using any of these software packages for their classes can obtain a copy of the updated version of the software for their campus-owned desktops or laptops by contacting the Help Desk at 341-HELP or by submitting an online Help Request at http://help.mst.edu.

EdTech opens the CLC Software Request process in mid-semester. This process is used to decide which software will be made available in each CLC for the upcoming semester. Stay tuned for more information!

edtech@mst.edu  573-341-4131  edtech.mst.edu
**PowerPoint Pointers**

When you think of ways to manually induce a coma what comes to mind? An injection of sodium thiopental? Trying to cross Bishop Avenue on foot? Watching your own PowerPoint presentation? If you said yes to the first two good for you! If you said yes to the third read on:

Tips to improve your slides:

- **Consistency** - use a consistent, simple design
- **Legibility** - simple large fonts, appropriate contrast
- **Visuals** - pictures show more than text
- **Bullets** - 5x5 rule (5 per slide, 5 words per bullet)
- **Outline** - no sentences, keywords only, don’t read your slides
- **Simplify** - put details in handouts or online
- **Nothing** - use the black screen option for a visual break

• **Edit** - ask for feedback and don’t be afraid to edit
• **Practice** - go through the presentation several times to make sure all transitions and animations are working properly
• **Present** - show the audience the importance of the information, don’t just read the slides

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**What’s New with CERTI?**

CERTI, S&T’s faculty development center for teaching and learning, welcomes back faculty for the Fall 2010 semester. Here’s what’s new and upcoming:

**Curators’ Teaching Professors Summit:** CERTI is inviting back our campus’ Curators’ Teaching Professors for a Fall summit to present sessions on "What the Best Scholar-Teachers Do." The discussion will be about successfully balancing teaching, research and service.

Last year, the Curators’ Teaching Professors presented three sessions on "Indispensable Advice From our Top Teachers.” These will be luncheon events once a month in September, October and November. All faculty are invited to the meal, presentation and discussion with our panelists. Dates and location information coming soon.

**New “Back to Semester” Web Page:** Check out the "Back to Semester” page on the CERTI website for information about syllabus construction, academic honesty agreements, early communication with students, tips for the first day of class and technology training.

- [http://certi.mst.edu/teachsupport/firstday.html](http://certi.mst.edu/teachsupport/firstday.html)

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**Important Information for Course Syllabi:** In addition to the important information that faculty typically include in their course syllabi, all faculty are encouraged to also include information about:

- The Academic Alert System ([http://academicalert.mst.edu](http://academicalert.mst.edu))
- Academic Dishonesty ([http://registrar.mst.edu/academicregs/index.html](http://registrar.mst.edu/academicregs/index.html))
- Classroom Egress Maps ([http://registrar.mst.edu/links/egress.html](http://registrar.mst.edu/links/egress.html))
- Disability Support Services ([http://dss.mst.edu](http://dss.mst.edu))
- LEAD Learning Assistance ([http://lead.mst.edu](http://lead.mst.edu))

For more information, contact the Office of Undergraduate Studies at 341-7276 or go to the Quick Faculty Links on the UGS website: [http://ugs.mst.edu](http://ugs.mst.edu)

This includes the 2009-2010 S&T all-faculty letter from Vice Provost of Undergraduate Studies Harvest Collier, detailing the above mentioned information. The 2010-2011 faculty letter will be e-mailed to departments in early August.
**Productive Collaboration**
We establish collaborative partnerships that produce mutually beneficial results.

**3Es – Enhance, Extend, Enable**
Learning through effective use of technology and teaching practices.

**Customer Service and Relationship**
We deliver our services with the customer’s perspective in mind and achieve strong, respectful relationships with faculty and students.

**Teaching and learning first, technology second**
Support effective and innovative teaching and learning environments.

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**EdTech Values**

**EdTech Resources**

**EdTech Connect**
http://edtechconnect.mst.edu

Our EdTech Connect blog includes the latest findings in the area of educational technology. Find tips for Blackboard 9, information on Quality Matters, online learning, blended learning, and more.

**Follow EdTech on Facebook!**
http://www.facebook.com/MissouriSandT#!/MissouriSandT.EdTech

EdTech has a Facebook fan page, managed by one of our student workers. Here we can link to other news and resources in the Educational Technology world that may be of interest to other Facebook fans.

**Google Apps for Education**
http://it.mst.edu/googleapps.html

Alternative document storage and web site management for students, faculty and staff.

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Trouble with Technology?
Contact the Help Desk at 341-HELP or submit an online Help Request at:
http://help.mst.edu

Please have following information available:

- Which operating system are you using?
- Which browser are you using?
- What time did the problem occur?
- What steps were you taking when the problem occurred?
- What error message did you see?

Providing this information will help the IT Support Staff better resolve the issue.

Supporting students, faculty, and staff.

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