



UNIVERSITY OF
SAN FRANCISCO

Learning Technologies

www.usfca.edu/its/learning

**FACULTY
TECHNOLOGY
REFERENCE
GUIDE**

2011-2012

CONTACTS

CENTER FOR INSTRUCTION AND TECHNOLOGY (CIT): 422-2223

Basement of School of Education
[cit@usfca.edu]

CLASSROOM TECHNOLOGY: 422-6668

Lone Mountain North Second Floor
[itshelp@usfca.edu]

ITS HELP DESK: 422-6668

Lone Mountain North Second Floor
[itshelp@usfca.edu]

REQUEST FOR ECHO 360 LECTURE-CAPTURE & AUDIO-VIDEO RECORDING

[<http://reservations.usfca.edu>]

CHECK CIT LAB RESERVATION AVAILABILITY - [<http://usfcalendar.usfca.edu/>]



WELCOME

Dear USF Faculty,

This reference guide has been developed to assist you with accessing and utilizing USF's learning technology support services. This guide includes important contact information, resources, and tips to aid in your success as an instructor at USF. We hope that you will utilize the many learning technologies that are available to you and to feel free to contact us if you require additional training and support while in the classroom or online.

Thank you for allowing us to be part of your teaching experience.

Stephen Gallagher,
Vice President of ITS

John Bansavich,
Director of Learning Technologies

SMART CLASSROOMS

Each Smart Classroom is equipped with a high-end LCD projector as well as wall-mounted speakers for audio output. Our Smart Classrooms provide the presenter with the ability to project videotapes, DVDs, and to connect their own laptops. Smart Classrooms also include permanently installed Mac computers that allow the presenter to choose between the Windows or Mac operating systems.

To Connect your Own Mac Laptop - Please bring your VGA adapter.

To Request a Classroom - Please contact your Program Assistant.

Keys to USF's Smart Classrooms - Keys are available at the Help Desk in Lone Mountain North, 2nd Floor Monday - Friday : 8:00 am - 5:00 pm, and after hours at Gleeson Library. Please know your building & room number when picking up keys.

Quick Start Guides - Available at [<http://www.usfca.edu/its/learning/classroomtech/>]

Need Technology Help? - Please contact the ITS Help Desk at 422-6668.

CLASSROOM PROJECTORS

Connecting Laptops to Projectors in the Smart Classrooms

LCD projectors on campus have a VGA cable available to connect to a laptop but Macs and some PCs have a digital video port. To connect your laptop, you will need to bring a video adaptor to make the connection. Below are examples of the laptop ports and the corresponding adaptors.



COMPUTER LABS

ITS supports general-purpose computer labs in six locations on the San Francisco campus, as well as small labs at each of the distributed campuses. GoPrint color and B&W printers are available in all ITS Labs. Regular semester lab hours are:

Center for Instruction and Technology (CIT 001/002/010 in SOE basement)

Lab hours: Open Mon - Fri 8:00 am - 10:00 pm; Saturdays 7:30pm - 6:00 pm

Cowell Hall (CO 214/216)

Lab hours: Open Mon - Thurs 7:00 am - 11:00 pm; Fridays 7:00 am - 7:00 pm

Gleeson Library (First and Second Floors) - Open during library hours

Lone Mountain Rossi Wing (Ground Floor) - Open 24 hours daily

Malloy Hall (First floor)

Lab hours: Open Mon - Thurs 9:00 am - 9:30 pm, Fri 9:00 pm to 6:00 pm; Sat 2:00 pm- 5:30 pm (24/7 for School of Management faculty & students)

University Center Parina Lab - Open 24 hours daily

For details on Computer Labs or to Reserve Labs

Visit [<http://www.usfca.edu/its/desktop/labs/>]

HELP DESK

The Help Desk is staffed by certified Client Support Specialists, as well as trained student employees. You can contact the Help Desk by phone at 422-6668, or via e-mail at [itshelp@usfca.edu].

You can also create a service ticket or look for answers to questions 24 hours a day with **USFsupport&answers**, our online support tool. Simply submit your help request online at [<http://support.usfca.edu>] or choose the **Online Support tab** in USFconnect.

ITS Help Desk provides services on Accounts, USF Wireless, DonsApps Mail, DonsApps Calendar, DonsApps web sites, Blackboard, USF Wiki, Self-Service, desktop computing, telephone and voicemail, and desktop security.

HOURS

[<http://help.usfca.edu>]

Monday-Thursday: 7:30am-5:00pm Lone Mountain North

Monday-Thursday: 5:00pm-10:00pm Gleeson Library

Friday: 7:30am-5:00pm Lone Mountain North

Friday: 5:00pm-8:00pm Gleeson Library

Saturday: 10:00am-6:00pm Gleeson Library

Sunday: 12:00pm-7:00pm Gleeson Library

CLASSROOM LECTURE CAPTURE

ECHO 360 is an automated lecture capture system that can record a classroom presentation, including audio and video, along with the lecture content that is displayed on the presenter's computer. CIT offers training as well as access to a room with Echo 360.

Recordings may be scheduled, as a one-time or repeating event, by completing an online form. An email will be sent with links to the streaming media, and can be automatically published to Blackboard or iTunesU.

Seven USF classrooms are currently equipped with lecture capture hardware. These are: **ED 201, LM 244A, HR 127, CO 312, MH LL4, CIT 010, GL Library's Electronic Classroom.**

To Record a Session, fill out the online request form:
[<http://reservations.usfca.edu>]

For Details on Lecture Capture at USF:
visit [<http://www.usfca.edu/its/learning/lecturecapture/>]

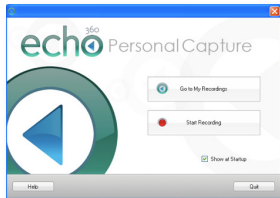


PERSONAL LECTURE CAPTURE

Personal Capture with ECHO 360

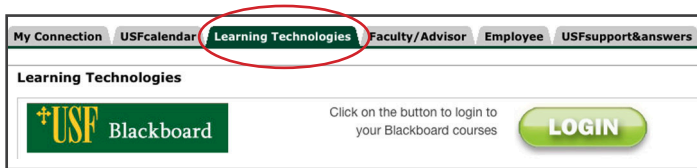
Instructors can request to use personal capture, which records presentations through software on the presenter's computer rather than through classroom technology. This allows an instructor to create presentations anywhere and at any time, as well as publish them to their Blackboard course site or iTunesU. The system automatically records what is shown on the screen. It requires a built-in microphone or headset for the audio recording and a webcam if the instructor would like to include a video. A limited number of licenses are available.

For details on **Personal Capture at USF**, contact the CIT: [cit@usfca.edu]



BLACKBOARD ACCESS

All USF community members can access Blackboard through USFconnect [<http://connect.usfca.edu>]. Then choose the **Learning Technologies** tab, and then click the **Blackboard LOGIN button**.



First login to USFconnect [<http://connect.usfca.edu>]

Blackboard can also be accessed directly at [<http://blackboard.usfca.edu>].

The **Username / Password** for access is the same as the USFconnect login information.

Course sites are created automatically. Both appointed instructors and officially registered students are automatically enrolled in the course sites.

BLACKBOARD ACCESS

Blackboard is a great place to:

- ◇ *Create effective courses by adding various content such as a syllabus, resources and readings.*
- ◇ *Communicate with your students with the Announcements and email features.*
- ◇ *Build a collaborative learning environment with discussion board forums, wikis, blogs and group areas.*
- ◇ *Assess your students' learning with online tests, quizzes, submitted assignments or a private journal.*



Blackboard 9 Wiki - Visit the wiki for Blackboard tips, handouts and tutorials
[<http://blackboard9.wiki.usfca.edu>]

MEDIA SERVICES

USF's Media Production Services provides video and audio recording, media format conversion and duplication, and online video streaming as well as live event streaming.

Audio and Video Recording - Recording is arranged in advance by reservation and is scheduled on a first-come, first-served basis. Please visit [<http://reservations.usfca.edu>] to make your classroom recording reservation.

Video streaming - Any video to which you own the digital rights or have obtained the permission of its participants may be streamed via USF's streaming server. Video can be streamed and embedded into a web page, onto youtube, linked to a private blackboard course or posted on iTunesU.

Media Transfers - If you have media on VHS that you wish to show in a class, that is unavailable on DVD, we will convert it to a single DVD copy for you as we phase out VHS machines in the classrooms. All media conversions are by arrangement.

MEDIA SERVICES

Media Duplication - We can make multiple DVD copies of media you own.

Editing/Special Projects - We are happy to consult on your media projects and assist with post-production when our schedule permits.

Please visit our website - [<http://www.usfca.edu/its/learning/media>] or contact our office at 422-2003.

Email Us - [mediaservices@usfca.edu] to discuss your project.



USFCONNECT



USFconnect is the web portal to many of the available services for USF faculty and staff. Login at [<http://connect.usfca.edu>] to access employee and faculty information through Self Service Banner, DonsApps powered by Google, as well as Learning Technologies services like Blackboard, iTunes University and USFwiki. Connect to it all in one location.

A screenshot of the USFconnect web portal interface. At the top, it says "The UNIVERSITY of SAN FRANCISCO". Below that, there is a navigation bar with several tabs: "My Account", "Content Layout", "Welcome", "E-mail", "Spam", "Calendar", "Docs", "Logout", "Help", "My Connection", "USFcalendar", "Learning Technologies", "Faculty/Advisor", "Employee", "USFsupport&answers", and "July 13, 2011". The "Welcome" section indicates "You are currently logged in." The "E-mail" section shows icons for an envelope, a red envelope, a calendar, and a folder. The "Logout" section shows a person icon and a help icon.

First login to USFconnect [<http://connect.usfca.edu>]



COMMUNICATE - SCHEDULE - COLLABORATION

DonsApps is the suite of apps powered by Google providing Gmail, Google Calendar, Google Docs, Google Chat and Google Sites. Communicate using Email, Calendar and Chat, manage and share documents with Docs and create your own web page with Sites. Access DonsApps through USFconnect via the E-Mail, Calendar and Docs icons.

A screenshot of the DonsApps interface for The University of San Francisco. The header shows "The UNIVERSITY of SAN FRANCISCO" in green. Below it, a navigation bar contains "My Account" and "Content Layout" on the left, and "E-mail", "Spam", "Calendar", "Docs", "Logout", and "Help" on the right. The "E-mail", "Calendar", and "Docs" icons are circled in red. A dark green bar at the bottom contains "My Connection", "USFcalendar", "Learning Technologies", "Employee", and "USFsupport&answers". The date "July 19, 2011" is in the bottom right corner.

The UNIVERSITY of SAN FRANCISCO

My Account | Welcome Kenneth J Yoshioka
Content Layout | You are currently logged in.

E-mail Spam Calendar Docs Logout Help

My Connection USFcalendar Learning Technologies Employee USFsupport&answers

July 19, 2011

MOBILE DEVICES @ USF



Mobile Devices like the iPhone and iPad are becoming an integral part of academic life in higher education. At the CIT, we are working to see how mobile devices can enhance learning in and out of the classroom. Check out the wiki for the faculty iPad study that investigated the educational value of the iPad: [<http://ipad.wiki.usfca.edu/>]

Also check out our PDF document highlighting various apps for the iPad: [<http://tinyurl.com/ios-apps-ed>]

CIT TRAINING

The Center for Instruction and Technology (CIT) maintains three computer labs located in the basement of School of Education. The labs are open to students and are also used as classrooms for teaching technology. For lab details and policies, visit [<http://www.usfca.edu/its/learning/cit/reservations/>].

CIT Training Program is dedicated to providing USF faculty and staff with the necessary tools to increase their proficiency and understanding of technology in today's classroom and office. We are the starting point for USF faculty and staff interested in improving their skills and effectiveness using computers and instructional technology. One-on-one and small classroom training is available.

Some of the CIT's Training program offerings include:

- ◇ *Faculty Tech Bootcamp*
- ◇ *Blackboard JumpStart*
- ◇ *June Tech Intensive*
- ◇ *Tech Talks at Lunch*
- ◇ *CIT Innovation Awards*
- ◇ *Lynda.com tutorials*



CIT's Online Training Calendar and Registration: [<http://cit.usfca.edu>]

SECURITY SERVICES

Safeguard your Personally Identifiable Information (PII)

PII includes your username, password, USF ID number, credit card info, authenticated sessions, etc. This information often represents you online and must be protected to ensure your identity is not compromised.

- ◇ *Do not share your password*
- ◇ *Lock your workstation screen when you leave your desk*
- ◇ *Do not save PII within your web browser*

Visit [<http://infosec.usfca.edu>] to learn more about Information Security at USF

eCommerce - deeply discounted software for Faculty
These titles and more at [<http://usfca.onthehub.com/>]



LEARNING TECHNOLOGIES



Blackboard
learn⁺



Survey Monkey



lynda.com

i>clicker.



echo³⁶⁰



**You Teach.
We Provide the Tools.**

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