Welcome From the Faculty Resource Center

On behalf of the Faculty Resource Center (FRC), we welcome faculty, staff and students to fall semester at UMSL. We would also like to take this opportunity to remind you that our door is open; we look forward to helping you succeed with technology. If you’re new to UMSL we invite you to ask a colleague about their experiences with our center. Afterwards stop by room 105 Express Scripts Hall (ESH) and have a cup of coffee with Jennifer, Paul and Tom. We would be delighted to provide you with an overview of our resources and answer any questions you may have.

We realize the start of a new semester is a busy time and we’re here to help. Our resources reflect UMSL’s commitment to strengthening the support for teaching and learning with technology. Below is a highlight of our services:

- Individual consultation related to the use of technology (MyGateway, online collaborative tools)
- Workshops that focus on a variety of technology themes
- On-site office visits and technology workshops (upon request)
- Assistance with the use of Qualtrics, online assessment tool
- Support faculty and staff interested in developing websites
- Assistance with converting files to different formats
- Assistance with scanning documents and images
- And more

Remember, we’re located in room 105 ESH, our number is 314-516-6704 and our door is open when you need us.

MyGateway Workshops

The FRC is pleased to announce a series of fall semester MyGateway workshops to support teaching and learning at UMSL. These workshops are designed to introduce you to a variety of technology tools to enhance teaching and facilitate self-directed student learning. Come join FRC staff for these hands-on sessions and feel free to bring questions with you. We look forward to helping each of you succeed with technology.

For more information about session topics, times and locations or to register please visit: http://www.umsl.edu/training, enter your Single Sign On (SSO) ID, click the ‘Browse Calendar’ icon and select one or more of the following topics:

- Making MyGateway Work for You
- Exploring MyGateway Tools
- Creating Online Tests

Please note workshops will be held during the months of September-December. If you have questions or need assistance please contact the Faculty Resource Center at 314-516-6704 or email frc@umsl.edu.

Jennifer Simms
Manager – Faculty Resource Center
jsimms@umsl.edu
Orphaned Grade Columns in MyGateway Grade Center

Assignment Manager is a great way to offer assessments via MyGateway, especially since this tool (Assessments > Assignment) generates its own Grade Center column. If you need to delete that assignment, however, you also need to delete the grade column that goes with it. It sounds obvious, but if you delete the assignment without deleting the assignment's grade column, that grade column is "orphanned" and cannot be deleted by the user. (You cannot delete a Grade Center column while the assignment it is associated with still exists in the course.)

When you delete an Assignment that has created its own Grade Center column, you will see the following choice before you:

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This message is very important. The default (first) command deletes the assignment but retains the grade column. This is the default because of the consequences of possibly deleting a column with grades in it. It is NEVER a good idea to delete an assignment before the semester is over. If the students have completed that assignment and you want it out of their view, you can hide that old assignment from them. Usually when an assignment needs to be deleted, it is an assignment that has been copied from a previous semester and the assignment will not be used in the current semester. Even though there are no grades associated with this assignment after a course copy, the assignment still has a grade column. When you go to delete an assignment that hasn’t been completed by any student, you want to make certain that you are deleting the corresponding grade column as well. In that case, you want to be sure to click the second option under “Delete Assignment” — “Delete this Assignment, the Grade Center item for this Assignment, and all submissions for the Assignment.” In this scenario, there are no submissions for the Assignment, so you are only eliminating the assignment itself and the grade center column. If you have any questions regarding this issue, or if you want to contact us before deleting an assignment, please reach out: frc@umsl.edu, 314-516-6704.
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Panopto a great tool in MyGateway for recording course lectures and/or making presentations. Panopto was recently updated and there are few new features. The latest version of Panopto Recorder for Windows is available on our lab and classroom computers. If you do not have latest version of the Panopto Recorder you will be prompted the next time you start Panopto to download and install the new version on your office desktop or personal computer—just follow the installation directions.

All newly created Panopto recordings will be processed into the new HTML 5 friendly Panopto video format which does not require the Silverlight player to be installed on your computer. For best results in viewing Panopto recordings use the latest version of Firefox, Safari or Chrome browsers.

You will also notice a change if you use the Panopto tool in Mygateway. If you have only one Panopto recording folder configured you will no longer see a generated list of recording links, you will now see the Panopto Manage Folder window with a thumbnail list of video recordings with direct access to your video recording settings and playback stats. If you have questions or need assistance please contact the Faculty Resource Center at 314-516-6704 or email frc@umsl.edu.

Tom Roedel  
Educational Technologist  
Faculty Resource Center  
roedelt@umsl.edu

Marcel Bechtoldt  
Manager IT  
bechtoldt@umsl.edu
New Inline Grading System
Now Available in MyGateway

Next time you go to your MyGateway Grade Center to view student assignments you will notice a new feature called Crocodoc. This feature allows you make comments, draw/sketch, add highlights, create text boxes and strikeout—all without downloading the document. Your comments become available to your students in their My Grades area as soon as you save/submit. If you would like more information on Inline grading please contact the Faculty Resource Center.

UMSL ITS Implements New System Status Notification Process

ITS has implemented a new process for notifying the campus when there are events that impact the availability of IT systems or services. This new website is mobile-friendly and events posted will be updated on the site, rather than creating new events when the information or status changes. Events are categorized by which service(s) they impact and the type of event: Unavailable, Intermittent/Slow, Scheduled Maintenance, Unscheduled Maintenance, or Informational only.

You can keep up-to-date on all system/service events through many different avenues, including the following:

**Blog:** [https://status.umsl.edu](https://status.umsl.edu) - This is the primary source of all detailed information related to all active and past (resolved) events

**Facebook:** [https://facebook.com/UMSLSysStatus](https://facebook.com/UMSLSysStatus) - Any new events will be posted to this page, with a link to the details on the Blog site above.

**Twitter:** [https://twitter.com/UMSLSysStatus](https://twitter.com/UMSLSysStatus) - Any new events will be tweeted here, with a link to the details on the Blog site above.

**RSS Feeds:** From the blog site, you can set up feeds to your favorite RSS reader for all events, or just for events related to specific services.

**eMail:** All students, faculty, and staff will receive an email with a brief description of any events and a link to the details on the Blog site above. You can use the links in the initial email to check on the current status of the event. We have also added the ability to “opt out” of receiving these emails if you would prefer to get the notification through one of the other avenues listed above.

Jeff Lovell
PMO Manager
IT Services
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**MyGateway Introduces My Edu**

Given that we live in the era of social media, the time has come to connect the hard work you do at UMSL, be that as Faculty, Staff or Student with the larger community. Welcome to MyEdu, a service available to you through MyGateway that provides robust apps to enhance both the academic and professional experience at UMSL.

Your UMSL SSO ID and the Blackboard Profile account created through MyEdu are separate accounts. Unlike your SSO ID, your Blackboard Profile account is stored in the Cloud, not on the institution (UMSL) server. Therefore it is important that you not use your UMSL email account to sign up for MyEdu (My Primary Email Address – see image below), since you will eventually lose access to that email account after leaving the institution. MyEdu requests that you use an independent email account that will not expire. After setting up your account you can set your privacy settings.

Users can register new accounts or, if they already have a MyEdu account, connect to it and import their data.

Once you’ve created your account you can set up your profile and publicize your goals and accomplishments.

The MyEdu apps are tools for planning and organizing a Student's academic career and preparing for a job or internship. Students can accelerate on their career path by sharing their scholastic success with potential employers. For Faculty and Staff, MyEdu's social profile apps are a great way to share professional accomplishments with academic departments, colleagues in the field as well as professional organizations. MyEdu brings the social media experience to your academic career or your career in academia.

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Tom Roedel
Educational Technologist
Faculty Resource Center
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Beginning Fall 2015, students whose printing exceeds the $30.00 quota can manage their additional funds via the mytritonprint website. Here they will find the opportunity to run reports to review their printing history, check their funds, as well as quickly and easily purchase more funds via credit/debit cards. For more information, please feel free to stop by SSB 103 or visit http://www.umsl.edu/tritonprint/index.html.

As many of you are aware, UMSL has been working to raise awareness of the volume of printing done and to help establish UMSL as a greener campus. In August 2010, campus introduced a tool called PaperCut to help administer and understand the academic printing needs on campus. Last August, campus changed from PaperCut to Pharos for its printing administration needs. The software provided the students with a quota and, as students printed, showed them how much they were printing and how much they had already printed. When students ran out of the allotted quota, they had the means to request more paper, provide feedback, and receive tips on reducing their printing needs.

During this 5 year process, the campus has been able to collect volumes of data via software reports, personal surveys, as well as lots of direct communications with students and instructors on their needs. The results and statistics gathered over these last five years have been staggering. Since implementing these programs and merely educating the user about their printing usage, we have seen a nearly 60% reduction in the number of pages printed – from over 12 million printed pages per year, to just over 5 million for FY 14-15! This is something we can all feel good about! Our data also clearly shows the standard $30.00 quota for printing is sufficient for over 99% of all students on campus.

Doug Williams
Manager
Instructional Support Services
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### Workshops

#### September 2015 Workshops and Working Sessions

Register at for a workshop at [http://www.umsl.edu/training](http://www.umsl.edu/training) unless otherwise noted.

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Making MyGateway Work for You</td>
<td>Tuesday, September 8th 8:30 a.m. - 9:30 a.m.</td>
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<tr>
<td>Using Cognos Student Reports</td>
<td>Tuesday, September 8th 9:00 a.m. - 10:30 a.m.</td>
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<tr>
<td>Cascade (CMS)</td>
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<tr>
<td>Contact <a href="mailto:brownma@umsl.edu">brownma@umsl.edu</a> to register</td>
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<tr>
<td>Creating Online Tests</td>
<td>Wednesday, September 16th 9:00 a.m. - 10:30 a.m.</td>
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<tr>
<td>Exploring MyGateway Tools</td>
<td>Thursday, September 17th 11:00 a.m. - 12:15 p.m.</td>
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<tr>
<td>Institutional Research Overview</td>
<td>Tuesday, September 22nd 1:00 p.m. - 2:00 p.m.</td>
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<tr>
<td>Cascade working session</td>
<td>Wednesday, September 23rd 2:30 p.m. - 4:00 p.m.</td>
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<tr>
<td>No registration necessary, JCP 65</td>
<td>Thursday, September 24th 9:00 a.m. - 11:00 a.m.</td>
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Mary Brown
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Student Preview option for Instructors Now Available in MyGateway

With the latest MyGateway update instructors now have the option of seeing their course as a student would experience it. To access this feature click on the small green dot with arrows arched around it (resembles an eye ball) in the upper right-hand corner of your MyGateway course home page.

Once you click on this Icon the student view is launched (indicated by a yellow band across the top of the page). While you are in this view you can access any area, including the My Grades area, and see it as a student. You also have the option of generating and saving your test student data (discussion board posts, assignments, wiki and blog posts) and then seeing it from the instructor side. This is often a great help when developing your Grade Center in MyGateway and/or when students ask you questions about an item in MyGateway.

If you have questions about how to use this tool or would like to know more about how to use it please contact the Faculty Resource Center.

Paul Wilmarth
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