

Conversations about Teaching and Technology: 5 Years of Collaboration between Information Technology Services and the Center for Teaching & Learning

Here's your chance to benefit from experienced colleagues as they share successful learning activities with personal response systems (i.e., clickers) in the classroom and online teaching strategies using MyGateway. This marks the fifth year of collaborations between the Center for Teaching and Learning and Information Technology Services in sponsoring Conversations about Teaching and Technology.

Engaging Learners with Clickers in the Classroom

Monday, October 9
11:30 a.m.-1:00 p.m.
MSC SGA Chamber

Clickers in the classroom give students the chance to be involved and active. Answering mastery questions and opinion polls provide faculty instantaneous feedback. The Desmond Lee Technology and Learning Center offers ANY instructor the loan of 20 clickers. This interactive demonstration will illustrate their use.

Presenters: Carl Hoagland and Rob Kuschke, Teaching & Learning; Greg Geisler, Business Administration; Chris Scheetz; ITS, Cheryl Bielema, CTL; and, representatives of elnstruction

Focus on Teaching and Technology: A Regional Conference

Thursday - Friday, November 2-3
Thursday Workshops - 1:00 p.m.
Plenary - 3:00 p.m.
Friday Concurrent Sessions -
9:00 a.m. - 2:00 p.m.
J.C. Penney Conference Center

Enhancing Teaching, Engaging Learners, and Expanding Partnerships is the theme of the fifth annual campus-wide conference highlighting instructional innovations. A Plenary

Address by an invited scholar will anchor two days of presentations by colleagues from campuses across the metropolitan region.

Co-Sponsors: Continuing Education, Information Technology Services, Center for Teaching and Learning, and the Reinert Center for Teaching Excellence at Saint Louis University.

Online Teaching and Learning Strategies and Faculty Recognition

Wednesday, December 8
11:30 a.m.-1:00 p.m.
MSC SGA Chamber

Technology innovators and a faculty panel showcase successful learning activities and enhanced participation in MyGateway during this annual event. Send a message to Cheryl Bielema by November 20 to highlight an innovative or effective online instructional activity. Exemplary MyGateway users will be recognized at this annual event.

Facilitators: Bill Klein, English; Sherry Myers, Nursing; Karen Robinson, Libraries; Jennifer Spearman-Simms and Paul Wilmarth, ITS

Please register for sessions on the Center for Teaching and Learning web page: <http://www.umsl.edu/ctl>. Program is co-sponsored by Information Technology Services and the Center for Teaching and Learning.

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Computer Training Available on Campus

Instructional Computing offers various Short Courses during the duration of the semester. This semester's courses started on September 25, 2006 and will be available a variety of times for the next two weeks, and then continue as Instructional Computing Fridays. Instructional Computing Fridays is a series in which 2 out of the 8 classes offered are taught every week in a rotating basis throughout the semester. Short Courses are offered on most Microsoft Office applications, and common computer operations, including File management, Photoshop, and basic web design. Each course is designed to be an hour in length and give the participants a basic understanding of how to use the specific application. These courses are a great way for faculty, staff or student to learn what they need for a specific project or assignments such as creating a PowerPoint presentation, editing images in Photoshop, or the knowledge to create graphs and charts in Excel, etc.

To sign up and to view a complete list of course offerings visit: <http://www.umsl.edu/training> or any computer lab on campus.

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CALL FOR PROPOSALS

Focus on Teaching & Technology: A Regional Conference

Enhancing Teaching, Engaging Learners, and Expanding Partnerships

November 2 - 3, 2006
on the
University of Missouri - St. Louis Campus

Creative faculty panelists and presenters from the metropolitan St. Louis area may propose sessions on innovations in learning and teaching in concurrent, workshop, panels or poster sessions.

For more information and to submit your proposal online:
www.umsl.edu/ctl

iterations

INFORMATION TECHNOLOGY SERVICES

INFORMATION TECHNOLOGY SERVICES • UNIVERSITY OF MISSOURI - ST. LOUIS

OCTOBER • 2006

Getting to Yes

Welcome to our Fall issue of Iterations! I've borrowed this issue's title from Fisher, Ury and Patton's classic work on negotiation [Houghton Mifflin, 1992] because it expresses well the attitude that we're trying to promote in ITS. Many other information technology (IT) organizations are unfortunately known as places where people are told "no." Here at UMSL, we'd like to be known as people who find ways to say "yes." Given limited budgets, limited time and other real constraints, there will be times when we cannot fulfill a request. However, we can promise to work hard to find creative solutions. I think the items you will find in this issue provide some illustrations of that principle.

In this issue, you'll find out about MyGateway Version 7.1 and the wonderful intercampus collaboration that grew around it. We held off implementing the new version until we had done enough investigation and testing to assure ourselves that the software was stable. This version solves a number of issues with the previous version, including the ability to handle large testing loads.

After several years of increasing usage of the existing Online Testing Center on South Campus, we will soon have a second OTC in JCPenney 75. This was made possible because of our partnership with Continuing Education and Outreach.

In Spring semester 2006, students on the

Assembly Committee on Information Technology asked for extended hours for student labs. True 24 hour labs are expensive to operate and secure, so we took an evidence-based approach to the decision by analyzing actual usage data as well as directing a specific survey to students. The result was the extension of hours for the labs - this term they will be open earlier and close later.

The Provost's Forum on Innovative Classroom Design, also in Spring 2006, brought many good ideas for new ways of arranging classrooms to take better advantage of the flexibility afforded by technology. We are in the process of establishing the first pilot classroom using these ideas. This is another example of partnership and cooperation - this time with the Center for Academic Development.

We're continuing to prepare for the implementation of Peoplesoft Student Administration. Although the project does not formally start until January 2007, we are putting this "pre-implementation" time to good use. ITS has created a joint team with staff from Student Affairs. This team has worked with consultants over the summer to develop a Project Charter and a preliminary implementation plan. Experience from other campuses and advice from consultants has informed our course of action. Soon we hope to begin seminars to communicate to a wider campus audience the advantages

that the new system will bring.

You should already have received a Call for Proposals for this year's Innovation Grants for integrating technology into teaching and learning. Please see: http://www.umsl.edu/technology/innovation_grant_2006/ for more information.

You should also have received a separate Call for Proposals for this year's Focus on Teaching and Technology Conference. Having had great success last year, we're expanding to include regional partners this year. Please see: http://www.umsl.edu/services/ctl/fac_programs/teach_with_tech/conference.html for more information.

ITS underwent its five year review this summer. This review had particular poignancy for us because it contributes to UMSL's accreditation process in 2008. We were pleased that the review was very positive overall. In any process of this kind, we discover areas for further improvement, and ITS is working to address those areas.

I can be reached at tomj@umsl.edu or 314-516-7170.

"We help you be successful with technology"

Jim S.C. Tom
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The MyGateway Course Management System

What's New in MyGateway v7.1

The MyGateway course management system was upgraded from version 6.3 to 7.1 and several new features were added to provide instructors with additional tools to facilitate student learning. New enhancements affect the Discussion Board, Assessments and Grade book. There are also 2 new features: the Assignment Manager and the Visual Text Box. We've summarized the enhancements to each of the new features below. If you need more information or assistance please contact the Faculty Resource Center.

Discussion Board

You will notice that the Discussion Board has a different look this semester. Most of the functionality is the same and search features are enhanced but there is a difference in the way threads and replies are displayed. In the old version of MyGateway you could go to a forum and list all threads and replies at once, and then sort them. In the new version you can still sort all of posts within a forum, but you have to collect them first. An additional Discussion Board feature is that you can now collect and link student responses directly to a Grade book item. This feature allows you to view individual student posts and assign credit. There's more! Instructors can allow students to rate their peers posts on a scale of 1 -5; a great new way to enhance peer discussions! Finally, instructors can enable students to subscribe to new threads via their student email account. Once new threads are posted students receive an email notification and can go to the Discussion Board and reply if desired.

Assessments

Instructors can now allow a specified number of multiple attempts in test settings and retain record of all student attempts. Instructors can then select individual score from within the attempts and clear the remaining scores.

Self-assessment

Test assessments can now be set up so

that students can view their results without entry in the grade book. This feature permits students to assess their own knowledge.

Grade book Override Option

An override field has been added to the grade book feature in v7.1. This feature allows the instructor to enter a grade that overrides the calculated grade. For example, if "multiple attempts" are allowed the instructor could use the override field to modify a score.

Visual Text Editor

The Visual Text Editor allows WYSIWYG editing within the text boxes in MyGateway. Giving students and instructors many of the same options they have when creating a document in Microsoft Word . In the previous version of MyGateway this feature was only available through Internet Explorer. It's now available in any supported browser including Internet Explorer, Firefox and Netscape.

Assignment Manager

Use the Assignment Manager to collect and organize student assignments. You can create a convenient place for students to submit assignments inside any content area. Once students turn in their assignments you simply go to the grade book, scroll on the assignment item and click to view individual assignments. You can then access student work, assign points (points are optional) and return your feedback to the student. Students can then access your feedback by going to "My Grades" or to the original content area.

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Assignment Manager

The Assignment Manager is a new feature in MyGateway that allows instructors to place student assignments within any content area. Once an assignment has been created, students can go to their MyGateway course site, click on the assignment, complete it and submit it to the instructor. Once the student submits an assignment the instructor has immediate access to it through the MyGateway grade book. Students and instructors can attach notes, comments and documents to the assignment.

Assignment Manager

- Instructor creates assignment in content area using assignment manager
- Students access and complete assignment
- Assignment then becomes accessible to instructor via course grade book
- Instructor provides feedback, grade and/or score to student
- Student accesses grade/feedback from instructor via content area or "My Grade" in MyGateway

Advantages

- Work turned in is automatically stored and organized by student name and assignment name.
- Students receive verification that assignment has been turned in
- Instructors have record of time/date student turned in assignment
- Credit for assignments optional within grade book
- Students have easy access to feedback or grade from instructor.

For a detailed description and example of how to create an assignment using the MyGateway assignment manager, click on the following help link:

<http://www.umsl.edu/technology/mgwhelp/fachelp/AssignmentManager.doc>

If you would like additional information, contact the Faculty Resource Center:

105 Computer Center Building (CCB)
314.516.6701
Email: frc@umsl.edu

Office Hours:

Monday-Thursday: 7:30 AM – 8:30 PM
Friday: 7:30 AM – 5:30 PM

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Brand New or Returning Faculty Can Find Help at the Faculty Resource Center

The Faculty Resource Center (FRC) would like to welcome you to an exciting semester at UM-St. Louis. Whether you're returning to the University or brand new, **WE CAN HELP!**

- Have a question about MyGateway?
- Want to explore the possibilities of technology and how it can work for you?
- Wondering how to create a podcast?
- Need a document scanned?
- Want to get started on your personal web page?
- Need more information about our audiovisual (AV) loan pool?

We'll work with you to achieve your objectives for integrating technology into your course curriculum.

HOW?

- Weekly workshops throughout the semester
- Departmental visits
- Individualized consultations
- Online documentation and resources

We look forward to helping you be successful. Call us at 314-516-6704, email us at: frc@umsl.edu, or stop by our office located in the Computer Center Building (CCB) Room 105

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Blackboard Intercampus Collaboration Project (BbIC)

During the Winter semester, UMSL ITS joined forces with the IT departments at UMKC and UMR to start a grass roots collaboration project to support the Blackboard initiatives at the three campuses. The focus of this collaborative effort is to share expertise and work jointly to increase and improve the ability of each campus to run and provide support for Blackboard (MyGateway at UMSL).

Starting this Fall semester, UMSL is now hosting the Blackboard application for the UMKC and UMR campuses. Through this effort, we have been able to purchase state of the art servers to increase the reliability and scalability of the Blackboard (MyGateway) application, while at the same time lowering the cost each campus would have to pay to achieve similar goals and performance independently. The UMSL MyGateway instance now handles over 3.5 million hits on busy days. This is nearly a 140% increase in activity over last Fall semester's busiest day. All three instances together have seen nearly 7 million hits in a single day.

Other efforts under way through this collaboration initiative include the sharing of web based support materials, cooperative end user training, coordination of application support and system administration duties, and streamlining and standardization of administration support processes. So far, this project has been a big success and is a model for system wide collaborative efforts. We are looking forward to the continuing possibilities that this effort will provide to all campuses involved.

For additional information on the BbIC project, please email mygateway@umsl.edu, or contact Kyle Collins directly at: collinsk@umsl.edu.

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The Online Testing Center

The Online Testing Center (OTC) is available for proctored exams using MyGateway (or other online assessment programs). The OTC currently has space for 15 concurrent students. Students must arrange appointments in advance for test taking. Instructors may reserve the OTC for an entire class, if the class numbers 15 or fewer students and no other students have made appointments for test taking at the requested time. Please ask your students to use the link: <https://tomsawyer.umsl.edu/webapps/weboffice/OTC/user/login.cfm> for scheduling their exam appointments. A link to this website is available within MyGateway under the UMSL Resources section on the Student tab.

The OTC is located in room 200 South Campus Computing Building (Building 31 on the South Campus map: <http://www.umsl.edu/misc/Maps/maps.html>). OTC proctors can be reached via email at umslon@umsl.edu or by telephone at 516-7474. Instructional Computing plans to have a second OTC open on North Campus in J.C. Penney 75 around Fall mid-terms. The North Campus OTC will have 27 student testing stations.

Faculty who are planning on making use of the OTC for exams should complete the Faculty Contact & Exam Instructions information page located here: <https://tomsawyer.umsl.edu/webapps/weboffice/OTC/instructor/login.cfm> This site will allow you to set up your emergency and/or best contact information as well as list of any instructions the proctor will need in order to proctor your exam. The information submitted here is only available for the OTC staff to see, and will not be shared with the students taking the exam. A direct link to this site is available in MyGateway under the Faculty Toolbox section of the Faculty/Staff tab.

Faculty wanting to learn more about using MyGateway for assessment purposes can contact the Faculty Resource Center in CCB 105 via email at frc@umsl.edu or by telephone at 516-6704.

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