



# Interactive Teaching and Technology Center

Library Suite 301  
(870) 972-2334  
www2.astate.edu/ittc

## INSIDE THIS PACKET

- 1 Introduction
- 2 Quality Teaching and Learning
- 3 Using the MyCampus Portal
- 4 Getting Started with Blackboard
- 5 Faculty Web Pages
- 6 Digitizing Media and Available Resources
- 7 Using Respondus Test Manager and LockDown Browser
- 8 Using Tegrity for Course Capture and Podcasting
- 9 SpinPlus - Grants Database
- 10 Cayuse - Grant Proposal Development and Tracking Software
- 11 IRBNet – Compliance and Research Management Software & CITI Training Software

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*Visit our website for the year- round schedule of **free** training seminars. We also provide faculty stipends for continuing education, for course development projects, and for the ITTC Institute.*

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## Interactive Support Just for You!

At the Interactive Teaching and Technology Center, our focus is working with learning and teaching technologies of all kinds. Our mission revolves around enabling ASU faculty to integrate and utilize technology as a tool that will enhance how they teach. We assist faculty by providing training and support in their implementation and use of these tools. We are here to help bridge the gap between ideas and the desired finished product.

Available to all ASU faculty members at no cost, we offer training and support for the following teaching, learning and research tools:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| Blackboard                           | Instructional Design Methods      |
| Tegrity                              | Podcasting                        |
| Respondus                            | Video Casting                     |
| Dreamweaver                          | Screen and Audio Capture          |
| Digitizing Media                     | Web Site Creation and many others |
| Grant/Research Productivity Software |                                   |

Teaching tools may be used for distance education, online teaching, traditional class room teaching and/or a combination of methods. Research tools will help you become more productive while applying for funds and conducting research.

## Our Mission

It is our mission to provide the highest quality support and training to faculty in the areas of instructional design and instructional technology with integrated pedagogical techniques that result in enhanced academic effectiveness and skills development.

Our staff is made up of a combination of successful people with different backgrounds and experience, who all share one common goal - “to help you succeed in designing and adding value to your courses.”

Please contact us anytime for assistance. We look forward to working with you!

Henry Torres, Director  
H. Steve Leslie, Academic-Technology Specialist  
Terri Sue Smith, Media and Web Support Coordinator  
Dr. Linda Merillat, Instructional Designer

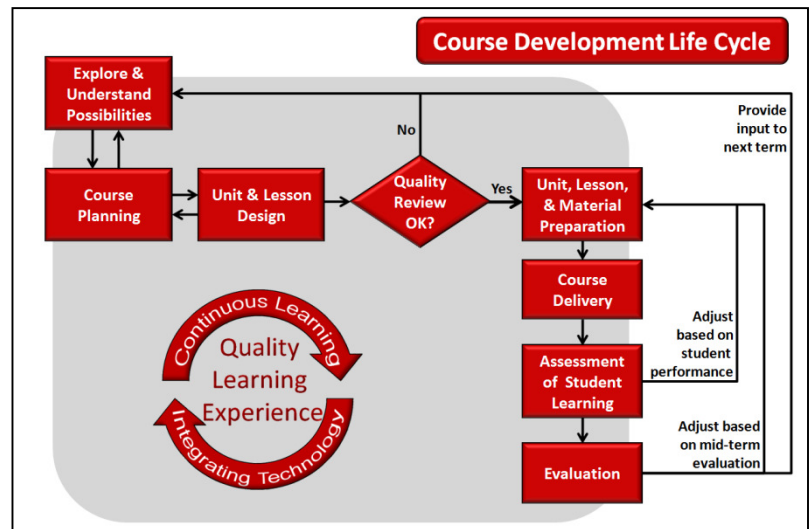
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## Quality Teaching and Learning

*Tools and resources to create a quality learning experience for students*

### **Course Development Life Cycle:**

As faculty much of our time on a university campus is centered on the courses we teach. Many of us are continually striving to improve the quality of the learning experience for our students. The Interactive Teaching & Technology Center has developed a process framework that will assist in these efforts. This framework, the Course Development Life Cycle © (CDLC), may be used to inform and focus faculty members in integrating quality teaching elements into course development.



*CDLC Chart © 2010*

### **Resources in Blackboard**

All new faculty members are automatically set up with a Blackboard account when they get an A-State e-mail account. You will also be enrolled in two Blackboard training course shells:

- **ITTC Quality Teaching and Learning at ASU**  
The purpose of this course is to provide faculty, teaching assistants, and other instructors with best practices, resources, and tools for developing and presenting a quality learning experience for their students. The course is structured around the Course Development Life Cycle (CDLC). It may be used as a self-study course or as a reference tool.
- **ITTC Learning Centers**  
The ITTC Learning Centers are a set of activity-based modules designed to provide faculty with essentials skills to develop quality courses. They are designed to be short in duration (1-2 hours) and to present the material in an interesting and engaging way. They are meant to provide an overview of the subject, but they also include resources that can be used to gain a deeper understanding or to serve as a reference.

### **ITTC Institute**

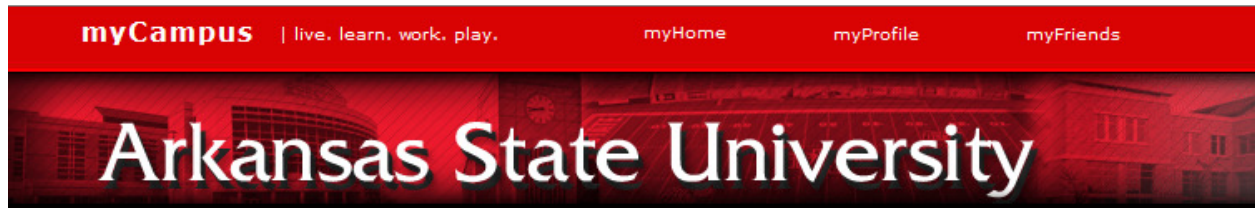
The ITTC Institute is an intensive face-to-face seminar presented to faculty over a period of several weeks. The Institute is offered every semester including summer semesters, and is presented in three modules:

- Planning and Designing Courses
- Improving Courses Using Technology
- Assessment of Student Learning

A limited number of ITTC paid stipends are available, but not required, for those wishing to attend. Please see our Web site for more information.

## *Using the MyCampus Portal*

*A brief introduction to ASU's intranet portal*



Arkansas State University's website is divided into two main sections in order to meet the needs of the two main categories of website users. For the most part, users can be classified as either external users such as parents, future students, and the community, or internal users like faculty, staff, and current students.

This internal audience that you are now a part of has access to the internal system or intranet. At ASU this intranet is called the MyCampus Portal (<http://mycampus.astate.edu>).

MyCampus Portal is a convenient interface where users have access to many of the links on ASU's website that are useful to them all in one centralized location. This prevents the need to search for several different websites and makes it easy to access:

Email	Update Personal Information
Blackboard Logins	Faculty Tab
Self Service Banner	Change Pin
Grading Tools	Advising Tools
Calendar	eGroups (bulletin boards)
HR and Benefits Info	And Many others.....

Everyone's MyCampus Home page is different depending on their role at ASU. For example, your students will also have a MyCampus Login only with different options unique to student needs.

**\*\*You can login to MyCampus Portal by using your A-State ID and password (only use the ID not the full e-mail address).**

## ***Getting Started with Blackboard***

*A brief glimpse into interactive course management using Blackboard*

### ***What is Blackboard?***

Blackboard is a course management application designed to enhance teaching and learning. The Blackboard course management e-learning system enables instructors to build and customize course offerings. In addition, students enrolled at ASU that use Blackboard become engaged in an interactive learning environment.

### ***What are the benefits of using Blackboard?***

- Enhance students' critical thinking skills using interactive tools
- Leverage student participation, communication, and collaboration
- Create powerful learning content using a variety of Web-based tools
- Encourage student interaction, small- group work, and peer knowledge sharing
- Evaluate a student's progress using a rich set of evaluation and assessment capabilities

### ***Accessing Blackboard is easy...***

1. Copy and paste the URL <http://blackboard.astate.edu/> into your browser *or* go directly to the Faculty and Staff Resources webpage from the AState AtoZ index and click on the Blackboard link and select Blackboard version 8\*\*
2. Login using your assigned **ASU email address and password**
3. Welcome to the exciting world of Blackboard version 8



### ***What do I do now?***

#### **Online Tutorials**

Short video training sessions are available on the ITTC homepage (<http://www2.astate.edu/ittc/>) under **Online Tutorials**. We can help by making suggestions and helping you manage your courses so that you can provide the best learning environment possible for you and your students.

#### **Training Sessions**

If you would like hands on training, visit our website for training sessions that we offer year round. The class calendar may be viewed by clicking on **Scheduler** from the ITTC homepage. Classes offered include:

- ITTC Institute
- Blackboard Bootcamp
- Designing Courses in Blackboard
- Blackboard Communication
- Making the Best Use of the Blackboard Grade Center
- Many others...

**\*\*All new faculty are automatically set up with Blackboard 8 when they get an Astate email account.**

## ***Faculty Web Pages***

*A brief introduction to accessing and setting up an online presence*

The ITTC has been working closely with Information Technology Services to create various levels of web presence available to faculty. Three options have been developed that allow faculty to choose the appropriate level of use and most of all to provide choice as to how involved faculty want to be in creating their personalized web presence. The following descriptions provide short overviews of each option.

### ***Faculty Bio Page using dotCMS – ASU’s choice Content Management System***

This option is a single web page administered and managed by your assigned department’s dotCMS content contributor allowing for a short written self biography with an attached photo. The webpage can extend to add a second section for inserting your detailed vitae and several web links directing visitors to other content and/or pdf documents. This is a hands-off option for faculty allowing them to submit their content to their designated departmental website content contributor. (see your department chair for more information)

### ***Faculty Web Sites using Google Sites EDU Edition***

This option allows for faculty to get involved and to be creative with multiple pages containing media rich content such as photo galleries, videos, podcasts, blogs, and many other online Web 2.0 features. Creating and launching an AState Google Site can be done by individual faculty in less than one hour of self training and development combined. All ASU website guidelines for security and privacy rights and regulations are met and will be enforced under the AState/Google agreement. The ITTC offers Google Sites training. See our website online Scheduler for more details.

### ***Dreamweaver Webspace***

This option allows for faculty, departments, ASU programs, and/or ASU organizations seeking more technically robust website development to create a custom website. The same media rich Web 2.0 content such as mentioned above can be attained. Creating and launching a Dreamweaver Webspace is to be done by individual faculty and/or organization leaders. An eight hour training seminar is offered various times monthly at the ITTC with additional advanced sections on a periodic basis. Check the ITTC website for training dates and times.

***If you would like hands on training with any of these options, visit our website for training sessions that we offer throughout the year.***

## ***Digitizing Media and Available Resources***

*A brief glimpse at other things we offer*

### ***Can you convert my old media?***

At the ITTC we understand that it is not always convenient to pull out the slide projector or drag the VCR caddy out of storage. Nevertheless, we don't want you to have to sacrifice this valuable information just because the media format is outdated. That's why we offer several options for converting older formats of media to new easier to use versions. We can even store your clips/ videos on our media server (see below) so that you can use them in your Blackboard classes just by posting a link! Once the student clicks the link, a new window opens and automatically plays your media file. It's that easy.

Below are just a few of the conversion services that we offer:

- VHS to DVD or storage onto the media server.
- Vinyl Records and cassette tapes to CD, MP3 format, or storage on the media server.
- CD's for storage on the media server.
- DVD's for storage on the media server.
- Carousel projector slides and photographs into digital format.

We can also help and/ or teach you to edit and convert your video-taped lectures to DVD or you can store them on our media server for use in Blackboard or a public domain. (For security reasons, you must specify that you would like to use the media in a public domain.) We can also help you with PowerPoint Presentations. We can even show you how to narrate them if you would like.

We have a large faculty-only computer lab for your use which is also available for reservation.

### ***But that's not all...***

There are several other resources available for use in our lab that we want to share with you too, some of which can be checked out.

Below are just a few of the resources we have available for your use:

- Digital voice recorders and lapel microphones
- Digital cameras, camcorders, filtered lighting, and webcams
- iPods and docking stations
- Typewriter (not the latest technology but still useful in certain situations)
- PDF scanners and various computer software for presentations and editing
- Many others.....

Our website also features several media resource links and free software downloads to assist you in preparing for your classes. Please stop by and check them out.

## ***Respondus Test Manager and Respondus LockDown Browser***

*A brief glimpse into a locked down test environment*



### ***What is Respondus Test manager?***

Respondus Test manager is an easy-to use test management software that is used to create tests. You can also import tests from your publishers test bank. It enables faculty to create tests using a wizard and then administer these tests to students in Respondus Lockdown Browser.

### ***What is Respondus LockDown Browser?***

Respondus LockDown Browser is a customized browser that increases the security of online testing in the Blackboard Learning System. When students use Respondus LockDown Browser to access an assessment, they are unable to print, copy, go to another URL, or access other applications. Students are locked into an assessment until it is submitted for grading. The lockdown browser is a browser used exclusively with Blackboard 8.

### ***Creating Tests...***

When a test is created in Respondus test manager, it is uploaded into Blackboard. It is then made available in Blackboard by the faculty member. Students must download the lockdown browser and can **ONLY** take the test in the lockdown browser to create a locked down testing environment.

### ***Respondus LockDown browser creates a locked down environment for test taking by making sure that:***

- Print Screen and capturing functions are disabled
- Task switching or access to other applications is prevented
- Assessments are displayed full screen and cannot be minimized
- Assessments cannot be exited until submitted by users for grading
- Printing functions are disabled
- Copying and pasting anything to and from an assessment is prohibited

Respondus test manager can be downloaded from:

**(For Faculty Only)** <http://www2.astate.edu/a/ittc/respondus.dot> or by clicking the Respondus link on the ITTC website.

For students, you direct them to the Current Students section on the main ASTATE website, where they can download the Respondus LockDown Browser before taking their assessment.

If you would like hands on training visit the ITTC website for a short video tutorial, check out our website online Scheduler, or come by and see us.

## Tegrity

*A brief look at what Tegrity can do for you*

Inside **2.0**

### ***What is Tegrity and how does it work?***

Tegrity is the leading Web 2.0 class-capture system, impacting learning, student satisfaction, and retention. Requiring no hardware or software installation, Tegrity makes class time available all the time by automatically capturing, storing and indexing your class lecture and/or slide presentations for replay by students. Students can instantly recall key class moments for replay online, or on iPods and other mobile devices.

By simply using a microphone attached to your computer during class lectures, Tegrity will capture all power point slides, video, and/or Elmo presentations and index your voice to each individual slide allowing for key word searching by students for topics displayed on your slides.

Students can “focus study” key points or they can choose to watch an entire lecture. The recorded material can also be slowed down by 25% for closer understanding or it can be sped up by 50% for quick review. Tegrity also automatically creates a podcast with RSS feeds for student subscription to their iPods and mobile devices.

Integrated as a Blackboard 8 building block, Tegrity seamlessly allows course lectures to be managed and contained securely for only the intended audience of your choice.

### ***Features for instructors are as follows:***

- Ability to easily add related Course Materials: The instructor can add supplementary, course-related material in a designated, easily accessible area.
- Editing Features: Exciting new features include the ability to splice video and import “external” video clips into a class recording in addition to the ability to add searchable key words at class and chapter levels, improving the efficiency and effectiveness of student searches of course material.
- Frequently class sections Report– Instructors can identify which chapters from a specific class are most accessed, helping them identify “problem areas” for further elaboration.
- Unwatched Class Recordings Identification – Enables instructors to monitor student viewing and determine which sessions and classes have not been viewed by students.
- Sandbox Courses– Provides a facility for faculty to learn by practicing recording in a private setting

### ***Features for students are as follows:***

- Student Recording: Students can record with Tegrity, provided the professor allows it in a specific course, and watch their recordings upload automatically. This makes it easy to assign oral presentation assignments to students – provided they have a microphone and/or a webcam.
- Instant Chapter Access: Using the latest AJAX technologies, students can directly access the indexed (chapters) by simply hovering over different areas of the slider.
- Enhanced Vodcast Support: Tegrity can automatically create enhanced Vodcast for every recorded class. The Vodcast includes a full motion movie of all the information presented in class (slides, web sites, computer applications, etc.) and the same Tegrity enhanced navigation features that enable students to search the automatically generated chapters while viewing or listening.



## ***SPINPlus – Grants, Funds Database***

**SPINPlus** is a web-based system that includes a database of funding opportunities, a database of investigator profiles, and a matching alert service.

**SPINPlus** includes three product modules: **SPIN**, **SMARTS**, and **GENIUS**.

**SPIN** (Sponsored Programs Information Network) is a funding opportunities database designed to provide up-to-date information on current national and international government and private funding sources. All of the data in **SPIN** is obtained directly from the sponsoring agencies to ensure the integrity of the information.

**GENIUS** (Global Expertise Network for Industry, University, and Scholars) is a global WWW network and database of scientific and scholarly expertise. The system contains profiles entered and maintained by scholars and researchers at leading universities and research institutions throughout the world. **GENIUS** serves as a registry of institutional talent and expertise to be used by industry and academia and provides a searchable resource for identifying interest and expertise for industry/university partnering, global partnering, and sponsored funding matches.

**SMARTS** (SPIN Matching And Research Transmittal Service) is an electronic matching and funding opportunity notification system which provides investigators with a direct and targeted electronic link to comprehensive, current, and available national and international research funding information. The investigator profile information is collected via forms in **GENIUS** and used for matching with the **SPIN** database. Matching is conducted on a daily basis and programs are automatically emailed to individual researchers.

In addition to the **SPIN**, **SMARTS**, and **GENIUS** modules, you also have access to **GENIUS Search**. You can access **GENIUS Search** from the Info.Office Main menu where you access **SPIN**. You may search the global database to locate investigators with specified expertise that are interested in potential collaborative work.

This program is sponsored by the ASU Office of Research and Technology Transfer.

Training is conducted by the Interactive Teaching & Technology Center in the Dean B. Ellis Library, Suite 301.

The schedule of classes is available for viewing and registration for training can be done via the online Scheduler at the bottom of the home page of the ITTC website. [www2.astate.edu/ittc](http://www2.astate.edu/ittc)

Training classes are 45 minutes in length. An online section is offered that can be taken 24x7 via the internet.

## **Cayuse**

### **Software for Research Proposal Development**



Required training for anyone submitting grants. All external grants must go through the Cayuse approval queue.

Cayuse will serve three purposes for ASU:

1. It will serve as a repository for all grant documents that are generated
2. It will provide an automated approval system and
3. It will allow uploads to grants.gov as needed.

Cayuse is A Web-Based Solution for Grants.gov. Cayuse delivers the industry-leading Web-based solution for grant proposal preparation and system-to-system submission to Grants.gov.

Cayuse's proposal development system offers strategic advantages to organizations pursuing federal research funding. It provides functionality to prepare, manage, and electronically submit federal grant applications.

The software as a service (SaaS) provides a data repository for ASU to manage its professional profiles in one location; autofill to complete forms automatically; budget escalation to provide workflow approval; and validation to provide visibility into proposal progress, errors, and warnings.

Cayuse is subscribed to by the ASU Office of Research and Technology Transfer. The ITTC and the ORTT have partnered together to bring this training to ASU faculty and researchers.

This is a free training seminar and is open to all faculty and staff.

Sessions will be offered twice per semester and can be scheduled as a special request for an entire department and/or college. See the online Scheduler at [www2.astate.edu/ittc](http://www2.astate.edu/ittc) for class listings and to register.

“...in April and May of 2009 the California Institute of Technology found that our proposal preparers saved significant amounts of time--in many cases 50 percent or more over the traditional Grants.gov Adobe form set.” said David Mayo, director of sponsored research at CalTech. Quote from an online article written in Campus Technology.com titled *CalTech and 14 Other Institutions Tap Cayuse To Fill Out Federal Grant Apps*, By Dian Schaffhauser, 07/27/09

## ***CITI Training Program in Human Research Subjects Protections***

Required training for anyone submitting grants and a prerequisite before submitting for approval to the ASU IRB. It is a web based training program in human research subjects protections and is a critical requirement in your research of human subjects. In addition to the "Basic" content, the CITI model provides the opportunity for institutions to post additional instructional materials specific to their institution.

The CITI Program includes:

- Basic Courses in the Protection of Human Research Subjects.
  - Biomedical Focus
  - Social and Behavioral Focus.
  - Refresher Courses
- Good Clinical Practice Course.
- Health Information Privacy and Security Course (HIPS)
- Laboratory Animal Welfare Courses for investigators and IACUC Members
- Responsible Conduct of Research (RCR)

## ***IRBNet An Innovative Solution for Compliance and Research Management***



Required training for anyone submitting grants. All external grants must go through the IRBNet tracking tool for it to be submitted and approved by the ASU IRB.

IRBNet helps you...Streamline your submission and review processes. Reduce paper, packets and mailings. Cut time wasted on redundant and clerical work. Reduce administrative tasks to allow staff to focus on complex issues and support your research community. Facilitate clear, coordinated communications and track correspondence. Enable Members, Researchers and Administrators to access data anytime, anywhere. Manage your meetings and committees. Increase process transparency. Increase data security. Maintain a clear audit trail with appropriate documentation and versioning. Increase control and reinforce guidance and consistency throughout the process. Share information seamlessly and securely in real time, wherever your research community may be. Improve the quality of documentation and study design.

***CITI and IRBNet*** training is subscribed to by the ASU Office of Research and Technology Transfer. The ITTC and the ORTT have partnered together to bring this training to ASU faculty and researchers. This is a free training seminar and is open to all faculty and staff. Sessions will be offered twice per semester and can be scheduled as a special request for an entire department and/or college. See the online Scheduler at [www2.astate.edu/ittc](http://www2.astate.edu/ittc) for class listings and to register.