Title III Talk Volume 4 Issue 3

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From Dr. Bethany Simunich, Instructional Development Specialist

Technology Tips

Care and Maintenance of Technology

I know those Instructional Technology Carts seem indestructible, but the technology in them can be delicate. Here's some information that you might find useful as you continue to use the carts in your classes:

1. **Chalk can be bad news for technology.** Chalk is dusty, and technology hates dust! Dust gets in all of the little corners, ports, and openings. Once things are clogged up, they are CLOGGED! Chalk on or in the carts has the potential to damage electronic equipment.

2. **Cords seem hardy, but can be fragile.** The carts, and technology in the carts, are attached to the wall with several cords. The carts weigh hundreds of pounds. Computer and Ethernet cords cannot withstand the weight. In some cases, this would mean costly repair of the equipment connected to the cord. Similarly, if the carts are pulled too far from the wall, the cords and outlet cover can be pulled out.

3. **Remotes can easily get lost inside the cart.** Storing the projector remote and wireless presenter on top of the DVD/VCR player means you'll always know where to find them. If stored in the keyboard drawer, they often fall behind the shelves in the cart and can get lost behind the equipment.

Spring Quarter Faculty Training Schedule

Carmen® Gradebook
Tuesday, April 7th, 9 a.m. – 10:30 a.m.
Halterman 200

Carmen® Gradebook Workshop: This workshop will take you through setting up your Gradebook, including selecting a grade scheme, creating grade items, choosing display options, and calculating and submitting Final grades. Gradebook can save time for you and your students by having a record they can check as soon as grades are posted.

Instructional Cart Orientation
Wednesday, April 15th, 11:30 a.m. – 12:30 p.m. & Friday, May 1st, 11 a.m.–12
Skou 206

Instructional Cart Orientation: Get acquainted with the Instructional Technology Cart that is in many of the classrooms at ATI. You will learn about each item in the cart, including: the computer, DVD/VCR, Audio Receiver, Projector Remote, Wireless Presenter, Document Camera and Sympodium™. Learn how to power it all up, the important settings and functions of the equipment, and what needs to be shut down and locked up when you are finished.

4. **Powering down preserves the equipment and the environment.** Shutting everything down when you are done is good for the equipment and the environment!   The wireless presenter is easily forgotten. Unfortunately, the presenters eat up batteries. Turning off the presenters can help ensure they have power when you need them. The Division Office Associates, the Title III Office, and Bethany's office, Skou 203, have batteries for the presenters. Please call or stop by if you need battery replacement.

5. **Updates sometimes take a few minutes longer than expected.** If the computer in your cart is experiencing being updated, please allow the computer to finish the process. Alden updates the classroom computers remotely, and tries to have them all completed before classes begin. If the computer is processing, please leave it for a few minutes.

The technology responds best when treated with gentleness and kindness.   *Let's all do our best to help take care of it!*

Get In Synch!

If the Wireless Presenter is not working, for example, you turn it on, and no lights come on, then the presenter probably needs batteries. Your Division Office Associate, someone in the Title III Office, or Bethany can provide new batteries.

If the light does come on, but the presenter does not work, try resynching. Much like your computer or printer, sometimes the wireless presenter needs "rebooted" – resynching essentially performs the same function.

A wireless presenter has two parts; a receiver, and a presenter. The presenter looks like a flash drive that is plugged in to the computer and sitting on top of the CPU/ tower. To resynch, press the small button below the red light on the receiver. The light on the receiver will turn off. Next, turn the presenter over press the small button pm the bottom right of the laser pointer. The red light on the receiver should come on. You've just resynched!

Get SMART™! The SMART Board™, Airliner™ and the Sympodium™ are interactive tools with a touch-sensitive display connected to both your computer and digital projector, allowing you to control computer applications directly from the display, write notes in digital ink and save your work to share with your students later. Each has their own software an easy-to-use application that lets you add interactivity to lessons through an array of powerful education tools and resources.
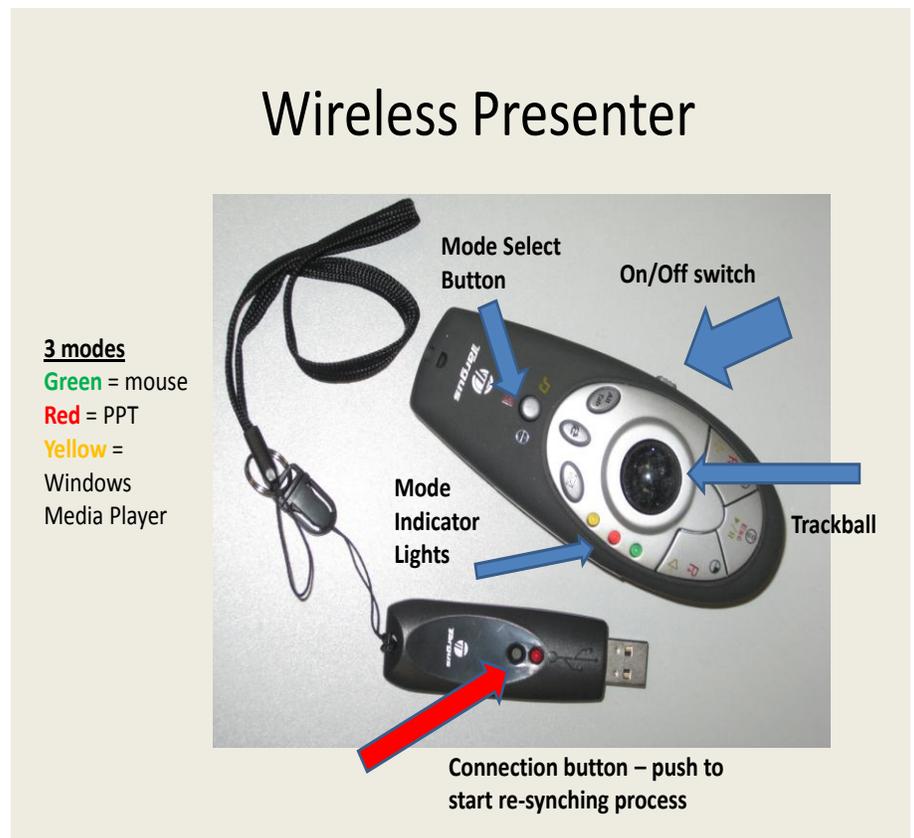
Introduction to Teaching Online
Thursday, May 7th, 11 a.m. – 12 noon
Halterman Hall Conference Room

Introduction to Teaching Online: This presentation is designed to give you an overall picture of teaching online, from teaching "Hybrid" courses to fully online, distance-education courses. We will cover the challenges, and the benefits, of creating and teaching an online course. Delivering content online, course design, communication and interaction, student assessment, and technology will be discussed.

Don't forget the three modes of the presenter: when the green light is lit, it serves as a mouse; when the red light is lit, it controls PPT presentations, and when the yellow light is lit, it controls Windows Media Player. To change the mode, simply press the bottom-center button on the face of the presenter. In all of the three modes, the center ball functions as a trackball.

Don't forget to turn your Wireless Presenter off when you are done to preserve battery life!

Wireless Presenter

Mode Select Button

On/Off switch

3 modes
Green = mouse
Red = PPT
Yellow = Windows Media Player

Mode Indicator Lights

Trackball

Connection button – push to start re-synching process

Carmen® Communication Tools
Thursday, May 14th, 10 a.m. – 11:30 a.m.
Halterman 200
Carmen® Communication Tools: *Keeping the Discussion Going Outside the Classroom:* Learn techniques and consider pedagogical strategies using Carmen® 's Communication tools: News, Discussions, Dropbox, Calendar, E-Mail and the Page tool. Carmen® allows you to have both synchronous and asynchronous communication, so you can keep the dialogue going with your students even when class is not in session.

Fostering Online Discussions
Tuesday, May 19th, 12 noon – 1 p.m.
Halterman Hall Conference Room
Fostering Online Discussions: Threaded discussion is a signature tool for both hybrid and online courses. Studies have shown that student participation in online discussion surpasses that of classroom participation, but how to get your students to critically engage with material in is still a challenge. Learn how to set up online discussions, encourage participation in discussions, and assess discussions. We will discuss the challenge of creating an online community, as well as fostering reflective learning, peer responses and online collaboration.

U.S. Department of Energy – Energy Efficiency and Renewable Energy

U.S. Department of Energy
Energy Efficiency and Renewable Energy

A Consumer's Guide to Energy Efficiency and Renewable Energy

If you're wondering when you should turn off your computer for energy savings, here are some general guidelines to help you make that decision.

Though there is a small surge in energy when a computer starts up, this small amount of energy is still less than the energy used when a computer is running for long periods of time. For energy savings and convenience, consider turning off

- the monitor if you aren't going to use your PC for more than 20 minutes
- both the CPU and monitor if you're not going to use your PC for more than 2 hours.

Make sure your monitors, printers, and other accessories are on a power strip/surge protector. When this equipment is not in use for extended periods, turn off the switch on the power strip to prevent them from drawing power even when shut off. If you don't use a power strip, unplug extra equipment when it's not in use.

Most PCs reach the end of their "useful" life due to advances in technology long before the effects of being switched on and off multiple times have a negative impact on their service life. The less time a PC is on, the longer it will "last." PCs also produce heat, so turning them off reduces building cooling loads.

Screen savers are not energy savers. Using a screen saver may in fact use more energy than not using one and the power-down feature may not work if you have a screen saver activated. In fact, modern LCD color monitors do not need screen savers at all.

Unplug battery chargers when the batteries are fully charged or the chargers are not in use. Studies have shown that using rechargeable batteries for products like cordless phones and PDAs is more cost effective than throwaway batteries.