



In This Issue

- [Faculty Training News](#)
- [Carmen 8.2 Training](#)
- [Production PC](#)
- [Online Teaching Training](#)
- [Upcoming Conferences and Workshops](#)
- [Title III Contact Information](#)

For additional information, please see our website at <http://www.ati.osu.edu/Title-3/index.html>

For information on

- Equipment for Loan
- Technology Improvement Grants
- Training Schedule
- Recent Accomplishments
- Objectives of the grant

Coming Soon:

Faculty Development Carmen, for ATI Faculty featuring:

- Best Practices
- Articles regarding instructional technology
- Downloads for courses
- Links to useful websites

Faculty Training News Betty Rogge, Instructional Development Specialist, is planning a full schedule of training for Winter and Spring Quarters. In response to faculty requests, Betty will be offering sessions that address Microsoft Office 2007™. During Fall Quarter, faculty participated in training that included an overview of the Microsoft Office™ ribbon and an introduction to Word 2007™. PowerPoint 2007™ was covered in different sessions. Betty plans to offer an Advanced PowerPoint™ session soon, as well as Excel 2007™.

Faculty who have not yet requested their computer be updated can contact Alden Sewell at sewell.41@osu.edu to schedule an upgrade. Classrooms have already been upgraded to Microsoft 2007™, and moving from your office to the classroom will be smoother if you upgrade your office computer as well.

Carmen 8.2™ Training for Faculty Carmen, the course management software adopted by The Ohio State University, has been upgraded by Desire-2-Learn™ to accommodate requests from faculty. When you opened Carmen™ Winter Quarter, you saw the upgraded version. While some features are still similar to the earlier version, many have been changed. Some examples of changes are roles, new icons, more robust event logs, moderated discussions, grading from within the discussion tool and changes to the grade wizard. On December 18, an update training session was offered by TELR from Columbus via videoconference. Eighteen faculty attended the videoconference in Halterman 124, and then adjourned to the computer lab for hands-on practice.

Betty Rogge offered an introductory course that same afternoon. Eight faculty attended an afternoon session entitled "QuickStart Carmen™" that follows TELR's outline for introducing Carmen™. The session included an introduction to Carmen™ and an explanation of its capabilities, and hands-on practice. More new and part-time faculty are taking advantage of this time-saving tool. Additional training in Carmen™ will be offered in the near future. We look forward to all faculty adopting Carmen™ for their classes. Further Carmen™ training will include a session for first-time users that includes walking through the steps of setting up a course, posting material online, and hands-on experience in the basic steps of managing a course through Carmen™. Additional sessions will focus on the gradebook, discussions, and other features as requested by faculty. When the dates and times are set for these courses, announcements will be sent by e-mail.

Be sure to notify [Debra Hoover](#) of training needs so that we can continue to be responsive to faculty needs.

Contact Information

The Title III offices are located in Halterman Hall, 200 and Skou Hall 203.

Dr. Debra Hoover,
Project Director
Ext. 7-1236
hoover.88@osu.edu

Betty Rogge,
Instructional Development Specialist
Ext 7-1200
rogge.10@osu.edu

Alden Sewell,
Systems Specialist
Ext. 7-1334
sewell.41@osu.edu

Lori Jones, Office Associate
Ext. 7-1206
jones.728@osu.edu

Dr. Steve Neal,
Principle Investigator/Director
ATI Associate
Director
Ext. 7-1211
neal.2@osu.edu

This publication is brought to you by the U.S. Department of Education Title III Strengthening Institutions: Improving Academic Programs by Infusing Instructional Technology Grant, ATI Campus of The Ohio State University.

Production PC To help faculty to create excellent instructional materials, Betty Rogge has established a production PC in her office. Several programs are installed: Microsoft Office Suite 2007™, Camtasia Studio 3™, SnagIT™, PhotoShop CS2™, GoLive CS2™, Illustrator CS2™, InDesign CS2™, Designer 7.0™, Dreamweaver 8™, Flash 8™, Fireworks 8™, QuickTime Professional™, and Ulead VideoStudio 10™. The PC is connected to the Internet, a color printer, a scanner, a digital tablet, dual monitors and surround-sound speakers and a web camera. If you need assistance with producing materials for class, please schedule time in Betty's office to produce the materials. Be sure to schedule time for your work in advance. Please contact Betty Rogge at rogge.10@osu.edu or call her at 7-1200 to schedule time to work on your instructional materials on the production PC in Skou 203 when she is available to help you.

Conference Sharing Session In November, Nels Hansen attended **E-Learning in Higher Education: Making Good on the Promises in Atlanta, GA** and Debra Hoover attended the **Noel-Levitz Conference on Title III and V in Denver**. Both conferences were very informative about e-learning, blended learning, and practices that other colleges and universities are using. During Winter Quarter, Nels and Debra will schedule a session to share what they learned. The date and time will be announced soon.

Online Teaching Training Title III is designing a program for preparing faculty for online teaching. This program, still in development, will include how to use course management software, designing content for the online environment, managing student expectations, and coordinating both synchronous and asynchronous discussions. The program will also include establishing a connection with students, how to assign and manage group work, and offering constructive comments for online teaching. Details will be made available as the program is developed.

Upcoming Conferences Title III is willing to sponsor the registration fees for the conferences listed below. Faculty interested in attending any of these conferences should contact Lori Jones at jones.728@osu.edu or by phone at extension 7-1206 by the deadline listed.

Ohio Digital Commons for Education (ODCE) 2008 Conference: The Convergence of Learning, Libraries and Technology March 3-4, (pre-conference Sunday, March 2) Columbus, Ohio This conference could help you become familiar with how other faculty throughout Ohio are using technology, and the results of their efforts. Since this conference is very accessible, we invite all interested faculty to contact us about attendance. Details can be found at <http://www.olin.org/conferences/ODCE2008/ODCE2008.php> Deadline January 25.

Faculty Development in Blended and Online Learning March 5-7, 2008, Atlanta, GA sponsored by Academic Impressions covers how to prepare for online learning, the issues involved with planning an online curriculum, and using technology in online and blended courses. More information can be found at <https://www.academicimpressions.com/conferences/0308-faculty-development.php> Deadline February 1.

The Teaching Professor Conference May 16 – 18, 2008, Kissimmee, FL The pre-conference programs, concurrent workshops, and plenary sessions described here tackle many classroom challenges from large classes, to using technology to promote learning, and to successfully incorporate writing into classes other than English. For details, see <http://www.teachingprofessor.com/> Deadline April 1.