Monthly report : 2015 : 09

Nelson Poynter Memorial Library: Online Learning and Instructional Technology Services.

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The following are the department's activities for the month of September 2015.
<table>
<thead>
<tr>
<th>Project/Time entries</th>
<th>Duration</th>
</tr>
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<tbody>
<tr>
<td><strong>Canvas Support</strong></td>
<td>49:07:20</td>
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<tr>
<td>accent marks in canvas</td>
<td>01:00:00</td>
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<tr>
<td>Blackboard Collaborate/Canvas Help</td>
<td>01:30:00</td>
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<tr>
<td>Blackboard Collaborate Help</td>
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<tr>
<td>Brewing Courses</td>
<td>30:00 min</td>
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<tr>
<td>Canvas Accessibility Meeting</td>
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<tr>
<td>Canvas help Carvalho-Knighton</td>
<td>01:30:00</td>
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<tr>
<td>Canvas help - Marielle</td>
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<tr>
<td>Canvas Support - Ashely</td>
<td>30:00 min</td>
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<tr>
<td>Canvas Support - French</td>
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<tr>
<td>canvas support - Lewis</td>
<td>30:00 min</td>
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<tr>
<td>canvas support marielle</td>
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<tr>
<td>Clutter Quiz Help</td>
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<tr>
<td>EDA 6945 - Meet with Charlie Vanover</td>
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<td>EDF 4430 - Meet with Steve Lang</td>
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<tr>
<td>FIN 3604 - lecture link</td>
<td>52:20 min</td>
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<tr>
<td>Gaskin-Butler course updates</td>
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<tr>
<td>Gaskin-Butler ppts</td>
<td>30:00 min</td>
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<tr>
<td>John Jewell</td>
<td>30:00 min</td>
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<td>MAR 4231 - Exam issue</td>
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<td>mark up documents research</td>
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<tr>
<td>Meeting - Ashley</td>
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<tr>
<td>Panici Canvas help</td>
<td>15:00 min</td>
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<tr>
<td>Prep for Canvas Overview</td>
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<td>Prep/Practice for TA Psych Orientation</td>
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<td>Psych TA Orientation prep</td>
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<tr>
<td>Psych TA training</td>
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<td>Quiz regrade - marielle</td>
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<td>Roll Call/Canvas help Carvalho-Knighton</td>
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<td>Video troubleshooting</td>
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<td>Banned Books Display</td>
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<td>Display Committee</td>
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<td>DL Access Committee - Canvas Audit meeting</td>
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<tr>
<td>DL Access Committee - Canvas Audit Prep</td>
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<td>DL Access Committee - meet with UCF</td>
<td>01:30:00</td>
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<td>DL Access Committee prep and meeting</td>
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<tr>
<td>DL Access Committee - prep for meeting</td>
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<tr>
<td>Activity</td>
<td>Duration</td>
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<tr>
<td>Search for immigration books</td>
<td>01:00:00</td>
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<td>Student Conduct Board Hearing</td>
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<td><strong>Communication</strong></td>
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<td>Email</td>
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<td>email3</td>
<td>30:00 min</td>
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<td>University Correspondence</td>
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<td><strong>Data Collect</strong></td>
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<td>Annual Report</td>
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<td>BOG 2025 Goals review</td>
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<td>DL Stipend</td>
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<td>Faculty Stipend</td>
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<td>Harbor Hall classrooms</td>
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<td>Planning for Tampa Meeting</td>
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<td>Proctoring Equipment Process</td>
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<td>Student Conduct Board Hearing Prep</td>
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<td>Toggl</td>
<td>02:00:00</td>
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<td><strong>Design Support</strong></td>
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<td>Alias Emails support</td>
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<td>ANT 2000 - Prep for meeting</td>
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<td>Brewing Arts Course Design</td>
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<td>Brewing Arts - Film on location</td>
<td>04:00:00</td>
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<tr>
<td>CLP 4143 &amp; DEP 4220 - captioning explanation with Ashley</td>
<td>01:00:00</td>
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<tr>
<td>Course design</td>
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<td>FRE1120 - courses ideas</td>
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<td>FRE1120 Course ideas</td>
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<td>ISM 3232 - review and upload videos for captioning</td>
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<td>Library Info Lit Meeting</td>
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<td>MAN 3025 - Meet with Amanda and Steve</td>
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<td>MAN 3301 Captions</td>
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<td>Meeting Prep - FRE1120</td>
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<td>Organize/Plan New Arts and Sciences courses</td>
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<td>Process DL Stipend/ID Request forms</td>
<td>01:30:00</td>
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<td>Salnaitis PPT/Course edits</td>
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<td>Salnaitis PPT edits</td>
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<td><strong>Faculty Meetings</strong></td>
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<td>ANT 2000 - Meet with John Arthur</td>
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<tr>
<td>ANT Meeting</td>
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BUL 3320 - Meet with Nikki Stowell 01:00:00
EDS 6050 - Meet with Jennifer Hartman 02:00:00
Faculty Meeting 01:45:00
FIN 3403 - meet with Nina 01:30:00
FIN 3604 - evaluation/redesign meeting 02:00:00
ISM 3113 - Meet with Chris Davis 01:00:00
Margarita Altuna - stipend app 12:59 min
Martine Wagner 01:00:00
Meeting FRE1120 Martine 01:00:00
Meeting with Nina - REE 3043 01:00:00
Meet with Joan Reid 01:00:00
Meet with Olivia Hodges 01:30:00
Space Tour - IFMH 01:00:00
Meetings 77:16:00
accessibility meeting w/UCF 01:00:00
Campus Leadership Team Meeting 01:00:00
Canvas Group meeting 02:00:00
Departement Team meeting 01:00:00
DL Accessibility Report 01:00:00
Ed Leadership - meeting with Pearson 02:00:00
Email with Dr. Durand 01:00:00
HBR Hall contractor meeting 01:00:00
ITN with Bill 01:00:00
LLT meeting 02:00:00
Management Team Meeting 01:30:00
Meetings with USFSM 03:30:00
Meeting with 3Play Media 01:00:00
Meeting with Timi 45:00 min
Meeting w/ Toler 01:30:00
New Faculty OLITS Demo 01:30:00
OLITS/SM meeting 02:00:00
OLITS staff meeting 01:00:00
Online Proctor - Tampa 04:00:00
SAR/STPete Visit 04:00:00
SAR/STPETE Weekly Meeting 01:00:00
Sir Ken meeting w/ USG 01:30:00
Staff meeting 15:31:00
staff meetings 01:00:00
Staff Meetings 11:00:00
Stipen meeting with stakeholders 01:00:00
Symposium Planning/Meeting 02:00:00
Tampa DL visit 03:00:00
team meeting 02:00:00
Team Meeting 02:45:00
Training 45:00 min
USFSP USFSM meeting 01:00:00
Weekly Staff meeting 01:00:00

Professional Development (personal) 43:28:30

APPQMR 10:15:00
Atomic Videos (Video Editing Software Tutorials) 01:04:00
Canvas and QM 01:30:00
Canvas New Features 01:30:00
Discussion and group work canvas training 01:15:00
FAAST 01:00:00
FAAST - board meeting 01:30:00
Kennethware research 01:00:00
Learning Canvas 04:08:00
Learning various programs 06:00:00
Piazza Exploration 30:00 min
practicing Canvas 41:30 min
Prep for Canvas Overview 01:00:00
Prep for Copy write Training 01:00:00
QM Intro 01:00:00
Reading & Researching Methods & Best Practices for Video Transmission and Signal Conversion 01:30:00
reviewing design Unit Processes 02:30:00
Sat in on Canvas Overview 02:00:00
Sat in on Canvas training 30:00 min
Sat in on SpeedGrader Training 01:00:00
Studied and read up on some Digital Standards and for some of the proposed equipment on the next refresh 01:35:00
Training Prep 01:00:00
QM 44:54:38
Dr. Gaskin Butler Course review 02:00:00
Gaskin-Butler QM updates 01:00:00
MMC 6936 - QM Internal Review meeting - Ancu 02:00:00
QM Course Review 03:00:00
QM IDA - contact webinar presenters 30:00 min
QM IDA - monthly meeting 01:00:00
QM Internal Review 01:30:00
QM review 03:00:00
QM review meeting 01:00:00
QM Review Meeting - Ancu 01:00:00
QM Review MMC6936 - Ancu 13:30:00
QM training prep 01:00:00
reviewing a course 05:24:38
TAX 4001 - Internal QM Review Meeting 01:30:00
TAX4001 QM Meeting - Vance 01:00:00
TAX4001 QM Review - Vance 05:00:00
Tax QM Review 01:30:00

**Report Writing** 16:01:00
- Board of Governors Plane review and response 01:00:00
- BOG notes 01:00:00
- Stipend processing 10:00:00
- Ticket Report 01:13:00
- Writing up of Fall semester classroom support tickets done thus far. 02:48:00

**Special Projects** 32:44:24
- BOG Strat Plan Review 02:30:00
- First Floor Storage Room Project 03:31:00
- Furniture Moving 01:30:00
- Get on board day - library 44:59 min
- Library Storage Room Moving 01:30:00
- New ID Orientation 09:30:00
- New ID Orientation - Add Ricky to courses 25:25 min
- Prep for meeting with Tampa 01:00:00
- Procedures - revision 03:00:00
- Relocated Tables and Chairs and Assisted with the Steelcase Delivery 02:33:00
- Storage Room Project 01:00:00
- Symposium Guidelines Updates 03:30:00
- Symposium research/planning 02:00:00

**Tech Support** 124:16:00
- Assisted 2 ADJ FAC with Wireless Login, ID Card, Email Problems, Access to Canvas 01:00:00
- Assisted a Faculty Member with an HR issue in Obtaining an ID card 21:00 min
- Assisted a Second student for the week with ID Card Issues and Access to RHO 01:00:00
- Assisted Dr. Gary Mormino with creating A Lecture Presentation 02:00:00
- Assisted Instructor Whitmore in STG 111 30:00 min
- Assisted Student with ID Card not working at the GYM or RHO 54:00 min
Assisted two User Error service Calls for Coquina 224 and Davis 236
Audit Ids
check DAV 239
clean ID area
CLEANUP of General Olits area and Continued Daily wrap-up, cleanup, shutdown
clean up work office for visit
Clerical Housekeeping
Compiled Images Emailed from An Instructor for presentations
Computer Setup Ricky
Conversed with Instructor about lack of outlets and people unplugging equipment in Davis 103
Conversed with Instructor was unplugging items in Davis 103
Coquina 208
Coquina 208 Projector Lamp Replacement
Coquina 224
Coquina 224 Assisted an Instructor in what turned out to be an electrical power and breaker issue
Coquina 224 Responded to and reported power issues along with redirecting the cable snalke to better align with the desk.
Coquina 232 Dr. Jay Sokolovsky
Coquina 232 (Resolving Issue Reported Earlier )
Coquina 232 (Sokolovsky)
COQUINA Classroom Quality Inspection ( Laptop cables re-distributed up through the desk instead of just left hanging and other notes on issues to be resolved)
Coquina Conference Room
Daily wrap-up, cleanup, shutdown
DAV 105 bulb replacement
DAV 219 Anda Peterson no sound
DAV 224-VCR no pic
Dav 239
DAV 239 Bill Johnson
Davis 103
Davis 103 Additional Power Outlet Inquiry
Davis 103 Assisted Dr. Chris Meindl
Davis 105
Davis 105 Projector Bulb Replacement
Davis 130 Replacement Lamp
Davis 219
Davis 236 follow up on inquiry from Leveziel 57:00 min
Davis 239 01:34:00
Davis 239 Assistance to Dr. Jackson 30:00 min
Davis 239 checkup 02:00:00
Davis 239 Checkup 01:27:00
Davis 239 Checkup and Weekly Power Cycle 30:00 min
Davis 239 Monitor Issue 01:00:00
Davis 239 Support 01:00:00
Davis 239 Troubleshooting 01:15:00
Davis 239 Weekly Power Cycle and Equipment Check 44:00 min
Davis 245 (Projector was tilted due to directional screws which needed a re-seating and tightening) 01:27:00

Distribution of Received Packages 25:00 min
Dr. Mormino Assistance 01:16:00
End Of Month ID Card Accounting 05:00:00
Escorted Steelcase Vendor out of the building and secured the loading dock and Olits Area 12:00 min
Fac Ids 01:30:00
General Organizational Housekeeping 01:01:00
ID Cards and Office Inquiries 30:00 min
ID Card Service Call 30:00 min
ID Card Troubleshooting 02:00:00
ids 01:45:00
Ids 01:00:00
Inventory Scan 01:00:00
Inventory Scan 30:00 min
Let in workers 15:00 min
move CD rack 01:00:00
move furniture-offices 02:00:00
Package Pickup from FedEx 01:00:00
Planning future work projects 45:00 min
POY 218 data projector 30:00 min
Prepared Area For TAMPA DL VISIT & Daily wrap-up, cleanup, shutdown 02:07:00
PRW 110 Assisted an Instructor with showing a DVD to her class 15:00 min
PRW 118N 26:00 min
PRW 118 N Assisted an Instructor with a Document Camera Issue 15:00 min
Random Classroom Check (Davis 2nd Floor) 51:00 min
Recieving and distributing Relampit Order 45:00 min
Reorganizing a few items in the our Storage Facility 30:00 min
Replace Studio Monitor 02:00:00
Researched and wrote a summary on Various Projectors and their subsequent native resolutions. 01:00:00

Researching Davis 239 LG Monitors 01:00:00
Researching for a technological inquiry 01:00:00
Researching for Davis 239 22:00 min
Restocked some Office Supplies 34:00 min
Review Annual Goals 01:00:00
Reviewed Annual Goals and Progress 01:00:00
Routine officiary business (Day-to-Day Housekeeping) 01:05:00
Routines Office Clerical Business 01:00:00
Start End of month ID Card accounting 01:15:00
STG 113 Dr. Wei Guan & Checkup on Davis 239 status 40:00 min
STG 228 laptop issue 30:00 min
Student IDs 01:40:00
Tech Assistance in Davis 103 01:30:00
Tech Assistance in Davis 105 (Ruby On Rails Class) 01:00:00
Updating of Records 01:00:00
VC set up 30:00 min
Work Laptop Updates and Routine Maintenance 01:37:00

Training 49:31:00
Anne Marie Gunn 01:00:00
Ann Gunn - Hangouts 01:00:00
Canvas Overview 02:00:00
Coordinating IYOC with Carol 01:00:00
Copyright training 02:00:00
Faculty stipend 05:30:00
Grovo 03:00:00
How to Stem Cheating 02:00:00
Intro to QM Certification 02:00:00
Psych TA emails 01:00:00
Record Intro to QM 01:30:00
Review PD Calendar/Site 30:00 min
Symposium 04:00:00
Training class 11:00:00
Training course development 11:01:00
Training schedule 01:00:00

Video production 80:17:45
Assisted in Support for the Brewing Arts Program 03:30:00
breakdown Livestream etc 40:00 min
Brewing Courses Filming 04:30:00
Brewing Videos 30:00 min
clean studio 03:30:00
clean studio for visit 02:00:00
download & label videos 01:30:00
download label videos 02:00:00
Download organize videos 06:10:00
ECP 3302 - Video editing 03:09:03
film C. Salnaitis 03:30:00
Film C. Salnaitis 12:00:00
film Karla QM 01:00:00
Film Nikki Stowell 13:30:00
FIN 3403 - video editing 01:18:42
new TV monitor set up 02:30:00
panapto issues 45:00 min
Salnaitas video prep 15:00 min
set up and film Brew Program 04:00:00
set up Livestream 01:25:00
set up studio 45:00 min
studio set up 20:00 min
studio set up and checks 45:00 min
studio tests etc 02:00:00
TA Orientation-Stephanie 02:00:00
Video shoot 03:00:00
VTC set up 01:05:00
Yuri studio tutorial 01:40:00
Yuri studio tutorial pt 2 01:00:00
Website 02:15:42
Editing and posting article 45:00 min
writing an article 01:30:42