

# No Boundaries

Teaching Solutions Through Technology

## Welcome To ATS

### How can we help?

Academic Technology Services (ATS) is a service-oriented department whose main responsibility is to assist the transformation of the pedagogy in the teaching/learning environment. The functions of the department can be placed into several categories: support for instructional design and preparation of material, support for classrooms with technology (equipment), faculty training, and renovation of classrooms. In short, ATS is responsible for providing and supporting classroom technology and training the faculty to use it.

All technology departments have recently moved to the first (middle) floor in the Charles Francis Building. Located in Charles Francis room 102, the Faculty Instructional Technology (FIT) Lab is open for faculty use from 7 a.m. to 10 p.m. Monday through Thursday and 7 a.m. to 5 p.m. on Friday. The lab is a work area which faculty can use to incorporate technology into the learning environment. The latest hardware and software are available as well as assistance from our highly skilled support team.

In addition to the assistance given in the FIT Lab, three levels (A, B, and C) of semester long workshops have been designed, two of which are being presented each Fall and Spring semester. Likely by now, everyone knows that Title V has provided funds which have given ATS a jump start. From these resources, St. Mary's has brought onboard an IT Manager and an IT Designer. Title V also has provided for release time to faculty who participate in these semester long workshops. Plans are underway to offer two- to four-hour-customized workshops for faculty and staff on an as needed basis. Graduate assistants, made available from Title V funds, assist faculty in the FIT Lab and provide classroom technology support for teachers.

A lot of planning and energy have gone into the design and renovation of eleven "Smart Classrooms."

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## Welcome to ATS (cont.)

The rooms renovated with Title V funds, designed with a projector, multi-media, and electrical power and data outlets for each student, are referred to as “Smart Classrooms.” There are ten other classrooms equipped with projectors and other equipment. Graduate assistants check these twenty-one rooms twice daily to ensure the equipment is working. ATS has put telephones in each of these rooms so faculty can call for assistance (ext. 1054) when needed. To keep faculty teaching in these classrooms informed of the equipment problems, ATS has set up a Classrooms Equipment Status Hotline (431-8088). You can also check the room status at <http://ats.stmarytx.edu/roomstatus.htm>. The status of these rooms is updated on the hotline and the web page daily after the 8 a.m. classroom inspection.

Each semester ATS offers an orientation for all faculty using technology-enhanced classrooms. This orientation makes sure the faculty are familiar with the equipment and any changes in the room since last term. During this orientation, faculty get their ID cards activated to open the card swipe locks in the technology rooms in which they are scheduled to teach. ATS is the department to call (ext. 1054) if you cannot get into a technology-enhanced classroom during the time in which you are scheduled to teach.

ATS has a Systems Administrator for Blackboard, our Web-based course management software. This person is responsible for the maintenance and upkeep of the hardware, software, and help desk for Blackboard.

Evaluating and recommending emerging technologies is one of the responsibilities of ATS. Your assistance is solicited in this area. Please contact Drs. Charles H. Garrison or Michael D. Chen (see page 5) with suggestions of pedagogical uses of new software and hardware. You are encouraged to visit the FIT Lab and visit the ATS staff to let us know your needs and how we can support you.

# Technology-Enhanced Classrooms

## Taking classrooms into the 21st century

St. Mary's University is proud to boast several technology-enhanced classrooms around campus. These classrooms are equipped with multimedia equipment like computers, VCRs, DVD players, document cameras, projectors, and Internet connectivity. See the chart below for available classroom equipment.

	Alkek 101	Alkek 102	Charles Francis 008	Charles Francis 018	Charles Francis 019	Life Science 101	Life Science 102	Life Science 201	Life Science 202	Life Science 203	Life Science 204	Math 101	Math 102	Math 103	Math 105	Math 106	Math 107	Math 208	Math 209	Math 213	Reinbolt 004
Computer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Projector	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
VCR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
DVD	✓	✓		✓		✓		✓	✓	✓	✓	✓	✓		✓	✓					
Document Camera	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓					
Faculty Internet	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student Internet	✓	✓		✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓					

# Struggling To Keep Afloat?

## The FIT Lab Can Help



**T**echnology is changing the way we communicate, learn, and teach. But keeping up with technology can be like swimming upstream. That's why the Faculty Instructional Technology (FIT) Lab is here.

Our FIT Lab is open to all faculty, whether you know a lot or just know a little about computers. It's our job to make sense of it all, so you can teach in ways you never thought possible.

Think of us as your first stop when it comes to instructional technology. We have over 10 computers loaded with software. We have the latest Windows and Macintosh applications to help you build meaningful instruction modules.

Faculty often come in for help with video, audio, presentations, Web design, Blackboard, word processing, database, spreadsheet, scanning, graphic design, E-mail, and desktop publishing projects just to name a few. Basically, you tell us what you want to do in your classroom and we'll help you get there.

You can also check out much of our equipment for instructional purposes. We carry a digital camera, a digital camcorder, portable projectors, loaner notebook computers, a SmartBoard, external zip drives, and external CD writable drives. Most of our equipment is available for 48-hour checkout; however, our loaner notebook computers are available for extended checkout. Please contact us if you have any equipment needs.

We are also in the training business. To keep your computer skills at their sharpest, we offer a series of three skill-based workshops: beginner, intermediate, and advanced (A, B, & C). Each workshop lasts a semester and participants receive release time. If you are interested, ask your dean to put you on the workshop list.

The FIT Lab is more than a help desk. It's your all-in-one technical support office. We demo and train on the latest software and operating systems. We maintain and support the technology-enhanced classrooms. And we are here to help you implement technology-based instruction into your classroom.

Call us today at

**1054**

and see what we can do for you

## Here's what we do

At the FIT Lab, we'll help you ...

- ✓ Create video
- ✓ Capture video
- ✓ Digitize video
- ✓ Edit video
- ✓ Stream video
- ✓ Burn DVD movies
- ✓ Create audio
- ✓ Capture audio
- ✓ Digitize audio
- ✓ Edit audio
- ✓ Stream audio
- ✓ Develop Web instruction
- ✓ Create interactive Web sites
- ✓ Learn graphic design
- ✓ Master desktop publishing
- ✓ Digitize graphics/images
- ✓ Create CDs
- ✓ Duplicate CDs
- ✓ Create DVDs
- ✓ Duplicate DVDs
- ✓ Provide video conferencing and much more

# Blackboard 5.0

## Bringing education online

**A**s St. Mary's University moves even further into the information age, Academic Technology Services is providing online access and support for a Web-based course management system — **Blackboard**.

With almost 200 active courses and over 60 faculty members using Blackboard, this course management tool is quickly becoming a favorite among the St. Mary's community.

There is a growing need to effectively disseminate information and increase the availability of resources through the Web. Blackboard provides tools to assist with and enhance these goals, while presenting other sophisticated course management functions.

### Management

Through easy-to-use course Web sites, instructors and instructional designers can make learning materials available to students anytime and anywhere.

- Create folder structures to organize content
- Post announcements, course materials, assignments, links, and more to the course Web site



### Communication

Students and instructors enjoy enhanced collaboration and efficient communication.

- Enable collaborative learning through discussion boards, real-time virtual classroom interaction, and group communication
- Create groups of students for collaborative work and enable protected discussion boards, virtual classrooms, and file exchanges for each group
- Submit work and assignments through the digital drop box

### Assessment

Instructors can increase student preparedness, measure student progress, and customize lessons by creating and administering quizzes and surveys.

- Mix and match diverse question types: multiple choice, true/false, fill-in-the-blank, and essay
- Include multimedia or other attachments with assessment questions
- Create question pools for reuse and randomization of questions
- Provide password protected and timed tests with instant feedback to students
- Create statistical reports of student users

### Control

Instructors can monitor, control, and customize their course sites.

- Manage courses through a robust and easy-to-use course control panel
- Customize the appearance of your course site.
- Track student progress, grades, and course content usage

Call **5074** and go online with Blackboard.

# Contact Us

We are here to help

## Phone Support

FIT Lab .....	1054
Classroom Hotline .....	8088
Charles Garrison, ATS Director .....	3287
Michael Chen, IT Manager .....	5009
Jeff Schomburg, Instructional Designer.....	5073
Dan Walding, Instructional Designer.....	5010
Bhavik Jhaveri, Blackboard Administrator.....	5074

## Web/E-Mail

ATS .....	<a href="http://ats.stmarytx.edu">http://ats.stmarytx.edu</a>
Blackboard .....	<a href="http://bb.stmarytx.edu">http://bb.stmarytx.edu</a>
Blackboard E-Mail.....	<a href="mailto:bb-support@stmarytx.edu">bb-support@stmarytx.edu</a>
FIT Lab .....	<a href="http://ats.stmarytx.edu/fitlab/">http://ats.stmarytx.edu/fitlab/</a>
Classroom Hotline .....	<a href="http://ats.stmarytx.edu/roomstatus.htm">http://ats.stmarytx.edu/roomstatus.htm</a>

## Or come by and visit

**Charles Francis Building**  
**1<sup>st</sup> Floor, Room 102**

**Mon. – Thurs., 7 a.m. to 10 p.m.**  
**Fri., 7 a.m. to 5 p.m.**

