

No Boundaries

Teaching Solutions Through Technology

Top 5 Blackboard Tips

Course Requests, Archives, Imports, and more

By Jeff Schomburg

This Spring, we'd like to provide you with five techniques to successfully prepare, manage, and save your Blackboard course content from one semester to the next.

- 1 Archive your course:** At the end of every semester, once your final grades have been posted on Blackboard, it is critical that you archive your course. This ensures all content of that semester, including student information, is saved. Archives should be saved in multiple locations. Finally, do not double-click the "zipped" archive as it may corrupt the files. [Watch a "how to" QuickTime video](#) ◀
- 2 Recycle your course:** After your course is archived, it's time to recycle it. Recycling removes unwanted elements from your course such as announcements or student users. These elements should be removed so they don't populate your course if you are using it again next semester. [Watch a "how to" QuickTime video](#) ◀
- 3 Request/Renew your course:** About one week before the semester starts, you must log on to http://ats.stmarytx.edu/pages/online/bb_course_request/login.php and request the course(s) you are scheduled to teach so the course(s) become available on Blackboard. Even if you have taught the same course on Blackboard the previous semester, you must renew the course you are scheduled to teach. The request/renewal process tells Blackboard to load the new students for the upcoming semester into the course. [Watch a "how to" QuickTime video](#) ◀
- 4 Import your course archive:** Once you've requested/renewed your course on Blackboard, you're now ready to upload course content. If you have an archive from a previous semester, you can "import" the archive into your new/renewed course. When you import your archived course file (the zipped file from step one), you will be asked what areas of the previous course you want to upload. This feature allows you to import everything from the previous course or only certain areas. [Watch a "how to" QuickTime video](#) ◀
- 5 Make your course available:** Once you're ready to teach from your new Blackboard course, don't forget to make your course available. All Blackboard courses created are by default unavailable to students until you make them available. This feature is a handy tool allowing faculty to develop a course without the students having access while the course is under construction. [Watch a "how to" QuickTime video](#) ◀

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News and Events

Top News From Academic Technology Services

Training Seminars

We've packed the Spring 2005 semester full of seminars covering everything from Blackboard to digital photography. We've also initiated a new open door policy on our seminars, which means no more registering. Just mark your calendar and attend as many of the seminars as you'd like.



The Spring 2005 seminar schedule for software training offered by ATS begins on February 7, 2005 and continues through April 28, 2005. All classes will be held in the Faculty Instructional Technology (FIT) lab in Charles Francis 102. Our seminars are free of charge.

Classes are offered in the following software applications:

Adobe® Acrobat 6, Adobe® Photoshop CS, Blackboard® 6, Macromedia® Breeze, Macromedia® Dreamweaver, Macromedia® Fireworks, Microsoft® Excel 2003, Microsoft® PowerPoint 2003, and Microsoft® Word 2003

For a complete list of dates and times, visit our Web page (<http://ats.stmarytx.edu/seminar>) or call Jeff Schomburg at 431-5073.

Classroom Status

If you are teaching in one of the technology-enhanced classrooms and want to know if everything is in working order before your class time, remember that you have two ways to learn about classroom status.

Call 431-8088 or visit our Web site at <http://ats-intranet.stmarytx.edu/roomstatus>



St. Mary's Signs New Adobe Contract

Adobe Contract Prices Available to Faculty, Staff, and Soon Students

By Jeff Schomburg

Beginning January 2005, a new contract between Adobe Systems Inc. and St. Mary's University takes effect. This new contract will allow faculty, staff, and soon students to purchase Adobe products at an extremely low price. The Contractual License Program (CLP) with Adobe allows faculty and staff to purchase Adobe software products and receive up to 65% off academic boxed products. Best of all, because the contract prices are lower than volume prices, it doesn't matter whether you order one or 100.



Coming soon to campus is the Adobe Student Licensing Option. Through this program, students can purchase their own copies of Adobe's bundled products. Stunningly low student pricing now puts the newest, hottest software in their hands. Adobe® Creative Suite, Adobe Video Collection, and Adobe Acrobat® software are more affordable than ever through the Adobe Student Licensing Option.*



We also have a new vendor to provide Adobe software purchases through the contract. Instead of buying from an out-of-state software vendor, we decided to choose Academic Superstore as our official Adobe contract vendor. Academic Superstore is located just up the road in Austin. Founded in 1998, Academic Superstore offers a wide variety of computer software, volume licensing, peripherals, and other computer-related products exclusively for students, staff, faculty, and educational institutions.

Call 800-854-5787 ext. 430

Faculty and Staff Purchases

If you would like to shop for Adobe products through the low contract license program, you can either call our representative John Duffy (1-800-854-5787 ext. 430) or you can go online to build your order.



*The Adobe Open Options 4.0 Student Licensing Option is available only to higher education institutions in North America that have signed CLP agreements. Students may be required to provide proof of enrollment. Adobe, the Adobe logo, and Acrobat are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners. © 2004 Adobe Systems Incorporated. All rights reserved.

Product Spotlight: CD Duplicators

ATS Offers Service to Duplicate Four CDs at a Time

By Jeff Schomburg

Tired of having to copy multiple CDs one at a time? Academic Technology Services (ATS) provides a new service that can duplicate up to four CDs at a time with our new Primera Bravo Composer Max[®]. This product can duplicate up to 400 CDs in one continuous motion. The result is a massive amount of time saved.

The duplicator features a robotic arm that automatically loads the discs into each of the four re-writeable drives. Once the drive burns the disc, the robotic arm lifts and drops the burned CD into a collection bin.

Imagine being able to burn up to 400 CDs in one continuous motion. Once our staff transfers your content to the Primera Bravo Composer Max[®], it's as simple as pressing the start button.

If you want to burn onto DVDs rather than CDs, don't forget that ATS also has the single bin Primera Bravo Disc Publisher[®]. Our single disc duplicator can burn up to 25 CDs or DVDs in one continuous motion.

So whether you'd like to "burn" copies of your PowerPoint presentations, syllabus, assignments, or any other class resource onto a CD, or have developed large multimedia content requiring DVDs, remember that ATS can make the process painless and save you valuable time.

To find out how to put our CD and DVD duplicators to use, call or come by our Faculty Instructional Technology Lab in Charles Francis 102.



Multiple CD duplicator



Single CD/DVD duplicator

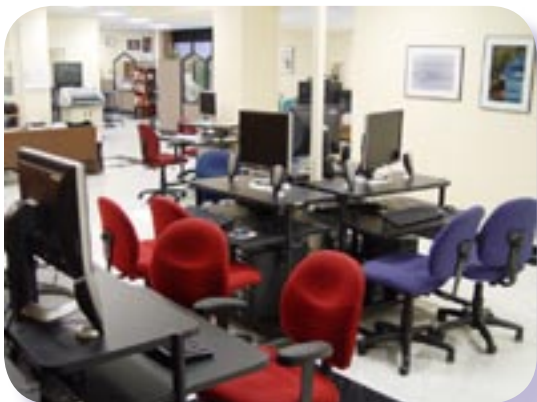
“...it's as simple as pressing the start button.”
— ATS

New Student Media Center Opens

Media Center Offers Students Variety of Creative Outlets

By Jeff Schomburg

Most faculty are familiar with the Learning Resource Center (LRC) located in the basement of the Blume Library. If you haven't been by lately, you may be unaware that the LRC has undergone a major face lift and upgrade in computer equipment. It also has a new name — the Academic Imaging and Media Center.



View of the new Student Media Center

Along with a newly constructed office, the new media center also has a new focus — St. Mary's students. Kathe Lehman-Meyer, Director of the Academic Imaging and Media Center, has revamped the former LRC into a modern student multimedia center with 14 of the latest pro-level computers for with all the trimmings.

Students now have access to an amazing array of professional level software that will unleash their creativity. If your students give presentations, the new Media Center can take them to the next level. Now they can

incorporate Web design, professional video development, music/audio editing, interactive animation, and other multimedia into their projects. The results will amaze you.

If your students give presentations, the new Student Media Center can take them to the next level.

— ATS

If you'd like more information on the new student Media Center and how incorporate their services into your student projects, please visit their Web site (<http://library.stmarytx.edu/aimc>) or call 436-3503.

Creative Software for Students

Adobe

Acrobat..... PDFs
After Effects Motion
Audition..... Audio
Encore DVD
GoLive Web
Illustrator..... Drawing
InDesign Layout
Premiere Pro Video
Photoshop Photo/Graphics

Apple

DVD Studio Pro DVD
Final Cut Pro Video
iLife 04 Creative

Macromedia

Director Authoring
Dreamweaver Web
Fireworks Graphics
Flash Animation
Freehand Drawing

Pinnacle

Studio 8 Video

Copyright and Fair Use Guidelines

Practical Answers About Copyright and Fair Use in the Classroom

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies, or download a PDF version at www.techlearning.com. More detailed information about fair use guidelines and copyright resources is available at www.halldavidson.net.



Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	<ul style="list-style-type: none"> Poem less than 250 words; 250-word excerpt of poem greater than 250 words Articles, stories, or essays less than 2,500 words Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) One chart, picture, diagram, or cartoon per book or per periodical issue Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book 	<ul style="list-style-type: none"> Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. Students may incorporate text into multimedia projects. 	<ul style="list-style-type: none"> Copies may be made only from legally acquired originals. Only one copy allowed per student. Teachers may make copies in nine instances per class per term. Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. Don't create anthologies. "Consumables," such as workbooks, may not be copied.
Printed Material (archives)	<ul style="list-style-type: none"> An entire work Portions of a work A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer 	<ul style="list-style-type: none"> A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen." 	<ul style="list-style-type: none"> Copies must contain copyright information. Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs	<ul style="list-style-type: none"> Photograph Illustration Collections of photographs Collections of illustrations 	<ul style="list-style-type: none"> Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. From a collection, not more than 15 images or 10 percent (whichever is less) may be used. 	<ul style="list-style-type: none"> Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (for viewing)	<ul style="list-style-type: none"> Videotapes (purchased) Videotapes (rented) DVDs Laserdiscs 	<ul style="list-style-type: none"> Teachers may use these materials in the classroom. Copies may be made for archival purposes or to replace lost, damaged, or stolen copies. 	<ul style="list-style-type: none"> The material must be legitimately acquired. Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction." Use should be instructional, not for entertainment or reward. Copying OK only if replacements are unavailable at a fair price or in a viable format.

Video (for integration into multimedia or video projects)	<ul style="list-style-type: none"> • Videotapes • DVDs • Laserdiscs • Multimedia encyclopedias • QuickTime Movies • Video clips from the Internet 	<ul style="list-style-type: none"> • Students “may use portions of lawfully acquired copyright works in their academic multimedia,” defined as 10 percent or three minutes (whichever is less) of “motion media.” 	<ul style="list-style-type: none"> • The material must be legitimately acquired: a legal copy (not bootleg) or home recording. • Copyright works included in multimedia projects must give proper attribution to copyright holder.
Music (for integration into multimedia or video projects)	<ul style="list-style-type: none"> • Records • Cassette tapes • CDs • Audio clips on the Web 	<ul style="list-style-type: none"> • Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students. 	<ul style="list-style-type: none"> • A maximum of 30 seconds per musical composition may be used. • Multimedia program must have an educational purpose.
Computer Software	<ul style="list-style-type: none"> • Software (purchased) • Software (licensed) 	<ul style="list-style-type: none"> • Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format. 	<ul style="list-style-type: none"> • Only one machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
Internet	<ul style="list-style-type: none"> • Internet connections • World Wide Web 	<ul style="list-style-type: none"> • Images may be downloaded for student projects and teacher lessons. • Sound files and video may be down-loaded for use in multimedia projects (see portion restrictions above). 	<ul style="list-style-type: none"> • Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download must have been legitimately acquired by the Web site.
Television	<ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs 	<ul style="list-style-type: none"> • Broadcasts or tapes made from broad-cast may be used for instruction. • Cable channel programs may be used with permission. Many programs may be retained by teachers for years— see Cable in the Classroom (www.ciconline.org) for details. 	<ul style="list-style-type: none"> • Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS’s <i>Reading Rainbow</i>, allow for much more.) • Cable programs are technically not covered by the same guidelines as broadcast television.

Courtesy of Technology & Learning (www.techlearning.com) and Hall Davidson (www.halldavidson.net).

Sources: United States Copyright Office *Circular 21*; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; *Fair Use Guidelines for Educational Multimedia*; cable systems (and their associations); and *Copyright Policy and Guidelines for California’s School Districts*, California Department of Education. Note: Representatives of the institutions and associations who helped to draw up many of the guidelines stated [above] may nonetheless be permitted under the criterion of fair use.”

ATS Offers Tuition Reimbursement

Graduate Assistant Positions Are A Great Way to Reimburse Tuition

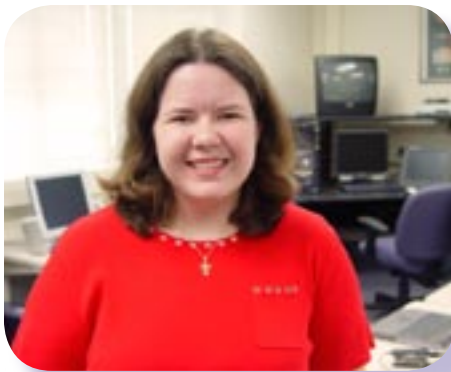
By Jeff Schomburg

Working for Academic Technology Services (ATS) offers graduate students more than just an employment opportunity. Not only do graduate assistants at ATS get to apply their diverse computer and technology skills, but they also receive university reimbursement for the majority of their graduate tuition. For many, it's an opportunity of a lifetime.

Jorge Perez graduated from St. Mary's University with a Bachelors degree in Computer Engineering in May of 2003. Knowing the quality of education he'd receive, Jorge's goal was to continue his education at St. Mary's and earn a Masters degree in Engineering. He was hired in August 2003 as a graduate assistant and has worked at ATS ever since. Now just a few hours away from his Masters, Jorge credits the tuition reimbursement program at ATS for helping him reach his goal.



Jorge Perez, ATS assistant



Helene Webb, former ATS assistant

As many of our graduate assistants would agree, Jorge says "When I first applied at ATS, I thought ATS was about working with computers and doing more of the "behind the scene" type of work. However, I quickly found out that ATS is so much more."

Helene Webb, a former ATS graduate assistant, agrees with the value of working at ATS. "I gained invaluable experience in many different areas," she says. Not only were "troubleshooting skills" and "people skills" she developed at ATS beneficial during her graduate studies, but they also proved valuable when interviewing for her current job. Now employed at Southwest Research Institute in San Antonio, she says she'll always be grateful for the opportunity and lessons gained while working at ATS.

Application Process

Interested? The sooner the better!

If you know of a current or prospective graduate student at St. Mary's who is interested in technology, please send them to our Web site at <http://ats.stmarytx.edu>.

From our site, they can fill out and submit an application for employment.



Keeping Academically FIT

How One Professor Puts Himself Through a Technology Workout

Introduction by Jeff Schomburg

Dan Ratliff of St. Mary's Counseling and Human Services Department happened to drop in to the Faculty Instructional Technology lab one day for some help with Blackboard. He's been hooked ever since. The story below is an account in his own words of the opportunities that await most faculty in Charles Francis 102.

I keep academically fit in the FIT Lab. I use the FIT Lab (Faculty Instructional Lab) to prepare class materials, to grade student products, and to learn new ways to use technology to support my teaching. The FIT Lab is in the Academic Technology Services offices in Charles Frances Hall.

I am one who loves to chase rabbits in class discussion. To help keep me on track, I create PowerPoint presentations of the important points I want to cover for the topic. Many times I will create my lecture from home and post it to Blackboard in "Course Documents." On my way to class the next morning, I stop by the FIT lab and print my handouts or notes on their high speed printer.

I use Blackboard to receive student materials, such as weekly quizzes, major exams, or papers. Students can access the class assignments and supporting materials anytime, anywhere. When I have to grade materials, the FIT Lab is a comfortable setting with large screen, flat panel displays that are easy on the eyes. It's not as good as grading papers at Starbucks, but I don't have to worry about spilling coffee on the papers.

The support staff at the FIT Lab, Jeff Schomburg and Juan Valadez, are helpful and informative. Jeff has helped me improve my PowerPoint presentations by showing me how to insert streaming video and audio files. Juan helped me to figure out more efficient ways to post material on Blackboard.

It is important to me that I know how to use the technology well enough that it enhances the classroom experience, not interrupts it. Spending time at the FIT Lab helps me to learn what tools are available to me and how to use them.



Dr. Dan Ratliff in the FIT lab

— Dan Ratliff, Ph.D.

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
Juan M. Valadez, Jr., Blackboard Administrator.....	5074



Web/E-Mail

ATS	http://ats.stmarytx.edu
Blackboard	http://bb.stmarytx.edu
Blackboard E-Mail.....	bb-support@stmarytx.edu
Classroom Hotline	http://ats-intranet.stmarytx.edu/roomstatus
Workshops & Seminars.....	http://ats.stmarytx.edu/seminar.htm



Or come by and visit

**Charles Francis Building
1st Floor, Room 102**

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

