CONTACTS

CENTER FOR INSTRUCTION AND TECHNOLOGY (CIT): 422-2223
Basement of School of Education
[ cit@usfca.edu ]

CLASSROOM TECHNOLOGY: 422-6668
Lone Mountain North Second Floor
[ itshelp@usfca.edu ]

ITS HELP DESK: 422-6668
Lone Mountain North Second Floor
Malloy Hall Lower Level Courtyard
Gleeson Library Main Floor
[ itshelp@usfca.edu ]

REQUEST FOR ECHO 360 LECTURE-CAPTURE & AUDIO-VIDEO RECORDING
[ http://itsreservations.usfca.edu ]

CHECK CIT LAB RESERVATION AVAILABILITY -
[ http://ems.usfca.edu/Virtualems ]
Dear USF Faculty,

This reference guide has been developed to assist you with accessing and utilizing USF’s learning technology support services. This guide includes important contact information, resources, and tips to aid in your success as an instructor at USF. We hope that you will utilize the many learning technologies that are available to you and to feel free to contact us if you require additional training and support while in the classroom or online.

Thank you for allowing us to be part of your teaching experience.

John Bansavich,
Director of Learning Technologies
bansavich@usfca.edu

Larry Montagna,
Associate Director,
Learning Technologies
montagna@usfca.edu
Each Smart Classroom is equipped with a high-end display as well as speakers for audio. Our Smart Classrooms provide the presenter with the ability to project DVDs and to connect their own laptops. Many Smart Classrooms also include permanently installed Mac computers that allow the presenter to choose between the Windows or Mac operating systems.

**To Connect your Own Laptop** - Please bring your own MAC or HDMI adapter.

**To Request a Classroom** - Please contact your Program Assistant.

**Keys to USF’s Smart Classrooms** - Keys are available at the Help Desk in Malloy Hall Lower Level Courtyard Mon-Fri 7:30am-5:00pm, and at Gleeson Library Mon-Thur 8:30am-8:00pm, Fri. 8:30am-5:00pm, Sat 10:00am-6:00pm. Please know your building and room number when picking up keys. The CIT also has keys.

**Quick Start Guides** available at [http://myusf.usfca.edu/services/classroom-technology](http://myusf.usfca.edu/services/classroom-technology)

**Need Technology Help?** - Please contact the ITS Help Desk at 415-422-6668.
CLASSROOM PROJECTORS

Connecting Laptops and iPads to Projectors in the Smart Classrooms

LCD projectors on campus have a VGA cable available to connect to a laptop and digital classrooms now offer HDMI. To connect your Mac laptop, PC laptop, or iPad, you may need to bring a video adapter to make the connection.
General-purpose computer labs are located in five locations on main campus. Color and/or B&W printers are available in all ITS Labs. Regular semester lab hours are:

**Center for Instruction and Technology (CIT 001/002/010 in SOE basement)**
Open Mon-Fri 8:00am-10:00pm; Sat 7:30am-6:00pm.

**Cowell Hall (CO 214/216)**
Open Mon-Sun 8:00am-8:00pm when no class is in session.

**Gleeson Library**
Open Sun 12:00pm - Fri 8:00pm; Sat 10:00am-8:00pm (Call 422-2660 for library hour changes.)

**Lone Mountain Rossi/UC 3rd (Collaboration lab)**
Open 24/7 when no class is in session. Closed Mon-Fri 5:30pm-9:00pm (Rossi).

**Malloy Hall (First floor)**
Open 24/7 for BPS Faculty & Staff when no class is in session.
Open Mon-Sun 8:00am-8:00pm for students.

For details on Computer Labs, Updated Hours or to Reserve Labs visit [http://myusf.usfca.edu/services/computer-labs]
The Help Desk is staffed by certified Client Support Specialists, as well as trained student employees. You can contact the Help Desk by phone at 415-422-6668, or via e-mail at [itshelp@usfca.edu].

You can also create a service ticket or look for answers to questions 24 hours a day with USF Support, our online support tool. Simply submit your help request online at [http://support.usfca.edu] or click the USF Support link in myUSF.

ITS Help Desk provides services on Accounts, USF Wireless, DonsApps Mail, DonsApps Calendar, DonsApps web sites, Canvas, USF Wiki, Self-Service, desktop computing, telephone and voicemail, and desktop security.
ECHO 360 is an automated lecture capture system that can record a classroom presentation, including audio and video, along with the lecture content that is displayed on the presenter’s computer. CIT offers training as well as access to a room with Echo 360.

Recordings may be scheduled, as a one-time or repeating event, by completing an online form. An email will be sent with links to the streaming media, and can be automatically published to Canvas.

Many USF classrooms are currently equipped with lecture capture hardware. These are: ED 201, LM 244A, LM 351, HR 127, CO 312, MH LL4, CIT 010, GL Library’s Electronic Classroom, all classrooms at Downtown Campus, and 5 classrooms in the Center of Science and Innovation.

To Record a Session, fill out the online request form: [http://itsreservations.usfca.edu]

For Details on Lecture Capture at USF: visit [http://myusf.usfca.edu/services/lecture-capture]
PERSONAL LECTURE CAPTURE

Personal Capture with ECHO 360

Instructors can request to use personal capture, which records presentations through software on the instructor’s computer rather than through classroom technology. This allows faculty to create presentations anywhere and at any time, as well as publish them to their Canvas course site. The system automatically records and publishes what is shown on the screen. It requires a built-in microphone or headset for the audio recording, and a webcam if the instructor would like to include a video of one’s self.

For details on Personal Capture at USF, contact the CIT: [cit@usfca.edu]
All USF community members can access Canvas though **myUSF** [http://myusf.usfca.edu]. Click on the Canvas button or select Canvas from the **Fav Apps** menu.

Course sites are created automatically. Both appointed instructors and officially registered students are automatically enrolled in the course sites.
Canvas is a great place to:

- **Create engaging online content by uploading your own resources or by integrating third-party tools such as Google Docs and Youtube.**

- **Efficiently communicate with students through the announcement, notification and inbox tools.**

- **Build a collaborative learning environment with forums, integrated web conferencing, whiteboards, student grouping and scheduling tools.**

- **Easily assess student learning with online tests, online surveys, and online assignments.**

**Canvas Site** - Visit the Canvas resource page for more information. [https://myusf.usfca.edu/services/canvas](https://myusf.usfca.edu/services/canvas)
USF’s Media Production Services provides video and audio recording for classes and events, media format conversion and duplication, online video streaming, linking media to Canvas or web pages, and live event streaming.

**Audio and Video Recording** - Recording is arranged in advance by reservation and is scheduled on a first-come, first-served basis up to our capacity. Please log into [https://ems.usfca.edu/virtualems/](https://ems.usfca.edu/virtualems/) where you can log in and submit a request. Please be sure to input all requested information.

**Video streaming** - Any video to which you own the digital rights or have obtained the permission of its participants may be streamed via USF’s streaming server.

Video can be streamed and embedded into a web page, onto youtube, or linked to a private Canvas course.

**Media Transfers** - If you have media on VHS that you wish to show in a class,
MEDIA SERVICES

that is unavailable on DVD, we will convert it to a single DVD copy for you. Media can also be converted to video files. All media conversions are by arrangement and can be initiated in Service Now.

Media Duplication - We can make multiple DVD copies of media you own.

Editing/Special Projects - We are happy to consult on your media projects and assist with post-production when our schedule permits.

Contact Us - By phone at 422-2003 or email us at [mediaservices@usfca.edu] to discuss your project.
myUSF is the web portal to many of the available services for USF Faculty, Staff and Students. Login at [ http://myusf.usfca.edu ] to access employee and faculty information through Self Service Banner, DonsApps powered by Google, as well as Learning Technologies services like Canvas, USF blogs, lynda.com and USFwiki. Connect to it all in one location.

First login to myUSF [ http://myusf.usfca.edu ]
DonsApps is the suite of apps powered by Google providing Gmail, Google Calendar, Google Docs, Google Chat and Google Sites. Communicate using Email, Calendar and Chat, manage and share documents with Docs and create your own web page with Sites. Access **DonsApps** through **myUSF** via the **Fav Apps Menu**.
MOBILE DEVICES @ USF

Mobile Devices like the iPhone and iPad are becoming an integral part of academic life in higher education. At the CIT, we are working to see how mobile devices can enhance learning in and out of the classroom. Check out the wiki for the faculty iPad study that investigated the educational value of the iPad: [http://ipad.wiki.usfca.edu]

Learn about USF’s Mobile Learning Initiative (MLI) incorporating iPads in the classroom. [https://myusf.usfca.edu/its/cit/mobile-learning-initiative]

Also check out our iPad resource page with links to documentation, reviews and news: [http://myusf.usfca.edu/its/cit/ipad-resources]
The Center for Instruction and Technology (CIT) maintains three computer labs located in the basement of the School of Education. The labs are open to students and are also used as classrooms for technology-supported instruction.

The CIT Training Program is dedicated to providing USF faculty and staff with the necessary tools to increase their proficiency and understanding of technology in today’s classroom and office. We are the starting point for USF faculty and staff interested in improving their skills and effectiveness using computers and instructional technology. One-on-one and small classroom training is available.

Some of the CIT’s Training program offerings include:

- New Faculty Tech Bootcamp
- Faculty Tech Intensives
- Faculty Innovation Awards
- Mobile Learning Initiative
- Tech Talks at Lunch
- Technology Certificate Program
- Canvas Exemplary Course Program
- Learning Technologies Fair

CIT’s Online Training Calendar and Registration: [http://cit.usfca.edu]
TURNITIN

Turnitin is a resource that USF has licensed that is designed to help students avoid plagiarism and improper citation. The software encourages original writing and proper citation practices.

Turnitin is also integrated into Canvas so that students can submit their papers through your Canvas course site.

For instructions on how to enable turnitin for your Canvas assignments, please reference the Access Turnitin section on the bottom of the USF Assessment tools page at [http://myusf.usfca.edu/services/assessment/].
lynda.com is available free to all faculty, staff and students as a robust web-based technology training service. There are hundreds of high-quality video tutorials ranging from Microsoft Office to Adobe design and media, SPSS, and more.

Login through myUSF, go to Fav Apps and then choose lynda.com to access your free subscription.
Clickers are interactive handheld devices that, when used in the classroom, can provide real-time, formative assessment. Clickers can be used to increase student engagement, take classroom attendance, conduct quizzes, and maintain a gradebook. i>Clicker is the brand that USF has standardized on.

Poll Everywhere is a free alternative to iClicker and uses mobile devices (smart phones/tablets/laptops) to engage students in the classroom.
ePortfolios are platforms for faculty and students to showcase their work and ideas. They are archives of learning, discovery, progress, achievement and reflection. Email [cit@usfca.edu] to request an account.
USF Blogs provides a Blog platform for USF faculty, staff and students to create websites and private or public discussion spaces to communicate and collaborate. USF Blogs uses the WordPress platform to create customizable web spaces. Training is available at CIT.
Safeguard your Personally Identifiable Information (PII)

PII includes your username, password, USF ID number, credit card info, authenticated sessions, etc. This information often represents you online and must be protected to ensure your identity is not compromised.

◊ Do not share your password
◊ Lock your workstation screen when you leave your desk
◊ Do not save PII within your web browser or to your computer

Visit [http://infosec.usfca.edu] to learn more about Information Security at USF

eCommerce - deeply discounted software for Faculty via myUSF > Fav Apps > select “Personal Software Purchases” or “Dreamspark” for Microsoft software, and Adobe products.