

6-1-2015

Monthly report : 2015 : 06

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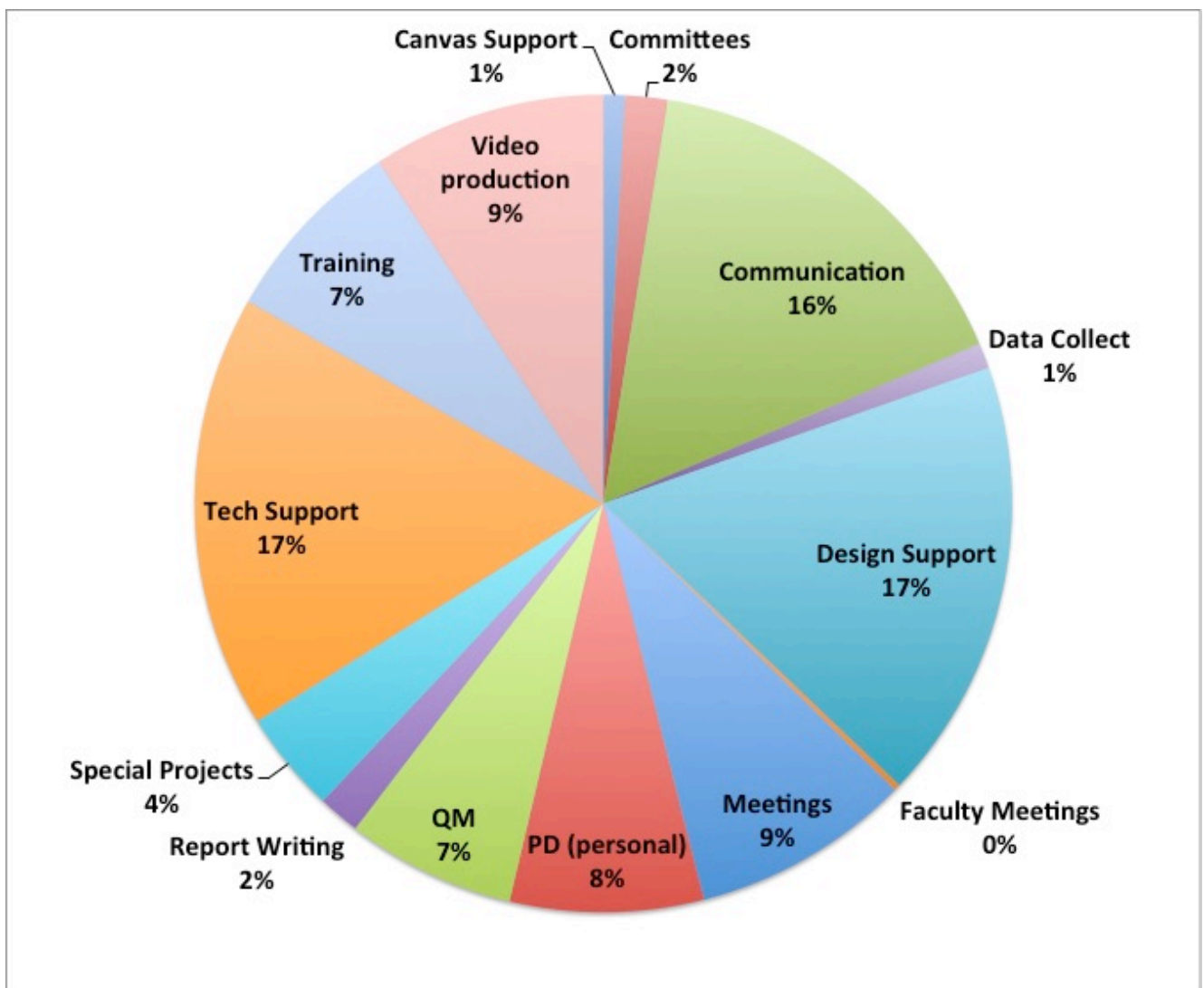
OLITS Monthly Report

2015-06-01 - 2015-06-30

Total 850 h 42 min



The following are the department's activities for the month of June 2015



Canvas Support - 7 hrs
 Committees - 14 hrs
 Communication - 137 hrs
 Data Collect - 9 hrs
 Design Support - 149 hrs
 Faculty Meetings - 2 hrs
 Meetings - 74 hrs
 PD (personal) - 65 hrs

QM - 57 hrs
 Report Writing - 14 hrs
 Special Projects - 34 hrs
 Tech Support - 146 hrs
 Training - 64 hrs
 Video production - 79 hrs
 Website - 0 hrs

- The data below is based on 1056 allocated staff hours for the month of June. This is based on 22 workdays and includes six (out of seven) staff members. In this calculation, we are not counting off time (holidays, sick days, vacation days, or lunches).
- OLITS continues to be down one instructional designer. Therefore we are missing 176 staff hours for the month of June. Job has been posted and interview will so take place.
- QM is running at max capacity. We currently have two courses under internal review with eight courses backlogged. This represents the 279% increase reported for QM during the month of June.
- During the month of June, several OLITS staff attended InfoComm resulting in a 150% increase for Professional Development.

SERVICES	HOURS	Percent change
Canvas Support	7	-71%
Committees	14	137%
Communication	137	-23%
Data collection	9	-15%
Design support	149	23%
Faculty meetings	2	-88%
Meetings	74	21%
Professional development	65	150%
QM	57	279%
Report writing	14	-12%
Special projects	34	23%
Tech support	146	59%
Training	64	190%
Video production	79	-39%
Website	0	-100%
ACTUAL: (Allocated Staff Hours: 1056)	851	14%

Below is a breakdown of projects supported by OLITS during the month of June 2015.

Projects / Time entries	Duration
Canvas Support	07:16:28
Canvas questions	01:00:00
CLP 4314 Discussion Board troubleshoot	30:00 min
CLP 4314 Student access inquiry by Instructor	01:00:00
CRW 3103 - Rubric support	29:25 min
ISM 3001 - Tech support email response issue	01:00:00
ISM 4930 Extra Credit assistance	30:00 min
Kim S - Canvas email support	24:41 min
TAX 4001 - quizzes support	22:22 min
Video assistance	02:00:00
Committees	14:12:00
ADA committee work	05:07:16
Search Committee - UAS	05:13:00
UAS Search Committee	03:51:44
Communication	136:47:26
CLP 6462 Course revision/ communication with instructor regrading course alignment	01:00:00
email	14:00:00
Email	90:21:26
University Correspondence	31:26:00
Data Collect	08:30:00
Advertising data for Mark	01:00:00
Budget Docs	01:30:00
Center for Teaching and Learning	02:00:00
Equipment Ordering	01:00:00
Order Technology	02:00:00
Review New Student Open House	01:00:00
Design Support	148:57:33
Adjunct Orientation - COE	01:30:00
Adjunct Orientation - meet with Dr. Diaz	01:08:00
Adjunct Orientation - slides for COB	02:36:41
Adjunct Orientation - Success Center	02:47:05
Adjunct Orientation - video editing	12:28:26
Adobe Training	01:00:00
ANT 2410 - video issue	29:00 min

BUL 3320 - exam analysis	01:08:13
BUL 3320 - ppt review	01:00:00
BUL 3320 re-design	01:56:17
CLP4143 & DEP 4220 - Captioning info gather and request submission	01:35:29
CLP 6462 Course design/ prepare for meeting with Coordinator and TA	30:00 min
CLP 6462 Course design/ Rubric Final Paper reviewed	01:00:00
CLP 6462 Course design/ Syllabus	01:00:00
CLP 6462 Course design/ Updated course forms	01:00:00
CLP 6462 Course design/ Updated course PPT Weeks 1-2	02:00:00
CLP 6462 Course design/ Updated course PPT Weeks 3-4	02:00:00
CLP 6462 Course revision/ communication with instructor regrading course alignment	01:00:00
CLP 6462 Course revision/ module and assignment update	01:00:00
CLP 6462 Imported latest "Getting Started"	01:00:00
CLP 6462 Learning Objectives update	01:00:00
CLP 6462 Meeting with TA and Ebony	02:00:00
CLP 6462 Updated rubrics	02:00:00
CLP 6462 Updated Syllabus page	01:00:00
Course Design	18:00:00
Course video	30:00 min
DEP 4053 - learning objectives review	01:19:15
DEP 4053 - qm review of objectives	02:13:04
ECP 3302 - video tracking and planning	02:02:43
EDA 6061 - Gary Tucker Support	03:00:00
EDF 3604 - refresh for QM	03:09:21
Ed Leadership program planning	02:38:23
EEX 4764 - video editing	01:57:53
EXP 4680 Updated and added module pages	01:00:00
EXP 4680 Updated Article Assignments	01:00:00
EXP 4680 Updated front page	01:00:00
ISS 6942 Updated syllabus	01:00:00
Jim Leonard	01:00:00
LIT 3451 - video issue	16:31 min
LIT 6934 - Meet with Julie Armstrong	02:05:31

MAN 3301 - review interactive video plan	03:28:28
Phil Trocchia	30:00 min
PPE 4003 - objectives review for QM	01:12:18
project planning	24:55 min
PSB 4000C created Sandbox	01:00:00
PSY 2012 Course modules reviewed for Summer B	01:00:00
PSY 2012 Syllabus Collections	01:00:00
PSY 3204 Course Refinement	30:00 min
PSY 3204 Course Refinement/Aplia API activation	02:00:00
PSY 3204 Course Refinement/Aplia API Inquiry	30:00 min
PSY 3204 Course Refinement/Banner	30:00 min
PSY 3204 Course Refinement/Course flowchart	01:30:00
PSY 3204 Course Refinement/Created module tabs	01:00:00
PSY 3204 Course Refinement/Design	02:00:00
PSY 3204 Course Refinement/Toler's course	30:00 min
PSY 3204 Course Refinement/uploaded module lecture 10-14	03:00:00
PSY 3204 Course Refinement/uploaded module lecture 1-8	04:00:00
PSY 3204 Course Refinement/uploaded module lecture 9	01:00:00
PSY 3204 Course Refinement/uploaded SPSS assignments	01:00:00
PSY 3204 Course/ Toler	30:00 min
PSY 3213 Course Development/ Course layout	01:00:00
PSY department/ Phone meeting with Marielle	01:00:00
Quiz banks	05:30:00
Quiz design	30:00 min
Quiz issues	02:00:00
Show off course/ Captivate deisgn	02:00:00
Show off course/ Captivate design	08:30:00
Show off course/ Captivate publishing	02:00:00
Show off course/ iframe	01:00:00
SOW 6243 meeting with Instructor and TA	02:00:00
SOW 6243 meeting with Instructor and TA via Hangouts	01:00:00
SOW 6243 Pre-meeting planning	01:30:00
Steve Diasio	02:30:00

Student Fair Guide	05:30:00
Faculty Meetings	02:00:00
Jim Leonard	01:00:00
Meething with a Faculty Member	01:00:00
Meetings	73:54:36
Classroom Walk through	02:00:00
CLP 6462 meeting with Ebony and Marielle	05:00:00
ITN Online Proctoring	01:30:00
MAN 3025 Student video/ Otis-post-production-video editing changes	01:00:00
Master Plan meeting - JGrant	01:00:00
Mater Plan meeting	03:00:00
Meeting with Amanda	01:00:00
Meeting with Deb	01:00:00
Meeting with Donna	30:00 min
Meeting with Karla	45:00 min
Meeting with Mark	02:30:00
Meeting with Otis	45:00 min
Meeting with Timi	01:00:00
Meeting w/Karla Fall Fac meeting	01:00:00
Meeting w/ Sheila	01:00:00
Meet with David	42:39 min
Meet with StealCase	45:00 min
Pcard training	03:00:00
Proctoring Meeting	01:30:00
PSY department/ Meeting with Marielle	02:00:00
Sound masking layout	01:00:00
Staff	05:30:00
Staff meeting	16:00:00
Symposium meeting	01:30:00
Team meeting	04:30:00
Team Meeting	02:11:48
Team meeting/ Evaluation forms	01:00:00
Team Meeting - welcome Stephanie	07:45:09
Upcoming courses/ Marielle	30:00 min
USFSP Space meeting	03:00:00
Professional Development (personal)	65:07:40
Administration Performance	01:00:00

Atomic Learning Tutorials	01:14:00
Atomic Learning Video Tutorial	01:11:00
clean off desk area	01:30:00
Exploring "Blendspace"	01:00:00
Exploring professional development upcoming conferences/ AACE	30:00 min
InfoComm	08:00:00
Infocomm Booth Demo Streams and Product Literature	50:00 min
organize office	02:00:00
PD DL request	44:40 min
Performance Self Assessment Form/ Draft	02:00:00
QM course registration	30:00 min
Research question-embedded video learning	01:08:00
Review Quarterly Evaluation	30:00 min
Ruby language	01:00:00
training	08:00:00
Training	32:00:00
Updated contact information with HR	30:00 min
Webinar: "Empowering Continuous Learning with the Tin Can API	01:30:00

QM

56:52:58

DEP 4053 Alias email request inquiry	30:00 min
DEP 4053 QM 8.2 and 2.5 revisions	01:00:00
DEP 4053 QM revised Learning Objectives/ Feedback	02:00:00
DEP 4053 QM revised Learning Objectives/Meeting with lead designer	01:00:00
DEP 4053 QM revised Learning Objectives/Module 1	01:00:00
DEP 4053 QM revised Learning Objectives/Module 10	30:00 min
DEP 4053 QM revised Learning Objectives/Module 11	30:00 min
DEP 4053 QM revised Learning Objectives/Module 12	30:00 min
DEP 4053 QM revised Learning Objectives/Module 13	30:00 min
DEP 4053 QM revised Learning Objectives/Module 14	30:00 min
DEP 4053 QM revised Learning Objectives/Module 2	01:00:00
DEP 4053 QM revised Learning Objectives/Module 3	01:00:00
DEP 4053 QM revised Learning Objectives/Module 4	01:00:00
DEP 4053 QM revised Learning Objectives/Module 5	01:00:00

DEP 4053 QM revised Learning Objectives/Module 6	01:00:00
DEP 4053 QM revised Learning Objectives/Module 7	01:00:00
DEP 4053 QM revised Learning Objectives/Module 8	01:00:00
DEP 4053 QM revised Learning Objectives/Module 9	01:00:00
DEP 4053 QM revised Learning Objectives provided by course instructor	01:30:00
DEP 4053 QM revised Learning Objectives/Syllabus	01:00:00
DEP4053 - QM revisions	01:16:16
JOU 6360 Doodle poll	30:00 min
JOU 6360 QM internal review	02:00:00
JOU 6360 - QM Review	05:18:39
JOU 6360 QM review	01:00:00
MMC 6936 Doodle poll	30:00 min
MMC 6936 QM internal review	03:00:00
MMC 6936 - Qm review	05:56:33
QM coordination MMC 6936 (3 courses Acnu)	53:51 min
QM Coordinator Training	04:21:37
QM follow ups/planning	31:38 min
QM IDA PD Committee	05:34:10
QM meeting setup	12:42 min
QM orientation - Steph	02:00:00
QM Review	04:00:00
QM Review for DEP4053	01:00:00
QM Role Updates	17:32 min
Report Writing	14:07:00
Annual Review prep and meeting	02:59:00
Brewing Arts budget	30:00 min
Classroom documentation	02:00:00
Documenting Details and Recent Activities	01:23:00
Faculty Stipend	01:30:00
New hire paperwork	45:00 min
Service Requests	05:00:00
Special Projects	34:18:31
Disaster recover plan	49:30 min
Faculty stipend doc review	01:46:00
Freshman Orientation Fair	03:00:00

Hardware setup	03:00:00
Office construction	04:00:00
Online student support project	05:00:00
Orientation plan for Stephanie F	04:50:33
Proctoring conference call	02:00:00
Reference Checks - Stephanie Fuhr	02:19:01
Set up studio	32:38 min
Student Brochure for Success Event	01:55:49
Student flyer/ ID Card flyer	03:30:00
Student flyer/ ID Card flyer-corrections	01:00:00
Upon request gave the new FWS employee an in depth refresher training for the ID system.	35:00 min
Tech Support	146:03:13
Assisted Garry Tucker in the Studio Booth	14:00 min
Assisted Instructor Mitchel Ruzek In Davis 239 with Mac and Room Usage	31:00 min
Assisted Mitchel Ruzek in Davis 239	14:00 min
Assisting Brodosi with PRW 118s	37:00 min
Built an Extron System 5 IP Config File for Davis HALL	01:33:00
Carol - Wordpress	24:08 min
Classroom Inventory Scan	01:18:00
Classroom Support Call Davis 224	26:00 min
Classroom support review	02:00:00
Cleaning Projector Filters	01:35:55
Cleanup and wrapup from Orientation earlier in the day	51:00 min
Collect Various Documents concerning ID Card Procedures and start to compose for potential Brochure	01:25:00
Computer update/ New monitor	01:00:00
Created a Mock Config file for the TLP-320c to introduce myself to the "to-be-intalled" STG technology	02:15:38
Daily wrap-up, cleanup, shutdown	09:51:36
Daily wrap-up, cleanup, shutdown, and perimeter check	02:49:00
Daily wrap-up, cleanup, shutdown, and perimeter check.	04:09:03
DAV 224	20:00 min
DAV 259	30:00 min
Davis 130 Visit	23:00 min
Davis 239 Training	40:00 min

DAVIS 250 Classroom Support Call	17:00 min
Davis 250 Projector Refit and Switcher Reprogram	03:08:00
Document Writing for Instruction Guides.	02:07:00
Extron Configuration Experiment	02:14:00
Filter Cleaning	01:22:00
Final End of Month ID Card Report Submitted June 2015	37:00 min
Followed up with Academic Affairs on Extron order	15:00 min
Follow Up on Davis 250 To Confirm functioning state	34:00 min
FTIC	03:34:00
FTIC ID Card Operations	03:38:00
FTIC Post Work	34:00 min
FTIC Prep Work	56:00 min
Gather Documents and Manuals/Start to Build a Storehouse for documents referring to the New Classroom Equipment Info (STG) and Standards	02:09:00
GoTo Meeting testing	01:30:00
ID CARD Accounting For Upcoming June to be Requested from Tampa	01:36:00
ID Card Accounting (June Orientation Rush)	01:52:00
ID Card Accounting (June Orientation Rush) continued	01:49:00
ID Card Brochure Content (Solo Work)	02:14:49
ID Card Brochure Work	01:00:00
ID Card Brochure Work with Angie	30:00 min
ID Card Brochure Work with Angie	26:00 min
ID Card End of Month Accounting	02:02:00
ID Card End of Month Accounting Continued	54:00 min
ids with Yuri	02:00:00
In office Projector Troubleshooting	01:02:00
Investigate Document Camera Claim in Coquina 232	48:00 min
Investigate Smoking Projector Claim with Blown Bulb	01:20:00
June 2015 End of Month Bookkeeping for the ID Card Totals to be requested to Tampa for reimbursement	03:50:00
Lib Ticket Submission - LIT 3451 laptop - Tobienne	28:33 min
Met with Dr. Silver in Davis 245 (this was second person who informed of the issues in Davis 245)	27:00 min
New hire training in studio	03:00:00
Office organizing	46:00 min

On-Hand Inventory Verification Tasks	50:46 min
Organizing and cleaning up a multitude of recent work related documents that Ive been working on and or collected as of late.	26:00 min
Orientation	11:00:00
Orientation ID Card Production	03:30:00
Orientation Prep	30:00 min
Post Work FTIC	32:00 min
Practice making a a live audio connection with a mock wallplate to test a potential solution for a classroom audio issue	02:17:00
Preparing for Faculty Meeting at 5:30 in Davis 239	25:00 min
Prep Work for FTIC	01:03:00
Prep work for Orientation later this week.	44:00 min
Preventative Routine Maintenance for Classroom Equipment	02:43:00
PRW 118s	03:59:02
PRW 118s Tested Isolated and Confirmed the Audio Issues is either the wall plate, or possible but unlikely the wire running up to the speakers	56:00 min
PRW 118s Working The Classroom Audio Problem	01:03:00
PRW 118s Working The Classroom Audio Problem continued	01:05:00
Reconciliation for STP AUX ID Card Account May 2015	02:07:00
Received Relampit Order and installed and tested new bulbs (started)	55:00 min
Reconilation for ID Card Revenue (With Changes To Process)	02:33:00
Replaced Projector in Davis 245	50:00 min
Research and compile all known Perks for USFCard holders/ Initial composing for Potential Brochure.	58:00 min
Researched various Other Intitutionas' Campus Technology Standards for the Classroom	01:08:00
Researching Davis 239	46:00 min
Researching the Samsung SDP 860 and the Low Light usage capabilities and their LED PCBs	38:00 min
Research Order Numbers & Status for Classroom Technology Purchases for Academic Affairs	01:04:00
Revisited Davis 239 to run tests and confirm that the previous audio issues were indeed resolved and had not returned	49:00 min
Running Updates on Work Laptop	42:43 min
Samsung SDP- 860P Demonstration for a Faculty Inquiry	35:00 min
Some Prep Work for tomorrow;s Orientation	57:00 min
Started to build a switcher test config file for 2nd Floor Davis Hall and Infocus Projectors	29:00 min
Studio Testing	01:00:00
Successfully troubleshooted moderator issues with Black Board Collaborate (with Karla)	26:00 min

Survey of Second Floor Davis Classrooms and working conditions	02:02:00
Tested the working condition of Equipment in the rooms known to be utilized for the orientation later in the week	01:32:00
Testing and Diagnosing the 3 recent Epson Projectors that have come back to the office	01:33:00
Transfer Orientation	02:53:00
Trouble shoot an issue in Davis 217	32:00 min
Troubleshooted and replaced the Epson Projector in Davis 250	01:32:00
Troubleshooting Davis 239	02:13:00
Updateing Office Records and Planning Upcoming Project Timeline and Workloads	01:24:00
Updates to Work Laptop	01:18:00
Updating and verifying Inventory Records	31:00 min
Updating Office Records	01:24:00
Training	63:52:42
Grovo: Google app training	01:00:00
New Employee training	03:00:00
Prep for and teach Lisa Starkes Estes Class	07:36:00
Secure Assignment	03:00:00
Student Fair Booth	02:00:00
Student flyer/ ID Card flyer	01:00:00
Student Success Fair/ Logo+Content	02:00:00
Student training - online support	03:30:00
Symposium	07:00:00
Symposium Discussion	16:42 min
Symposium update	02:00:00
Training	01:00:00
Training curricula	05:00:00
Training development	23:00:00
Training schedule	30:00 min
Webinar	02:00:00
Video production	78:42:00
download and label videos	04:00:00
download -label Alegria talks	45:00 min
download/label videos for Karla	01:45:00
edit lightning talk	07:00:00
edit tony Silvia talk for upload	02:00:00

film 3 Silvia videos in studio	01:30:00
film Barry McDowall	01:30:00
film Cynthia Edwards with Yri	30:00 min
Film Henry Alegria	10:00:00
Film John Arthur	01:30:00
film Rebecca Harris	18:00:00
film Rebecca harris final talk	40:00 min
final download organize talks for karla	03:30:00
Final edit and export Silvia talk	02:00:00
Final Lightining	03:00:00
Final post export lightning	02:00:00
fire up studio with Yri	30:00 min
fix studio issues	35:00 min
MAN 3025 Student video/ post-production	09:00:00
organize label all rebecca harris videos	03:00:00
record Tony Silvia links-edit	02:00:00
shut down studio organize videos on desktop	30:00 min
Silvia talk	01:00:00
studios crestron tests	30:00 min
Studio Training With FWS Student From David Brodosi	57:00 min
trouble shoot studio fire up	30:00 min
VTC set up	30:00 min