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Online Learning and Instructional Technology Services (OLITS)

8-1-2015

Monthly report : 2015 : 08

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

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OLITS
Monthly Report

The following are the department's activites for the month of August 2015
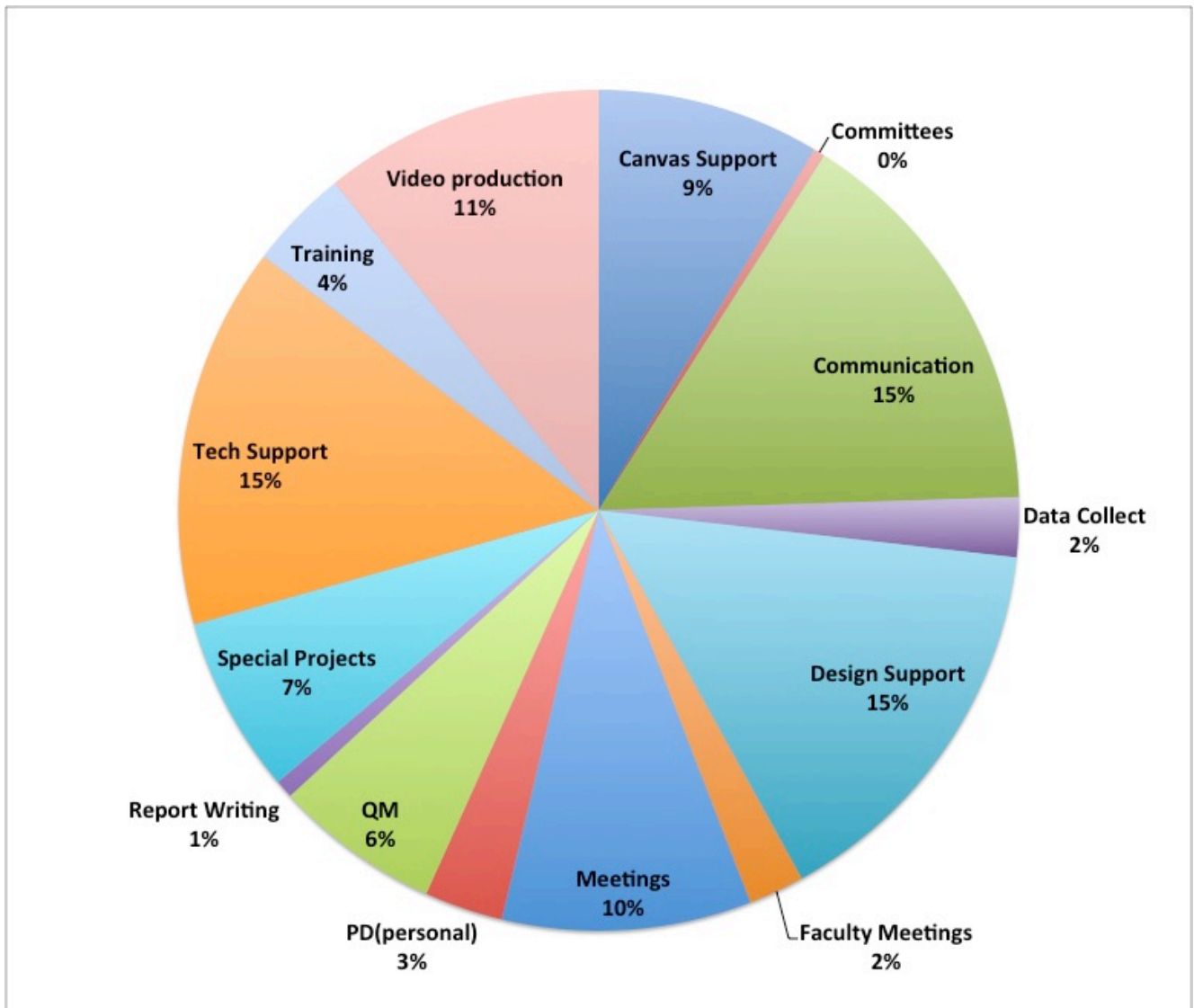
Canvas Support - 60 hrs

Committees - 3 hrs

Communication - 108 hrs

Data Collect - 16 hrs

Design Support - 106 hrs

Faculty Meetings — 15 hrs

Meetings - 67 hrs

PD(personal) - 21 hrs

QM - 45 hrs

Report Writing - 5 hrs

Special Projects - 47 hrs

Tech Support - 103 hrs

Training - 27 hrs

Video production - 75 hrs

- The data below is based on 1008 allocated staff hours for the month of August. This is based on 21 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).
- We lost one instructional designer during the month of August. For this reason we see a 21% drop in the overall number of hours reported.
- August is a heavy annual leave month that helped to contribute to the 21% decrease in the total number of hours worked by OLITS.
- Faculty are starting to gear up for fall 2015 semester that resulted in a 565% increase in the amount of Canvas support calls we received.

SERVICES	HOURS	Percent change
Canvas Support	60	565%
Committees	3	-56%
Communication	108	-19%
Data collection	16	-11%
Design support	106	-29%
Faculty meetings	15	-29%
Meetings	67	-33%
Professional development	21	-59%
QM	45	-52%
Report writing	5	-81%
Special projects	47	10%
Tech support	103	-4%
Training	27	-42%
Video production	75	-10%
Website	0	0%
ACTUAL: (Allocated Staff Hours: 1008)	698	-21%

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

Projects / Time entries	Duration
Canvas Support	**59:51:40**
ACG 3341 - My Pearson lab	15:48 min
Alias Emails	01:30:00
Aplia Testing	30:00 min
Aplia Troubleshooting	15:00 min
Applia Integration	01:30:00
Applia Integration - Toler & Marielle	01:00:00
applia tech support (Phone)	01:00:00
Canvas Help - Applia (Marielle)	15:00 min
Canvas Help - Student Issues	30:00 min
Canvas Help Tony Greco OCE4930	30:00 min
Canvas Open ACG6936 - Pacini	45:00 min
Canvas Open Lab	25:15:00
Canvas Open Lab - EEX4742 Terri Rose	30:00 min
Canvas open lab - Liela Davis	30:00 min
Canvas Open Lab - Overbay	01:00:00
Canvas Open Lab - Solanke Abdebayo	01:00:00
Canvas support	03:30:00
Check & fix all links in EXP4680	02:30:00
CLP 4143 - syllabus lock issue	52:11 min
Creating/Troubleshooting alias emails	30:00 min
Dr. Toler - canvas open lab	15:00 min
EDA 6942 - Canvas support	45:00 min
EDF 3604 - Google Docs Issue	01:12:00
EDF 4430 - canvas copy issue	01:30:00
Help with Canvas open lab	30:00 min
ISS6942 Final Updates	30:00 min
MAN 3025 - cross listing support	32:45 min
MAR4231 - grades support	13:56 min
Pearson MyLab Help	15:00 min
Psych TA Course	04:00:00
Psych TA Orientation prep	03:30:00
PSY TA Course	01:30:00
Review Canvas Updates	01:30:00

Committees	**03:04:04**
Display Comittee Form Review	30:00 min
Display Committee Ideas	01:00:00
Display Committee Meeting	01:00:00
DL Access group - JPED submission	34:04 min
Communication	**108:02:31**
email	25:20:00
Email	64:54:31
University Correspondance	02:13:00
University Correspondence	15:35:00
Data Collect	**16:00:00**
DL Audit	03:00:00
Equipment Ordering	01:30:00
Fall Fac Meeting Prez	02:00:00
New Tech	01:30:00
New TEchnology for Ricky	01:00:00
Online Data Stats	02:00:00
Online Proctoring Tech	01:30:00
Service Request Orders	02:00:00
symposium	01:30:00
Design Support	**106:02:43**
Adjunct Orientation - building	08:02:00
Adjunct Orientation - COB and COE slides	03:49:27
Adjunct Orientation - review videos	44:00 min
Alias email address for CLP4314	30:00 min
Aplia Integration Meeting - Marielle	01:15:00
BUL 3320 - format PPTs	31:03 min
cengage publisher content testing	01:30:00
CLP 4143- captioning	01:11:00
Course design	38:30:00
Course Review DEP6607	01:30:00
Cynthia Leung - Video Conversion	15:44 min
DEP 4220 - captioning	30:42 min
ECP 3302 - course building	07:38:21
ECP 3302 - Rubric support	01:30:00
EDA 6061 & EDA 6945 - Fall set up	01:00:14

EDA 6061 & EDA 6945 - Meet with Gary Tucker	01:02:45
EDA 6945 - Fall set up	35:00 min
EDG 6627 - course build	02:42:00
EDG 6627 - Organize Files - prep for meeting	33:00 min
Email Requests	30:00 min
Faculty meetings	05:00:00
FRE 1120 - Marine Wagner - Follow up email	01:29:09
ISS6942 Course Review	02:00:00
ISS6942 Course Updates	01:00:00
LIT 3451 & ENC 3250 - Fall prep	36:51 min
LIT 3451 & PPE 4003 - film rentals set up	48:49 min
MAN 3301 Captions	02:04:57
MAN 3301 Captions issue	01:35:34
MAN 3301 - course builing	07:41:19
MAN 3301 - discussion guidance edit	54:13 min
Organize Courses/Intake forms	01:00:00
Panopto Updates EXP4680	01:00:00
Panopto Video Move	30:00 min
Phone Call Marielle -emails	20:00 min
POS 2041 - vide copyright research	30:04 min
PPE 4003 - film rentals set up	41:31 min
Project planning	30:00 min
Salnaitis PPT edits	03:00:00
Sort out courses	01:30:00
Faculty Meetings	**14:56:24**
Adjunct Orientation - meet with Jake Diaz	27:51 min
COB - new adjunct, Misty Price	35:54 min
COB - New Faculty - Stipend Questions	30:00 min
CRW 31013 - Heather Jones	01:00:00
CRW 3103 - Heather Jones	37:23 min
ECP 3302 - meet with Rebecca Harris	56:20 min
ECP 3302 - Rebecca Harris	23:01 min
Francis Tobienne - QM discussion	01:10:00
FRE 1120 - Meeting with Martine Wagner	01:15:00
GEB 4935 - Meet with Hemant Merchant	45:00 min

IFHM Meeting Prep	01:00:00
IFMH Meeting	02:00:00
ISS6942 Meeting	01:00:00
Lynn Gillman-Rich	52:55 min
MAN 3301 - Chris Chen Meeting	53:00 min
Patty Gaukel	30:00 min
POS 3691 - Meet with Judithanne	30:00 min
Steve Diasio	30:00 min
Meetings	**66:53:31**
Classroom Renovation	01:00:00
Dean's Meeting	45:00 min
Dean's Search Lib	01:30:00
Faculty kickoff meeting	02:30:00
Fall Fac Meeting	04:00:00
Fall Faculty Meeting	06:00:00
Fall Faculty Meeting Prep	30:00 min
ID card training	01:30:00
Library ID - First Year Information Literacy - Cami and Tony	01:40:37
Meeting with Deb	01:00:00
Meeting with Dr. Gunn	01:00:00
Meeting with Jason Hair	01:00:00
Meeting with Marielle	01:08:00
Meeting with Student	45:00 min
Meet with student	29:25 min
SAR/STP team meeting	02:15:00
SAR/STPT Meeting	01:00:00
Short Meeting With Rob and Karla about next day studio recordings	24:00 min
Staff meeting	18:30:00
Staff Meeting	03:30:00
Staff Meetings	01:30:00
Team Meeting	11:56:29
USFSP & SRQ Meeting	01:00:00
USFSP & USFSM Meeting	02:00:00
Professional Development (personal)	**21:06:12**
Adjunct Faculty Orientation Webinar	01:30:14
back up desktop files	02:00:00

FAAST Board	01:13:51
FAAST Loan Review	14:33 min
FAAST Meeting	07:53:34
Livestream tutorials	03:30:00
Professional development research	04:00:00
Reviewed the Extron Training opprtunities available with regard to new equip upgrade	44:00 min
QM	**44:34:22**
ISS6942 Learning Objectives	01:00:00
ISS6942 Module Objectives	01:00:00
MMC 6936 - Ancu - QM Review Meeting	01:59:45
MMC 6936 Ancu - videos in QM course	52:34 min
MMC6936 QM Pre Review Meeting	01:00:00
QM Conference Agenda Review	01:04:29
QM Course	32:30:00
QM IDA - contact webinar presenters	45:34 min
QM IDA - webinar committee planning	01:22:00
Review Course - MMC6936	02:00:00
Video upload	01:00:00
Report Writing	**04:53:00**
Faculty Stipend	01:30:00
Online Proctoring Tech	01:00:00
toggl	01:00:00
Toggl Reporting	01:12:00
Transcribed journal kept entyries for Toggl Toggl	11:00 min
Special Projects	**47:28:54**
Applicant reporting and interview set up for ID Position	01:02:02
Cleaning/Organizing Department, Office, Work, and Storage Areas	07:41:00
Complete Cleaning/Organizing Department, Office, Work, and Storage Areas	02:46:00
Emergency preparedness for Mark Durand	01:30:00
ID Position - phone interview	02:57:11
Office Originize	02:00:00
Oragnizing/Cleaning	01:30:00
Orientation	01:00:00
Production Room Breakdown	04:00:00
Production Room Clean Out	10:00:00

Production Room Table Brackets	23:00 min
Reference checks - ID Position	01:00:00
Review applicants for ID	01:09:41
Reviewing Documents	01:00:00
set up new computer	02:00:00
Symposium	01:00:00
Symposium Flyer updates	01:00:00
Symposium Flyer Updates	02:00:00
Symposium Give-Aways	30:00 min
Symposium Meeting	01:00:00
Symposium Planning	02:00:00
Tech Support	**102:34:00**
All Catch up work from being gone a full week	02:38:00
Assisted Instructor in PRW 118s - No Audio (Resolved)	05:00 min
Bilogy students ids	01:00:00
Checked into the offce	05:00 min
Cleaned Every Classroom Projector Filter One Last Time Before Fall Semester Starts	03:43:00
clean out final prod room	02:00:00
clean out prod room-kicked ass	03:00:00
Clean Prod Room	03:00:00
Complied Images Sent From Mormino Email for Building A presentation	01:43:00
Continued Testing New Classroom PC Integration	01:14:00
COQ 208 Assisted Instructor with Connecting her Mac for today's class	30:00 min
COQ 208 Trouble Shooting	51:00 min
Coquina 208 Trouble Shooting and Cable Replacement	02:17:00
Daily wrap-up, cleanup, shutdown	14:42:00
Data backup	02:00:00
Dav 259-tutorial	30:00 min
Davis 105 Instructor Assitance	30:00 min
Davis 239 - SOLVED	01:00:00
Davis 239 Trouble Shooting Projector and Desk LCD Monitors	01:00:00
DAVIS 245	01:07:00
Davis 259 Instructor Tutorial	01:00:00
End Of Month ID Card Accounting July 2015	03:54:00

Fac Ids	01:00:00
Faculty IDS	02:40:00
Finished reviewing annual goals	35:00 min
Harbor Hall 131	01:44:00
ID Cards (Continuous Flow Senior Audits and Intern Badges)	02:22:00
ID Cards (First day of the Semester with a continuous flow of people)	02:39:00
IDs	04:00:00
IDs all morning	02:00:00
ID support	02:00:00
Install/Test new speak/mic	01:00:00
intern badges	01:00:00
Mormino Assistance	01:00:00
new ID's	02:30:00
New Student Orientation	01:00:00
Orientation	02:08:00
Planning for Upcoming Projects	01:07:00
Pre-Orientation Work and Setup	01:32:00
Production Room Tables	02:25:00
Projector Lamp Inventory And Shipment for Recycle	01:00:00
Project Planning (Figuring out wan can be salvaged from work that has already been done based on goals and upgrade cancel	01:51:00
PRW 110 Switcher Testing and Instructor Tutorial	01:08:00
Record Keeping and Reporting	16:00 min
Reviewed content on Departmental Website	51:00 min
Reviewed Project cancellation's effect on work that is related to annual evaluation	02:18:00
STG 112	15:00 min
STG 112 Instructor Tutorial	01:00:00
STG 113- Joan Herrara	20:00 min
STG 113 Projector Display Dim	45:00 min
STG 123 Instructor Assistance / Tutorial	01:00:00
Studying Schematics for Upgrade	01:00:00
technology move for SFUHR	01:00:00
Tested C445 Projectors for screen size options	23:00 min
Testing New Classroom PC Integration	56:00 min
Tom Laptop	01:30:00

Transfer orientation	06:30:00
Training	**27:03:05**
Canvas Open Lab	06:04:07
EDA 6061 - BB Collaborate Orientation	02:00:00
EDA 6061 - Prep for BB collaborate orientation	58:58 min
Faculty stipend program	06:00:00
iPad profiles	01:00:00
Symposium	05:00:00
Training course development	03:00:00
Training schedule	03:00:00
Video production	**75:24:40**
adjunct orientation - video editing	03:45:37
Brewing Program - video issue with Amanda	42:03 min
clean out studio	02:30:00
Cynthia Leung video - COE	01:05:17
download-org all BUL3320 ppts	30:00 min
download-org videos	45:00 min
download Panapto videos	02:00:00
Dr. Gaskin Butler Intro video	01:00:00
ECP 3302 - lecture video editing	22:26:25
ECP 3302 - Video editing	01:02:14
Edit Video - Gaskin Butler	02:00:00
film CeCe Edwards	45:00 min
Film C. Salnaitis	03:00:00
Filmed Studio during Robert's Lunch Hour	30:00 min
Film Mandhu	03:30:00
Film Nikki Stowell	03:00:00
film Patricia Gaukel	02:40:00
film VGButler	01:00:00
final desktop videos off	01:00:00
find-download G. Austin talk	30:00 min
fire up studio run tests	01:00:00
power issues in studio	01:30:00
Psych Advising - graduation video edit	47:09 min
REE 3043 - video editing	03:14:55

Run Livestream	02:30:00
set up VTC	40:00 min
Slanaitas Class Prep	30:00 min
Steve Ritch dvd	02:30:00
Studio Battery backup change	01:00:00
Studio Coverage	01:05:00
Studio crestron tests	01:45:00
studio maintenance	02:00:00
studio power-camera issues	01:45:00
Studio power issues etc	40:00 min
Studio Rcording Coverage	26:00 min
Video to Stephanie	20:00 min