

9-1-2015

Monthly report : 2015 : 09

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

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Nelson Poynter Memorial Library. Online Learning and Instructional Technology Services., "Monthly report : 2015 : 09" (2015). *Department Report and Publications*. 30.
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Projects / Time entries	Duration
Canvas Support	49:07:20
accent marks in canvas	01:00:00
Blackboard Collaborate/Canvas Help	01:30:00
Blackboard Collaborate Help	01:00:00
Brewing Courses	30:00 min
Canvas Accessibility Meeting	01:00:00
Canvas help Carvahlo-Knighton	01:30:00
Canvas help - Marielle	01:00:00
Canvas Support - Ashely	30:00 min
Canvas Support - French	30:00 min
canvas support - lewis	30:00 min
canvas support marielle	01:00:00
Clutter Quiz Help	30:00 min
EDA 6945 - Meet with Charlie Vanover	01:30:00
EDF 4430 - Meet with Steve Lang	0 sec
FIN 3604 - lecture link	52:20 min
Gaskin-Butler course updates	02:30:00
Gaskin-Butler ppts	30:00 min
John Jewell	30:00 min
MAR 4231 - Exam issue	30:00 min
mark up documents research	01:00:00
Meeting - Ashley	01:00:00
Panici Canvas help	15:00 min
Prep for Canvas Overview	02:30:00
Prep/Practice for TA Psych Orientation	05:00:00
Psych TA Orientation prep	02:30:00
Psych TA training	05:30:00
Quiz regrade - marielle	30:00 min
Roll Call/Canvas help Carvalho-Knighton	13:30:00
Video troubleshooting	30:00 min
Committees	12:30:00
Banned Books Display	01:00:00
Display Committee	01:00:00
DL Access Comittee - Canvas Audit meeting	01:30:00
DL Access Committee - Canvas Audit Prep	01:00:00
DL Access Committee - meet with UCF	01:30:00
DL Access Committee prep and meeting	01:30:00
DL Access Committee - prep for meeting	01:00:00

Search for immigration books	01:00:00
Student Conduct Board Hearing	03:00:00
Communication	143:41:33
email	26:55:00
Email	74:36:33
email3	30:00 min
University Correspondance	04:30:00
University Correspondence	37:10:00
Data Collect	22:30:00
Annual Report	02:00:00
BOG 2025 Goals review	01:00:00
DL Stipend	01:30:00
Faculty Stipend	05:30:00
Harbor Hall classrooms	04:00:00
Planning for Tampa Meeting	03:00:00
Proctoring Equipment Process	02:00:00
Student Conduct Board Hearing Prep	01:30:00
Toggl	02:00:00
Design Support	53:43:28
Alias Emails support	30:00 min
ANT 2000 - Prep for meeting	01:00:00
Brewing Arts Course Design	01:00:00
Brewing Arts - Film on location	04:00:00
CLP 4143 & DEP 4220 - captioning explanation with Ashley	01:00:00
Course design	24:30:00
FRE1120 - coures ideas	01:00:00
FRE1120 Course ideas	01:00:00
ISM 3232 - review and upload videos for captioning	02:00:00
Library Info Lit Meeting	02:00:00
MAN 3025 - Meet with Amanda and Steve	01:00:00
MAN 3301 Captions	04:43:28
Meeting Prep - FRE1120	01:00:00
Organize/Plan New Arts and Sciences courses	02:00:00
Process DL Stipend/ID Request forms	01:30:00
Salnaitis PPT/Course edits	04:30:00
Salnaitis PPT edits	01:00:00
Faculty Meetings	17:57:59
ANT 2000 - Meet with John Arthur	01:00:00
ANT Meeting	01:00:00

BUL 3320 - Meet with Nikki Stowell	01:00:00
EDS 6050 - Meet with Jennifer Hartman	02:00:00
Faculty Meeting	01:45:00
FIN 3403 - meet with Nina	01:30:00
FIN 3604 - evaluation/redesign meeting	02:00:00
ISM 3113 - Meet with Chris Davis	01:00:00
Margarita Altuna - stipend app	12:59 min
Martine Wagner	01:00:00
Meeting FRE1120 Martine	01:00:00
Meeting with Nina - REE 3043	01:00:00
Meet with Joan Reid	01:00:00
Meet with Olivia Hodges	01:30:00
Space Tour - IFMH	01:00:00
Meetings	77:16:00
accessibility meeting w/UCF	01:00:00
Campus Leadership Team Meeting	01:00:00
Canvas Group meeting	02:00:00
Departement Team meeting	01:00:00
DL Accessibility Report	01:00:00
Ed Leadership - meeting with Pearson	02:00:00
Email with Dr. Durand	01:00:00
HBR Hall contractor meeting	01:00:00
ITN with Bill	01:00:00
LLT meeting	02:00:00
Management Team Meeting	01:30:00
Meetings with USFSM	03:30:00
Meeting with 3Play Media	01:00:00
Meeting with Timi	45:00 min
Meeting w/ Toler	01:30:00
New Faculty OLITS Demo	01:30:00
OLITS/SM meeting	02:00:00
OLITS staff meeting	01:00:00
Online Proctor - Tampa	04:00:00
SAR/STPete Visit	04:00:00
SAR/STPETE Weekly Meeting	01:00:00
Sir Ken meeting w/ USG	01:30:00
Staff meeting	15:31:00
staff meetings	01:00:00
Staff Meetings	11:00:00

Stipen meeting with stakeholders	01:00:00
Symposium Planning/Meeting	02:00:00
Tampa DL visit	03:00:00
team meeting	02:00:00
Team Meeting	02:45:00
Training	45:00 min
USFSP USFSM meeting	01:00:00
Weekly Staff meeting	01:00:00
Professional Development (personal)	43:28:30
APPQMR	10:15:00
Atomic Videos (Video Editing Software Tutorials)	01:04:00
Canvas and QM	01:30:00
Canvas New Features	01:30:00
Discussion and group work canvas training	01:15:00
FAAST	01:00:00
FAAST - board meeting	01:30:00
Kennethware research	01:00:00
Learning Canvas	04:08:00
Learning various programs	06:00:00
Piazza Exploration	30:00 min
practicing Canvas	41:30 min
Prep for Canvas Overview	01:00:00
Prep for Copy write Training	01:00:00
QM Intro	01:00:00
Reading & Researching Methods & Best Practices for Video Transmission and Signal Conversion	01:30:00
reviewing design Unit Processes	02:30:00
Sat in on Canvas Overview	02:00:00
Sat in on Canvas training	30:00 min
Sat in on SpeedGrader Training	01:00:00
Studied and read up on some Digital Standards and for some of the proposed equipment on the next refresh	01:35:00
Training Prep	01:00:00
QM	44:54:38
Dr. Gaskin Butler Course review	02:00:00
Gaskin-Butler QM updates	01:00:00
MMC 6936 - QM Internal Review meeting - Ancu	02:00:00
QM Course Review	03:00:00
QM IDA - contact webinar presenters	30:00 min

QM IDA - monthly meeting	01:00:00
QM Internal Review	01:30:00
QM review	03:00:00
QM review meeting	01:00:00
QM Review Meeting - Ancu	01:00:00
QM Review MMC6936 - Ancu	13:30:00
QM training prep	01:00:00
reviewing a course	05:24:38
TAX 4001 - Internal QM Review Meeting	01:30:00
TAX4001 QM Meeting - Vance	01:00:00
TAX4001 QM Review - Vance	05:00:00
Tax QM Review	01:30:00
Report Writing	16:01:00
Board of Governors Plane review and response	01:00:00
BOG notes	01:00:00
Stipend processing	10:00:00
Ticket Report	01:13:00
Writing up of Fall semester classroom support tickets done thus far.	02:48:00
Special Projects	32:44:24
BOG Strat Plan Review	02:30:00
First Floor Storage Room Project	03:31:00
Furniture Moving	01:30:00
Get on board day - library	44:59 min
Library Storage Room Moving	01:30:00
New ID Orientation	09:30:00
New ID Orientation - Add Ricky to courses	25:25 min
Prep for meeting with Tampa	01:00:00
Procedures - revision	03:00:00
Relocated Tables and Chairs and Assisted with the Steelcase Delivery	02:33:00
Storage Room Project	01:00:00
Symposium Guidelines Updates	03:30:00
Symposium research/planning	02:00:00
Tech Support	124:16:00
Assisted 2 ADJ FAC with Wirelless Login, ID Card, Email Problems, Access to Canvas	01:00:00
Assisted a Faculty Member with an HR issue in Obtaining an ID card	21:00 min
Assisted a Second student for the week with ID Card Issues and Access to RHO	01:00:00
Assisted Dr. Gary Mormino with creating A Lecture Presentation	02:00:00
Assisted Instructor Whitmore in STG 111	30:00 min
Assisted Student with ID Card not working at the GYM or RHO	54:00 min

Assited two User Error service Calls for Coquina 224 and Davis 236	39:00 min
Audit Ids	40:00 min
check DAV 239	30:00 min
clean ID area	01:30:00
CLEANUP of General Olits area and Continued Daily wrap-up, cleanup, shutdown	01:15:00
clean up work office for visit	02:00:00
Clerical Housekeeping	02:00:00
Compiled Images Emailed from An Instructor for presentations	01:30:00
Computer Setup Ricky	04:00:00
Conversed with Instructor about lack of outlets and people unplugging equipment in Davis 103	04:00 min
Conversed with Instructor was unplugging items in Davis 103	30:00 min
Coquina 208	01:00:00
Coquina 208 Projector Lamp Replacement	01:00:00
Coquina 224	01:00:00
Coquina 224 Assisted an Instructor in what turned out to be an electrical power and breaker issue	01:00:00
Coquina 224 Responded to and reported power issues along with redirecting the cable snalke to better align with the desk.	01:30:00
Coquina 232 Dr. Jay Sokolovsky	30:00 min
Coquina 232 (Resolving Issue Reported Earlier)	01:46:00
Coquina 232 (Sokolovsky)	01:30:00
COQUINA Classroom Quality Inspection (Laptop cables re-distributed up through the desk instead of just left hanging and other notes on issues to be resolved)	02:15:00
Coquina Conference Room	20:00 min
Daily wrap-up, cleanup, shutdown	24:12:00
DAV 105 bulb replacement	01:40:00
DAV 219 Anda Peterson no sound	30:00 min
DAV 224-VCR no pic	45:00 min
Dav 239	15:00 min
DAV 239 Bill Johnson	45:00 min
Davis 103	30:00 min
Davis 103 Addiitional Power Outlet Inquiry	20:00 min
Davis 103 Assisted Dr. Chris Meindl	30:00 min
Davis 105	20:00 min
Davis 105 Projector Bulb Replacement	01:00:00
Davis 130 Replacement Lamp	50:00 min
Davis 219	01:00:00

Davis 236 follow up on inquiry from Leveziel	57:00 min
Davis 239	01:34:00
Davis 239 Assistance to Dr. Jackson	30:00 min
Davis 239 checkup	02:00:00
Davis 239 Checkup	01:27:00
Davis 239 Checkup and Weekly Power Cycle	30:00 min
Davis 239 Monitor Issue	01:00:00
Davis 239 Support	01:00:00
Davis 239 Troubleshooting	01:15:00
Davis 239 Weekly Power Cycle and Equipment Check	44:00 min
Davis 245 (Projector was tilted due to directional screws which needed a re-seating and tightening)	01:27:00
Distribution of Received Packages	25:00 min
Dr. Mormino Assistance	01:16:00
End Of Month ID Card Accounting	05:00:00
Escorted Steelcase Vendor out of the building and secured the loading dock and Olits Area	12:00 min
Fac Ids	01:30:00
General Organizational Housekeeping	01:01:00
ID Cards and Office Inquiries	30:00 min
ID Card Service Call	30:00 min
ID Card Troubleshooting	02:00:00
ids	01:45:00
Ids	01:00:00
Inventory Scan	01:00:00
Inventory Scan	30:00 min
Let in workers	15:00 min
move CD rack	01:00:00
move furniture-offices	02:00:00
Pickage Pickup from FedEx	01:00:00
Planning future work projects	45:00 min
POY 218 data projector	30:00 min
Prepared Area For TAMPA DL VISIT & Daily wrap-up, cleanup, shutdown	02:07:00
PRW 110 Assisted an Instructor with showing a DVD to her class	15:00 min
PRW 118N	26:00 min
PRW 118 N Assited an Instructor with a Document Camera Issue	15:00 min
Random Classroom Check (Davis 2nd Floor)	51:00 min
Recieving and distributing Relampit Order	45:00 min
Reorganizing a few items in the our Storage Facility	30:00 min
Replace Studio Monitor	02:00:00

Researched and wrote a summary on Various Projectors and their subsequent native resolutions.	01:00:00
Researching Davis 239 LG Monitors	01:00:00
Researching for a technological inquiry	01:00:00
Researching for Davis 239	22:00 min
Restocked some Office Supllies	34:00 min
Review Annual Goals	01:00:00
Reviewed Annual Goals and Progress	01:00:00
Routine officary business (Day-to-Day Housekeeping)	01:05:00
Routines Office Clerical Business	01:00:00
Start End of month ID Card accounting	01:15:00
STG 113 Dr. Wei Guan & Checkup on Davis 239 status	40:00 min
STG 228 laptop issue	30:00 min
Student IDs	01:40:00
Tech Assistance in Davis 103	01:30:00
Tech Assistance in Davis 105 (Ruby On Rails Class)	01:00:00
Updating of Records	01:00:00
VC set up	30:00 min
Work Laptop Updates and Routine Maintenance	01:37:00
Training	49:31:00
Anne Marie Gunn	01:00:00
Ann Gunn - Hangouts	01:00:00
Canvas Overview	02:00:00
Coordinating IYOC with Carol	01:00:00
Copyright training	02:00:00
Faculty stipend	05:30:00
Grovo	03:00:00
How to Stem Cheating	02:00:00
Intro to QM Certification	02:00:00
Psych TA emails	01:00:00
Record Intro to QM	01:30:00
Review PD Calendar/Site	30:00 min
Symposium	04:00:00
Training class	11:00:00
Training course development	11:01:00
Training schedule	01:00:00
Video production	80:17:45
Assisted in Support for the Brewing Arts Program	03:30:00
breakdown Livestream etc	40:00 min

Brewing Courses Filming	04:30:00
Brewing Videos	30:00 min
clean studio	03:30:00
clean studio for visit	02:00:00
download & label videos	01:30:00
download label videos	02:00:00
Download organize videos	06:10:00
ECP 3302 - Video editing	03:09:03
film C. Salnaitis	03:30:00
Film C. Salnaitis	12:00:00
film Karla QM	01:00:00
Film Nikki Stowell	13:30:00
FIN 3403 - video editing	01:18:42
new TV monitor set up	02:30:00
panapto issues	45:00 min
Salnaitas video prep	15:00 min
set up and film Brew Program	04:00:00
set up Livestream	01:25:00
set up studio	45:00 min
studio set up	20:00 min
studio set up and checks	45:00 min
studio tests etc	02:00:00
TA Orientation-Stephanie	02:00:00
Video shoot	03:00:00
VTC set up	01:05:00
Yuri studio tutorial	01:40:00
Yuri studio tutorial pt 2	01:00:00
Website	02:15:42
Editing and posting article	45:00 min
writing an article	01:30:42