



11-1-2015

Monthly report : 2015 : 11

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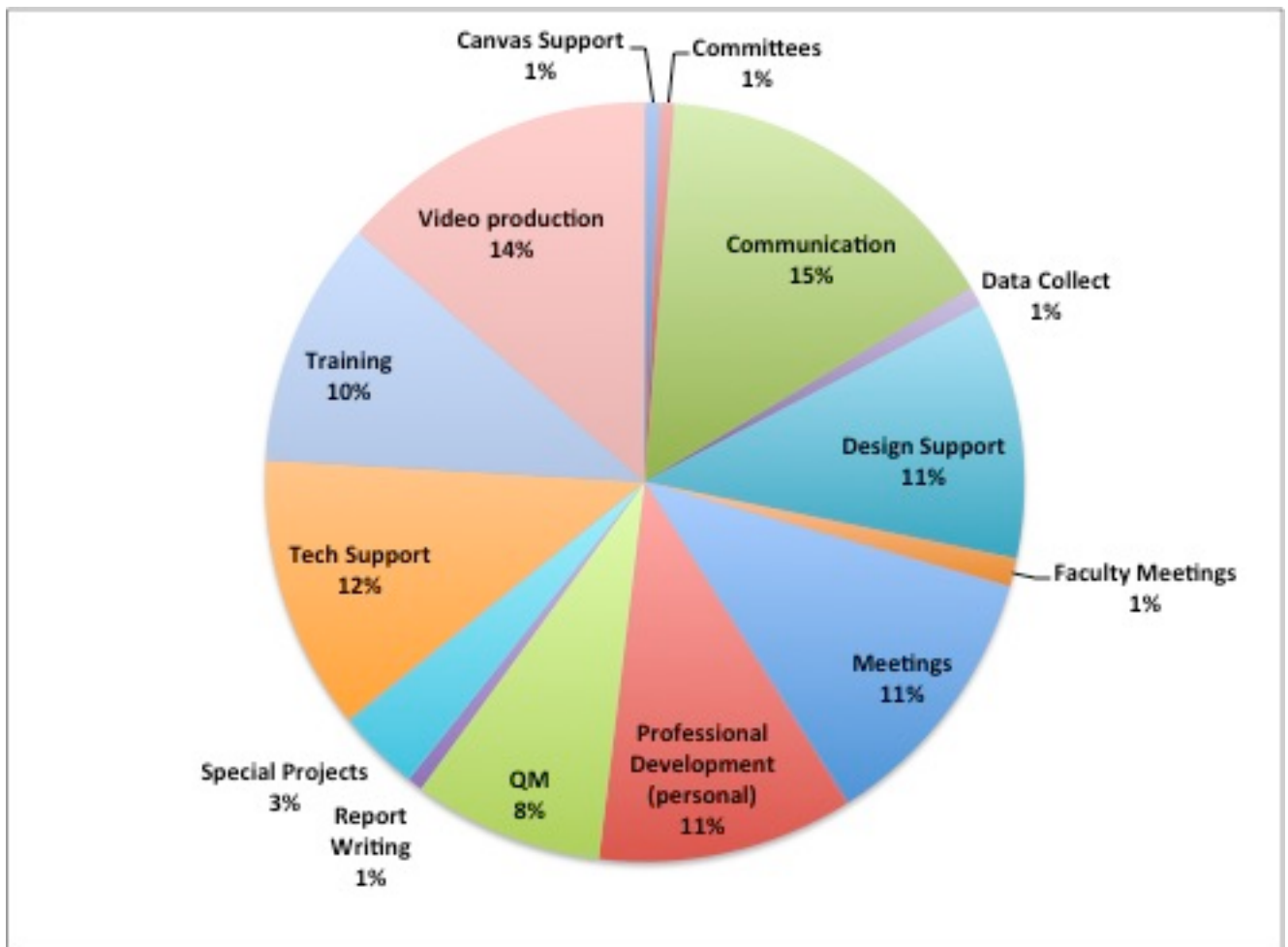
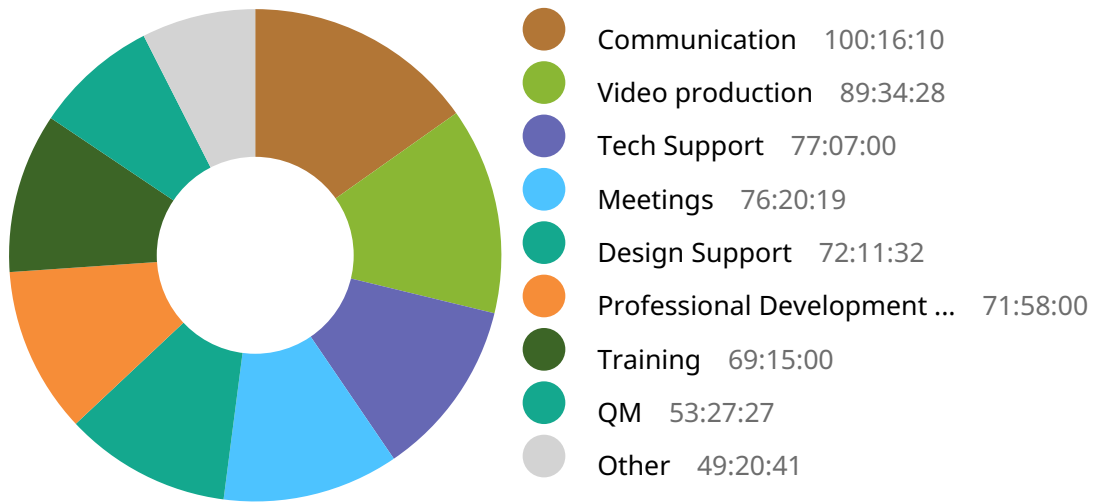
OLITS Monthly Report

2015-11-01 - 2015-11-30

Total 659 h 30 min



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



| Projects / Time entries | Duration |
|------------------------------------------|------------------|
| Canvas Support | 04:24:40 |
| EDS 6050 tech support | 30:00 min |
| EDS 6050 - video purchasing paperwork | 54:00 min |
| ISM 3113 - quiz support | 19:40 min |
| ISM 3113 - video | 41:00 min |
| PSY2012 review | 01:00:00 |
| Psych TA Training prep | 30:00 min |
| Studio Booth Tour Ellingsen | 30:00 min |
| Committees | 03:52:28 |
| Agenda for DL access committee meeting | 45:28 min |
| Prep and meeting for DL Access Committee | 02:07:00 |
| Space committee | 01:00:00 |
| Communication | 100:16:10 |
| email | 15:45:00 |
| Email | 54:16:10 |
| Phone - Marielle Proctorio | 15:00 min |
| University Correcspondence | 02:00:00 |
| University Correspondence | 28:00:00 |
| Data Collect | 05:30:00 |
| Service Request | 01:00:00 |
| toggl updates | 04:30:00 |
| Design Support | 72:11:32 |
| ACG 3341 | 07:30:00 |
| Brewing Arts | 09:30:00 |
| BUL 3320 | 01:00:00 |
| BUL 3320 - | 30:42 min |
| BUL 3320 - syllabus | 27:41 min |
| Course design | 06:00:00 |
| EDA 6232 | 10:00:00 |
| EDG 6285 | 02:29:30 |
| EDG 6627 - course building | 05:11:52 |
| EDS 6050 - design | 12:21:00 |
| EEX 4764 | 20:59 min |
| Faculty Certification Course | 01:30:00 |
| FIN 3604 - video and exam support | 01:15:38 |
| FRE1120 | 04:30:00 |
| John Arthur review course | 01:30:00 |
| KTCOB - Outcomes tool and meeting prep | 44:14 min |

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|---------------------------------------------------|-----------------|
| LIT 3451 - film link updates | 01:34:56 |
| MAN 3025 - Captioning estimate | 30:00 min |
| MAN 3301 - Final exam | 02:00:00 |
| Salnaitis ppt | 45:00 min |
| Salnaitis PPT/Course edits | 30:00 min |
| update ID master template | 02:00:00 |
| Faculty Meetings | 07:56:33 |
| BUL 3320 | 56:02 min |
| EDA 6503 - meeting | 01:00:00 |
| EDG 6285 | 01:00:00 |
| Faculty meeting | 01:00:00 |
| John Arthur Course meeting | 01:00:00 |
| Meeting with Jenifer Hartman | 01:00:31 |
| Meeting w/Martine | 01:00:00 |
| Steve Diasio | 01:00:00 |
| Meetings | 76:20:19 |
| Bold Goals | 03:00:00 |
| Campus Management meeting | 02:00:00 |
| Canvas Updates Meeting - Kalra, Mareille & Ashley | 01:00:00 |
| Dean's Search | 06:00:00 |
| DLAC Meeting | 01:30:00 |
| EDA 6232 | 01:00:00 |
| Harbor Hall Meeting | 02:00:00 |
| IDA Committee prep and meeting | 55:37 min |
| ID Brainstorm | 05:34:42 |
| ID Brainstorm Meeting | 06:00:00 |
| KTCOB Meeting to discuss outcomes and QM | 01:07:00 |
| LLT Meeting | 02:00:00 |
| Meeting | 01:00:00 |
| Meeting - Ashley Durand Objectives | 01:00:00 |
| Meeting w/USFSM | 02:30:00 |
| Met with Staff | 03:00:00 |
| MLA Project Presentation | 01:00:00 |
| OLITS/SM meeting | 02:00:00 |
| OLITS Team Meeting | 02:30:00 |
| SAR/STPT Meeting | 01:00:00 |
| Staff meeting | 19:00:00 |
| staff meetings | 01:00:00 |
| Symposium meeting | 01:13:00 |

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| Team meeting | 02:00:00 |
| Team Meeting | 07:00:00 |
| Professional Development (personal) | 71:58:00 |
| Extron Training Videos | 02:00:00 |
| FAAST Board Meeting | 03:28:00 |
| FAAST teleconference | 04:00:00 |
| Investigating Professional Development opportunities | 01:30:00 |
| Kennethware practice | 01:30:00 |
| Proctorio Practice | 01:00:00 |
| QM conference | 24:00:00 |
| QM Conference | 24:00:00 |
| Researching Lecture apps | 01:30:00 |
| travel - QM conference | 08:00:00 |
| Turnitin updates | 01:00:00 |
| QM | 53:27:27 |
| Amanda - training info and request | 01:30:00 |
| IYOC follow up | 01:07:00 |
| IYOC for COB | 03:12:31 |
| IYOC make-up with Chris | 02:51:00 |
| IYOC Prep | 01:47:00 |
| IYOC - QM Training | 02:00:00 |
| IYOC Training | 02:10:00 |
| MAN 3025 - Internal QM Review | 52:06 min |
| MAN 3025 - Internal QM Review - meeting | 01:08:00 |
| MAN3025 QM Review | 02:00:00 |
| MAN3025 QM Review Meeting | 01:00:00 |
| QM Conference | 24:00:00 |
| QM IDA Committee | 19:50 min |
| QM MAN3025 | 01:30:00 |
| Travel Day | 08:00:00 |
| Report Writing | 04:10:00 |
| toggl | 03:30:00 |
| Toggl report | 40:00 min |
| Special Projects | 23:27:00 |
| clean office | 02:00:00 |
| DL Support- Product/Supply Distribution PSY dept | 45:00 min |
| ID Brainstorm follow up | 02:02:00 |
| ID Intro Letter | 30:00 min |
| ID Summer Institute write up | 01:00:00 |

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| Symposium Designs, etc. | 04:00:00 |
| Symposium emails/planning | 01:30:00 |
| symposium planning | 01:30:00 |
| Symposium planning | 06:25:00 |
| Symposium submission reviews | 02:45:00 |
| Symposium swag quotes | 01:00:00 |
| Tech Support | 77:07:00 |
| Applied WD-40 to instructor desk locks | 01:30:00 |
| Assisted with Portal Testing | 01:00:00 |
| canvassed classrooms to determine needed storage space | 02:30:00 |
| Catch up on Office Housekeeping | 02:00:00 |
| Check student viewing room | 20:00 min |
| Classroom and Technology Support Poynter Corner and Coquina 220 | 01:00:00 |
| Classroom Check (Coquina) | 01:30:00 |
| COQ 232 Smartboard issue | 30:00 min |
| Coquina 208 | 01:15:00 |
| Daily wrap-up, cleanup, shutdown | 10:45:00 |
| DAV 217 movie J. Arthur | 20:00 min |
| Davis 103 Doc Cam Connection Repaired and Upgraded the ceiling mounted Data Projector | 01:30:00 |
| Davis 130 Fine tuning the display settings for the newly installed projector | 01:00:00 |
| Davis 217 | 01:00:00 |
| Davis 239 Power Cycle and Equipment Test | 05:00:00 |
| Davis 242 | 30:00 min |
| Davis 251 | 05:30:00 |
| Departmental Housekeeping | 01:00:00 |
| Faculty Assistance for Digital Presentations (Mormino) | 02:00:00 |
| Final Monthly ID Card Accounting | 35:00 min |
| Follow up on the Key Status for Harbor Hall 131 | 01:00:00 |
| Harbor Hall 131 | 01:30:00 |
| Harbor Hall 242 (?) | 02:00:00 |
| Harbor Hall Pre-bid | 02:00:00 |
| ID Card Accounting | 02:00:00 |
| ids | 02:00:00 |
| Inventory Audit | 01:00:00 |
| KTCOB Construction | 06:00:00 |
| My Studio Booth Issue | 01:00:00 |
| my studio booth support | 01:00:00 |
| Planning and strategizing For future technology storage demands | 01:30:00 |
| Planning for Future Projects, deciding what tools and documentation will be needed and what will be usefull (Anticipating what future helpesk call will be like) | 02:00:00 |

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| Purchase Proposal Writing | 01:00:00 |
| Resaerch on DLP and Smart Projectors | 01:05:00 |
| RHO GSS Support (Digital Signage Inquiry) | 01:17:00 |
| Skype Testing | 01:00:00 |
| STG 114 | 01:00:00 |
| STG 114 computer issue | 30:00 min |
| Storage Room Arrangement | 02:00:00 |
| Tested Epson Projector Taken out of Davis 251 | 01:00:00 |
| Troubleshooting My Studio Booth | 01:00:00 |
| Updating Records | 01:30:00 |
| Work Laptop Hardware and Software Mainenance | 02:00:00 |
| Training | 69:15:00 |
| diversity training | 02:30:00 |
| Diversity Training | 02:30:00 |
| Faculty stipend | 09:00:00 |
| Grovo | 01:30:00 |
| Proctorio Student Training | 03:00:00 |
| Ron Spinka | 01:30:00 |
| Symposium | 22:00:00 |
| TA training planning | 01:00:00 |
| Training class | 12:00:00 |
| Training course development | 12:00:00 |
| UDL Accessibility Training | 01:15:00 |
| Zaption | 01:00:00 |
| Video production | 89:34:28 |
| all Salnaitis talks to Steph | 45:00 min |
| Assisted Robert in the Studio | 01:30:00 |
| Assited Robert In the Studio | 01:30:00 |
| Beta Test w/Sharon | 20:00 min |
| clean out Video gear prod room | 01:30:00 |
| clean studio | 01:30:00 |
| download and organize all videos | 02:00:00 |
| download, organize videos | 01:45:00 |
| Edit Dr Noonan Vet Talk | 04:00:00 |
| Editing for Orientation Leaders | 02:30:00 |
| edit Jimbo Talk | 02:45:00 |
| edit Jim Schnur talk | 02:00:00 |
| edit Jim Schnur video | 04:00:00 |
| Film 2nd Poynter Corner | 02:00:00 |

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| film C. Salnaitis | 05:00:00 |
| Film C. Salnaitis | 05:00:00 |
| Film DAV 130 Dr Noonan | 03:00:00 |
| film Jenifer Hartman | 05:45:00 |
| Film Jenifer Hartman | 02:00:00 |
| film movie for karla | 45:00 min |
| Film Nikki Stowell | 03:00:00 |
| film Patricia Gaukel | 02:00:00 |
| film P. Gaukel | 10:15:00 |
| FIN 3403 - video edits | 24:28 min |
| Final Dr Noonan edit/export | 02:45:00 |
| IFMH Recording | 01:30:00 |
| Jamie Mchale Modules | 04:00:00 |
| Jimbo final edits | 01:30:00 |
| Nikki Stowell | 04:00:00 |
| premier pro tutorial maintenance | 45:00 min |
| Prep for poynter Corner | 01:30:00 |
| set up and check studio | 40:00 min |
| set up R. Johns | 01:00:00 |
| train Yuri in studio set up | 01:30:00 |
| troubleshoot studio | 01:30:00 |
| upload start edit to dr Noonan talk | 02:00:00 |
| VTC issues-phone bridge | 40:00 min |
| VTC setup | 01:00:00 |