



1-1-2016

Monthly report : 2016 : 01

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

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OLITS Monthly Report

2016-01-01 - 2016-01-31

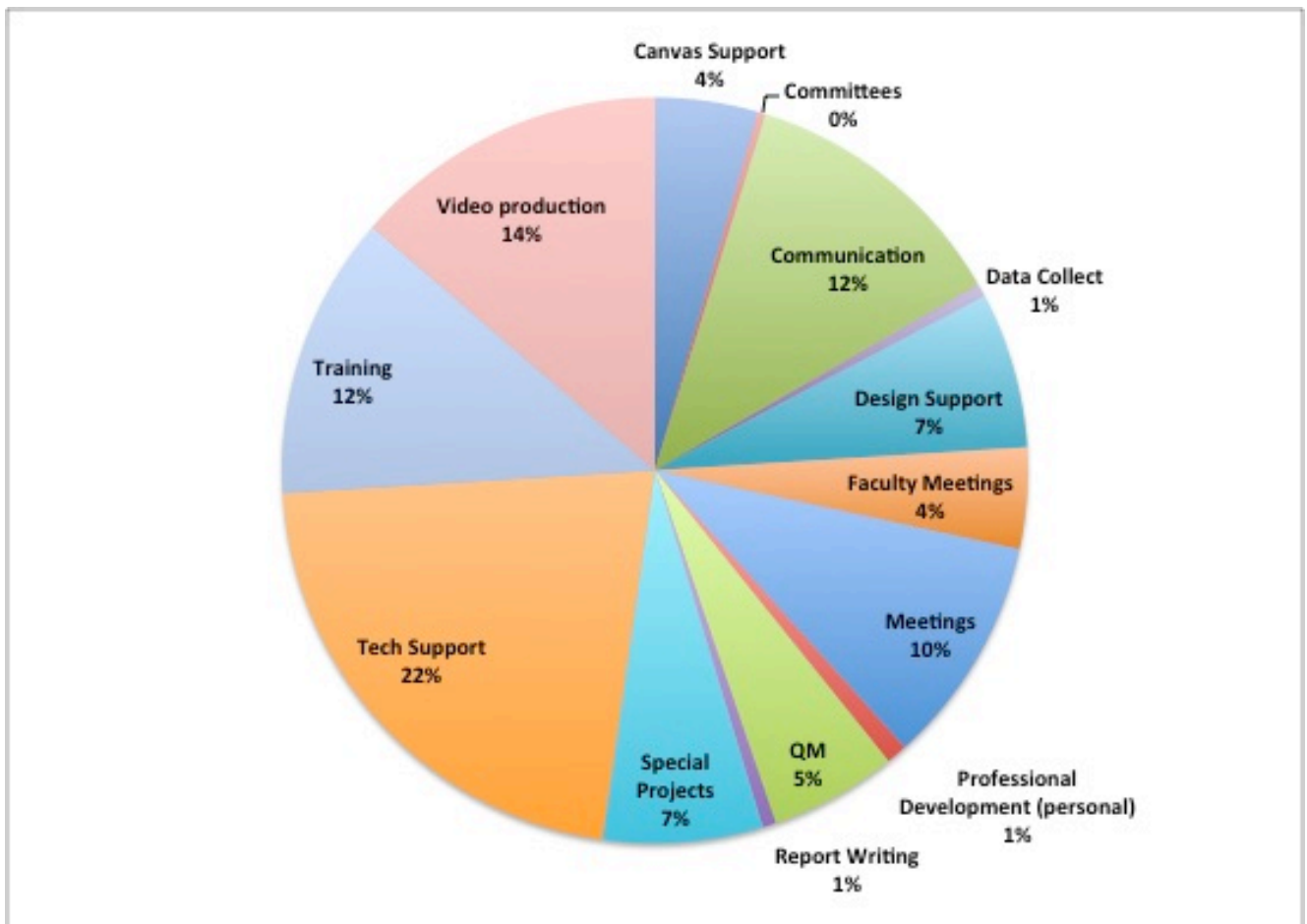
Total 934 h 11 min



The following are the department's activities for the month of January 2016



- Tech Support 203:20:00
- Video production 127:50:00
- Training 114:51:00
- Communication 111:20:00
- Meetings 92:40:00
- Special Projects 64:40:00
- Design Support 63:15:00
- Other 156:15:00



Projects / Time entries	Duration
Canvas Support	41:45:00
Canvas Open Lab Help	07:30:00
Canvas Support	01:00:00
EDA 6192 - canvas support	01:00:00
EDS 6050 - tech support	01:00:00
IFMH Course updates	01:00:00
IFMH Updates	03:00:00
marielle proctorio help	15:00 min
Open labs	24:00:00
Proctorio Issues	01:00:00
Salnaitis Course Updates	02:00:00
Committees	03:00:00
DL Access Committee prep and meeting	03:00:00
Communication	111:20:00
Ebony Phone call	30:00 min
email	16:50:00
Email	91:00:00
University Correspondence	03:00:00
Data Collect	05:00:00
Reference Check Dean	01:00:00
toggl	04:00:00
Design Support	63:15:00
-	45:00 min
AHR 4724	06:30:00
ANT200 ppt template	01:00:00
CLP6477 Canvas Updates	01:00:00
Course design	10:00:00
EDA 6061	02:00:00
EDA 6061 - special presentation	02:00:00
EDA 6232	01:00:00
EDA 6232 course building	06:00:00
EDA 6232 - voice over editing/scripting	02:00:00
EDG 6627 - course building	01:00:00
EDS 6050 - Collaborate support	01:30:00
EDS 6050 - design	01:00:00
Intake Meeting	01:00:00
John Arthur Powerpoints	10:00:00
John Arthur Studio Practice	01:30:00

MAN 4600 - studio setup	01:00:00
Prep Margarita Meeting	01:30:00
Video Editing	12:30:00
Faculty Meetings	41:00:00
Ann Marie Gunn	01:00:00
Ashley Smith	01:00:00
CAS Meeting	01:30:00
Dean prospects	04:00:00
Diasio meeting	03:00:00
Faculty meeting	15:00:00
FIN 3403 - meeting	02:00:00
Glen Stewart	05:00:00
Heather Jones CRW 3103	01:30:00
Lynn Gilman Rich	01:30:00
Meeting - Margarita	01:00:00
Olivia Hodges	01:00:00
prep for cas meeting	01:00:00
prep for faculty meeting	01:00:00
Psych Faculty Meeting	01:30:00
Meetings	92:40:00
Campus Management Meeting	03:00:00
CAS Semester Meeting	01:30:00
Cielo 24 meeting	01:00:00
Dean Meeting	01:30:00
Dean Search Meeting	01:00:00
Dean's Search	24:40:00
DL Code updates	45:00 min
Library Dean Meeting	01:45:00
MAN 4600 - meeting	01:00:00
Meeting CSI Rep	01:00:00
Meeting prep	01:00:00
OLITS Team meeting	02:00:00
Pickup Dean	01:30:00
PPE 4003 - captions meeting	01:00:00
Product code review	30:00 min
SACS advisory meeting	02:00:00
SACS meeting	02:00:00
SAR Meeting	01:00:00
Staff meeting	20:00:00

Stu Conduct Board Training	02:00:00
Student Portal Meeting	01:30:00
Team and SAR Meetings	02:00:00
Team Meeting	02:00:00
Team Meetings	07:00:00
Team & SAR Meeting	06:00:00
USFSM team meeting	04:00:00
Professional Development (personal)	08:30:00
FAAST Board Meeting	07:00:00
PD Plan	01:30:00
QM	51:30:00
BUL 6652 - pre qm review	03:30:00
QM F2F Course	28:30:00
QM Facilitator Course	11:30:00
QM IDA Meeting	03:30:00
Quality matters	03:00:00
TAX 4001 - QM	01:30:00
Report Writing	05:30:00
Annual Objectives	01:30:00
Annual Reviews	02:00:00
SACS document	02:00:00
Special Projects	64:40:00
Assisting Library Dean with New Chair Delivery	30:00 min
Catering Meeting	01:00:00
Dean Meeting OILITS	02:00:00
Dean's Candidate	09:30:00
Library Dean Presentation	02:30:00
OLITS Video concept	01:30:00
Symposium	10:30:00
Symposium digital signage, etc	07:00:00
Tickets Sir Ken	30:10:00
Tech Support	203:20:00
All Classrooms Serviced	12:00:00
Back Room Reorganization	02:00:00
Backroom Re-Organization	04:00:00
Check STG classroom install	01:00:00
Classroom Support Call (Davis 217-Switcher)	01:05:00
Classroom Support Calls	45:00 min
Classroom Support Calls (STG 115 STG 110)	35:00 min

Classroom Technology Troubleshooting	03:00:00
Classroom Troubleshooting	04:00:00
COB Building	06:30:00
Crestron install	03:00:00
Crestron Troubleshooting	07:00:00
daily wrap up	01:00:00
DAV 102	45:00 min
DAV 219- yellow color	30:00 min
Davis 214 New Speaker Installation	02:00:00
DAV Tech install	10:00:00
Demo New Classroom Technology	12:00:00
Departmental Business/Office tasks	03:00:00
Extron IPCP Controller & Touchpanel Issue	01:30:00
Faculty Assistance Gary Mormino	01:30:00
Faculty MyStudio Booth Tech Service	02:00:00
Faculty Assistance Presentation Development	02:00:00
Finalizing New Worklaptop for classroom support	01:30:00
HH Tech design	01:00:00
ID Card EOM Accounting	03:00:00
ID Card EOM Accounting Backlog	02:40:00
ID Card Production	25:00 min
ID Card Reconciliation	01:30:00
ID Card Support	30:00 min
Ids cover office	01:45:00
IDs-faculty etc	02:00:00
IDs in Office	04:00:00
Ids-interns- run office	04:00:00
Ids run office	02:00:00
Learning new Programming and configuration software	02:00:00
New Classroom Technology Prep Spring Sem	41:00:00
New Classroom Configuration Adjustments	05:00:00
New Classroom Tweaking	06:00:00
Orientation ID Cards	02:00:00
Projector Repair	02:00:00
Researching Technology Solutions	01:00:00
Run office Dean Meeting	02:00:00
Seacrest Tutorial	35:00 min
Setting up New Work Laptop	01:00:00
STG 110	01:00:00

STG 111	01:30:00
STG 111 stuck on PC input	30:00 min
stg 115 issues	03:00:00
STG 212-no Doc cam	30:00 min
STG Classroom Supprt (Troubleshooting,FirmwareUpgrading & Re-Configuring)	03:00:00
Studio FTP Upload Troubleshooting	02:00:00
Support Service Calls	08:00:00
Tech Support Calls Davis 239, Davis 214 Video Input, STG 110, PRW 110	01:00:00
Trans Orientation	03:30:00
Troublehooting Old Work Laptop	02:00:00
troubleshoot audio issues	01:00:00
University Correspondence	07:30:00
VTC	45:00 min
Training	114:51:00
Canvas Open Lab	15:00:00
Canvas training - peer coach	01:30:00
CSI install update	03:00:00
DAV 239 Training - Tara Earle	01:30:00
Faculty stipend	10:00:00
JID Orientation - COE	02:00:00
KTCOB	02:00:00
Prep for TA training	01:00:00
Proctorio - SDS - McDowell	02:00:00
Proctorio Student Training	30:51:00
Proctorio Training	06:00:00
Pscyh TA Traning	01:30:00
Psych TA Training - prep and delivery	06:00:00
STG INSTALL	03:30:00
Symposium	22:00:00
Training workshop	07:00:00
Video production	127:50:00
Check Crestron deck	40:00 min
Download back up issues	45:00 min
download & label videos	01:00:00
Download videos -label	02:00:00
EDF 3604 - video editing	04:00:00
Extron with Mathon	35:00 min
Film John Arthur	08:00:00
Film John Arthur-movie	02:00:00

Film Steve Diasio	03:00:00
Film Steve Diasio-guest spkr	03:00:00
Film Steve Diasio-Poynter Corner	02:00:00
Film Steve Lang	04:00:00
Film TA Orientation-Karla	01:45:00
Film Title XI TA Talk	01:30:00
Film Todd Shank	08:30:00
IFMH Videos	02:00:00
Joe Arthur practice w/Steph	02:00:00
Meeting with Lisa (video)	02:00:00
offload all desktop videos	01:30:00
organize studio talks-designers	01:30:00
Pinto Videos	03:00:00
Poynter set up	40:00:00
re-set studio classroom	45:00 min
Salnaitis Videos	17:15:00
set up-test VC	30:00 min
Steph- back up talks, look up download	01:30:00
Studio troubleshoot	01:30:00
Test Lav/wireless Mic	02:00:00
test studio gear	45:00 min
Tina Videos	02:00:00
train Amanda in Studio	02:45:00
work on new Crestron deck	02:20:00
Work with Amanda Camera-mic	01:45:00