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## Monthly report : 2015 : 12

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

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Projects / Time entries	Duration
<b>Canvas Support</b>	<b>46:20:00</b>
Anne Hogan Phone call	15:00 min
Ashely/Durand e-grades help	45:00 min
Canvas help - Deanna Michaels	30:00 min
Canvas Help - Tracy Torrence	01:00:00
Canvas Open Lab	09:00:00
CLP4677 Course Help	01:00:00
Kirsten Ellingsen Canvas Help	01:00:00
Open labs	28:00:00
Phone - Ebony Canvas help	20:00 min
Tracey Torrence Canvas help	03:30:00
Tracey Torrence Publisher help	01:00:00
<b>Communication</b>	<b>76:25:00</b>
email	13:55:00
Email	52:30:00
University Correspondence	10:00:00
<b>Data Collect</b>	<b>02:30:00</b>
Service Request	01:00:00
Toggl reports	01:30:00
<b>Design Support</b>	<b>87:00:00</b>
ACG 3341	02:00:00
AHR 4724	04:00:00
BUL 3320 - course building	12:00:00
Captioning Uploads	03:00:00
CLP4677 Course Updates	01:30:00
CLP6477 course updates	02:30:00
CLP6477 Course updates	02:00:00
CLP6477 Meeting	04:00:00
Course design	16:30:00
ECP 3302 - exam design	03:00:00
EDG 6285 - building	02:00:00
EDG 6627 - course building	10:30:00
EDS 6050 - design	08:00:00
Heidi Course review	02:30:00
IFMH Course Updates	01:00:00
Information Literacy Meeting	02:00:00
ISM 3113 - build	04:00:00
Prep for IFMH Meeting	02:00:00

PSB4004c Course Updates	03:30:00
Studio setup for Steve	01:00:00
<b>Faculty Meetings</b>	<b>20:00:00</b>
Dean's meeting	02:00:00
DEP 4220 & CLP 4143 - meet with course coordinator	01:30:00
EDG 6285 - Charlie V	01:30:00
EDS 6050 - Jenifer H	04:00:00
Faculty meeting	01:00:00
Gary Tucker	03:00:00
Glen Stewart	02:00:00
Heather Jones CRW 3103	01:30:00
Lynn Gilman Rich	01:30:00
Nikki Stowell	01:00:00
Tracey Torrence Meeting	01:00:00
<b>Meetings</b>	<b>29:30:00</b>
Dean's Meeting	01:30:00
Dean's Search	08:00:00
Holiday lunch	02:00:00
Library Holiday Party	02:00:00
Meeting about Orientation Sessions	01:00:00
meeting with USFSM	01:00:00
OLITS Team meeting	01:00:00
SAR Team lunch	03:00:00
Staff meeting	01:00:00
staff meetings	02:00:00
Team and SAR Meetings	02:30:00
team meeting	01:00:00
Team Meeting	01:30:00
Travel Meeting	01:00:00
USFSM team meeting	01:00:00
<b>Professional Development (personal)</b>	<b>07:30:00</b>
FAAST Board Meeting	03:30:00
PD Plan	02:00:00
Webinar	02:00:00
<b>QM</b>	<b>11:30:00</b>
QM	03:00:00
QM Course review CLP4143	03:00:00
QM Review Meeting - Ashley	01:30:00
QM Review Wrapup	02:00:00

TAX 4001 - QM Review prep	02:00:00
<b>Report Writing</b>	<b>04:30:00</b>
-	01:30:00
Budget	02:00:00
toggl, etc	01:00:00
<b>Special Projects</b>	<b>13:30:00</b>
symposium	02:00:00
Symposium Catering	01:00:00
Symposium Catering Meeting	01:00:00
Symposium Planning	06:30:00
symposium updates	01:00:00
Tickets Sir Ken	02:00:00
<b>Tech Support</b>	<b>87:05:00</b>
check on STG	50:00 min
Classroom End Of Semester Technology Service and Preventable Maintenance	02:00:00
Classroom Uninstallation STG	06:00:00
clean ID area	45:00 min
clean ID station	01:00:00
clean up office	01:00:00
Daily wrap-up, cleanup, shutdown	05:00:00
DAV 239 Stavros	30:00 min
DAV 259 Dawn Cecil	30:00:00
Davis 228	30:00 min
Davis 236	01:00:00
Davis 259	02:00:00
Filter Cleaning	02:00:00
Furniture Installation POY 231	03:00:00
Harbor Hall Tech	02:00:00
HH Tech design	02:00:00
Ids	01:00:00
My studio Booth Support	01:00:00
Orientation	06:00:00
Preparing Olits common area for Dean Search Interviews	01:30:00
Provide urgent student assistance giving a final exam presentation	01:00:00
Skype Testing	01:00:00
STG Install	10:00:00
Trans Orientation	02:00:00
Vendor walk through	04:00:00
<b>Training</b>	<b>39:00:00</b>
Bridge demo	04:00:00

Faculty stipend	06:00:00
Proctorio Student Training	03:00:00
STG INSTALL	03:00:00
STG Tech Uninstall	06:00:00
TA Training	04:00:00
TA Training Prep	01:00:00
Training course development	08:00:00
Training workshop	04:00:00
<b>Video production</b>	<b>75:30:00</b>
BUL 3320 - video editing	18:30:00
clear off desktop etc	02:00:00
clear off Studio desktop	45:00 min
CLP4677 Video Editing	04:00:00
Download and label videos	01:30:00
download talks for karla	01:00:00
EDS 6050 - video editing	04:00:00
film Allison Pinto	03:00:00
Film C. Salnaitis	03:00:00
film Glen Stewart	02:30:00
film Jenifer Hartman	03:30:00
Film N. Stowell	03:00:00
film N. Stowell course intro	01:30:00
Film Video for Karla	30:00 min
FIN 3403 - video edits	03:00:00
final edit Jimbo talk	02:00:00
final edit Noonan talk	02:00:00
finish up studio notes	01:30:00
IFMH Video Editing	01:00:00
Nikki Stowell	04:00:00
off load all talks for Steph	01:00:00
PSB4004c Video Editing	04:00:00
Salnaitis Videos	04:30:00
set up studio for TA's	30:00 min
Studio tour- Chris Davis guest	45:00 min
type up all Salnaitis notes -Steph	01:30:00
Type up N. Stowell video notes	01:00:00