

Projects / Time entries	Duration	Amount
Canvas Support	10:55:00	0.00 USD
(no title)	01:01:00	
Bill Rueffle	00:15:00	
Chris Davis - All Courses	00:52:00	
DEP 4053 - conference recordings issue	00:19:00	
DEP 6607 - check student upload issues	01:04:00	
DEP 6607 Fix assignment link	01:04:00	
DL Student Support - Judith Freeman	00:30:00	
Don Marzec	01:00:00	
H. Merchant	02:00:00	
POS2041 - final exam check	00:11:00	
POS 2041 - Final Exam settings	00:21:00	
PSYCH TA Exam question	00:27:00	
PSY TAs - respond to Canvas questions	00:06:00	
REE 3043 Discussion Boards	00:45:00	
Steve Lang	01:00:00	
Committees	28:00:00	0.00 USD
AAC Web & Portal (A&P Sys)	01:00:00	
Committee Work	01:00:00	
Director	03:30:00	
Diversity Committee	01:30:00	
Infrastructure Bold Goal Implementation Team	12:00:00	
Living Library	03:00:00	
Setup Diversity Comm	01:00:00	
Space	01:30:00	
Space committee	03:30:00	
Communication	132:36:00	0.00 USD
communication	01:00:00	
email	13:00:00	
Email	73:54:00	
email communication	02:00:00	
Email + Phone	01:12:00	
eMail (Read and Respond)	02:00:00	
Email Reading and resonse writing	01:00:00	
Emails	19:00:00	

PD Announcement	06:30:00	
Read and Respond to emails	12:30:00	
Setting up Voicemail and phone system/ Lance	00:30:00	
Data Collect	12:00:00	0.00 USD
DL Service Requests	01:00:00	
End of Year data - Kaya report	01:30:00	
ID Card remake proposal - USFSP	00:45:00	
NCATE Data - F2F Review data	01:30:00	
Order Laptops - Deanna M	00:30:00	
Order Laptops Kmetz/Janer	00:30:00	
salary data collecting	00:45:00	
Service Request Review - order equipment Herment	01:00:00	
Service Request Review - order equipment Karla/Angie	01:00:00	
Service Request Review - order equipment Vikki	00:45:00	
Software order - Karla (Articulate), Angie (Captivate)	00:45:00	
USFSP Police - Monitor upgrade	01:00:00	
Various multiple administrative office chores (Paperwork and Form Deliveries)	01:00:00	
Design Support	52:59:00	0.00 USD
BUL 3320 review ppts for recording	02:08:00	
CLP6477 Instructor support logging assignments	01:00:00	
CLP 6477/ Master Sandbox	01:30:00	
CLP 6477/ Master Sandbox- Preparing Dev. Timeline	01:00:00	
CLP 6477/ Master Sandbox- Preparing Dev. Timeline for meeting today	00:30:00	
CLP 6477 Meeting set up with Faculty: Negrini and Karla	00:00:00	
CLP 6477 Meeting set up with Karla	00:30:00	
CLP 6477 Meeting set up with Karla/ created a Treatment plan for video production	00:30:00	
CLP 6477 - prepping timeline and google folder for meeting with faculty	01:12:00	
CLP 6477 Syllabus review and course review	00:30:00	
CLP 6477 Updated instructor information for Spring '15/ Photoshop, etc.	02:30:00	
Collaboration meeting to meet with Dept. Chair/ PSY	02:00:00	
DEP4053 - Developmental Psychology (DEP4053.791)	01:00:00	
EDA 6061	01:13:00	
EDA 6492 - gather course materials and organize	01:33:00	

EDG 4444 - Give Dukes access at the request of Fueyo	00:09:00	
EXP 4680 - Angie and Karla Meet to review timeline	00:30:00	
EXP 4680 - sample modules	03:27:00	
GEB3373	00:30:00	
ISM 3113 - data collection	01:00:00	
ISM 3113 & ISM 4382 Spring 2015	00:17:00	
Meeting with Dpt. Chair/ Dr. Chenneville	01:00:00	
Organizing backups on external drives	02:50:00	
POS 3691 - build modules and make materials accessible.	06:14:00	
POS 3691 - collect and organize module materials	04:20:00	
POS 3691 - download videos from Panopto	01:50:00	
POS3691 - look for videos in Panopto	01:45:00	
project planning	02:29:00	
PSY 2012 - videos with no audio	00:14:00	
PSYCH - Prezi and background for Tiffany's TedX recording	00:49:00	
PSY department/CANvas/ Panopto	02:00:00	
PSY General	00:30:00	
PSY General - add Angie to courses and projects	03:00:00	
PSY Training Site/ Course review EXP 4680	01:00:00	
Research remote proctoring	01:37:00	
Review Tiffany Chenneville recording with Angie	00:22:00	
Faculty Meetings	11:21:00	0.00 USD
Assist Faculty Presentation	02:00:00	
Assist Faculty With Presentation	02:00:00	
Faculty Equipment Tutorial	00:30:00	
Meeting with Angie and Lisa Negrini	00:24:00	
Meet with Bonnie and Olivia QM	02:02:00	
Meet with Steve Diasio	01:12:00	
Meet with Tiffany, Angie and Karla	01:00:00	
Prep for Psych Faculty meeting	00:12:00	
Psych Faculty Meeting	00:31:00	
PSY Meeting	01:30:00	
Meetings	54:01:00	0.00 USD
Application Review - Director Search	02:30:00	

COE NCATE meeting	00:45:00	
Department report - meeting w/Kaya	01:00:00	
Dir Applications	02:00:00	
Director Interview	02:00:00	
Director Phone Interviews	03:00:00	
Director Search update - w/Carol	02:30:00	
Dir Interview Meeting	02:00:00	
DL Director - meeting with Carol	01:30:00	
Faculty	03:30:00	
GEMS training - Angie	00:30:00	
HR signing up for benefits meeting	01:30:00	
HR/Valic meeting	01:00:00	
ID Card Billing update - Voice conference	01:30:00	
ID Card payment	01:00:00	
LMG vendor - STG tech upgrade	01:00:00	
meeting	01:00:00	
Meeting with Carol - new Director	01:00:00	
meet with team	00:40:00	
Meet with Timi and Angie about Proctor U	00:44:00	
Morning Meeting	01:00:00	
NCATE Review - meet the team	01:35:00	
New Employee meeting - Angie	01:30:00	
OLITS holiday lunch	01:35:00	
Orient Angie to course templates and Panopto	00:30:00	
Staff	07:32:00	
Team discussion	00:14:00	
Team Meeting	02:26:00	
Team meet, welcome Angie	06:00:00	
Welcome New ID	01:00:00	
Professional Development (personal)	93:31:00	0.00 USD
(no title)	01:00:00	
Accessibility interview with EContent Magazine	00:58:00	
Adobe: After Effects	03:30:00	
Creating a procedure instructional graphic	05:30:00	
Creating instructional graphics with Wecom bamboo tablet	02:00:00	

Digital Classroom Conf.	08:00:00	
Digital classroom teleconference	05:00:00	
Experiments and tinkered with a flash based interactive program that will assist in perfectch projection placement for optimal display	01:00:00	
Familiarization with New Updated Extron Software and how it relates to the classroom programming	02:00:00	
Florida digital classroom	06:06:00	
GEM's training with David	01:00:00	
Installing Pen Tablet	01:00:00	
My PD	08:00:00	
New Employee Orientation	08:00:00	
online video tutorials	04:00:00	
PD Toggl	02:00:00	
Professional Development	14:30:00	
QM Completed (APPQMR)	01:00:00	
QM Registering for Peer	01:00:00	
Research	08:00:00	
setup elearning guild account	00:09:00	
Tech Project Management Course	00:18:00	
Toggl demo	02:00:00	
Toggle training	01:30:00	
Toggl training	02:00:00	
toggl - training	02:00:00	
Training with Timi and Otis/ Canvas Apps, LTI	01:00:00	
Video graphics	01:00:00	
QM	47:07:00	0.00 USD
Chris Davis	01:00:00	
DEP 4053 - tack QM status	00:30:00	
EDA 6192 - revisions from QM review	07:40:00	
JOU 6360 - Copy to external Canvas	02:38:00	
prep for QM Meeting with Chris Davis	00:26:00	
QM Meeting Chris Davis	00:53:00	
QM Review - Dr. Davis	01:00:00	
QM review ISM 3113- Meeting with faculty and peer reviewers	01:00:00	
QM set up account and training course	04:00:00	
QM training	24:00:00	

QM Training - Angie (new employee)	01:00:00	
QM training with Karla	03:00:00	
Report Writing	13:50:00	0.00 USD
Monthly report	02:00:00	
Nov Monthly Report	01:00:00	
Oct Monthly Reports	00:45:00	
October Monthly Report Procurred	01:00:00	
Position Descriptions - updates for Staff	03:20:00	
toggl	03:15:00	
Toggle timesheet	01:30:00	
Write up of Recent Tickets and issues resolved	01:00:00	
Special Projects	13:00:00	0.00 USD
COB Building Plans Review	02:00:00	
DL Director - info for Carol	01:30:00	
DL Director Interviews	02:45:00	
Movie Flyer	01:00:00	
NCATE for COE - meet with David	00:45:00	
New Student Orientation	03:00:00	
ProctorU discussion	01:00:00	
Read Student Portal Report	01:00:00	
Tech Support	126:06:00	0.00 USD
classroom check	01:00:00	
clean office	02:00:00	
COB building plans review	01:21:00	
Computer Build - Angie MBP	01:00:00	
Computer build - Karla (image for Angie)	03:00:00	
Customer Support ID Walkins Equipment Checkout and Tech Support Inquiries	18:58:00	
DAV 130 - Mic issue	00:15:00	
DAV 259 replace bulb	02:00:00	
Dave 259 change bulb	01:00:00	
Equipment Diagnostics Testing Troubleshooting and Servicing	02:00:00	
Ewquipment Testing and follow ups on equipment servicing and status reports	03:00:00	
FCT118S - Lamp replacement	00:45:00	
FCT 118S - replaced lamp	00:45:00	
FCT 118S- replace lamp	02:00:00	

Follow up on Epson status, Vendor Email and Phone Contact, Researching Solutions and Appropriate course of action	02:00:00
ID Card Balance Receipts (Accounting)	07:15:00
ID center	04:00:00
Id office	02:00:00
Ids	02:00:00
ID support	02:00:00
Install ms office and camtasia on new macbook	00:49:00
Inventory Database Updating	02:00:00
Mac Build - Robert	02:00:00
Mac Laptop - Karla MBAir	02:00:00
Mac-Mac Migration	01:00:00
Morning Tasks Left For Me on Desk Or Mailbox	01:00:00
MyStudio Booth Troubleshoot	00:20:00
MyStudio Booth upgrade - Build new Mac	01:30:00
My Studio - Fac booth Computer Build	02:00:00
My Studio - Fac booth offline	01:30:00
My Studio - Student not recording	01:00:00
Operate and Manage The Evening Classroom Support Helpdesk	02:00:00
Orientation ID Card Creation	02:00:00
Orientation Prep	01:00:00
Panopto Not Working - Studio	01:00:00
Periodic Backroom Inventory scan , organize , and appropriate document check for Equipment location	02:30:00
Periodic Random Room Sweep for Equipment Status	02:00:00
POY 240 - Angie's video card issues	02:00:00
re-install storyline on my new desktop pc	00:24:00
Research Problems with the Epson Projectors	02:00:00
Research recent ID Card and related system Inquires	01:00:00
Service Call (COQ 231) (Resynch Classroom Equipment)	00:30:00
Service Call (DAV 102) (Projector Swap)	00:30:00
Service Call (DAV 250) (Projector Swap)	00:30:00
Service Call (DAV 250) (Reconnect Tampered Cables)	00:30:00
Service Call (DAV 259) (Projector Swap)	00:30:00
Service Call (STG 114) (VGA Splitter Disconnection) (Installed Plates to To Prevent Further Tampering)	00:30:00

Solo Evening Coverage and Operation Of The Afterhours Classroom Support Line	20:00:00	
Solo Evening Coverage and Operation Of The Afterhours Classroom Support Linementation and report writing	02:00:00	
Student pic for police	00:20:00	
Studio Green Screen	00:45:00	
talk with steelcase	00:30:00	
Teaching tech support	02:00:00	
Updating driver for Wecom bamboo tablet	00:30:00	
Vikki Gaskin Butler Computer Switch	00:54:00	
VTC setup - Studio setup/support	01:30:00	
VTC setup - Studio setup/support ACEAC group	01:30:00	
VTC setup - Studio setup/support SIS group	01:30:00	
Work On Surplus Inventory Disposal	02:15:00	
Training	48:11:00	0.00 USD
(no title)	02:00:00	
2014 QM Rubric Session	01:00:00	
Carol Vance - Camtasia Training	00:56:00	
Effective Presentations- Flyer 1 Creation	02:00:00	
Effective Presentations- Flyer 2 Creation	01:00:00	
Effective Presentations- Flyer 3 Creation	00:30:00	
Intro to OLITS PD	01:00:00	
Laptop prep	01:00:00	
LTI, Apps, Analytics	01:04:00	
PD Announcement	01:00:00	
PD Session	02:00:00	
PD Session - Panopto	02:00:00	
PD Session - Universal Design	01:00:00	
Spring PD Planning	03:00:00	
Toggl Demo	01:00:00	
Toggl Training	00:30:00	
Toggl Training for staff	00:45:00	
Toggl training - Robert	00:46:00	
Training	06:40:00	
Training prep	14:00:00	
Training Prep	05:00:00	

Video production	94:35:00	0.00 USD
ACEAC Meeting in studio	02:00:00	
ACEAC Meeting VTC	02:00:00	
ann marie gunn	03:00:00	
audio chroma key with Angelica	01:01:00	
Burn music for Kaya	00:15:00	
clear off cards in studio	01:00:00	
Dr Silvia PPT	02:00:00	
Dr Silvia video	02:00:00	
edit Ann Marie Video	02:00:00	
Edit Dr Silvia Video	02:00:00	
edit kaya video	02:00:00	
edit Silvia video-graphics	03:00:00	
edit video	02:00:00	
film Tiffany's TEDx talk	01:00:00	
finished Karlas panapto video	01:00:00	
fix Crestron decks	02:00:00	
fix panapto	01:00:00	
Kaya Scholarly Metrics Video	01:00:00	
kaya video	02:30:00	
Mchale video	04:00:00	
McHale video edit	02:00:00	
online adobe	01:00:00	
Panapto Judithanne	02:00:00	
PD video	01:00:00	
POS 3691 video editing	04:30:00	
Redo Panapto for Karla	02:40:00	
run Panapto tests	02:00:00	
Set up for Tiffany Chenneville recording	00:09:00	
SIS Workgroup VTC	01:00:00	
studio clean up	02:00:00	
studio fix camera	01:00:00	
Studio maintenance	06:00:00	
studio set up	01:00:00	
studio test	02:00:00	
Tedx Video/ Dr. Channeville	07:00:00	

Tedx Video/ Dr. Channeville- Editing	05:30:00
Tedx Video/ Dr. Channeville- meeting with Karla	00:30:00
Tedx Video/ Dr. Channeville- meeting with Karla and Rob	01:00:00
Tedx Video/ Dr. Channeville- meeting with Tiffany to produce video	01:30:00
Tedx Video/ Dr. Channeville- Post production editing	02:00:00
Tedx Video/ Dr. Channeville- Post production Submitted	00:30:00
Tedx Video/ Dr. Channeville- pre-production communication	02:30:00
Timi video - kaya	02:00:00
Updating Adobe programs	01:00:00
video editing	02:00:00
video graphics	02:00:00
VP tests in studio	02:00:00

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