

OLITS

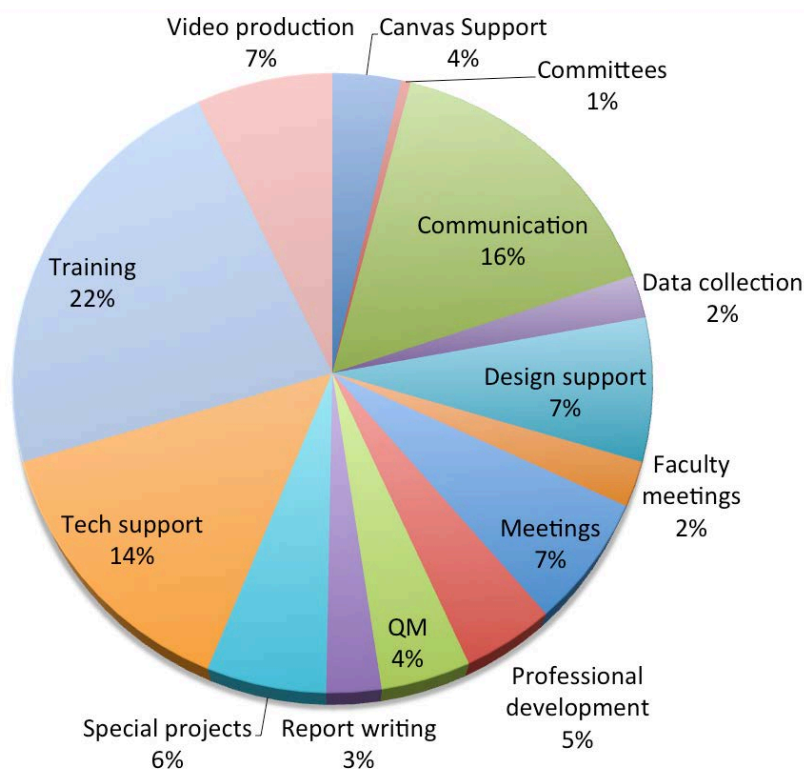
Monthly Report

2014-12-01 - 2014-12-31

Total 794 h 01 min



The following are the department activites for the monthy of December 2014



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|---|---|
| <ul style="list-style-type: none"> ➤ Canvas Support 29 hours ➤ Committees 4 hours ➤ Communication 126 hours ➤ Data Collection 18 hours ➤ Design Support 60 hours ➤ Faculty Meetings 19 hours ➤ Meetings 54 hours | <ul style="list-style-type: none"> ➤ Professional Development 36 hours ➤ QM 35 hours ➤ Report Writing 22 hours ➤ Special Projects 47 hours ➤ Tech Support 114 hours ➤ Training 180 hours ➤ Video Production 57 hours |
|---|---|

Projects / Time entries	Duration
Canvas Support	28:34:25
ART 2201C - Lucy Trimmarco Grading Scheme Issue	00:25:01
Bill Ruefle	00:30:00
Canvas grading group assignment troubleshoot	01:00:00
Canvas Open Lab	07:30:00
CLP 6477- Video Introduction added	01:00:00
COE - Plagiarism Check Support, Dean Heller	00:59:30
DEP 4053 TA's Blackboard collaborate	01:00:00
DEP 4053 - TA's trained on Blackboard Collaborate	01:00:00
DEP 4220- Panopto Video transfer for Spring 2015	01:00:00
DEP 6607 - check student upload issues	00:48:19
EDA 6945 - Assist Olivia with Copying	00:29:11
EDA 6945 - Copy modules to Gary Spring 2015 section	00:25:31
EXP 4680 Master Sandbox- meeting with faculty w/ C.Salnaitis	01:00:00
EXP 4680 Master Sandbox- preparing for meeting	02:30:00
ISM 3113 - course copy support	00:35:35
Open Lab	03:00:00
PSY 2012 - Quiz statistics support	00:21:18
PSY 2012 Sandbox/Meeting with TA's and instructor	01:00:00
PSY 2012 Updating Sandbox	01:00:00
PSY 2012 Updating Sandbox/Preparing for meeting with TA's and instructor	00:30:00
PSY 2012 Video Recording with Dr. Hale and Erica	00:30:00
PSY 4931 new course/ meeting with faculty/Panopto training	01:00:00
PSY TA's orientation/ Reviewing course	01:00:00
Committees	04:00:00
Reference check	04:00:00
Communication	126:13:56
CLP 6477- Video Treatment/ Emails with Jamie and Erica	01:00:00
email	14:00:00
Email	76:39:50
Email (Catch up from being sick three days)	02:00:00
Email- CLP6477 Instructor support	00:30:00
Email- PSY dept./ Spring 2015 TA training	00:30:00

Emails	26:34:06
PSY 4931 new course/ meeting with faculty	01:30:00
Read and Respond to emails	03:30:00
Data Collect	18:01:00
2015 staff timesheet	01:00:00
COB Building Technology Design	04:00:00
Computer Store Shopping List	01:00:00
DL Service Request Process - Olits printer/software	01:00:00
MSL conference room build	00:45:00
New Printer - OLITS	00:45:00
Order office Supplies	00:45:00
PSY Proctoring app research/ Email with ProctorU	00:31:00
PSY Proctoring app research/ Excel Data Comparative Chart	02:00:00
PSY Proctoring app research/ Phone call contact with Guy and Erica	01:30:00
Service Request - Dixon Printer	00:45:00
Toggle Examples	01:00:00
toggle reporting	02:00:00
Toggl Examples	01:00:00
Design Support	59:57:01
CLP4314 Create Sandbox and Update Assignment dates	08:00:00
CLP 6477- Video Recording with Dr. McHale and Lisa	01:00:00
Course development meeting	02:00:00
DEP 4220 and CLP 4143/Meeting with site with TA's	01:00:00
DEP 4220 & CLP 4143 - Meet with TAs	01:04:00
Design ACG4351	04:00:00
Design EDF2005	03:00:00
Digital Badges	01:00:00
EDA 6061 - bb collaborate setup	00:41:18
EDA 6061 - copy course into live section	00:13:10
EDA 6061 & EDF 6492 - build in Canvas	01:25:40
EDA 6061 - make module refinements	05:15:41
EDF 6492 - build in Canvas	08:03:00
ISM 6930 - prep for meeting with Varol Kayhan	00:16:00
Lou and Bob	01:00:00

Meeting prep	02:00:00
Meeting with Faculty	01:30:00
POS 2041 - refine, export, import	04:28:53
POS 3691 - complete design, prepare to copy	04:23:22
project planning	00:42:24
PSY 2012 - course import & update	00:48:00
PSY 2012 - meeting with TA's & Instructor	01:26:00
PSY 4931 - build sandbox in Canvas	00:17:41
PSY 4931 - prep for meeting	00:56:47
PSY 4931 Updating Sandbox/ Syllabus	02:00:00
PSY 4931 Updating Sandbox/ Syllabus and Home tabs	01:30:00
Psych dept proctoring research	01:55:05
Faculty Meetings	18:55:48
CLP 6477-Canvas training	02:30:00
CLP 6477 - Lisa Negrini & Ebony Miller Sandbox Review & Training	02:12:35
CLP 6477- Video Treatment	01:00:00
EDF 6492 - meet with Faculty	01:14:11
Email/ Setting up for Faculty meeting 12/12	01:00:00
EXP 4680 - meet with Christina Salnaitis	01:15:00
ISM 3113 - Meet with Chris Davis about research	01:11:32
ISM 6930 - Meet with Varol Kayhan - captioning	00:25:51
PSY 4931 - meet with faculty	01:31:00
PSY 4931 - New course meeting	01:25:00
Psychology meeting	00:40:39
PSY Dep. Meeting- Preparing Documents for meeting	03:00:00
PSY monthly meeting	00:30:00
USFSP Brewing Arts program	01:00:00
Meetings	53:50:36
Assisted Faculty member with creating a presentation for a course taught next semester	02:00:00
Beer Making Certificate	01:00:00
COB Admin/Fac design meeting	02:00:00
Department Meeting	01:18:04
Dept. Meeting	01:25:47
DL Department Meeting	01:00:00

Faculty	01:00:00
Holiday Party	01:00:00
Infrastructure Bold Goal meeting	01:30:00
Library holiday party	00:55:00
LLT meeting	01:30:00
Meeting with team	06:30:00
Meet with Kaya	00:20:00
meet with team	08:21:45
OLITS Meeting	01:00:00
Proctor U	01:00:00
Quick catch up talk with CC to confirm all classrooms and are good to go with the AV and Computing technology for next semester.	01:00:00
Staff	18:30:00
staff meeting	01:00:00
Title 9 meeting	01:30:00
Professional Development (personal)	36:04:16
cleaned off apple computer	03:00:00
clean up office	02:00:00
course on project management	05:11:55
Crestron visit	01:00:00
HR Orientation/ Benefits	01:00:00
Learn Panasonic Tablet	00:41:48
online video tutorial	01:00:00
PD	02:20:00
Photoshop CS6	01:00:00
Professional Development	05:50:33
QM- Peer Reviewer Course (PRC)	05:00:00
Read several Higher Ed Technology Journals and University end of year reports , summaries and predictions. for upcoming 5 years	02:00:00
Research	03:30:00
Researching and familiarizing myself with the different requirements for the new digital classroom installation	02:00:00
Updating MacBook application/ Phone interface	00:30:00
QM	35:07:08
Chris Davis QM review	04:00:00
EDA 6192 - revisions from QM review	01:42:48
PSY Proctoring app research/email to Pezzo	00:30:00

QM Peer Review Course	17:59:45
QM- Peer Reviewer Course (PRC)	08:30:00
QM Review - ISM 3113	02:24:35
Report Writing	21:17:27
Annual Report - edits	01:30:00
COB Building Technology Design	14:00:00
Monthly Report	03:00:00
Service Request Forms - Printer, QM, Batteries	01:00:00
Tag updating on togg	00:17:27
toggl	01:30:00
Special Projects	41:36:40
Adjunct orientation - library content meeting	00:07:28
Apple configurator	04:31:29
COB Building Plans Review	01:30:00
Contract Renewal - Constant contact	01:00:00
Dr. McHale FIOC training video	00:30:00
Dr. McHale FIOC training video/ creating logo	08:00:00
eDisclosure	00:14:32
Elementary School Tour	01:18:36
Elementary school visit	04:00:00
Fall Office/Storage room clean out	02:00:00
iPad updates for CoE	01:00:00
Library video/Kaya	02:30:00
OLITS Tour	03:16:24
ProcterU meeting	02:00:00
Rebuild Laptop	04:23:07
Studio tour w/kids	02:00:00
Technology meeting with Crestron	00:30:00
Update Training Laptops	02:19:00
Video for Kaya - Orientation	00:26:04
Tech Support	114:01:00
Balance and document the December 2014 Billable ID Card Transactions_ Office cleaning and a few end of the year reports	02:00:00
Classroom Equipment (Follow up on Bulb Orders, STG 212 Status, Inventory and Database Updating)	02:00:00
Classroom Repair	02:00:00
Clean CLC	01:00:00

clean office part 2	02:40:00
Computer Migration	04:30:00
DAV 251 screen	00:45:00
e	00:00:00
End Of Semester Classroom Equipment Maintenance and Filter Cleaning Project	16:00:00
Faculty Study booth - Computer install	01:30:00
Gather, Go Through, and Compile Physical AV equipment to be taken down for Disposal (Communication with Kevin Cartmill)	02:00:00
ID Card Affairs (Last Orientation Invoice Billing, Creation of New Forms, and Update To New System)	01:30:00
ID Card Center Coverage, continued work on last minute projects, reports and dept business	02:30:00
ID Card End Of Day Shutdown (First Run)	00:30:00
ID card machine migration	02:30:00
IDcard Marketplace Update - New Prices	00:45:00
ID Cards for Walkins	01:00:00
Id office	02:00:00
ID system making Ids	02:00:00
iPad project COE	06:00:00
making new IDs	00:30:00
Managed and Operated the FINAL Solo Evening helpdesk hours for the Semester	02:00:00
Managed and Operated the Solo Evening helpdesk hours	02:00:00
Manage Evening Helpdesk and Delivered Surplused Equipment to the Loading Dock	01:30:00
Manage Helpdesk, Organize Work for This Week's Tasks & Start Balance Previous Systems Touchnet Dailies	01:00:00
moved collabe station	00:45:00
New Computer Build	03:00:00
new ID system training	03:30:00
New Student Orientation	01:30:00
Office chores and ID Card Center Saff Coverage	04:00:00
Office chores and ID Card Center Staff Coverage	08:00:00
Office Chores Email AV Product Research while providing ID Card Center Staff Coverage	04:00:00
orientation	03:30:00
Orientation	01:00:00
Prepare for Orientation	01:00:00
Ran an Scan for In house circulating Inventory	02:00:00
Ran Updates and Cleaned up the Work Laptop	02:00:00

Solo Coverage for ID Card Office Walk Ins and Service Inquiries	01:00:00
Started the final account semester balancing and transaction verifications for the old payment system for the ID Cards.	04:00:00
STG 114 - my.usf.edu log in issue	00:15:00
STG 2121 adjust projector	00:30:00
STG 212 projector replaced	02:00:00
Student Orientation	04:00:00
Studio - FTP upload issues	01:40:00
Studio HD recorders - Deck two not working	02:00:00
Swapping my laptops	01:41:00
voice recorder check out	00:30:00
Worked the ID Card Station During Orientation	02:00:00
Training	179:42:32
Bamboo Tablet - Henry Alegria	01:00:00
Canvas Open Lab	85:15:14
Effective Presentations- Flyer 2 Creation	08:00:00
Effective Presentations- Flyer 3 Creation	05:30:00
Google Form Troubleshooting - faculty	00:30:00
Move Media Scape Unit	02:00:00
Open Lab	46:00:00
PD Announcement	00:30:00
PD Google Forms	01:00:00
Presentational Concepts- Flyer 3	05:00:00
Research for new training material	02:00:00
Spring PD Planning	16:42:18
Tablet Setup	02:30:00
Toggl training - Robert	00:45:00
Training book for new classes	03:00:00
Video production	56:39:26
add Silvia links in video	02:00:00
Ann Marie Gunn Videos	06:00:00
cleaned off desktop computer	02:00:00
clean off external drives in studio	01:00:00
CLP 6477- Video Recording with Dr. McHale and Lisa	00:45:00
EDF 6492 - post production lecture videos	04:47:27

edit Ann Marie Gunn	01:00:00
Edit Ann Marie Gunn Video	04:00:00
edit Dr Silvias links	02:00:00
edit import Ann Marie Gunn	02:00:00
edit McHale video	02:00:00
edit Video Ann Marie Gunn	02:00:00
Film Chemistry Class	01:30:00
Filmed Dr McHale intros 1 & 2	01:30:00
Film Henry Alegria in Studio	04:00:00
Film Henry Algeria	04:00:00
Film Studio chemistry class	02:30:00
Henry Alegria - Studio Film	03:00:06
Jill McCracken - recording for TedX	01:06:53
PSY 2012 Video Recording with Dr. Hale and Erica	00:45:00
record Dr Silvia's links	01:00:00
set up Studio	00:30:00
set up studio for Karla	00:45:00
studio clean up	02:00:00
Studio maintenance	02:00:00
talk with Timi about new chem course	00:30:00
video editing Mchale	02:00:00