

TIPS AND TECHNOLOGIES: IN CLASS AND BEYOND

How to Use this Information

- A variety of instructional technology tools are available within the School of Nursing and University and the following information highlights some of these.
- Technologies are categorized by functionality, ease of use, and reliability, with a summary of pros/cons provided.

Course Management:Ctools

Site: www.CTools.umich.edu

□ Pros

- Easy to use stable tool
- Lots of functionality, with new functionality added every year
- Supported by the University
- Course “shell” created with registration and students enrolled
- Allows “interaction” with students through chats, discussion threads, forums, etc.
- Allows randomized testing through test center
- Material from ctools sites can be shared to other ctool sites
- Comprehensive training documents available through Ctools help

□ Cons

- Mature tool, may be perceived as not as “glamorous” as newer tools

Course Management:Lecture Tools

Site: www.LectureTools.com

□ Pros

- Web based
- Allows real-time student interaction (from laptop) through the use of text chats, student polls, etc.
- Include a link in your Ctools site
- Students are able to take notes or “mark up” their copy of the presentation and also rate their understanding of the material
- Help available from students/staff working with Dr. Samson (creator of LectureTools)
- Constantly upgrading the tool to better serve faculty/student needs

□ Cons

- Requires some planning, training, and set up, but this is generally minimal
- One way voice from presenter/faculty to students, so only presenter can be “heard”
- Students are sometimes “distracted” by access to their laptop (i.e. facebook, online shopping, email, etc.)

Screen Recording & Video Editing: Camtasia

Site: www.TechSmith.com/camtasia/

□ Pros

- Screen capture with voice allows faculty to capture their PowerPoint presentation with voice, and creates a video file that is editable
- If you are teaching a mature class and material is stable, faculty can edit material as appropriate after the first year
- Recorded lectures can be shared
- Short lecture capture segments provide for modular teaching

□ Cons

- Requires advance preparation (1 – 4 weeks) and training for faculty to enhance their existing PowerPoint presentations, then create, edit, and publish files

Lecture Capture: Camtasia Relay Server

Site: www.TechSmith.com

□ Pros

- Allows lecture to be captured “during” class, and sent to corresponding Ctools class site
- Various file formats available including: MP3 for streaming, video file, etc.

□ Cons

- Zoom microphone picks up all noise in class
- Requires advance preparation on IT part (1 week) to prepare class profile, reserve equipment, etc. so recordings are sent to the correct place.
- Some scheduling required for equipment

Screen capture: Jing

www.techsmith.com/jing/

□ Pros

- Free and easy to use
- Record screen and audio
- Online tutorials
- Short learning curve

□ Cons

- Need Camtasia to edit Jing videos

Web Conferencing: Centra

Site: www.saba.com/products/centra

□ Pros

- Web based
- Application sharing
- Recorded sessions
- Includes test/grading environment
- Text chatting
- Can import an agenda, PowerPoint presentation, etc.
- Include a Centra link in your Ctools site

□ Cons

- Some advanced preparation required, as IT needs to reserve “seats”, assist with account creation, register and train faculty and students
- FYI-Microphones record “everything” said in the class, and all text chatting

Video Conferencing: Skype

Site: www.skype.com

□ Pros

- Free
- Easy to use and can be set up relatively quickly
- May be a good option if student is unable to come to class due to bad weather, etc.
- Can share screen with users

□ Cons

- Limited number of users and functionality with free subscription
- Requires some advance preparation. Faculty and students should set up accounts, become familiar with application and, arrange with IT for a test session.

Media files: Digital Media Commons

www.dc.umich.edu/dmc/aboutus/index.htm

□ Pros

- Professional, experienced staff offer a variety of media file services, i.e. creating podcasts, videotaping, etc.
- Free to faculty
- Located on campus at Duderstadt Center

□ Cons

- Advance planning and scheduling

Audience Response System: Clickers

Site: www.turningtechnologies.com

□ Pros

- Enhanced student engagement
- Immediate feedback
- Can be used for attendance or anonymous
- Used in conjunction with PowerPoint so tool is fairly intuitive

□ Cons

- Use must be scheduled in advance
- Distribution and collection of clickers can be time consuming, so it's best to have assistance for this

Other Media Files: videotapes/clips, podcasts

□ Pros

- Recordings can be posted to your Ctools site, streamed to students, shared to other Ctools sites
- Files can be used to supplement class materials
- Lots of materials and tutorials already available throughout the University, ie.
- http://www.cancer.med.umich.edu/cancer_podcasts.html

□ Cons

- Requires advance planning and set up. Faculty need to determine which files and types best enhance their course materials.

Resource Available From	Tool or Technology	Purpose	Training Available From	Training Site	Website
University	Ctools	Course repository and tools	Online, University classes, & SoN IT	https://ctools.umich.edu/portal/help/main	https://www.ctools.umich.edu
University	LectureTools	Allows real-time student interaction	Online & University support	https://www.lecturetools.com/	https://www.lecturetools.com/
Duderstat and SoN IT	Podcasts	Supplemental education/training materials	Duderstat staff & SoN IT	http://www.dc.umich.edu/	http://www.dc.umich.edu/
SoN IT	Clickers	Audience response system	Online & SoN IT	http://www.turningtechnologies.com/responsesystems/support/	http://www.turningtechnologies.com/
SoN IT	Camtasia	Pre-Record Lectures	Online & SoN IT	http://www.techsmith.com/camtasia	Submit ticket via email to son-it@umich.edu at least 30 days in advance
SoN IT	Camtasia Relay Server	In class lecture capture	SoN IT	http://www.techsmith.com	Submit ticket via email to son-it@umich.edu at least 30 days in advance
Techsmith	Jing	Screen capture	Online & SoN IT	http://www.techsmith.com/jing	Submit ticket via email to son-it@umich.edu at least 10 days in advance.
SoN IT	Centra	Web conferencing	Online & SoN IT	http://www.saba.com/products/centra	Submit ticket via email to son-it@umich.edu at least 30 days in advance.
Skype	Skype	Video conferencing	Online & SoN IT	http://www.skype.com	Submit ticket via email to son-it@umich.edu at least 10 days in advance.
Digital Media Commons	Media Services	Supplemental education/training materials	Duderstat staff	http://www.dc.umich.edu/dmc	http://www.dc.umich.edu/dmc

Instructions for adding media/sound files to your PowerPoint presentation

- Display the slide you want to add movie or sound to.
- Select **Insert** from the top menu.
- Choose **Picture**, or **Movies and Sounds**.
- Select **Picture From File**, **Movie From File**, or **Sound From File**.
- Look in desktop (or folder that file was saved).
- Select file.
- Click O.K.
- Decide if you want the movie or sound to play automatically in the slide show.
- Tip: Select the Animations tab in PowerPoint to add animations to your images or sound files.
- *Types of sound and movie files PowerPoint can use*
AAC, AIF, AIFF, AIFC, ALAW, AU, AVI, FLC, FLI, KAR, MID, MIDI, MOV, MOOV, MP3, MPEG 2, MPEG 4, QT, QTVR, RSRC, SFIL, SND, SWF, ULAW, WAV, WAVE
- *Important:* Always save a copy of the movie or sound file in the same folder as your presentation. PowerPoint needs a copy of the file in order to play it.
- **Linking to a URL**
If you are unable to download a video from the web, you have the option to link to the URL in PowerPoint.
- Select the text or image to hyperlink.
- On the **Insert** Menu click Hyperlink.
- Example: [Knitting Video](#)

Instructions for adding media/sound files to your Ctools site:

- Log into [CTools](#).
- Create a site (or enter a previously created site).
 - Go to the **My Workspace** tab
 - Select **Worksite Setup**
 - Select **New**
 - Select **Project Website**
 - Follow instructions - be sure to choose **Resources** in Tools list.
- Go to your new site and select the **Resources** area.
- Select **Add**. In the drop-down menu select **Upload Files**.
(Note: If you have many files to upload you will find instructions under **Uploading Downloading Multiple Resources**)
- Under **File to Upload** select the **Browse** button and find the file you wish to insert, then hit **Open**.
- Type in the display name you wish to give your file.
- Select **Upload Files Now**.
- Note: If you are uploading a PowerPoint to CTOOLS that contains a movie file you must upload your movie in CTools as a separate file.

Helpful tips/Best practices for naming, saving, and finding files:

- Avoid using special characters in a file name. \ / : * ? “ < > | [] & \$, .
- Use underscores instead of periods or spaces.
- Folders should be less than 10 characters and File names less than 25 characters.
- Files should not be more than 5 folders deep.
- The file name should include all necessary descriptive information independent of where it is stored.
- Include dates and format them consistently or use versioning indicated by “v1” or “v2”.
- Be consistent with your naming.
- Save your files to the network: either in your network space H:\foldername\file\version, or in the shared network space, S:\Div1\curriculum\N356\version . Network files are backed up.
- Add file name/path to the footer in your document.

In Summary:

- Technology is just one consideration. Alignment with course/curriculum goals and objective assessments should also be considerations.
- There are a number of technologies available at the University and School of Nursing.
- Some tools require more advance planning, preparation, and training than others.
- If you are considering using technology or want to know more, schedule an appointment to talk with IT.
- IT projects and priorities are guided by AG and align with School of Nursing goals, objectives, and priorities.