

Update from our operations teams

We have been diligently preparing for a safe, public health-informed fall semester at the U-M School of Nursing as part of a universitywide commitment to keep our campus community as safe and healthy as possible. A safe return to campus for our students this fall would not be possible without the dedication of our faculty and staff at the School of Nursing. As such, I would like to continue to use this forum as a tool to share important information from our operations teams each month.



Maureen Coerd
*Chief Administrative
Officer*

Many of you expressed that these newsletters have been helpful and informative as we navigate new and often challenging circumstances. If you would like to review content from past newsletters, please visit our [faculty and staff information page](#) and click on the “Operations Teams Monthly Newsletter” menu item.

Project Management Office

New Faculty Services Portal coming in August



Carleen Champagne
*Director of Project
Management*

To support the School of Nursing’s ongoing mission of transforming face-to-face courses to web-hybrid and fully online experiences, the Project Management Office has developed a new Faculty Services Portal. Visitors to the Faculty Services Portal can get immediate technical support from U-M School of Nursing IT, expand their knowledge of teaching and learning tools through self-serve training and support resources, and learn about new instructional design services that can be requested through the portal.

Instructional design services

To support the School of Nursing's growing demand for instructional design services, the Faculty Services Portal provides the following service request options.



Quick Consultation

Browse the catalog of services and schedule your consultation with an ID

Quick Consultation service request is designed to give faculty an easy way to:

- Browse example project types.
- Get a rough estimate of the effort involved in completing a project.
- Directly schedule a consultation with an instructional designer (via Calendly).

Faculty who require remote teaching assistance to support COVID 19-informed adjustments to instruction are encouraged to seek assistance through the Quick Consultation request process.



DIY Canvas Course

Consult with an ID then migrate your course into the new UMSN DIY Canvas Course Shell.

DIY Canvas Course service request is for:

Faculty or staff who wish to build a Canvas course using the latest version of the Digital Education Canvas Shell. The process begins with a meeting with an instructional designer to help identify goals and outcomes and to receive basic guidance on Canvas development. The do-it-yourselfer is then responsible for building and testing their new Canvas course and ensuring it aligns with approved academic guidelines.



Course Design or Redesign

Have an existing course you need to overhaul? Want to build a brand new course? If so, this is the choice for you.

Course Design or Redesign service request provides a comprehensive overview of the School of Nursing's Analysis, Design, Development, Implementation and Evaluation (ADDIE) Digital Education Process.

Those interested in having their course designed or redesigned can submit their request to the Administrative Group for consideration. Once approval has been given, a team is assembled and course design begins.



The Big Idea

Interested in simulation development, gamification, analytics dashboards? If so, this is the place to be!

The Big Idea service request option provides:

A submission avenue for large projects that don't fit into the service request options above. Faculty interested in moving forward with their big ideas can submit a project request to the Administrative Group for consideration.

Once approval has been given, a team of collaborators will be assembled to help you bring that big idea to life.

Learning tools training

This is a comprehensive library of faculty-specific training and support resources for the following teaching and learning tools:



The screenshot shows the Faculty Services Portal with a sidebar on the left containing the University of Michigan School of Nursing logo, 'FACULTY SERVICES', a 'Get Help Now' button, and navigation links for 'Learning Tools' and 'Instructional Design'. The main content area is titled 'TEACHING TOOLS TRAINING AND SUPPORT' and features four tool cards: Canvas, Google Suite, i-Human, and MiVideo. Each card includes a 'What is it?' section, a 'Training and Help' section with links, and a 'SUPPORT FROM ITS' section with contact information. A vertical list of tool names is shown on the right side of the screenshot.

- Bluejeans
- Canvas
- Google Suite
- iHuman
- Mattermost
- MiVideo (Kaltura)
- Poll Everywhere
- Portfolium
- Respondus
- Turnitin
- Typhon
- Voicethread
- vSim
- Zoom

Teaching Tools Landing Page

Get help now

The Faculty Services Portal provides a direct link to the School of Nursing Information Technology Support team (U-M School of Nursing IT). Whether you're having trouble logging in to Typhon, are unable to record a lecture or need help recovering lost files, you can get help when you need it.

Overview and questions

August Zoom Hall

A detailed overview of the Faculty Services Portal will be provided during the August Zoom Hall on Wednesday, Aug. 5, 3:30-5 p.m. Please watch your inbox for login credentials for the meeting. Additional department-level question and answer sessions will be scheduled shortly after the August Zoom Hall.

Technology Office

U-M BOX retirement

The University of Michigan has recently signed a two-year contract renewal with Box at our current pricing. At the end of this contract in December 2021, Box will change their pricing model for higher education and no longer offer unlimited storage. These changes pose a significant cost increase to the university. As a result, U-M will no longer offer U-M Box storage option as of December 2021.

An IT project team is currently investigating tools that will assist with the migration of all data from U-M Box to an appropriate U-M storage solution. ITS will continue to work closely with university leadership, unit IT and the university community to support the goal of migrating from U-M Box to other storage services.

► **For more information, please see its.umich.edu/computing/backup-storage/box-retirement-project.**

Dropbox at U-M

One of the storage services that ITS has acquired for the university as a U-M Box cloud storage alternative is Dropbox. Dropbox at U-M is a cloud file storage option that provides automatic backup and is readily accessible from any device with an internet connection. Dropbox provides a way for faculty, staff and students to share and access their files via mobile devices and the web.

► **For more information, please see its.umich.edu/communication/collaboration/dropbox.**

If you have any questions regarding the U-M Box retirement or would like assistance in evaluating Dropbox at U-M for your institutional use, please contact U-M School of Nursing IT:

Email: nursing-help@umich.edu

Phone: 734-764-6300

Web: help.nursing.umich.edu



Kinnothan Nelson
Director of Technology