

CTL Newsletter

The Center for Teaching and Learning



CTL Workshops

The Center for Teaching and Learning offers multiple workshops on eCourseware and other enterprise services. Please visit our event calendar or the CTL homepage <http://www.memphis.edu/umtech/teaching/index.php> for upcoming workshops.

Ensemble Upgrade

Bulk video and audio files upload is now available! For more information about this new feature and how to's, please visit the Ensemble Video Training page.

Virtual Consultation Meetings

Need a face to face consult but want to meet from your home or office? If you have a video enabled device (desktop, laptops, tablet or mobile device). Submit a request at umhelpdesk.memphis.edu to setup a virtual consultation meeting with a CTL member, and we will meet with you on the web!



Microsoft Office 365

Students and Instructors get Office 365 for Free!

The Office 365 Student Advantage Program, is now available, for free, to active students, faculty, and staff members of the University of Memphis. This plan allows users to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads. To gain access, visit <http://memphis.edu/getoffice> and select "Office 365 settings" in your email settings to activate the Office 365 subscription.

BlueJeans Is Here!

New Video Conferencing Software!

BlueJeans is a video collaboration service that can be used with any web browser or mobile device. It provides conferencing solutions, enabling you to collaborate more effectively with colleagues and students.

You have the ability to host regularly scheduled meetings with up to 100 participants in each meeting. BlueJeans is perfect for class meetings, advising appointments, and other academic meetings. To use the service, all you need is a device that supports video conferencing.

The CTL will be hosting workshops and video conferencing etiquette and tips for faculty, staff and students. Please visit our [BlueJeans training website](#) for more information on how to get started with BlueJeans.

New Training Offerings to satellite campuses

We are excited to announce our expansion in training locations offerings not just to the main campus, but also University of Memphis's remote locations: Millington Center, Lambuth Campus, and Collierville Campus.

In February 2015 CTL will begin to provide Virtual Training solutions for staff and faculty located at our remote campuses. For details, training times and more information, visit our website at www.memphis.edu/umtech/ctl/

Podcast Central

In Fall 2007, Podcast Central was implemented as the University's on-line hosting service for audio and video files.



As we continue to grow and enhance our services, we are limiting the scope of Podcast Central. Effective, December 23, 2014, access to Podcast Central became "Read-Only".

Depending on the size and purpose of your presentations, media content will be uploaded exclusively using one of our umMedia Services (currently Ensemble and Media-site).

A survey has been added to the umMedia page which will help determine which program will best meet your needs.

Please submit the completed survey, and a member of the CTL staff will contact you for a consultation. Meanwhile, we ask that you purge Podcast recordings that are no longer needed as we prepare for this transition.

For questions or more information, you may contact the Service Desk at 678-8888 or visit the website at www.memphis.edu/umtech/ummedia/.

SeeVogh Discontinued Video Conferencing

On December 17, 2014 the SeeVogh video conferencing system was decommissioned from umMedia. SeeVogh was a "cloud-based" video conferencing tool that conducted live, multi-person video conferences from any camera-enabled laptop or tablet PC.

eCourseware Update

Manage Dates Tool

The **Manage Dates** tool enables you to adjust the dates and times within eCourseware from one central location. With this tool you have the ability to:

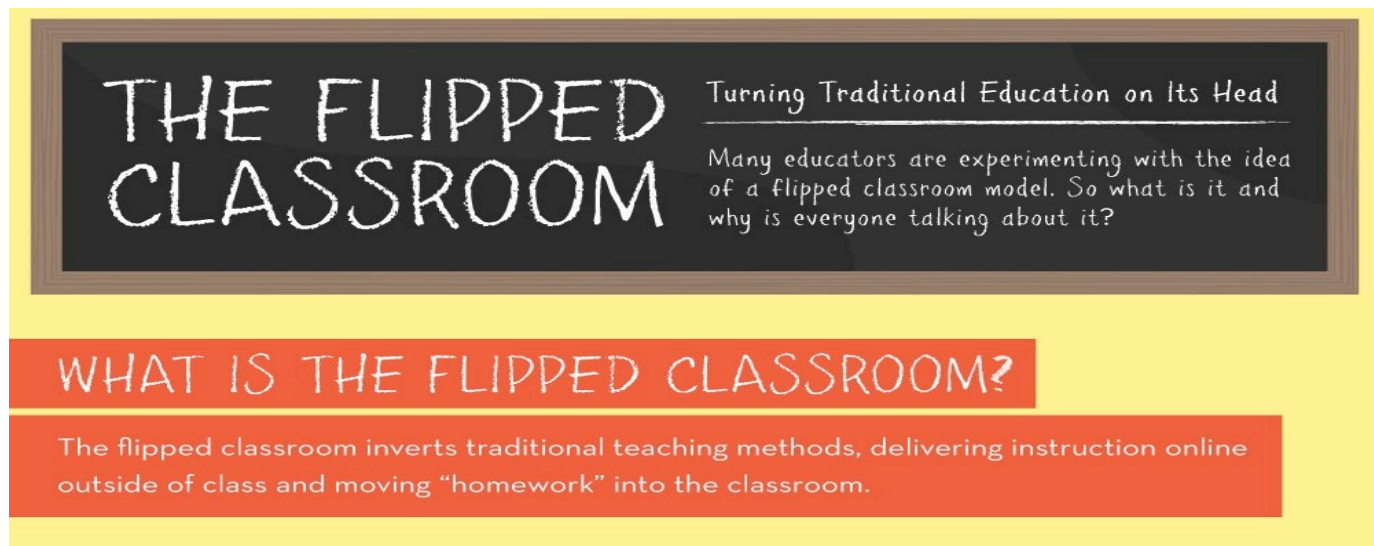
- View, edit and offset the date availability
- Set the Calendar status of the following course objects:
 - Content topics and modules
 - Discussion topics and forums
 - Dropbox folders
 - Grades categories and items
 - News items
 - Quizzes

These course objects display in a grid that you can sort by any of the column headings. You can also filter the grid by specific tool and use advanced filter options to work with smaller sets of objects.

In addition to managing dates, you can open each course object in a new window by clicking on its name.

How to locate the Manage Dates tool:

Click **Edit Course** in the course navigation bar, then from the Course Administration page, select **Manage Dates**.



Resource: *The Flipped Classroom: Turning the Traditional Classroom on its Head*. (n.d.). Retrieved January 16, 2015, from <http://www.knewton.com/flipped-classroom/>

Flip Your Classroom!

The “Flipped Classroom” is not a new concept, but has recently been rediscovered. In a flipped classroom, students are given materials and on-line lectures before the class so they can be fully prepared and engaged during the class. An article from the University Business suggests five reasons flipping your classroom might be something you want to try:

- Students come to class prepared and ready to discuss what they have learned.
- Students enter in to group activities more readily.
- Students are given more personal guidance and can pace themselves.
- They come to classroom with questions and ideas prompted by what they have studied beforehand.
- The faculty have more freedom to interact with students because they do not have to stick to a script.

Watch out for upcoming workshops offered by CTL to learned more about the “Flipped Classroom”.

Resource: *5 Reasons Flipped Classrooms Work*. (n.d.). Retrieved January 16, 2015, from <http://www.universitybusiness.com/article/5-reasons-flipped-classrooms-work>

The University of Memphis Accessibility Initiative

The University of Memphis is moving toward a greater level of customer service by enhancing accessibility for university related products and services. The term “Accessibility” essentially means to make services more available to fulfill various learning styles and needs. Our educational institution is committed to accessibility for a successful university experience!

What does Accessibility mean to you?

- Increased ability to access systems
- More technology compatibility
- Better designs for accessing learning materials
- Provide more services that promote positive learning for those with disabilities

Accessibility offers equally effective provisions for those with visual and hearing impairments, photosensitive seizure disorders and those with a mobility disability. Those with such disabilities must be able to:

- Acquire the same info
- Engage the same interactions
- Enjoy the same services and benefits as a person without a disability in the same time frame with substantially equivalent ease of use.

Accessible instruction and technology is a civil right; therefore the University has established an accessibility committee who's charge is to develop a plan and to establish priorities for how the university will address accessibility for students, staff and faculty.

As the committee develops, a plan CTL will provide further information.

Center for Teaching and Learning (CTL) Supporting Faculty, University's Mission

The Center for Teaching and Learning (CTL) is committed to providing ongoing support for faculty, staff and students in technology. Our mission is to enhance education through the engagement of students and teaching. The CTL will host more opportunities for discovering/learning new technologies that encourage student success.

Our workshops can be found on the Learning Curve training registration website (<http://learningcurve.memphis.edu>). After logging in, select Center for Teaching and Learning.

We continue to add to our catalog of workshops. Currently, eCourseware Assessment and Communication Tools, Blue Jeans, and Outlook training are on the calendar. More advanced training in eCourseware features are coming later during the Spring semester.

CTL's website can be found at <http://www.memphis.edu/umtech/teaching/index.php>

We are located at:

Center for Teaching and Learning
University of Memphis
3720 Alumni Drive 100 Administration Bldg.
Memphis, Tennessee 38152

For additional assistance:

ITS Service Desk

(901) 678 - 8888

Calls answered on a 24/7 Basis
Except for some holidays

Walk-Ins Welcome M-F 8am - 7pm
Administration Bldg. Room 100