NEW FACULTY COME TO F.A.C.T.S. FIRST

Even before the term begins, before vacations end, they beat a path to the F.A.C.T.S. facility undeterred by orientations and the web of complicated schedules or requirements. They come in waves to design & produce multimedia course content, faculty webpages & Blackboard or Moodle course sites. Who are they? Manhattanville’s new faculty. They end up staying for a Bb course tour or to have their picture taken for their webpage. F.A.C.T.S. has become an important stop on their road to joining the campus & community. Some now see it as a second home, a place to come to talk with colleagues from other departments, to think through ideas about their pedagogy, classroom or homework strategies. Some are responding to the academic imperative of former students, or colleagues at other institutions, others used academic technology extensively in graduate school and have come to *think* in the technology when they teach. Still others have questions about the tools & would like further instruction. All hope to create course experiences that will involve students and get them to think deeply & critically. Welcome new faculty, one & all. F.A.C.T.S. is truly the FACULTY’S facility.

ACADEMIC PREPAREDNESS WORKSHOPS

A new addition to our workshop schedule this semester has been sessions in which we address the *what if’s* of recent uncertainties. Instigated by the threat of the H1N1 virus, the Dept. of Instructional Tech has started to prepare the faculty for the event of protracted student or faculty absence. We address strategies for reaching students online, as well as delivering materials & actual classes. There is a lively exchange among colleagues who spark one another’s ideas for missed classes & coursework.

BUSY FALL FOR INSTRUCTIONAL TECHNOLOGY

The Department of Instructional Technology has been hopping this semester. Everyone wants to get in on the act. Energized to teach, faculty members have flooded the Department’s space in the basement of the Library. Ideas flow – strategies & techniques fill the F.A.C.T.S. facility. Also, instructors are burning up the phone lines and email servers. We walk people through their projects & problems in many media. Web pages, course management issues, etc. The Department caters to both full-time and part-time faculty. Almost one hundred instructors have come into F.A.C.T.S. this semester, distributed among the following departments & subject areas: School of Education, School of Continuing Education, Psychology, History, Sociology & Anthropology, English, Political Science, Music, Economics, Finance & Management, Dance & Theater, Graduate Business, Biology, Physics, Math & Computer Science, Languages: Italian, Spanish, Japanese, Chinese & French. About one third of these were new faculty members. The rest were *regulars* and those faculty members who have recently discovered their *technical side*.

BLACKBOARD CORNER

As the semester draws to a close the following tips will help you close out this semester’s Bb courses & segue nicely into the coming semester’s classes.

**To re-use an existing course:** As long as the course number remains the same, you can replace last year’s/semester’s students with this year’s/semester’s students, update the syllabus, add course materials, etc. Go into the Control Panel of your course, under COURSE OPTIONS, click on Course Utilities > Recycle Course. There you will be able to check off those areas of your Bb site that you wish to remove. The rest of your site will remain intact. PLEASE USE THIS PROCESS TO REMOVE USERS & STATISTICS EVERY SEMESTER YOU RETAIN RATHER THAN DELETE A COURSES YOU HAVE TAUGHT. Students cannot remove themselves from courses. Unless you remove them, they perpetually carry your courses with them in their My Blackboard tab.

**To keep your old courses for reference:** Please un-list them in the Bb Course Catalog, so that students will not see them, but you can use them as resources. Go into the Control Panel of your course, under COURSE OPTIONS, click on Course Settings > Categorize Course and click on the “Remove” button beside the subject that your course is “Currently Categorized in.” Remember that as you work on your courses, you can make them *Unavailable* until you’ve finished working on them. You can do that in the Control Panel, under COURSE OPTIONS, click on Course Settings > Course Availability.

**To eliminate any of your courses:** Please email justing@mville.edu with course titles & numbers.

**Time to clean-up Blackboard.** As the semester draws to a close, Instructional Technology is preparing to reduce the number of *users* on the Blackboard server. Anyone who has not logged onto Blackboard in the last three years will be removed from the system. If you have not logged onto Blackboard during that time & you wish to remain on the system, or keep courses on the system, you should log in once before the end of the Fall 2009 semester. If you have any questions, please call ext.5459 or send an email to justing@mville.edu

**To set-up new Blackboard course sites for the Spring semester:** If you already have a Blackboard account, just email the course name and the course number > justing@mville.edu