



## CENTER FOR ACADEMIC TECHNOLOGY FALL NEWSLETTER

December 2010  
Holiday Issue

In this issue

**Holiday Cheer !**

**In this issue, learn about Assistive Technology, the upgrade to Panopto 3, and a new classroom interactive tool — Poll Everywhere! Check in on upcoming training events and learning communities.**

All newsletters are being distributed electronically. If you prefer to receive this newsletter in hard copy, please let us know and we can provide one for you.

Have an idea for a topic? Send your ideas to any Center for Academic Technology staff member.

<http://www.butler.edu/it/cat>

# Happy Holidays! Happy New Year! Spring 2011 is around the corner...

### Blackboard 9.1: Preparing for Spring 2011 Semester

#### How soon before the start of the semester can I begin adding content to my course?

The Center for Academic Technology creates courses for a new term at least three weeks before the commencement of classes.

*Please note, the Registration and Records Office often makes changes to course offerings and section numbers. If an instructor builds a course and the Registration and Records office changes the course name or section number, all development done to that point would be lost.*

#### What if I want to add content earlier than three weeks prior to the start of semester?

Instructors may request a development version of a course. A development course will allow the instructor to develop the course at any time with no specific term requirements. Once courses for the semester are available, you may copy the content from the development course into your official course populated with the students enrolled in your course. Instructions for requesting a development course are available on the [Development Courses](#) page.

Register for training sessions and workshops on our [online registration page](#) and contact [bbadmin@butler.edu](mailto:bbadmin@butler.edu) for any questions about Blackboard.

### Staff Changes

The Center for Academic Technology has experienced a good amount of change so far this year! We have very recently filled the vacant Senior Information Systems Specialist position in COPHS and will have a complete staff at the start of the new year.

Heather Hazelwood will join our team on January 3, 2011. Heather comes to us from University Place Conference Center where she has been a key specialist in the support of classroom technologies and audio/video recording and editing. In her current position, she is also responsible for client services, providing technical support for IUPUI faculty and other users of the conference center. Her experience with mediation, technical support and customer service will be valuable assets in the support of the students, faculty and staff in the college as well as the broader university community. Heather is also a Butler alumna having graduated in 2005 with a major in Media Arts. We are thrilled with this new team member and encourage a warm welcome from the Butler community.

## Blackboard Tip of the Month

- IT has received reports that some email programs are classifying emails sent from Blackboard as junk mail or spam. This is a known issue with Blackboard that has yet to be resolved. Use the steps below to have the best chance at receiving emails sent from Blackboard:
- 1. If you use bumail.butler.edu or Outlook, Entourage, or Apple Mail you should check your junk email settings a. Instructions for checking junk mail: <http://www.butler.edu/information-technology/email/unwanted-email/junk-email>
- 2. If you use another email program e.g., Hotmail, Gmail, Yahoo, etc., you should check the spam or junk folder in that program. See the help section in your email program for additional help.

For this and other great advice, visit the Center for Academic Technology website or contact Kenton Smith at x8810 or [bbadmin@butler.edu](mailto:bbadmin@butler.edu).

## Innovation Highlight: Assistive Technology



Rob Hartman, Information Systems Specialist and Assistive Technologist at Butler, makes himself home in both IT and the office of Student Disability Services. His role is to evaluate and implement the kind of Assistive Technology tools that can best be utilized by our student population and specifically designed to a campus community like Butler.

Assistive Technology is any form of technology with the aim of replacing the functional limitations of disability. Additionally, well-designed or repurposed existing technologies can serve to assist in lessening the functional limitations of a disability.

Accommodations are not designed for the student to gain an advantage in the classroom, rather, these types of resources situate a more level playing field that is otherwise unbalanced due to certain functional limitations of a disability. Accommodations span a broad range and can include extra time given for exams, limited distractions during exams, e-text creation and distribution, and assisted listening devices.

Assistive Technology specific to Butler include such tools as E-text — a method of providing text in electronic format to allow the user advantage of the auditory output, as a primary mode of consumption or supplementary to the written text, Assisted Listening Device — microphone and headset operating at the same frequency for sound amplification, Camera in Holcomb for wheelchair accessibility, Captioning for video content, Speech-to-text software, ZoomText — a screen magnifier for the visually impaired, Screen Readers, and much more.

To learn more or connect with Assistive Technology on Butler's campus, contact Rob at [rhartman@butler.edu](mailto:rhartman@butler.edu) or call the SDS office at x9457.

## Classroom Technology : Poll Everywhere

**Poll Everywhere** is a web-based technology that serves as an alternative to standard clicker devices to record and display live responses from an audience. Users can create multiple choice, free text, goal, dial testing, or team scoring polls. Each poll can be integrated into PowerPoint presentations and customized to specific course material and learning outcomes. With the newly acquired Butler license, users are able to record up to 200 responses and utilize special features outside of the standard free application.

Answers can be submitted via text, Tweet, using Smartphone devices, web widgets, touch-tone dialing, emailing, or with standard URL routing. Another cool feature is that results are shown live on the Poll Everywhere website or in a downloadable PowerPoint slide.

To utilize this technology or to request additional information, contact Kendra Hormann at [khormann@butler.edu](mailto:khormann@butler.edu).

## Panopto Upgrade: Panopto Focus 3.0

Panopto is the software-based audio/video capture solution that Butler University has implemented for capturing course content, recording presentations, creating on-demand training sessions and more. The recent release of Panopto Focus 3.0 includes new features that empower users to edit recordings online from any computer and search recordings more efficiently, using Panopto's new streamlined Web management interface. We plan to implement this version for the Spring '11 semester.

### Set up your Spring 11 courses NOW!

You can apply NOW for your Spring 11 courses to be set up for Panopto, just visit the Center for Academic Technology website at [www.butler.edu/it/cat](http://www.butler.edu/it/cat) and fill out the form.

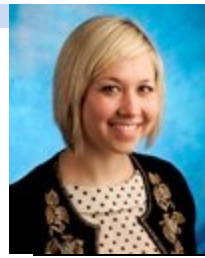
New features of Panopto Focus 3.0 include:

- **New Browser-Based Editor** - Access Panopto's easier and more powerful browser-based editor anywhere using a Mac or PC.
- **Enhanced Web Interface** - Sort, search and store recordings to make knowledge retrieval and content management quick and easy for viewers, presenters and administrators.
- **Upgraded Search Engine** - Search across all available content, at any level, from a single recording to your entire recording library. With Panopto's new search interface any user can search across all content to which they have access to find their desired recordings.
- **Analytics Data Export** - Administrators can now export viewing statistics from Panopto for deeper analysis and evaluation.

In order to prepare for the new release you are invited to attend one of the Intro to Panopto Focus 3 sessions. Check the [Training Events Schedule](#) for a schedule of these introductory sessions as well as specific sessions on the academic application of Panopto Focus 3.0. See the FAQ section below for more details on what's changed in Panopto Focus 3.0.



# CAT Lending Library Spotlight



## CAT Staff Spotlight

Kendra Hormann became part of the Center for Academic Technology team in June 2010 as the Academic Technology Services Coordinator. Kendra began her service as a Butler staff member in 2008 in the Office of the Provost. As a staff member and student in the Master of Fine Arts in Creative Writing

program, she is intrigued by the dialogue between pedagogy, knowledge derivation, and effective use of technology to incite creative and dynamic learning environments. She is particularly interested in personal identity expression in a rapidly changing world in addition to the definition and trajectory of scholarly engagement via writing technique and communication and how it is functionally expressed through social medias, discussion threads, and information sharing technologies. She has a Bachelor of Arts degree in Writing from DePauw University.

### Kendra specializes in...

**Departmental communications and operations**  
**Faculty and Staff technology development program support**  
**Atomic Learning and Microsoft IT Academy e-Learning support**  
**Social Media**

## Are you a Mac? Do you want to test a Mac?

The Center for Academic Technology has two MacBook Pro laptop computers as the newest addition to our ever-expanding lending library. Check out one to create and edit rich media, explore new equipment possibilities for computer upgrades in your Butler office, or determine if Apple is the way to go for at-home personal use.

The Center for Academic Technology has equipment and books for you to experience the newest technology that students use every day and explore ways to integrate it into the classroom. A list of featured books and electronics, including iPod touch, Kindle, and digital camcorders available for checkout can be found on the CAT website by clicking on the Lending Library tab (<http://www.butler.edu/it/cat>).

For more information or to arrange a rental, please contact Julianne Miranda or Kendra Hormann or visit the Center for Academic Technology in JH037.

## Academic Technology Staff

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## Information Commons and FYS

In Spring 2011, First Year Seminar is partnering with the Library and the Center for Academic Technology to help faculty members who want to redesign a course component to take advantage of technology. This pilot project will include six faculty participants who will form a team with an Information Commons student, an academic technologist and a librarian to create course assignments, deliver course content, or otherwise leverage technology in support of the course. Projects include using blogs as a writing tool, creating digital narratives, podcasts and other creative ideas.

If you teach First Year Seminar and are interested in future opportunities, please contact Judy Lysaker or Julianne Miranda.

You can read more about the Information Commons program on page five of this newsletter.



Become a fan of Butler University  
Center for Academic Technology on Facebook to keep up with our latest news!





# Mac Learning Community

Are you a Mac? Join in on the meeting of the Macintosh Learning Community, occurring once a month from 3:00—4:30 p.m. in PB150.

- \* Discover Mac resources on Campus
- \* Share tips and tricks

Upcoming Mac Learning Community Events:

- Wednesday, February 2
- Wednesday, March 3
- Wednesday, April 6
- Wednesday, May 4

Gatherings of the Mac Learning Community are open to the entire Butler Community and sponsored by the Center for Academic Technology.

# Windows 7 Upgrade Training Sessions

## Windows 7 — Get to Know Windows 7

01/05/2011	10:00 a.m.	11:00 a.m.	JH048
01/06/2011	10:00 a.m.	11:00 a.m.	JH048
01/11/2011	1:00 p.m.	2:00 p.m.	JH048
01/13/2011	3:00 p.m.	4:00 p.m.	JH043
01/21/2011	10:00 a.m.	11:00 a.m.	JH048
01/26/2011	2:00 p.m.	3:00 p.m.	JH048
01/27/2011	11:00 a.m.	12:00 p.m.	JH048
02/03/2011	12:00 p.m.	1:00 p.m.	JH048
02/11/2011	10:00 a.m.	11:00 a.m.	JH043
02/16/2011	10:00 a.m.	11:00 a.m.	JH048
02/17/2011	11:00 a.m.	12:00 p.m.	JH048

# Upcoming Training

## Panopto Focus: What's New?

01/06/2011	2:00 p.m.	3:00 p.m.	JH048
01/10/2011	9:00 a.m.	10:00 a.m.	JH043
01/12/2011	10:00 a.m.	11:00 a.m.	JH043

## Panopto Focus: Learning Modules

01/10/2011	2:00 p.m.	3:00 p.m.	JH043
01/19/2011	2:00 p.m.	3:00 p.m.	JH048
02/03/2011	10:00 a.m.	11:00 a.m.	JH048

## Panopto Focus: Manage Your Recordings

01/07/2011	2:00 p.m.	3:00 p.m.	JH048
01/12/2011	2:00 p.m.	3:00 p.m.	JH043
01/13/2011	10:00 a.m.	11:00 a.m.	JH043
01/20/2011	10:00 a.m.	11:00 a.m.	JH048
02/01/2011	10:00 a.m.	11:00 a.m.	JH048

## SMART board: SMART Notebook

01/11/2011	2:00 p.m.	3:00 p.m.	JH043
02/10/2011	11:00 a.m.	12:00 p.m.	JH048

## Mac-iPad-iPod, Now What?

01/14/2011	10:00 a.m.	11:00 a.m.	JH043
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## Blackboard Open Consulting

01/11/2011	10:00 a.m.	11:00 a.m.	JH048
01/14/2011	1:00 p.m.	2:00 p.m.	JH043

## Blackboard 101

01/07/2011	10:00 a.m.	11:00 a.m.	JH048
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Butler University

Information Commons

Information Commons is a student development and training program jointly sponsored by the Center for Academic Technology and the

Butler University Libraries whose mission is to support the academic achievement of Butler University students by supporting the development of information and technology literacy skills through the use of technology. This program, now in its second year, provides research assistance and academic technology training and support to Butler students in the Reference area in Irwin Library and in the Center for Academic Technology in Jordan Hall (JH037).

Information Commons students were extremely productive during the Fall Semester 2010. Led by three Information Commons Associates, the second year of this program is flourishing and this group of motivated students is really taking the reigns and creating a program that is authentically their own. Certain features and areas of new growth include an increase in the number and quality of style guides pertaining to new technologies and software, classroom and one-on-one support, peer encouragement via "High Five! Student of the Week" nominations, and group social and team-building activities. Additionally, Information Commons has expanded in support to the Modern Language Center and First Year Seminar.

This support is provided during scheduled hours at the Irwin Library Information Commons desk and in the Center for Academic Technology.

- Library focused services include:
- Basic research skills
- Finding books in the catalog and in the library
- Choosing a database to search for articles; locating articles
- Technology fundamentals – printing, basic troubleshooting, etc.

Academic Technology focused services include many of the Library focused services and also:

- ePortfolio (Chalk & Wire)
- Blackboard
- Panopto (classroom video capture) support
- Digital video and audio support including o iMovie & Windows Movie Maker
- Photoshop
- Audacity
- Digital video and audio hardware (portable devices)
- MS Office 2007 for PC and MS Office 2008 for Mac
- Windows 7
- Classroom mediation, including Smartboards and Symposiums

To schedule an in-class training session or for more information on how you can benefit from utilizing the Information Commons program, contact the Center for Academic Technology at x8575 or email Kenetha Stanton at [kjstant1@butler.edu](mailto:kjstant1@butler.edu).

# Information Commons Hours

## Irwin Library

Monday-Thursday	12:00 p.m.	10:00 p.m.
Friday	12:00 p.m.	4:00 p.m.
Saturday	Unstaffed	
Sunday	5:00 p.m.	10:00 p.m.

## Center for Academic Technology

Monday-Friday	9:00 a.m.	4:30 p.m.	JH037
Saturday-Sunday	Unstaffed		JH037

## Information Commons Contact:

**Email:** [infocommons@butler.edu](mailto:infocommons@butler.edu)

**AIM:** BUInfoCommons

**Yahoo:** BUInfoCommons

**Web chat:** <http://www.butler.edu/library/ask>

**Text message (SMS):** 317.758.3551

**Twitter:** Just "tweet" beginning with @buinfocommons



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