



Educational Technology Launches New Web Site

The College-wide Educational Technology department proudly presents the [NEW Educational Technology website](#). The ET website has been revamped and revved up in order to better meet our goal of assisting SPC staff, instructors and administrators with their educational technology needs.

One of our primary considerations in this redevelopment process was ease of use. It is important to always provide our visitors with a strong sense of where they are and where they can go. We're certain you will find the new ET website to have clear navigation to all of the site's dynamic content.

Other powerful additions to the site include many op-

portunities for the user to provide input into a variety of dynamic, data-base driven features. Recommend someone to be a Spotlight Instructor, search our Reusable Learning Object repository and request an object while you're there. Add your cool resource to our trends in technology database or manage your personalized online training portfolio, all from within the new ET website.

Constantly changing and growing, the NEW Educational Technology Website was developed to be a quality resource for all members of the SPC community. Check back regularly to see what

new developments are shaping up. Or better yet, make us your homepage. Don't know how to set your browser's homepage? Just check out this helpful tutorial...brought to you by your Educational Technology Department.



The new Educational Technology Web Site provides faculty a one stop shop for all your technology needs!

WebCT 1,2,3— Changing the Calendar Default Access Level to Public

At the end of each term, you are asked to reset your course. When you do this, it sets the calendar postings back to private by default. Private calendar entries are not seen by the students. You know that a calendar entry is private because it is displayed as italic. It is easy

to change the default back to public. Follow the steps below to perform this task:

1. Go to the Calendar Tool within your course.
2. Click on the Designer Options button.
3. Under the Settings area, click on the button next

to "The default access level for a new calendar entry is public"

4. Click Update.
5. Every calendar item added will be public and be seen by the students.

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Receive the Newsletter via Email:

You can get this monthly newsletter via email very easily. All you need to do is go to the [Training Central](#) (<http://it.spccollege.edu:8500/edtech/trainingCentral>) area on the Educational Technology Web Site. Fill in your First and last name and email address.

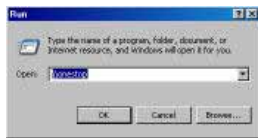
Tutorial Corner— Finding and Installing Software at SPC

Did you know that you have access to all kinds of software that you can use at SPC? Did you know that you can install McAfee and Microsoft Office XP on your home computer? If you want to install McAfee or Office XP on your home computer, call your campus provost office to make sure they have the software. To install other software onto your SPC machine, follow the tutorial below.

1. Click on the Start Button on the taskbar. Click Run.



2. The Run window appears. Type in \\onestop



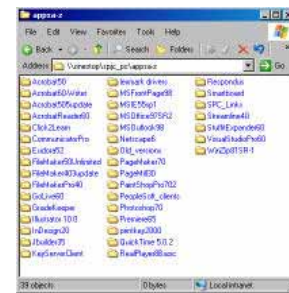
3. In the window that pops up, double click on folder named spjc_pc. If you want to install Office XP onto your machine, double click on the folder named officexp and double click on the file named SETUPPLS.EXE.



4. Double click on the folder named appsa-z.



5. You will see a list of folders. Each folder contains the setup file for each piece of software. Double click on the folder name to get to the setup file to install that piece of software.



SPC provides full time and adjunct faculty and staff all kinds of software to install and use on their SPC computers and home machines.

Tutorial Corner— Creating an Acrobat File

Creating acrobat (PDF) files is so easy you will be wondering why you have never done it before. Acrobat is a software program that allows you convert MS Word documents into a format that can be viewed by students even if they do not have MS Word. Imagine that your document contains formulas, graphics, or symbols. Converting it to an acrobat file lets the students print the document exactly as you created it. The first step in creating a PDF document is to install Adobe Acrobat 6.0 from the SPC network (see the tutorial Finding and Installing Software at SPC, April 2004 issue). When you install Adobe Acrobat, a toolbar will appear in MS Word.



1. Open MS Word and create your document. Use equation editor, graphics, etc. in your documents. Save it as a word file.

2. To create your document, click on the first button in the Acrobat toolbar.



3. The Save As... dialog appears.



4. A dialog box shows the status of the PDF being created.



You can view a sample word document and the converted file:

[Word Document](#)

[PDF Document](#)

Cool Tips—How to Make a Web Page your Homepage

Many people do not know that you can change the web page that is first displayed when you start up your browser. It is a very easy process. In this cool tip, you will be shown how to make the new Educational Technology web site your home page. (The tip shown is for Internet Explorer Only)

"Make sure to visit the Instructor Resources area of the Educational Technology web site to view the full size images of the cool tips."

2. Click on the menu item Tools and click on Internet Options.



4. Click on the Use Current button found within the Home page area. The Educational Technology site will now be your home page.



1. Go the web site you wish to make your home page.

3. The Internet Options window will appear.



What's New— The Video Services Department

At SPC video services, our mission is to produce high quality, award winning video productions, enhancing the image of St. Petersburg College.

Because our staff is small and the type of work we do is so time consuming, we would like to offer a set of guidelines to help you help us when approaching our department for any type of video work.

As the SPC Digital Media program continues to flourish, our students will become more deeply involved with our day to day operations, giving us a growing group of talented minds to help better serve the video needs of SPC.

When a project has the potential to impact the image of SPC, it will always be handled by Dave Her-ring (394-6176) and Jerry

"At SPC video services, our mission is to produce high quality, award winning video productions, enhancing the image of St. Petersburg College."

Johnson (394-6985).

Each project request will be thoroughly evaluated by our staff and put in queue in order of receipt and/or urgency.

We are also aware that many SPC campuses have a /v personnel on staff, complete with a camera. In some instances, we can even teach that person the basics of shooting video to better serve the needs of that particular campus.

Quite often, individuals come to us asking us to "just video tape the entire event and we'll figure out what to do with the 16 hours of video later."

A more manageable request might be to "cover" an event and create a highlight film for use as a video teaching or marketing tool.

Every project is important to us and we will give the smallest request the same careful consideration we do the most complex.

The key pieces of information we need before beginning any video project are listed below.

You can a video project online. Go to [Video Request Online Page](#).



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The mission of the Educational Technology Department is to act as a facilitator for the use of technology in the instructional process, to help faculty to develop new teaching methods (especially those methods employing technology), to teach the faculty how to develop resources for enhancing learning outcomes and delivery techniques and to support the general mission of the College through research, evaluation, and communication.

We're on the Web

<http://it.spcollege.com:8500/edtech>

What's New—Upcoming Training Schedule

Make sure to check out the [training schedule](#) on the Training Central part of the Educational Technology web site. This page will show you all the training workshops offered by Educational Technology. In order to attend one of the sessions at your campus, you must register online at Training Central.

The training offerings will be increasing over the summer term at all campuses. Each training session will be one hour in length and cover subjects such as:

- How to resize images
- Using Reusable Learning Objects
- How to enhance photos
- How to create PDF documents
- Scanning Basics
- Using WebCT's mail tool
- Using WebCT's discussion tool
- Using Respondus

- Digital Camera Basics
- Adding Text to a photo
- Managing files in WebCT
- Managing Students in WebCT
- Making your PowerPoint's Dazzle
- Placing forms in a PDF document
- Using the capture stations

At the end of each workshop, you will come away with an actual product that you can use in your classroom. For example, after you have completed the Reusable Learning Objects workshop, you will have completed your very own RLO to use.

If you do not see a workshop that meets your needs, you can request a workshop. Go

to the [Request Workshop](#) page and fill in the form. An email will be sent to an Educational Technologist. You will be contacted within five days to discuss your request.

The mission of the Educational Technology Department is support all your instructional technology needs. The workshops that will be offered is one way for us to meet those desires.



The Educational Technology training workshops are tailored around your needs. When you leave each workshop, you will have gained valuable skills to use in your classroom.