



WITS Website is a Valuable Resource

Have you visited the Web and Instructional Technology Services Department (WITS) Website recently? If not, you should because it is full of valuable resources you can use in your classroom. Simply type into the address bar <http://it.spcollege.edu> and press enter.

The site is divided into four main sections: Instructor Resources, Training Central, Trends in Technology, and Completed Projects. The instructor resource area contains tutorials with links to educational and technological resources including ANGEL, online jour-

nals, software and downloads, along with SPC network resources. The training central area is a one stop shop for all your educational technology training needs including training schedules, workshop registration, and WITS's bi-monthly training newsletter. The trends in technology area contains a database of over 100 entries for resources that were submitted and reviewed by SPC faculty and staff. The completed projects area includes descriptions, visuals and links to the over 350 projects com-

pleted by your Web and Instructional Services Department.



The homepage contains a link to our spotlight instructor. This area highlights instructors at SPC who have incorporated technology into their classrooms in unique ways. You can also nominate someone to be our spotlight instructor. The home page has a link to a survey that will help the WITS Department serve SPC faculty better. Please take a few minutes to fill it out.

ANGEL 1,2,3 – Creating a permanent list of category items in the calendar

The calendar tool allows you to choose a category such as Exams or Assignments for calendar items. It is also possible to create your own categories. These self-created items are not part of the drop down list when you add another calendar item. There is an environmental variable that you can use that will create a list of items that will be seen when

you add calendar entries.

1. Click the Tools Tab.
2. Click the Environment Variables link.
3. Click Add a Variable link.
4. In the Variable Name field, type in COURSE_CALENDAR_CATEGORIES.
5. In the Variable Value text area, type in a comma-delimited list of items that you want to show in the category drop down list within the calendar. (Examples - chat, quiz, class meeting, module, etc.)
6. Click Save.

Inside this issue:

Tutorial Corner – Organizing your Favorites in IE Presentation	2
RLO Corner – Creating Text Only Flashcards	2
Cool Tips – Using WITS Survey/Form Builder	3
ANGEL Power Tips – Using Announcements	3
RLO Corner – Creating Text Only Flashcards (continued from Page 2)	4

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.spcollege.edu:8500/edtech/trainingCentral) (<http://it.spcollege.edu:8500/edtech/trainingCentral>) area on the Web and Instructional Technology Services Web Site. Fill in your first and last name and email address.

RLO Corner — Creating Text Only Flashcards

Within the [Reusable Learning Object](#) area of the WITS web site, you can easily create three different kind of flashcards. This article will focus on creating text only flashcards. Adding a flashcards to your course is a quick way to provide a new level of interactivity. It will allow your students to review terms or concepts. Follow the easy steps below to add flashcards to your ANGEL class.

1. Go to [RLO Web Site](#) . From the WITS website, click RLO at the top.
2. In the User Login box, type in your MySPC account information.
3. Under the Flash Card Objects title, click on the Flash Cards—Text Only (No limit on characters).

Dynamic RLO's

Flash Card Objects:

- Flash Cards -Text only (No limit on characters)
- Flashcards Home Page - Text Only (76 Character Limit on Answers)
- Enhanced Flashcards Home Page - Text, Images or Sounds

4. Click the Add Title Link.



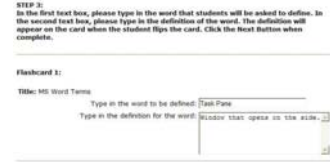
5. Type in a title for your cards and click the Next button. **NOTE—The title should describe the type of cards you building.**



6. On the next screen, type in the number of slides you wish to create and choose a design. **NOTE—You can click on the design to view a larger image.**



7. On the next screen, type in the word to be defined and definition of the word in each text box. Click the Next button when done.



8. You will be taken back to the Flash Card Creator home page.

9. To view a preview of the cards or get the code to place into your ANGEL, click on the URL to Use link. From this window you can easily select and copy the HTML code to use in your ANGEL course.



(Continued on Page 4)

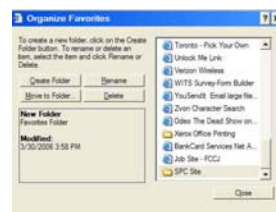
Tutorial Corner — Organizing your Favorites in IE

Has your Favorites List gotten out of hand? When you click on Favorites, is it difficult to find anything? As your list of favorite pages grows, you can keep it organized by creating folders. You might want to organize your pages by topic. For example, you could create a folder named Art for storing information about art exhibits and reviews.

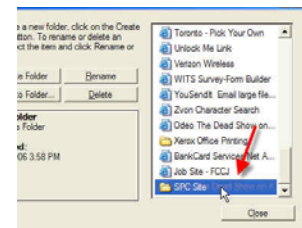
1. On the **Favorites** menu, click **Organize Favorites**.



2. Click **Create Folder**, type a name for the folder, and then press **ENTER**.



3. Drag the shortcuts (or folders) in the list to the appropriate folders.

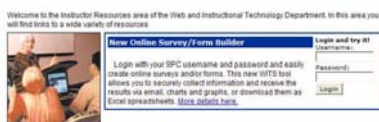


By organizing your favorites, it will be easy to find all your shortcuts within folders.

Cool Tips — Using WITS Survey/Form Builder

This new WITS tool allows you to securely collect information and receive the results via email, charts and graphs, or download them as Excel spreadsheets. You can easily access the Survey/Form builder by going to <http://it.spcollege.edu> and click on Instructor Resources link. Use your MySPC username and password to login.

Instructor Resources



Please go to

<https://it.spcollege.edu:8501/cfsurveys/admin/> to review features, security features and reporting features.

The questions types that can be added are numerous:

- Likert Scale
- Number
- Short Answer
- Long Answer
- True or False
- Yes or No
- Multiple Choice (with Other option)
- Multiple Select (with Other option)
- Limited Choice (limit how many users can select individual responses).

using Verisign certified SSL 128-bit High-grade Encrypted page.

The reporting features include real-time charts & graphs for question responses. You can display your results in many different chart and graph types such as Area, Area 3D, Bar, Bar 3D, Pie, Pie 3D, etc. You can also download all the results into Excel to perform more detailed statistics.

One of the best security features that can be added to your survey is requiring SPC employees or students to log in with their SPC username & password for access to your survey. Your survey/form can also be secured by

ANGEL Power Tips — Adding Announcements

The Announcements tool allows course editors to create course announcements that will be displayed on the course welcome page and on the student's personal page (My Page). Announcements are quite useful for keeping students informed of their requirements in the class, due dates of project, etc.

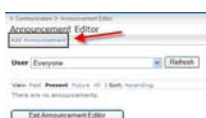
1. Log into ANGEL and enter your course. Click the Communication Tab.



2. Click the Announcements link.



3. The Announcements Editor screen will appear. Click the Add Announcement hyperlink.



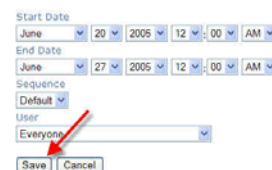
4. The Announcement Editor form will appear. Type your announcement into the Announcement text box. NOTE - You can use the HTML editor to apply special formatting to your announcement.



"Announcements are quite useful for keeping students informed of their requirements in the class,

5. Use the drop-down menus to designate a Start Date and an End Date for the announcement to be displayed.

Use the Sequence drop-down menu to determine the display order when multiple announcements will be shown simultaneously. Click Save.





Web and Instructional Technology Services

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The mission of the Web and Instructional Technology Services 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>

RLO Corner — Creating Text Only Flashcards

10. If you need to add more cards, click on the Add More Cards Link. You will be prompted to type in the number of cards you wish to add. You will then type in the terms and definitions. The cards will be added to the stack.
11. If you need to edit the cards, click on the Edit Cards link. The cards will be displayed. You can then make changes to the them and click the Submit button at the bottom.
12. If you want to delete the cards, click the Delete All Cards link. **NOTE—If you have your cards linked in an ANGEL course, the link will no longer work if you delete them.**
13. If you want to share your cards so others can use them, click the Share Flashcards link. This area allows you to share your flash cards with your colleagues. By filling out the form below, your cards will be placed into the Search Repository area where others can use your flash cards.

Flash Cards Creator Tool - Edit Flash Cards

[Back to Flash Object Home]

Flashcard 1:

Category: MS Word Terms

Type in the word students will be asked to define:
Type in the definition for the word:

Disclaimer: By sharing these cards, you are taking responsibility for the content of them. Your cards can be used by faculty outside of SPC. If you do not want to share your cards, please click on the Back to Flash Card Object Home link above.