KEEP TEACHING

SPRINGING INTO ACTION

This edition of our newsletter focuses on instructional resources that you may find helpful as you prepare for Spring 2021. You will find lists of instructional equipment and software, as well as examples of statements that you can choose to include in your syllabus.

For more information on any of these resources, or for any specific training needs, please contact:

FacultyDevelopment@csum.edu

BORROW INSTRUCTIONAL EQUIPMENT FROM THE LIBRARY

Zoom Q2n-4K Handy Cam
A great teaching tool for the tech-savvy instructor looking to create high-quality videos. Record video and audio by attaching the camera to your computer or powering it up independently and saving to a microSD memory card. Close-up and wide-angle settings, records in HD, has an audio-only mode, tripod available, Micro SD memory card not included.

HUE HD Doc Cam
A simple, yet versatile, teaching tool that you can use to record or stream video. This simple plug-and-play document camera that can also be used as a webcam. It has a flexible neck for 360-degree rotation, manual focus, microphone, fixed LED light, and base.

Apple iPad (7th generation)
Apple tablet with 128 GB flash memory, 3.5 mm headphone jack, lightening connector, 10.2-inch Retina display, 8 MP camera, FaceTime HD camera, supports Wi-Fi and Bluetooth 5.1. A Support case, stand, Apple Pencil, USB 2.0 cable, and wall socket adapter included. Campus loaned iPads require initial log in from within the campus network.

INSTRUCTIONAL SOFTWARE AVAILABLE FOR SPRING 2021

Windows 10
The latest Microsoft operating system to be used with your personal computer. Download and install it for free.
1. Go to https://aka.ms/devtoolsforteaching
2. Log in using your CSUM account
3. Select Windows 10

Microsoft Office 365
An online version of the installed version of the MS Office suite. You can access MS Office 365 offerings using any device anywhere with an internet connection. Log on at CSUM.edu and click on Office 365 Email to access your software suite.

Download the MS Office software suite to be used offline.
1. Log in to your account at www.CSUM.edu
2. Click on Office 365 Email
3. Click on the Install Office button in the top right corner
   a. You can download to 5 PCs or Macs, 5 tablets, and 5 smartphones using your @csum.edu account

Respondus LockDown Browser and Monitor
LockDown Browser is a custom browser that locks down the testing environment within Brightspace. Students are unable to print, copy, go to another URL, or access other applications while in the Brightspace testing environment when LDB is activated. Respondus Monitor is a companion product for LockDown Browser that utilizes a student's webcam to record assessment sessions without leaving the Brightspace environment.

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Please refer to Cal Maritime's student privacy recommendations regarding student recordings. The office of Academic Technology and Information Technology does not provide immediate technical support during exams.

Introduction to LockDown Browser for Brightspace
Preparing a Quiz for use with LockDown Browser in Brightspace
Student Overview
Introduction to Respondus Monitor for Brightspace
Preparing a Quiz for use with LockDown Browser and Respondus Monitor

VoiceThread – Brightspace Integration
An interactive tool for enhancing online presence and student engagement in discussion forums. Use VoiceThread to create, share, and comment using images, text, PowerPoint, video and more.

VoiceThread introduction video
How to set up VoiceThread in your Brightspace course

Ally – Brightspace Integration
Ally helps you build a more inclusive learning environment by providing automatic accessibility checks of your Brightspace learning content. Ally also automatically creates alternative formats for your learning content. Students can download any of these alternative formats to enhance their learning experience.

Ally Help for Instructors

Camtasia/Snagit
Camtasia is a software suite for creating videos and presentations directly via screencast, or via a direct recording plug-in to Microsoft PowerPoint. Snagit is a screenshot program that captures video display and audio output. A new version of Camtasia and Snagit is now available to download for free.

Here are some new features and helpful resources:

Templates – Pre-built video templates to reduce editing time
Media Placeholders – Create a default space on the timeline where media should be added
Favorites – Save your most-used tools and styles
Learn more about Camtasia 2020: https://www.techsmith.com/camtasia-upgrade.html
Updated tutorials: https://www.techsmith.com/tutorial-camtasia.html

Key and download information: http://tiny.cc/csutechsmith.

Adobe Creative Cloud
Creative Cloud is a collection of Adobe desktop and mobile apps and services for photography, design, video, web, UX and more. You can download Adobe Creative Cloud applications using your @csum.edu faculty credentials. Log in to http://www.adobe.com with the Cal Maritime email address, setup a new password, and download the software from there. You can download on 2 devices.

Labster
An innovative virtual laboratory of scientific simulations born for integrated learning through the use of laboratory simulations and gamification components, which reproduce real situations through 3D immersive virtual user-selectable laboratories.

Create packages of the simulations
Import Labster simulations to Brightspace
Labster Faculty Resource Page

Contact a Tutor
Tutoring Services offers virtual appointments seven days per week to support cadets' learning and performance. Contact tutoring@csum.edu for information or visit the Passport and select the following to request appointments: Schedule an Appointment > Tutoring Appointment > Select Subject > Select Location, Date, and Time > Select Tutor > Review and confirm appointment.

Staying Connected with Your Peers!
Connecting, studying with, and asking questions of other students will be important to your success in this class. Don't miss out! An easy way to do this is through The Passport Navigate app. The Study Buddies feature allows students to connect with other students in their courses. If you need help with this, email advisor@csum.edu.

Staying Connected with Your Faculty!
Students can contact me through __ (email, phone, office hours, and appointments in The Passport). For _ (email and/or phone) communication, you can expect me to respond within ___ (24? 48?) hours. If you do not hear from me by then, please feel free to send me a follow-up email.

Counseling and Psychological Services (CAPS)
As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, depression, trauma, difficulty concentrating, and/or lack of motivation. If you or someone you know are suffering, you can make an appointment with CAPS by calling (707) 654-1170 (press 1 for 24-hour assistance) or visiting the student health center. More information is available on the CAPS website.

Sexual Misconduct
Title IX and our school policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students' academic success and encourage students to seek the support they need. If you or someone you know has experienced sexual harassment, assault, intimate partner violence, or stalking please see the Title IX webpage for on- and off-campus resources. You may also seek confidential support from CAPS.

One of my responsibilities as an instructor is to help create a safe learning environment. I will seek to keep information you share private to the greatest extent possible. However, I also have a mandatory reporting responsibility related to my role as faculty and must report to the Title IX Coordinator all known details about any sex discrimination, sexual harassment, sexual misconduct, dating or domestic violence, or stalking incidents.

Self-Care Practices
Self-care practices can greatly impact health both short-term and long-term. In order for students to effectively care for others, they need to take care of themselves. Self-care practices not only reduce compassion fatigue and burnout, but also support your peers, families, and communities. I encourage exercise, hydration, and rest for students in any learning setting but especially online: exercise in the form of walking during breaks to clear the cluttered mind; hydration with water at breaks; and rest by providing 10-minute breaks for every hour of class or lab and encouraging 7 – 8 hours of sleep each night.

Respect for Diversity
It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Netiquette*
*Network etiquette, or "netiquette" refers to a set of guidelines for student's online communication. It is important to establish some netiquette guidelines, so students are aware of your expectations. Please see the links below for examples of guidelines that you can choose to incorporate in your syllabus.

Sample Resources for Netiquette guidelines include guidelines from the University of Florida and from Lake Superior College.
https://www.cise.ufl.edu/wp-content/uploads/2019/08/CISE_Netiquette_Guide.pdf
https://blogs.lsc.edu/expectations/netiquette-guidelines/

The Core Rules of Netiquette are excerpted from the book Netiquette by Virginia Shea.
http://www.albion.com/netiquette/corerules.html