Arts and Sciences
Online Teaching Readiness Workshop

Engaging with the Tools of the Trade to Better Engage with your Students
Carmen
What is Carmen?

Your one-stop shop to manage your courses.

Integrated web course tools that can be used to supplement a class taught mostly face-to-face or can be used to teach an online course partially or entirely at a distance.

Tools which facilitate learning and communication, including discussion boards, online grade posting, and online quizzes.
New ODEE-Designed Course Shell?

Provide a Consistent Overall User Experience (Look & Feel) for OSU students

Design Optimized using the Quality Matters (QM) Rubric for Online Course Design and assessment

Goal: Student Engagement
What is CarmenConnect?

CarmenConnect is Adobe Connect for the Ohio State University. It is a browser-based internet tool that allows people to participate in a course or meeting without having to travel to a specific location. You can hold virtual discussions, seminars, office hours and even one-to-one tutoring. The following section includes a description of the terminology, roles, and recommendations for use.

carmenconnect.osu.edu
What is MediaSite?

Mediasite allows users to record, upload, manage and publish their own video content, such as training modules, lectures or assignments.

• Mediasite Desktop Recorder
• Mediasite Upload
• Mediasite Editor

mediasite.osu.edu
Mediasite Desktop Recorder
Mediasite Desktop Recorder

Welcome to Mediasite Desktop Recorder

CHOOSE FROM THE FOLLOWING FOUR OPTIONS:

Overview
Learn about Mediasite Desktop Recorder and how to use it.

Record
Begin a new recording.

Manage
Access unfinished recordings.

Settings
Customize the behavior of Mediasite Desktop Recorder.
Mediasite Desktop Recorder

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Mediasite Desktop Recorder

PRESENTATION NAME:
Unnamed Recording

SELECT THE TYPE OF RECORDING YOU WANT TO CREATE:

- **Screencast + Video**
  Present your computer desktop as video with camera and microphone input.

- **Screencast + Audio**
  Present your computer desktop as video with microphone input.
Mediasite Desktop Recorder

SELECT THE TYPE OF RECORDING YOU WANT TO CREATE:

- **Slideshow + Video**
  Present still images from your computer desktop with camera and microphone input.

- **Slideshow + Audio**
  Present still images from your computer desktop with microphone input.

PRESENTATION NAME:
Unnamed Recording
Mediasite Desktop Recorder
Mediasite Desktop Recorder

PRESENTATION NAME:

Unnamed Recording

PREPARE YOUR SCREEN:

Organize the windows on your desktop for recording.
Click the Next button below when you are ready.
Mediasite Desktop Recorder

PRESENTATION NAME:
Unnamed Recording

READY TO RECORD USING THE FOLLOWING SPECIFICATIONS:

Screen:
Video (2560 x 1440)

Camera:
Off

Microphone:
On

Uploading:
On

Show recording control panel:

WARNING!
The Control Panel is within the recording area and WILL BE Recorded.
Mediasite Desktop Recorder

Choose the region of your desktop to record using one of the following methods:

- Select the entire desktop.
- **Click on any window** to select its current bounds.
- Click and drag your mouse to define a *freeform rectangle*.
- Hold down **SHIFT** while dragging to select a **16:9 rectangle**.
- Hold down **SHIFT** and **CTRL** while dragging to select a **4:3 rectangle**.
Mediasite Desktop Recorder
Mediasite Upload: Main page
Mediasite Upload: Item-level
### Functional Perspective on Group Decision ...

**Who has access?**

<table>
<thead>
<tr>
<th>Group</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone</td>
<td>Viewer</td>
</tr>
<tr>
<td>Mediasite Distributed Support</td>
<td>Custom</td>
</tr>
<tr>
<td>ASC 10 GE Online Course Project - COMM1100</td>
<td>Editor</td>
</tr>
<tr>
<td>David Ewoldsen</td>
<td>Editor</td>
</tr>
<tr>
<td>Mediasite Administrators</td>
<td>Custom</td>
</tr>
<tr>
<td>AuthenticatedUsers</td>
<td>Custom</td>
</tr>
<tr>
<td>Hardware Recorder Service Accounts</td>
<td>Custom</td>
</tr>
<tr>
<td>Mediasite Support</td>
<td>Editor</td>
</tr>
</tbody>
</table>

Permissions are currently being inherited from the folder: Communication 1100.
Click here to edit permissions.
### Functional Perspective on Group Decision

<table>
<thead>
<tr>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://mediasite.osu.edu/Mediasite/Play/b20ec1866c5548a4a1c3d81b52e4dc591d" alt="Image" /></td>
</tr>
</tbody>
</table>

Copy and paste this link into an email, IM, or social network.

<table>
<thead>
<tr>
<th>Embed</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;iframe width=&quot;320&quot; height=&quot;240&quot; frameborder=&quot;0&quot; scrolling=&quot;auto&quot; marginheight=&quot;0&quot; marginwidth=&quot;0&quot; src=&quot;https://mediasite.osu.edu/Mediasite/Play/b20ec1866c5548a4a1c3d81b52e4dc591d&quot;&gt;</code></td>
</tr>
</tbody>
</table>

Copy and paste this code into a website.

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://mediasite.osu.edu/Mediasite/Play/b20ec1866c5548a4a1c3d81b52e4dc591d" alt="Image" /></td>
</tr>
</tbody>
</table>

Enter an email address

Separate addresses with a semi-colon.
Mediasite Upload: Item-level
Mediasite Upload: Analytics

Functional Perspective on Group Decision Making - the role of communication

Performance

Views: 9

Trends
Mediasite Upload: Analytics
Mediasite Editor

Lots of obstacles to achieving the 4 functions
1. Ignorance of the issue
2. Faulty facts
3. Misguided assumptions
4. Snap evaluation of options
5. Poor reasoning skills
6. Disregard for procedural rules
7. Undue influence by powerful members
u.osu.edu
What is u.osu.edu?

U.OSU.EDU is the university’s installation of EduBlogs, a rebranded version of WordPress.
Inspired by the Orpheus Chamber Orchestra (New York, NY), the world-renowned chamber orchestra that – since its founding in 1972 – has been rehearsing, performing, and recording without the aid of a traditional conductor, the musicians of the Ohio State Symphonic Band (left) and their conductor Dr. Scott A. Jones began to explore the ways in which a traditional concert band might adapt to that model of rehearsal and performance. Since early spring of 2014, in addition to “traditional” rehearsal and performance with a conductor, Symphonic Band musicians have been regularly doing so without the aid of a conductor. Committing to this collaborative way of rehearsing a large ensemble has brought all of the musicians into deep engagement with music and one another.
Sample Dashboard
## Sample Posts

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Categories</th>
<th>Tags</th>
<th>Date</th>
<th>Lock Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehearsal 10 - preedit - Draft</td>
<td>dangler6</td>
<td>3. Song for My Children by Andrew Boyseyn Jr.</td>
<td>---</td>
<td>2014/12/11</td>
<td>Last Modified</td>
</tr>
<tr>
<td>Boyseyn - Rehearsal 3</td>
<td>dangler6</td>
<td>3. Song for My Children by Andrew Boyseyn Jr.</td>
<td>Song for My Children by Andrew Boyseyn</td>
<td>2014/11/20</td>
<td>Published</td>
</tr>
<tr>
<td>Boyseyn - Rehearsal 1</td>
<td>dangler6</td>
<td>3. Song for My Children by Andrew Boyseyn Jr.</td>
<td>3. Song for My Children by Andrew Boyseyn Jr.</td>
<td>2014/10/25</td>
<td>Published</td>
</tr>
<tr>
<td>Alford, ed. Rogers - Performance Video</td>
<td>dangler6</td>
<td>Eagle Squadron by Kenneth Alford</td>
<td>Eagle Squadron by Kenneth Alford</td>
<td>2014/10/24</td>
<td>Published</td>
</tr>
<tr>
<td>Alford, ed. Rogers - Rehearsal 4</td>
<td>dangler6</td>
<td>2. Eagle Squadron by Kenneth Alford</td>
<td>2. Eagle Squadron by Kenneth Alford</td>
<td>2014/10/23</td>
<td>Published</td>
</tr>
<tr>
<td>Alford, ed. Rogers - Rehearsal 3 - Private</td>
<td>dangler6</td>
<td>2. Eagle Squadron by Kenneth Alford</td>
<td>2. Eagle Squadron by Kenneth Alford</td>
<td>2014/10/23</td>
<td>Last Modified</td>
</tr>
<tr>
<td>Alford, ed. Rogers - Rehearsal 2</td>
<td>dangler6</td>
<td>2. Eagle Squadron by Kenneth Alford</td>
<td>2. Eagle Squadron by Kenneth Alford</td>
<td>2014/10/22</td>
<td>Unlocked</td>
</tr>
<tr>
<td>Alford, ed. Rogers - Rehearsal 1</td>
<td>dangler6</td>
<td>Eagle Squadron by Kenneth Alford</td>
<td>Eagle Squadron by Kenneth Alford</td>
<td>2014/10/21</td>
<td>Published</td>
</tr>
<tr>
<td>Symphonic Band Collaborative Rehearsal and Performance Project - Sticky</td>
<td>dangler6</td>
<td>1. Introduction to Project</td>
<td>---</td>
<td>2014/10/21</td>
<td>Unlocked</td>
</tr>
</tbody>
</table>
Sample Edit
Sample Users

<table>
<thead>
<tr>
<th>Username</th>
<th>Name</th>
<th>E-mail</th>
<th>Role</th>
<th>Posts</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>dangler</td>
<td>Douglas Ganger</td>
<td><a href="mailto:dangler@usu.edu">dangler@usu.edu</a></td>
<td>Administrator</td>
<td>1</td>
<td>Message</td>
</tr>
</tbody>
</table>

Bulk Actions: Apply
CarmenWiki

Where Do I Start?

CarmenWiki is organized into spaces. To start browsing, click one of the Spaces listed on the right.
- Public wikis are open to all.
- Community wikis are open to any users who log in.
- Protected wikis (such as course spaces) are open only to specific users.

Visit CarmenWiki Help for additional instructions.

About CarmenWiki

CarmenWiki is a service of Learning Technology in the Office of the Chief Information Officer (CIO). Wiki spaces are available for academic use to members of the Ohio State community. For more information, please contact us at wikis@osu.edu.

Log In

You must log in to view community wikis and the protected wikis to which you have access. (To request access to a protected wiki, contact the space owner directly.)

Log In

Public Wikis

Spaces: All

- CarmenWiki Help
  - Information about using CarmenWiki can be found at wiki.osu.edu/resourcecenter/carmenwiki
- Accessible Classroom Technologies
  - Resources for making classroom media and other technologies usable for all.
- Administrative Research Council Notes
  - Public wiki for posting research administration news and updates.
- ALPSA
  - A wiki for the American Language Program Students Association (ALPSA), an official OSU student organization.
- Arts and Sciences STEM Information
  - Information for prospective undergraduate students in NMS majors and for ASC recruiters.
- Autumn 2011 ENGLISH 786: Introduction to Graduate Studies in Digital Media
  - Instructional wiki space for english786fall2011
What is CarmenWiki?

A wiki is an online space that can be used for collaboration or information-sharing.

Switch easily between viewing and editing modes.

Pages can be linked in multiple ways, rather than being limited to the linear structure.

Owners can control who has access to see and edit the space as a whole as well as individual pages. Commenting can also be allowed on pages.
Secure Media Library

The Ohio State University » Secured Media Library

Secured Media Library

Recently Viewed

News

- 05/10/2013 – Playlist assignments may now be assigned for a flexible amount of time up to a maximum of fifteen days. When assigning a playlist, you can now select a start and stop date on the calendar.
- 04/04/2013 – All actively assigned titles now also appear on the Overview page with a counter displaying the remaining viewing time for the assignment. Assigned titles are still available on the Assigned Playlists tab organized by course and playlist title.
What is the Secure Media Library?

Ohio State's Secured Media Library is an online portal for securely streaming movies to your classroom and to your students outside of class.

Instructors can access and exhibit all of the resources within the repository with the ability to create assignments for their students to access from home or on the go as homework or review.

Link: go.osu.edu/SecuredMediaLibrary
BuckeyeBox

Ohio State has teamed up with Box to offer faculty, staff, and students an easy way to share files and folders online.

- A new version of BuckeyeBox will change printing and some other functions. Visit Box’s product blog to learn more.
- Learn more about BuckeyeBox.
- Why Box? Download the features comparison.
- Check out the latest news and service updates.
- Visit our Knowledge Base for help and tutorials.
- Discover how to keep OSU data secure.
What is BuckeyeBox?

**Access** - Your files are easily accessible from anywhere. Box apps are available for most phone and tablets.

**Share** - There’s no better way to share and information and files - everything can be stored in one place!

**Collaborate** - Streamline workflow by storing documents in a single, online location that’s reachable from anywhere.
eLearning in the College of Arts and Sciences

The ASCTech eLearning team enables instructors within the Ohio State College of Arts and Sciences to use technology within their courses, whether in person, partially or fully online. Contact us today if you need want to learn new ways to teach your students!

eLearning questions ASCTech can help you answer:

Course Administration
- I would like to teach an online course. Where should I start?

Pedagogy
- How do I design an effective course for online use?
ASCTech eLearning Resources

Course Administration

I would like to teach an online course. Where should I start?
1. Review how to get approval for converting an existing or creating a new online course with guidelines from the College of Arts and Sciences eLearning Implementation Committee.
2. Review the College of Arts and Sciences Curriculum Committee webpage.
3. Review the ASCTech Distance Learning Information.
4. Schedule an appointment with ASCTech consultants through the Service Request page.

How should I comply with Ohio State’s accessibility policies and services?
• In your syllabus, include a paragraph like that recommended by Ohio State’s Office of Disability Services:
  • Any student who feels who may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to coordinate reasonable accommodations for students with documented disabilities.

What academic student services should I recommend to my students?
• Review and provide a link in your syllabus to Ohio State’s academic support services.
ASCTech eLearning Resources

How do I revise my face-to-face syllabus for online use?
- Review the ASCTech Distance Learning webpage
- Review the Distance Learning course syllabus template from Ohio State's Office of Distance Education and eLearning [ODDE] as a pdf or Word document (docx)
- Review Dos and Don'ts for Online Syllabi
- Ensure that you have the ASC Recommended Syllabus Elements for Distance Learning Courses
- Review the ASC Distance Learning Online Course Component Checklist [pdf]

Where can I learn more about the Quality Matters Rubric, which Ohio State recommends for online courses?
- Learn about the Quality Matters rubric

How should I use social media in my class?
- Review the ODDE best practices for social media [pdf]
- Follow the ODE guidelines for social networking
Where can I go for eLearning support?
- Get support at [Where to Find Support for eLearning Technologies at Ohio State](#)

What technologies does Ohio State support (Office of Distance Education and eLearning (ODEE) Common Core toolset)?
- [BuckeyeBox](#): Cloud storage for OSU instructors
- [Carmen](#): Course management system of integrated eLearning tools
- [Carmen Wiki](#): eLearning tool for collaborative editing
- [Carmen Connect](#): eLearning tool for connecting via audio and video.
- [MediaLite](#): Presentation tool for recording class sessions or lectures and automatic uploading to university servers.
- [Turnitin](#): eLearning tool for evaluating student text originality
- [OSU Resources](#): Website platform for instructors and students

Where can I get help producing instructional audio and video?
- Visit the [ASCTech Media studio](#)
- Follow the [Dos and Don'ts for Instructional Video](#)
- Become a user in the [ODEE Video Project](#)