MSU Instructional Technology Resources

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Instructional Support: Registrar’s Office

Registrar’s “Instructor Systems”

• Current & Past Class List Including Student Pics
• Final Grade Submission (Online)
• Grades from Prior Terms
• Class List (e-mail)
• Posting & Ordering Course Materials
• Exam Cover Sheets w/Pictures

https://www.reg.msu.edu/Forms/Instructor/InstructorMenu.asp
Office of the Registrar Online Forms Menu

Please select a form from the list below by clicking on the form name - or - log in to the system now.

If you need access to a form, please contact your college security administrator.

Online Forms
- Academic Advising 101
- Academic Advisor Manual
- Academic Programs
- Administrative Action Forms
- AOP Pre-Enrollment
- AOP Seat Reserves
- CEU Course System
- Class Overrides Request
- Course Scheduling Work Copy
- COURSES
  - Degree Deficiencies
  - Degree Deficiencies - Graduate
- Electronic Student Academic Folder
- Enrollment Limit Changes
- Graduate Admissions Management System (GAMS)
- Graduate Assistant - Registrar Coding List
- Grief Absence Request Forms
- IAR Request by PID
- Individual Request Exception
- Instructor Systems
- Instructor Systems Menu
- Offerings and Scholarships FAQs
- Online Forms Menu
- University Curriculum and Catalog
RO Web Forms - Authorization Required

FERPA for MSU staff and faculty

Your FERPA for MSU staff and faculty training course Module completion date is up to date.

Institutional Data Policy (IDP) Acknowledgement

Warning: In 45 days, your access to all RO online forms and systems will be suspended.

To avoid this, please login to D2L (Desire2Learn) and submit the "Policy Acknowledgement Form" (submitted as a quiz) within the "IT Security Document Acceptance" module of the Information Security Awareness course.

(If this is your first time completing the course, you must login to D2L and self-register for the Information Security Awareness course. You will find the link for self-registration in the top right corner of the page after you log in.

Once registered, you will find the course listed on your home page as an on-going course).

Most recent completion of Institutional Data Policy Form: -

If you have any questions or concerns regarding the IDP, please contact the IT Services help desk at ITHelp@msu.edu or 517-432-6200. If you need assistance with D2L, please visit help.d2l.msu.edu
### Help
- Frequently Asked Questions
- Instructions for Online Grades
- Instructions for Grade Upload

### Academic Dishonesty
- Academic Dishonesty Report
- Academic Dishonesty Report Archive

### Class Information
(Current semester class lists are updated every 20 minutes. Other semester class lists are updated once daily.)
- Class Lists and Graded Class Lists
- Class Lists with Student Images
- Email Students in a Class
- Exam Cover Sheets with Student Images

### Enhancing Academic Success Early (EASE)
- EASE Report Submission (Instructors Only)
- EASE Report Upload (Instructors Only)
- EASE Report Status & Archive

### Grades
*Instructors are urged to submit their grades within 72 hours after the final examination.*
- Grade Reporting Form
- Grade Upload
- Grade Submission Summary (Administrators Only)
- Grade Reporting Form Archive
- Outstanding NGR/Conditional Grades Report (Administrators Only)

### Textbooks and Supplemental Materials
- Textbook and Material Entry/Update
- Textbook and Material Reporting Summary (Administrators Only)

### Other Links
- Administrative Action Form System (H-Option Report, Late Submission of Grades, Grade Change...)
- Student-Instructor Form System (Completion of (I) Incomplete, Entrepreneurship and Innovation Experiences Option, Independent Study)
- Agreement for Completion of (I) Incomplete (pdf form)
- Department Administrator Information
- Online Forms Menu
More Registrar’s Office

Classroom Scheduling

Schedule of Courses
- Work with your Unit when Scheduling your class

Academic Calendars
- Includes Final Exam Schedule

https://www.reg.msu.edu/ROInfo/Calendar/Academic.asp

Classroom Events (& Room Image – need to use “Details” tab)
Calendars

Office of the Registrar

In accordance with the guidelines put forth under the University’s administrative ruling governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.

As such, student digitized images are provided to appropriate University personnel for these specific purposes: inclusion in various academic processes (e.g. personalized homework assignments, personalized examinations, etc.), for student face/name recognition (e.g., a seating chart), or, for inclusion in an advisor file.

The following requirements must be understood and adhered to:

- Images will only be used for one of the above purposes.
- Images will not be re-transmitted, shared or otherwise reproduced.
- Images will be purged at the end of the term, or other shorter time period.
- If individual students request their images not be used, such requests will be honored.
- If images are used for identification purposes during exams, provisions will be made such that the photo is always separated or detached from the exam itself before grading (preferably by the student or in the student's presence).

By using this Image Class List system to view Student Images, you are held responsible for adhering to the above policy.

I AGREE

Instructor Access

Go to: Image Class Lists by Common Lecture

Semester

No Classes found. Please select another semester.

Administrator Access

You do not have access as an administrator.
Welcome

This Room Scheduling website is your single source for viewing and requesting space in MSU's academic classrooms and the SECCHIA center in Grand Rapids. This site also provides important support information using the links provided.

Requesting a Room:

Access the Room Scheduling system by clicking this [25Live](http://roomscheduling.msu.edu) link, and then follow the steps below:

1. Click the "Sign In" link located in the upper-right corner of the screen.
2. Enter your MSU NetID and password, and click the "Login" button.
3. Click the green "Create an Event" button in the middle of the page.
4. Enter all event details (required fields are marked with a red asterisk).
5. Click "Next" to move to the next page of event details; click "Finish" to complete your request.
6. You will receive a confirmation email once the event has been approved.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>5:00 AM - 10:00 PM</td>
<td>Maintenance/Image Updates</td>
<td>EBH 315</td>
<td>7:00 AM - 10:00 PM</td>
<td>Off-line for maintenance</td>
<td>EBH 113</td>
<td>6:00 AM - 10:00 PM</td>
</tr>
<tr>
<td>8:00 AM - 4:00 PM</td>
<td>WRAC (FYW) New Teacher Orientation</td>
<td>EBH 316</td>
<td>8:00 AM - 10:00 PM</td>
<td>Off-line for maintenance</td>
<td>EBH 114</td>
<td>7:00 AM - 10:00 PM</td>
</tr>
<tr>
<td>8:00 AM - 5:00 PM</td>
<td>Economics Prelim Exam</td>
<td>EBH 114</td>
<td>8:00 AM - 10:00 PM</td>
<td>Off-line for maintenance</td>
<td>EBH 1108</td>
<td>6:00 AM - 10:00 PM</td>
</tr>
<tr>
<td>8:15 AM - 5:00 PM</td>
<td>FYW New Teacher Orientation</td>
<td>EBH 315</td>
<td>7:00 AM - 10:00 PM</td>
<td>Off-line for maintenance</td>
<td>EBH 113</td>
<td>8:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>8:30 AM - 3:00 PM</td>
<td>VIPP Summer Courses 2016</td>
<td>EBH 112</td>
<td>8:15 AM - 5:00 PM</td>
<td>FYW New Teacher Orientation</td>
<td>EBH 315</td>
<td>8:30 AM - 3:00 PM</td>
</tr>
<tr>
<td>9:00 AM - 4:00 PM</td>
<td>ELC - Medical English</td>
<td>EBH 314</td>
<td>8:00 AM - 12:00 PM</td>
<td>Upward Bound Tutoring</td>
<td>EBH 305</td>
<td>8:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>10:20 AM - 1:10 PM</td>
<td>976FCA-1</td>
<td>EBH 304</td>
<td>8:15 AM - 5:00 PM</td>
<td>FYW New Teacher Orientation</td>
<td>EBH 304</td>
<td>10:20 AM - 1:10 PM</td>
</tr>
</tbody>
</table>

Dates: Mon Aug 15 2016 through Sun Aug 21 2016
### EBH 316 (Bessey Hall (Ernst) - Classroom - 316)

#### Comments
- none

#### Features
- AV - Blu-Ray Player
- AV - Campus Cable
- AV - Closed Caption
- AV - Hearing Impaired Capability
- AV - Instructor Laptop Connection HDMI
- AV - Instructor Laptop Connection VGA
- AV - Microphone, Wireless, Lapel
- AV - Record-Ready
- AV - Tech Tier 2
- AV - Technology Cart (Instructor Station) - PC
- AV - Touch Screen Control System
- AV - Wireless Access
- Air Conditioning - Central
- Board - White Multiple Wall
- Clock
- Floor - Hard Surface
- Furniture - Moveable Seat Desk
- Lighting - Dimmable
- Wheelchair Accessible
- Window - Blackout Capable
- Window - Blinds

#### Layouts
<table>
<thead>
<tr>
<th>Max Capacity</th>
<th>48</th>
</tr>
</thead>
</table>

#### Capacity
- 48

#### Categories
- Building - Bessey Hall (Ernst)

#### Attributes
- Building Code: EBH
- Building Number: 0079

#### Images
- Viewing Layout Image: As Is

#### Map
- Satellite view of the building

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*Michigan State University*
### Search For Locations

#### Search by Keyword:
- **mcdone|**: 
  - **GO**

#### List View

<table>
<thead>
<tr>
<th>Name</th>
<th>Formal Name</th>
<th>Categories</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Capacity</th>
</tr>
</thead>
</table>

Information is current as of Aug 15 2016 12:34pm
Room Types…

• Active Learning Classrooms
  – REAL Rooms (AV – Tier 3)
  – Auditoriums (AV – Tier 2)
  – Classrooms (AV – Tier 2)

• Traditional Classrooms (AV – Tier 1)
  – Large Lecture Auditoriums
  – Small Auditoriums
  – Classrooms
More Instructional Support

Learning Management Systems (LMS)

- Desire2Learn (D2L)
- LON-CAPA

E-Portfolio – D2L

Turnitin (Integrated w/D2L)

ELI Review (Peer Writing Evaluation System)
Getting Help

Distance Learning Services Help Desk: 5-2345
• D2L, Distance Ed, LON CAPA, etc.

IT Service Help Desk: 2-6200
• Classroom, EBS, D2L
More Instructional Support

MSU Mail
• Faculty/Staff - MSU WebMail
• Students – MS Office 365 w/Office Pro Plus

MSU Google Apps
• Drive, Docs, Calendar, Sites (No Gmail)

http://googleapps.msu.edu/
More Instructional Support

Kaltura (MediaSpace) – Videos
https://mediaspace.msu.edu

Clickers – iClicker (Student Response System)

Scoring Office (Bubble Sheets)
114 Computer Center; 5-1819

Friday Brown Bags
• “Explorations in Instructional Technology”
More Instructional Support

MSU Computer Store

- **Purchase** - [https://cstore.msu.edu](https://cstore.msu.edu)
  - 110 Computer Center; 2-0770

- **Help & Repair** - [https://cstore.msu.edu/help-repair](https://cstore.msu.edu/help-repair)
  - 120 Computer Center; 3-5366
More Instructional Support

TECHNOLOGY RESOURCES FOR FACULTY
Check out teaching & learning technology for instructors

MSU NetID & ID Card

MSU NetIDs are assigned to all current faculty, staff, students, and retirees. The NetID personal identifier is a unique alphanumeric identifier auto-generated from the user's name and serves as the login to many university computing and networking services.

The MSU ID Office also provides support for a wide variety of services tied to Spartan Cards, including electronic access control to buildings and parking gates and MSU Library services. Stop by the MSU ID Office to get your card.

Two-Factor Authentication

Michigan State University safeguards personal and institutional data by applying two-factor authentication.

https://tech.msu.edu/faculty/
More Instructional Support

http://hub.msu.edu/
Welcome!

The Academic Advancement Network works with all faculty, academic staff, and academic administrators at Michigan State University as they join the university, establish professional trajectories, and move through various stages of their careers.

http://aan.msu.edu
Technology Training – http://spartanslearn.msu.edu

QUEST FOR KNOWLEDGE
SpartansLearn is a partnership between HR Professional Development Services and MSU Information Technology. Together, we’re making it easier for Michigan State University employees to find professional development classes and technology training.

COURSE INFORMATION
Professional Development Services offers programs that enhance professional skills and overall competencies for increased workplace efficiency and effectiveness.

Technology Training
Questions

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