Faculty Quick Reference

A guide to the services of:

Center for Teaching and Learning (CTL)
023 Library | (937) 775-2885
ctl@wright.edu
www.wright.edu/ctl/

Pilot - WSU’s Learning Management System (LMS): pilot.wright.edu
Faculty Development Workshops: www.wright.edu/ctl/workshops

University Libraries (UL)
Dunbar Library | (937) 775-2525
Lake Campus Library | (419) 586-0360 or x8360
libraries.wright.edu

Computing and Telecommunications Services (CaTS)
025 Library Annex | (937) 775-4827 | 1-888-775-4827
helpdesk@wright.edu
www.wright.edu/cats/

WINGS Portal: wings.wright.edu
WINGS Resource Center: www.wright.edu/wrc/

2011 - 2012 Academic Year
Teaching Support

- Instructional design
- Faculty development workshops
- Advanced distance learning support
- In-term course analysis and student feedback
- Web conferencing
- Production of materials to support teaching/learning:
  - Interactive media
  - Streaming/compression audio and video
  - Automated processing and publishing of audio and video
  - QuickTime virtual reality
  - Small object 3D scanning
  - Conversion of media file formats
  - Academic course web design and accessibility consultation

Research Support

- Faculty research workshops
- Assessment support for grant applications
- Faculty development resource library
- Fall faculty retreat for GTAs

Other Support Services

- Web-only, mixed-mode and web-enhanced course hosting
- Wright State on iTunes U, delivering podcasts and other mobile media
- Stock Media Collection

What is Pilot?

Pilot is a Learning Management System that enables the efficient delivery of high quality online education. With a set of easy-to-use tools for course development, delivery and management, Pilot provides the best system for student learning and the more efficient solution for faculty. Pilot is the standard, supported software for distance learning at WSU. Training is available through CTL.
Teaching Support

- Course-specific library instruction, demonstrations, or hands-on training
- Custom research guides for classes
- Easy links to library resources or web pages
- Electronic Course Reserves (documents or audio/video files)
- Media for classroom use - reserve, borrow, or purchase
- Student presentation practice room

Research Support

- Reference service - appointments, phone, email, IM or text messaging
- Print and electronic resources (including OhioLINK’s Electronic Journal Center & Digital Media Center)
- Library tab on WINGS - customize it for your needs
- Interlibrary Loan and OhioLINK borrowing services
- Original research materials in WSU's Special Collections and Archives
- CORE - Campus Online Repository for digitally archiving your scholarly work
- U.S. Patent & Trademark Depository collection
- RefWorks citation management software

Other Support Services

- Tours and orientations for prospective and new faculty
- Library data for accreditation and other reports

Support for Your Students

- The STAC (Student Technology Assistance Center)
- The Pod - podcasting facility in the STAC
- Student presentation practice room

Dunbar Library
Reference (937) 775-2925
Instruction (937) 775-2925
Circulation (937) 775-2525
Course Reserves (937) 775-3941

Lake Campus Library
(419) 586-0360 or x8360

libraries.wright.edu
Teaching Support

- Campus computer accounts, passwords, and email
- Degree audit (DARS)
- Network drive to share files with students
- WINGS and WINGS Express
- Test and evaluation scanning
- Online training tutorials through Atomic Learning
- Electronic classroom support
- Basic distance learning support
- Interactive video-based distance learning (IVDL)
- Video recording of teaching and student presentations
- Delivery of audio, video and computer equipment to on-campus classrooms
- CD and videotape duplication
- Satellite programs and off-air delivery
- Video-conferencing for meetings and other needs

Telecommunications

- Phones, cellular, and voicemail
- Long distance and calling cards
- Teleconferences
- Faxing

CaTS Help Desk
(937) 775-4827 or 1-888-775-4827
helpdesk@wright.edu
www.wright.edu/cats/

Help Desk Locations
025 Library Annex (main office)
2nd Floor Dunbar Library
Research Support

- Statistical consulting
- Software licensing for research tools such as SPSS, Stata, and Mathematica
- Banner Finance Self Service support for grant expenditures and budget management

Other Support Services

- Hardware and software purchase advising; volume licensing
- Network installations and troubleshooting
- Wireless networking
- Tours and orientations for prospective and new faculty
- WINGS — the university web portal
- Support via phone, email, or face-to-face
- Support for security issues, such as viruses and email scams
- Checkout or delivery of audio, video, and computer equipment
- Classroom design and installation
- Online training tutorials through Atomic Learning

Need help using WINGS or WINGS Express? Check out the WINGS Resource Center for FAQs and videos on everything from posting grades to viewing class summaries. Go to https://support.wright.edu/wrc/ to access the WRC.

CaTS Help Desk
(937) 775-4827 or 1-888-775-4827
helpdesk@wright.edu
www.wright.edu/cats/

Help Desk Locations
025 Library Annex (main office)
2nd Floor Dunbar Library
A to Z Services List

Archives ..............................................................................................................................UL
Application development ..................................................................................................CaTS
Banner Self Service & Admin Services ........................................................................CaTS
Cabling ..............................................................................................................................CaTS
Calendar (via WINGS) ....................................................................................................CaTS
Calling cards ....................................................................................................................CaTS
Campus computer accounts ..........................................................................................CaTS
CD duplication ................................................................................................................CaTS
Cell phones .....................................................................................................................CaTS
Citation management .......................................................................................................UL
Class lists ..........................................................................................................................CaTS
Classroom support ..........................................................................................................CaTS
Classroom design and installation ................................................................................CaTS
Classroom equipment delivery ......................................................................................CaTS
Computer and email accounts ......................................................................................CaTS
Computer hardware purchasing and installation ........................................................CaTS
CORE - Campus Online Repository ..............................................................................UL
Course reserves ...............................................................................................................UL
Course studio (part of WINGS) ........................................................................................CaTS
DARS (Degree Audit Reporting System) ........................................................................CaTS
Digital media production ...............................................................................................CTL
Distance learning ...........................................................................................................CTL
Documentation ...............................................................................................................CaTS
Electronic course reserves ...........................................................................................UL
Email and distribution lists .............................................................................................CaTS
Faculty development and workshops ............................................................................CaTS
Faxing ...............................................................................................................................CaTS
File sharing ......................................................................................................................CaTS
Firewall .............................................................................................................................CaTS
Hardware repair (computers) ........................................................................................CaTS
Hardware/software purchase recommendations ........................................................CaTS
Grade reporting ..............................................................................................................CaTS
In-class demonstration .................................................................................................CTL, CaTS
Instructional design .......................................................................................................CTL
Instructional media .........................................................................................................CTL
iTunes U ............................................................................................................................UL
IVDL ....................................................................................................................................CaTS
Lab software ..................................................................................................................CaTS
Library instruction .........................................................................................................UL
Long distance phone service ........................................................................................CaTS
Media checkout ...............................................................................................................UL
Media file format conversion ........................................................................................CTL
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<td>Podcasting processing &amp; delivery/publishing</td>
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<td>Presentation practice room for students</td>
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<td>Software installation and licensing</td>
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<td>Special collections</td>
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Important Websites

If you have further questions about the services offered through CTL, UL and CaTS, see the following websites for FAQs and contact information.

**Center for Teaching & Learning (CTL)**
- Homepage: [www.wright.edu/ctl/](http://www.wright.edu/ctl/)
- Workshops: [www.wright.edu/ctl/workshops/](http://www.wright.edu/ctl/workshops/)
- Faculty Development: [www.wright.edu/ctl/faculty/](http://www.wright.edu/ctl/faculty/)
- Pilot: [www.wright.edu/ctl/pilot/](http://www.wright.edu/ctl/pilot/)
- WSU on iTunes U FAQ: [www.wright.edu/itunes/faq.html](http://www.wright.edu/itunes/faq.html)

**University Libraries (UL)**
- Homepage: libraries.wright.edu
- Faculty Support: [http://guides.libraries.wright.edu/faculty-support](http://guides.libraries.wright.edu/faculty-support)

**Computing and Telecommunications Services (CaTS)**
- Homepage: [www.wright.edu/cats/](http://www.wright.edu/cats/)
- Faculty Zone: [www.wright.edu/cats/fszone/](http://www.wright.edu/cats/fszone/)
- New Faculty FAQ: [www.wright.edu/cats/fszone/new.html](http://www.wright.edu/cats/fszone/new.html)