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/information-technology/

2016 - 2017 Academic Year
Teaching Support

- Pilot support
- Instructional technology and faculty development workshops
- Instructional design
- Distance learning course development and support
- In-term course analysis and student feedback
- Academic web-conferencing
- Production of materials to support teaching/learning:
  - Interactive media
  - Digital media delivery for streaming, download, or podcast subscription
  - Automated processing and publishing of audio and video
  - QuickTime virtual reality
  - Small object 3D scanning
  - Conversion of media file formats, mediums
  - Academic course web design and accessibility consultation

Research Support

- Faculty research workshops
- Assessment support for grant applications
- New faculty orientation

Other Support Services

- Web-only, mixed-mode and web-enhanced course hosting
- GTA mentoring/training
- Adjunct targeted support
- Writing boot camps

What is Pilot?

Pilot provides an online space for each course you teach. You may use it to deliver course content, give exams, email students, receive and grade assignments, post grades, moderate online student discussions, and more. Pilot can supplement face-to-face learning as well as support totally online courses. Training is available through the 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

Research Support

- Reference service - appointments, phone, email, IM or text messaging
- Print and electronic resources (including OhioLINK’s Electronic Journal Center & Digital Media Center)
- Interlibrary Loan and OhioLINK borrowing services
- Original research materials in WSU’s Special Collections and Archives
- CORE Scholar- 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)
  - podcasting, green screen, 3d printing
- The Pod - podcasting facility in the STAC
- Student presentation practice room
- Research Toolkit workshop series

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
- Student support for Pilot
- Interactive video-based distance learning (IVDL)
- Delivery of audio, video and computer equipment to registrar scheduled on-campus classrooms

Telecommunications

- Phones 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/information-technology/
@WrightStateIT

Help Desk Locations
025 Library Annex (main office)
Research Support

- 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
- Technology 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
- Online training tutorials through Atomic Learning and CaTS’ website

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

Help Desk Locations
025 Library Annex (main office)
<table>
<thead>
<tr>
<th>Service</th>
<th>Responsible Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Web-conferencing (synchronous)</td>
<td>CTL</td>
</tr>
<tr>
<td>Accessibility in online courses</td>
<td>CTL</td>
</tr>
<tr>
<td>Active Learning Classroom Training (SCALE-UP)</td>
<td>CTL</td>
</tr>
<tr>
<td>Application development</td>
<td>CaTS</td>
</tr>
<tr>
<td>Archives</td>
<td>UL</td>
</tr>
<tr>
<td>Atomic Learning (Online Training)</td>
<td>CaTS</td>
</tr>
<tr>
<td>Banner Self Service &amp; Admin Services</td>
<td>CaTS</td>
</tr>
<tr>
<td>Cabling</td>
<td>CaTS</td>
</tr>
<tr>
<td>Campus computer accounts</td>
<td>CaTS</td>
</tr>
<tr>
<td>Citation management</td>
<td>UL</td>
</tr>
<tr>
<td>Class lists</td>
<td>CaTS</td>
</tr>
<tr>
<td>Clickers (Classroom Response Systems)</td>
<td>CTL</td>
</tr>
<tr>
<td>Classroom support</td>
<td>CaTS</td>
</tr>
<tr>
<td>Classroom equipment delivery</td>
<td>CaTS</td>
</tr>
<tr>
<td>Computer and email accounts</td>
<td>CaTS</td>
</tr>
<tr>
<td>Computer hardware purchasing and installation</td>
<td>CaTS</td>
</tr>
<tr>
<td>CORE Scholar - Campus Online Repository</td>
<td>UL</td>
</tr>
<tr>
<td>Course reserves</td>
<td>UL</td>
</tr>
<tr>
<td>DARS (Degree Audit Reporting System)</td>
<td>CaTS</td>
</tr>
<tr>
<td>Digital media production</td>
<td>CTL</td>
</tr>
<tr>
<td>Distance learning/distance education</td>
<td>CTL</td>
</tr>
<tr>
<td>Electronic course reserves</td>
<td>UL</td>
</tr>
<tr>
<td>Email and distribution lists</td>
<td>CaTS</td>
</tr>
<tr>
<td>Faculty development and workshops</td>
<td>CTL</td>
</tr>
<tr>
<td>Faxing</td>
<td>CTL</td>
</tr>
<tr>
<td>File sharing</td>
<td>CaTS</td>
</tr>
<tr>
<td>Firewall</td>
<td>CaTS</td>
</tr>
<tr>
<td>Hardware repair (computers)</td>
<td>CaTS</td>
</tr>
<tr>
<td>Hardware/software purchase recommendations</td>
<td>CaTS</td>
</tr>
<tr>
<td>Grade reporting</td>
<td>CTL, CaTS</td>
</tr>
<tr>
<td>Instructional design</td>
<td>CTL</td>
</tr>
<tr>
<td>iTunes U</td>
<td>CTL</td>
</tr>
<tr>
<td>IVDL</td>
<td>CaTS</td>
</tr>
<tr>
<td>Lab software</td>
<td>CaTS</td>
</tr>
<tr>
<td>Lecture Capture (Tegrity)</td>
<td>CTL, CaTS</td>
</tr>
<tr>
<td>Library instruction</td>
<td>UL</td>
</tr>
<tr>
<td>LMS (Pilot)</td>
<td>CTL</td>
</tr>
<tr>
<td>Long distance phone service</td>
<td>CaTS</td>
</tr>
<tr>
<td>Media checkout</td>
<td>UL</td>
</tr>
<tr>
<td>Media file format conversion</td>
<td>CTL</td>
</tr>
<tr>
<td>Media management (Kaltura)</td>
<td>CTL</td>
</tr>
<tr>
<td>Media player support (Quicktime, Flash, Windows Media Player, etc.)</td>
<td>CaTS</td>
</tr>
<tr>
<td>Mobile academic content</td>
<td>CTL</td>
</tr>
<tr>
<td>Networking installation</td>
<td>CaTS</td>
</tr>
</tbody>
</table>
A to Z Services List

OhioLINK.................................................................UL
Online Course Evaluation...........................................CTL
Online Training (Atomic Learning).................................CaTS
Oracle.................................................................CaTS
Orientations..................................................................CTL, CaTS, UL
Passwords......................................................................CaTS
Patent and trademark....................................................UL
Personal hardware/software purchases............................CaTS
Plagiarism Detection.....................................................CTL
Plagiarism Prevention (Turnitin)......................................CTL
Podcasting facilities.....................................................CTL, UL
Podcasting processing & delivery/publishing......................CTL
Presentation practice room for students.........................UL
PrintWright..............................................................CaTS
Quality Matters..........................................................CTL
Qualtrics Online Surveys................................................CTL, CaTS
Records management...................................................UL
RefWorks.................................................................UL
Research assistance......................................................UL
Respondus Lockdown Browser........................................CTL
Satellite programs........................................................CaTS
Scanning for tests, exams, and evaluations.......................CaTS
Server registration......................................................CaTS
Software installation and licensing..................................CaTS
Spam filtering.............................................................CaTS
Special collections......................................................UL
STAC (Student Technology Assistance Center)....................UL
Subject librarians........................................................UL
Survey scanning........................................................CaTS
Teleconferencing........................................................CaTS
Telephone installations and moves...................................CaTS
Training (technology)...................................................CTL, CaTS
Video production and editing.........................................CTL, CaTS
Video duplication.........................................................CaTS
Virus protection........................................................CaTS
Voicemail.....................................................................CaTS
VPN (Virtual Private Networking)....................................CaTS
Warranty repair (computers)...........................................CaTS
Webpage development (non-Pilot LMS)............................CaTS
WINGS.................................................................CaTS
WINGS Express........................................................CaTS
Wireless networking.....................................................CaTS
Workshops and training.................................................CTL, CaTS
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/

Workshops:
www.wright.edu/ctl/workshops/

Faculty Development:
www.wright.edu/ctl/faculty/

Pilot:
www.wright.edu/ctl/pilot/

**University Libraries (UL)**

Homepage:
libraries.wright.edu

Faculty Support:
http://guides.libraries.wright.edu/faculty-support

**Computing and Telecommunications Services (CaTS)**

Homepage:
www.wright.edu/information-technology/

Getting Started for Faculty:
www.wright.edu/information-technology/services/