



etc
e-teaching
collaborative



A Team Approach to Integrating Technology with Teaching and Learning

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on behalf of the etc for the Faculty of Health Sciences, Queen's
University:

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and Elaine Van Melle

Format of this Presentation



1. Background
2. Our Process
3. Collaborative tools
4. Handout: Apply to your workplace

Background



What is the etc?

- The e-teaching collaborative is a joint venture aimed at fostering pedagogically sound use of technology by providing faculty with one-stop access to expertise, services and resources.
- Faculty of Health Sciences at Queen's University

Collaborative Partners



Who is the etc?

- Office of Health Science Education
- MEdTech (Medical Education Technology Unit)
- Bracken Health Sciences Library
- Video Conference Services

Background



Who does the etc help?

- Faculty
- Each other

Background



How did etc come to be?

- Queen's Faculty of Health Sciences strategic objectives for education include:
 - increased application of technology assisted learning
 - enhancement of interactive learning in the curricula
- New people in new positions

What's in a name?



- LTT – Learning Technology Team
- ETSS – E-Teaching Support Services
- etc – e-teaching collaborative

Team Process



- How we work together
 - Communicate
 - Collaborate
 - Climate



etc is people



with technological support

Collaborative Elements



- Wiki
- Support/ticket system
- Knowledge base
- Website

What is a Wiki?



- Web-based
- Collaborative
- No html/programming

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How do we use the wiki?



- Offers a place to collaborate
- Saves meetings (!)
- Storehouse for all related notes (agendas, minutes)
- Brainstorming place: questions and solutions
- Action Tasks and To Do Lists

What is a ticket system?



- Web-based system to manage and maintain lists of requests and issues

[eTeaching Support Services](#) > Submit a Support Request

Submit a Support Request

Please use the form below to submit a support request. Required fields are marked with*

Name: *

E-mail: *

Category: *

Priority: *

Subject: *

Message: *

Submit request

web-based materials in oncology

Ticket status: [Open](#) [[Close](#)]
Category: Technology Tools
Replies: 0
Priority: **Medium**
[Printer friendly version](#)

Date: 2007-05-22 16:52:58
Name: Elaine Van Melle
E-mail: vanmelle@queensu.ca
IP: 130.15.105.232

Message:

I am working with a group of educators who are interested in creating a web-based module for teaching oncology to undergraduate medical students. Could you please tell us about the type and scope of existing relevant resources that are already available on the web? If I could have the information by June 11th that would be most helpful.

Thanks,

Elaine.

Add reply

Message: *

- Close this ticket
- Change priority to Low ⬇
- Attach signature ([Profile settings](#))

How do we use the ticket system?



- Keeping track of requests: and communicating with the user
- Evaluate our services
- Collaborative venue for us—requests come into one place
- Alert everyone on the team: they may have something to add

What is a knowledge base?



- Collection of articles that answer specific user questions

Search Browse by Category

etc Knowledge Base

- Copyright
- PowerPoint
- Repositories
- RSS

etc Knowledge Base

etc Knowledge Base

Categories

 **Copyright (2)**

Information on how to use copyrighted material and how to license your own work.

 **PowerPoint (5)**

Tips on how to create effective and engaging PowerPoint presentations

 **Repositories (2)**

Information on how to locate learning objects and how to submit your own to work to repositories

 **RSS (3)**

Information on finding and subscribing to RSS feeds

Latest Articles

 **How do I create a PowerPoint for video conferencing?**

FontsThe smallest a...
(No rating) 5-2-2007 Views: 2

 **How do I subscribe to RSS feeds in IE7?**

If you have decided to use Internet Explorer...
(No rating) 4-23-2007 Views: 4

 **How do I teach effectively with PowerPoint?**

How Do I Teach Effectively with PowerPoint?
(No rating) 4-23-2007 Views: 8

 **How do I develop PowerPoint slides for teaching?**

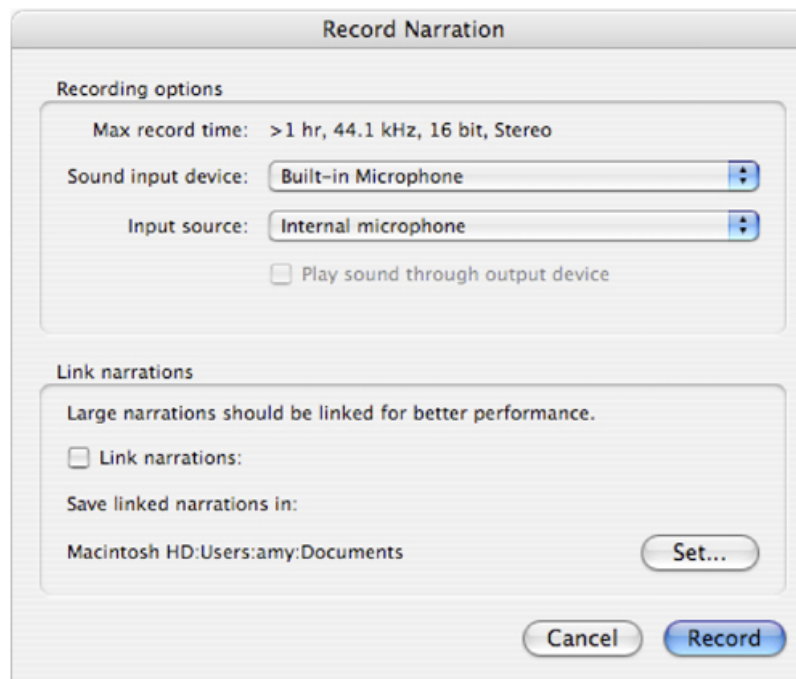
How do I develop PowerPoint slides for teaching?
(No rating) 4-23-2007 Views: 9

 **What is a learning object repository?**

A learning object repository is essentially a...
(No rating) 4-19-2007 Views: 9

How to I add narration to a PowerPoint on a Mac?

1. Open up your PowerPoint
2. On the tool bar on top click on **Slide Show > Record Narration**
3. Set the sound input device and the input source.
 - If you are using the Built-in microphone, select the sound input device as **Built-in Microphone** and set input source to **Internal Microphone**.
 - If you are using an external device, such as a headset, select the name of the headset from the list for both the sound input device and input device.
4. Under the Linked Narration heading ensure that **Link Narrations** is *unchecked* so that the narration is embedded into the PowerPoint file.



5. When ready to start recording narration click **Record**. Your presentation will be full screen and your recording is started.
6. When you come to the last slide in your presentation wait about five seconds after your final words (don't want to clip audio file) then press the escape key. At this point you will be prompted "The narrations have been saved with each slide. Do you want to save the slide timing as well?" - select **Save**. Click the red exit button and you will be prompted "Do you want to save the changes you made to your presentation" - select **Save**.

How do we use the knowledge base?



- Storage repository for articles
- Time saver
- Collaborative editing of articles
- Collaborative learning!
- User feedback – evaluation of services
- Added benefit: Challenge to our own work

Website and Logo



- Website as key way to interface with faculty
- Integrate the elements of our service



What is the etc?

The e-teaching collaborative is a joint venture of the Health Sciences Library, The Office of Health Sciences Education and the MEdTech. Our aim is to provide one-stop access to expertise in electronic learning resources, technological tools and educational methodology.

[Read more...](#)

Have Questions? We Can Help...



[Ask Our Team](#)



[Browse Archive](#)

Success Stories

Read what others have to say about working with the etc:



"Using *Articulate Presenter* allows me to create an interactive in-class session..."



"Lindsay's quote about working with Thinking Cap for the MSK course goes here. There will probably be another line."



"Eric Carstens quote about working with James and Bracken library. There will probably be another line."

[Read More...](#)

Resources

- [How do I create a PowerPoint for printing?](#)
- [What is RSS?](#)
- [What is the Creative Commons licensing?](#)
- [What is a repository?](#)
- [How do I teach effectively with PowerPoint?](#)

[Browse All...](#)

Handout



Apply our concepts to your workplace

- Discussion of our process
- Key questions to ask
- Collaborative tools we used
- Our e-mail addresses



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