Drop-in Lab at SONHUB Continues!

The Drop-In Lab hours are Tuesdays, 10am – 1pm, and Thursdays, 2pm – 5pm, in the HUB Office, U455. We would love to assist you in person! However, you can also reach us by email (SONHUB@ucsf.edu).

The Faculty Drop-In Lab is designed to get immediate, hands-on guidance for quick technology, curricular, or pedagogical issues such as adding a video in the CLE or how to check your upcoming quiz settings. The Faculty Drop-In Lab time can also be used to assist you with non-CLE technologies too, if it’s a fast issue. This time can also be used to plan ahead and schedule meetings with us for more time-intensive needs such as future course development or changes, instruction design, or curriculum issues.

Adding a TA or Department Administrator?

If you will be adding or using a Department Administrator or Teaching Assistant in your course, add them as a Course Assistant.

Want to include some general information in your syllabi to give to students regarding their CLE support?

LTG/Tech Commons now have some great student-oriented How-To videos, on how to navigate CLE. Feel free to post the link to the LTG/Tech Commons website on your course CLE site. This could help to minimize the number of emails you receive from students about how to navigate the CLE site.

Link: LTG/Tech Commons

---

**SON HUB Newsletter**

**Fall 2016**

**INSIDE THIS ISSUE:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>SON HUB Drop In Lab</td>
<td>1</td>
</tr>
<tr>
<td>Using TAs or Department Administrators</td>
<td>1</td>
</tr>
<tr>
<td>CLE Support for Students</td>
<td>1</td>
</tr>
<tr>
<td>Articulate Presentations</td>
<td>2</td>
</tr>
<tr>
<td>New Equipment for Loan</td>
<td>2</td>
</tr>
<tr>
<td>Non-My Access CLE guest Access</td>
<td>2</td>
</tr>
</tbody>
</table>

**Link:** LTG/Tech Commons
**Articulate Presentations Not Displaying?**
- Articulate presentations aren’t working or seem glitchly?
- Are you using a Mac?
- Are you using Safari?

As a reminder Safari doesn’t well with Articulate. To minimize issues when using Articulate, you should use Firefox. If you are using Articulate presentations, remind your students to use Firefox.

**New Equipment for Loan!!**
Did you know you can quickly and easily get a loaner on new and cool audio and video equipment from the Library Tech Commons area?
- Do you want to mic up both the speaker and the students for that important Q & A session with your quest lecturer in October?
- Do you need to illuminate the podium area a bit more when you are showing those devices?

If you answered No to the first question, and answered YES! To the other questions, please look over the [Convergence Blog link](#) that discusses the new Tech Commons AV equipment and how to get it for loan.

**MyAccess Guests for CLE**
There is a new process for MyAccess CLE Guests. Visit [SON Tips and Instructions](#) to review the new process.

**Suggested Wording For Syllabi to Inform Students of CLE Resources**
Research has shown that making referral and assistance information widely available to students also cuts down on them asking questions when they don’t have information to read to guide them. Below is sample wording that you can include in your syllabi.

*For any questions, problems, or concerns related to the COURSE: such as accessing the CLE site, viewing course content, assignment submission, viewing your grade book, etc. your first stop should be to the TA and/or instructor. For any issues related to more TECHNICAL areas, such as How-To guides for the CLE, etc. contact the Library’s Learning Tech group - [https://www.library.ucsf.edu/tech-commons](https://www.library.ucsf.edu/tech-commons)*

---

**2016-17 CLE Course Creation Schedule**

---

**Education & Curricular Innovation Hub**
Consider the [School of Nursing's Hub](#) for instructional design, video costing, and more to help determine educational technology budgets and needs. [Contact](#) to set up consultation, review services and plans, discuss projects, and collaborations.