The SON HUB is excited to announce the start of the SON Faculty Drop-in Lab beginning April 19th!

The Drop-In Lab hours for Spring 2016 are Tuesdays, 11am – 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).

This 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. While we generally respond to e-mail inquiries or phone calls within 24 hours, the Drop-In Lab is a dedicated set of time where the HUB staff will respond immediately to questions as they come in – either by e-mail or in person in our office.

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. We will be using data from Drop-In Lab visits to help improve future SON Hub services and support.

**Upcoming Course Notifications Schedule**

You will receive 3 notices each quarter about the status of your courses for the following quarter e.g. 3 e-mails in Winter about your Spring course(s).

Email 1: We have created your course shell (empty CLE page) based on course listings from the registrar. This is also when we’ll remind you to import your content and setting up your CLE site.

Email 2:SIS (automatic) enrollment has been set up for courses via the registrar. Remind you about importing content & automatic enrollment options for other courses (independent studies, year long courses).

Email 3: You should have your course ready and prepared to open for students on XYZ date.
Lecture Capture: Reminder

Just as brief reminder about the Lecture Capture process. In talking with ETS (the folks who set up LC in the classrooms), it has been noted again that many of our faculty are forgetting to hit the PAUSE button on the control panel when they take class breaks. Not doing this has three primary consequences;

1. Students have to wade through the playback to find the spot where the lecture begins and ends each time
2. ETS has to store hours of LC that has no content, thereby wasting resources

The LC is still capturing while the break is occurring, and many casual conversations are being recorded inadvertently. Ones that may not be intended for public viewing!

It would be great to have all SON faculty that have Lecture Captures scheduled to remember to hit Pause and then UnPause for all future LC recordings.

Check Out UCTV!

Interested in using more videos and/or podcasts in your CLE course? Want to do it freely, and easily? Then have a look at UCTV! Besides lots of general educational and/or medical categories to search through, there also is a by-campus category so you can search through all the UCSF UCTV offerings = http://www.uctv.tv/sanfrancisco/

The best approach for adding UCTV videos and/or podcasts to your CLE courses is to embed them, using code from the UCTV channel itself (or from YouTube) or link to them directly in your course. The SONHUB doesn’t recommend downloading the videos from UCTV and then uploading them to Media@UCSF due to bandwidth issues and potential copyright concerns. We recommend using UCTV’s or YouTube’s resources as the easiest and most cost-effective approach.

If you have any questions or need assistance as to how/where/why you might utilize these great resources in your class, just contact the SONHUB@ucsf.edu via email.

SON HUB Calendar Spring/Summer 2016

April 2016

SON HUB Faculty Drop-In Clinic begins starting April 19th. Tuesdays 10a-1p, Thursdays 2p-5p—University Hall, Rm. 455