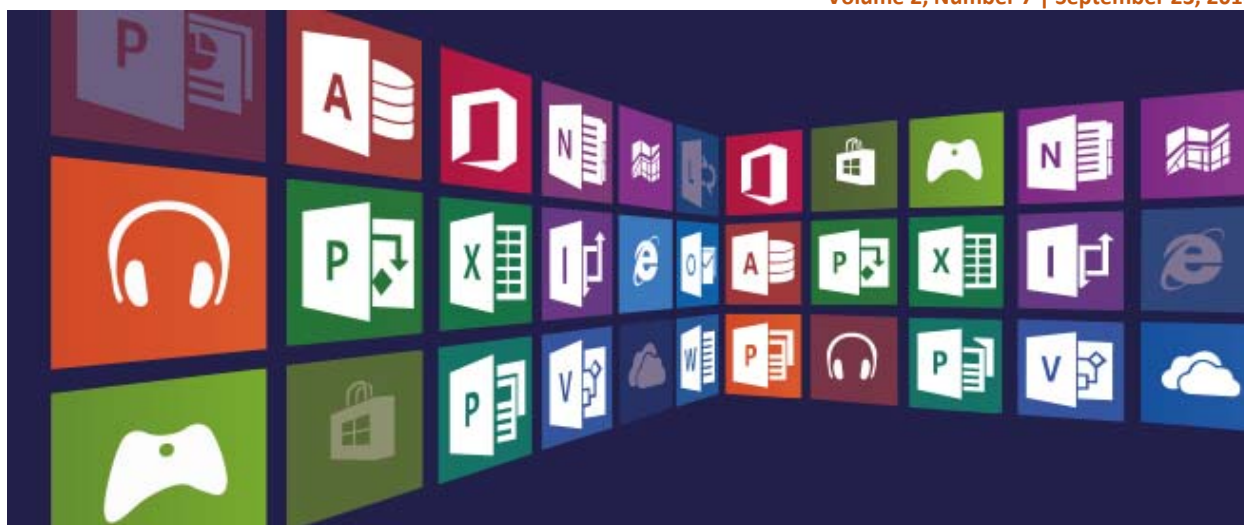




Volume 2, Number 7 | September 23, 2016



Microsoft Office 365 Collaboration Tips for Faculty and Staff

UNT Dallas subscribes to Microsoft Office 365, a comprehensive service that provides email, calendars, Microsoft Office applications, OneDrive for Business for cloud storage, SharePoint Servers for document management, and Skype for Business for instantaneous communication, plus much more. All faculty and staff have access to Office 365.



The following list of tips and tricks will help you get the most out of the collaborative features of Microsoft Office 365.



Email

Stay more connected and productive with a clear, unified view of your email, calendar, contacts, and files. Go beyond the basic email tasks to get more done wherever you are with Outlook. But be careful with [Clutter](#), however. Clutter helps you filter low-priority email messages out of your Inbox automatically by tracking what you do and do not read. If you delete messages without opening them, Clutter uses this behavior to determine that you do not want to see messages like that one. Unfortunately, this can catch messages you may need to see (it has happened to me a few times!), such as Course Announcements from Blackboard or campus updates. You may want to [turn Clutter off](#).



Calendar

As with email, faculty and staff are able to view your Outlook calendar. This can be a great way for to find a good time to set up a meeting with others—if you are using your Outlook calendar.

It is a best practice to set expectations for communication early in your courses. Let others know if your Outlook calendar is accurate, and if they may send you meeting requests.

Tip: Check the [permissions](#) on your calendar to ensure they are set the way you want.



Office 365 and OneDrive

With Office 365, you get access to the latest versions of Office, including Microsoft Word, PowerPoint, Excel, and powerful new tools like Sway and Yammer. [OneDrive](#) gives you 1TB of individual storage space in a secure environment that is FERPA- and HIPAA-compliant. You can [share](#) any file stored in OneDrive for easy collaboration among colleagues.

Tip: You can use OneDrive for departmental collaboration, too, but an [Office 365 Group](#) or [SharePoint](#) site might be better choices, because the content is not removed when the employee who posted it leaves.



Skype for Business

[Skype for Business](#) lets you quickly connect with UNT Dallas faculty and staff. It is very similar to “regular” Skype, but with added features that help you work more efficiently. With Skype for Business, you can hold one-on-one or group conversations using instant messaging (IM), audio, or video. Unlike regular Skype, Skype for Business includes the ability to present a PowerPoint with others in your meeting, or to share your computer screen.

It’s easy to connect with others at UNTD in Skype for Business. For example, you can easily add contacts from the address book (faculty/staff for now). This makes it a great tool for holding virtual meetings, or for impromptu questions from others. It is also a great replacement for an office phone, for UNTD contacts at least. Your colleagues can call you using Skype for Business instead of dialing your phone number.

Tip: You are entirely in control of your availability in Skype for Business. You can [set your availability manually](#), let it follow your Outlook Calendar, or you can sign out when you do not want to be contacted.

Online Training Resources for Office 365

There is much more that you can do with Office 365. We have compiled some useful Office 365 training resources available online for employees to easily access. Migrating to Office 365 is becoming increasingly popular because of the features and benefits it offers through a collection of tools, applications and services. Therefore, helping you get more work done, anytime, and anywhere using a variety of computing devices.

How do I learn more about it? To get started, you may want to check out some of the resources Microsoft has online based on five main learning paths. You can learn how to [Get it done from anywhere with Office](#), [Use email and calendar on the go with Outlook](#), [Run more effective meetings with Lync](#), [Store, sync, and share files with OneDrive](#), [Work within your social network using Yammer](#).

Check out more training resources!

- Microsoft has put together a wealth of resources in their [Office Training Center](#).
- [Try a Quick Start Guide](#), it can help you get more familiar with Office products by serving as a reference.
- [Download Office 2013 Quick Start Guides](#)
- [A comprehensive list of training resources](#) is available, by clicking on the icon below for Office 2013 and Office 365

If you want to know more about a specific application or service, then check out the video tutorials below to get you started:



- [Access](#)
- [Delve](#)
- [Excel](#)
- [Outlook](#)
- [Word](#)
- [Power Point](#)
- [One Drive for Business](#)
- [OneNote](#)
- [Publisher](#)
- [SharePoint](#)
- [Yammer](#)

Remember we're here to help!

We realize that questions can arise as you get more comfortable with utilizing these applications and/or services to accomplish certain tasks. Feel free to visit the [FAQs](#) section on the ITSS website.



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Need assistance with 8W2 online/hybrid course development? We're here to help!

There are only three weeks remaining before Fall 8W2 semester begins on October 17th which means our office is ready to work with you in the final development, design and quality review of your online/hybrid course(s).

If you need assistance with any component of the instructional design process, please schedule an appointment by emailing [Cynthia Johnson](#) the day and time which works best for you. Appointments are available all week and evening appointments are available on Thursdays between the hours of 1:00 pm - 7:00 pm. **Our target completion date is Friday, October 14th!**



To prepare more efficiently and to manage our time better, please email your finalized syllabus and check the tasks you would like assistance with listed on the following link: <http://doodle.com/poll/8rmznfre5y3kgade>.



Call For Nominations!
Nominate an online class or instructor for the 2016 Excellence in Online Teaching Awards!

Call for Nominations for Fall 2015 and/or Spring and Summer 2016 courses in recognition of outstanding online course design and teaching with technology at UNT Dallas, the office of Distance Learning and Instructional Technologies is conducting the first annual Excellence in Online Teaching Recognition Awards! The Recipients of these awards will be recognized during a campus event in the spring of 2017. In addition, the winning faculty members will present his or her master online course and/or technology based projects that enhance their teaching and learning at a DLIT-sponsored workshop next year.

You can nominate your own class, or a class of your peers or students may also make nominations by filling out the nomination form. All faculty (adjuncts and per course) are eligible. All courses regardless of semester length are eligible for nomination for the Innovative Teaching with Technology Awards as long as they were taught at UNTD during one of the following academic terms: fall of 2015, spring or summer of 2016. Same goes for the Outstanding Online Course Award as long as the course was an online UNTD course.



For more information please visit: <http://www.untdallas.edu/dlit/awards>



Free Learning Resources: How OER Can Help You and Your Students
[Track 3: Technology in the Classroom]

Presenter: Janet Pinto, Chief Academic Officer & Chief Marketing Officer, Curriki
Open Education Resources (OER) are free resources such as documents and media that make it easy for teachers to share, use and reuse. In this presentation the concept of OER and examples of some of the types of OER that are readily available including individual lesson plans, full courses, student facing materials, videos, interactives, and assessments/worksheets will be presented.



The webinar will present the use of Curriki, a free OER provider, including searching for resources, the use of forums for collaboration, and the use of tagging and organizing resources into collections for individual teacher or group use.

This webinar is appropriate for faculty, librarians, department supervisors, program coordinators and school administrators.

Monday, September 26, 2016 @ 1 PM - 2 PM, Founders Hall, Rm 127

Send [email](#) to register for this event.

The Impact of Recent Lawsuits on Video Accessibility Requirements

[Track 4: Videos, Captioning, and Accessibility]

Presenters: Owen Edwards, Senior Accessibility Consultant, SSB BART Group, and Lily Bond, Director of Marketing, 3Play Media

Although many accessibility laws were written before the Internet was an integral part of everyday life, recent lawsuits and case law have extended accessibility requirements to online video.

This webinar will take a look at recent video accessibility lawsuits and their implications for other organizations across industries. Their focus will be on closed captioning and video description legal requirements, case law, and standards. This presentation will cover:

- Legal requirements for video accessibility
- NAD vs. Netflix | NAD vs. Harvard & MIT | NFB vs. Penn State
- OCR & DOJ inquiries into IT accessibility at colleges & universities
- Lighthouse for the Blind vs. Redbox
- California Council for the Blind vs. AMC Theaters
- Best practices for caption quality
- Best practices for video description quality
- Benefits of making video accessible



Tuesday, September 27, 2016 @ 12 PM - 1 PM, Founders Hall, Rm 127

Send [email](#) to register for this event.

2016 Legal Update on Digital Accessibility Cases

[Track 4: Videos, Captioning, and Accessibility]

Presenter: Lainey Feingold, disability rights lawyer who works primarily with the blind community on technology, digital, and information access issues.

Digital access is a civil right, and there is a lot happening in the legal space. Court decisions, government agency activity, and private party settlements are defining best practices and the scope of digital accessibility requirements. Organizations across industries need to be aware of these developments to better understand their legal obligations.

In the Fall of 2016 the American Bar Association is publishing Lainey's book, Structured Negotiation: A Winning Alternative to Lawsuits. Her presentation will analyze key cases, government agency activity, settlements, and other recent developments in digital accessibility.

This presentation will cover:

- Legal requirements impacting web accessibility
- Updates on major digital access court cases, regulations and settlements in 2016
- How the law is impacting accessibility in fields as diverse as finance, education, voting, healthcare, employment, and transportation.
- U.S. Department of Justice and Department of Education activity in digital access
- Best practices for digital accessibility as defined by major settlements
- The legal horizon for web and mobile accessibility

Thursday, September 29, 2016 @ 1:00 PM - 2:00 PM, Founders Hall, Rm 127

Send [email](#) to register for this event.

Articles



(Click the images to read the articles)



[More Than Meets the Eye: How Movement in Video Shapes Learner Perception](#)

by Stephen Haskin
Source: Learning Solutions Mag

Time to read: 5 min

Sound and action—movement—drive our response to movies, including videos, even more than the character dialog does. Yet few of us have a conscious awareness of how movement affects learner perception and response. Effective eLearning video can be so much more than talking heads and simple demonstrations. Here is a very basic introduction to the psychology of movement.

[Read more...](#)



[The eLearning Color Guide: Evoking The RIGHT Emotion](#)

By Christopher Pappas
Source: elearningindustry.com

Time to read: 5 min

Without color, the world would be bland and boring shades of gray. Color has the power to calm us, to put us on high alert, and to get us in touch with nature. It also allows us to convey certain emotions in our eLearning course design. In this eLearning color guide, I'll explore the psychological significance of each color, so that you can

evoke the right emotion in your online learners.

[Read more...](#)



[Five Time-Saving Strategies for the Flipped Classroom](#)

By: Barbi Honeycutt, PhD
Source: Faculty Focus

Time to read: 3 min

A few months ago, I heard a podcast by Michael Hyatt, a best-selling author and speaker who helps clients excel in their personal and professional lives. This particular podcast focused on how to “create margins” in life to reduce stress and avoid burnout.

Quoting Dr. Richard Swenson’s work, Hyatt defines a margin as “the space between our load and our limits. It is the amount allowed beyond that which is needed. . . . Margin is the gap between rest and exhaustion. . . . Margin is the opposite of overload.”

[Read more...](#)



Mark Your Calendars!

- OCT 3** **Monday Morning Mentor: Cynthia**
(8:30 AM - 9 AM), virtual (online)
- OCT 4** **Performance-Based E-Learning**
(11 AM - 12 PM) FH, Rm 127
- OCT 4** **Picnic Office Hours**
(12 PM - 1 PM), Courtyard

- OCT 5** **Mid-Term Grading Cafe**
(2 PM - 4 PM) FH, Rm 127
- OCT 6** **Gamification Master Class**
(12 PM - 1 PM) FH, Rm 127
- OCT 10** **30 Apps in 60 Minutes**
(2 PM - 3 PM) FH, Rm 127



Contact Us!

The **Office of Distance Learning and Instructional Technologies** invites faculty and staff to join and participate in our development programs. These events provide an opportunity to network with faculty from other departments, learn new instructional strategies and tools, and become aware of best practices in online teaching and learning. Hope to see you there, and don't forget to register for our workshops and sessions! Please contact us with ideas and suggestions for future events:

Web: <http://www.untdallas.edu/dlit>

Phone: 972-338-5580

Email: UNTDDistance@unt.edu



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