Technology Support for CED Faculty Members

Executive Summary

The support provided for CED faculty members through the AY 2013/2014 is either in the form of workshops, face-to-face consultations and creating attendance electronic sheets. The workshops are mainly provided in four main topics: Taskstream, Blackboard, SharePoint, and Safe Assignment to **70** faculty members. The **323** face-to-face consultations/support are provided to **35** faculty members in different educational technology tools and QU systems. The electronic attendance sheets are provided to **30** classes for **15** faculty members. These data are from September 2013 – March 2014.

1. Workshops:

In the beginning of the semester, orientation workshops are provided to give an overview of new Blackboard version and Taskstream.

During the semester a workshop is given for Safe Assignment and Taskstream.

As shown in the Table [1], the total number of faculty members attended the above mentioned workshops are 70 faculty members. Figure[1] shows the number of faculty members attended per workshop.

Table [1]: Number of faculty attended the Blackboard/Taskstream orientation workshops.

	No of attended Faculty members
Training BB & Taskstream	21
Training BB & Taskstream	14
Avoiding Plagiarism Using Safe Assignment	15
SharePoint	20
Total	**70**

Num of Faculty members attended each workshop

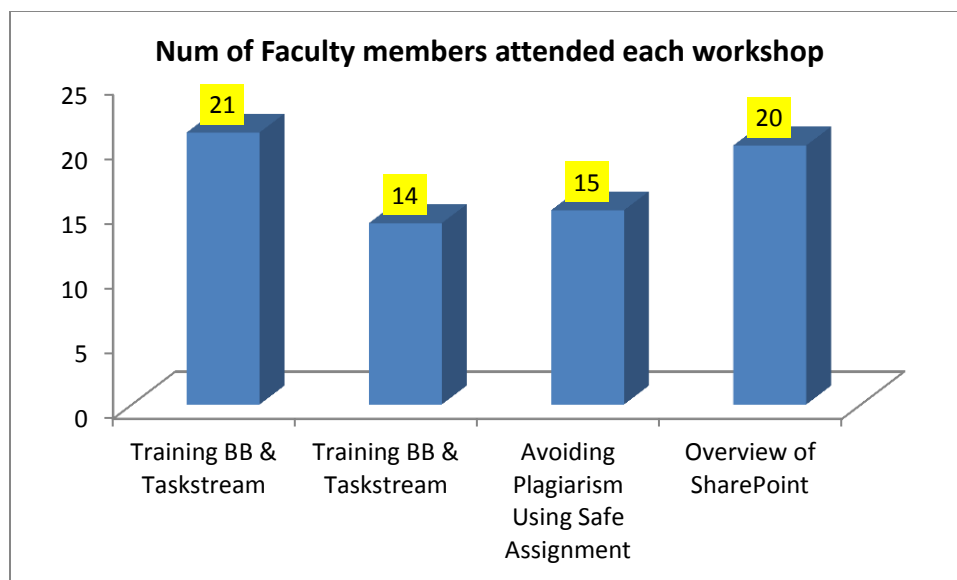| Workshop	Value
Training BB & Taskstream	21
Training BB & Taskstream	14
Avoiding Plagiarism Using Safe Assignment	15
Overview of SharePoint	20

Figure (1)

2. Face-To-Face Consultations:

323 Face-To-Face consultations are provided to 35 faculty members in both the Educational Science dept. and Psychological Sc. dept. These consultations include the following topics:

a) Attendance
b) Blackboard 9.1
c) Task stream
d) PowerPoint Presentations
e) Media/ Video Files
f) QU Banner
g) QU Email
h) MY QU
i) QU Wireless
j) QU Library Search
k) Excel Spreadsheets
l) Adobe/ PDF
m) General Computer Issues
n) SharePoint
o) Online Interview
p) Lecture Capture Echo System
q) Online Educational Tools

As shown in the Table [2], the total number of consultations/support provided to faculty members till 10th April 2014 is **323** and average of **40** consultations per month. Figure [2] shows the number of consultations provided per month. Figure [3] to Figure [9] shows, the detailed consultations provided per day per month.

Moth	No. of Consultations/Support
Sep-14	35
Oct-14	33
Nov-14	43
Dec-14	46
Jan-15	19
Feb-15	37
Mar-15	96
Apr_15	14
Average monthly consultations	**40**
Total consultations from Sep until Mar	**323**
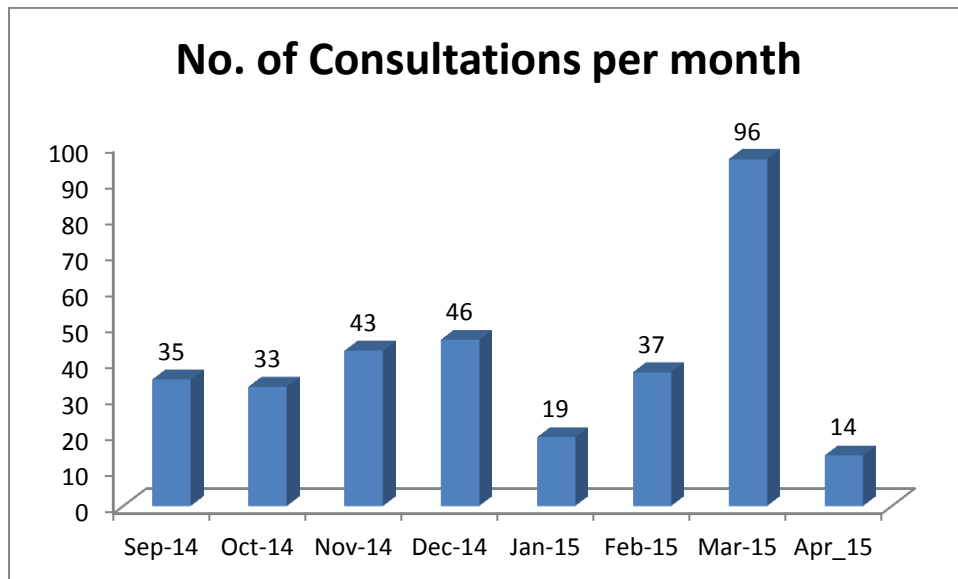
Figure (2)
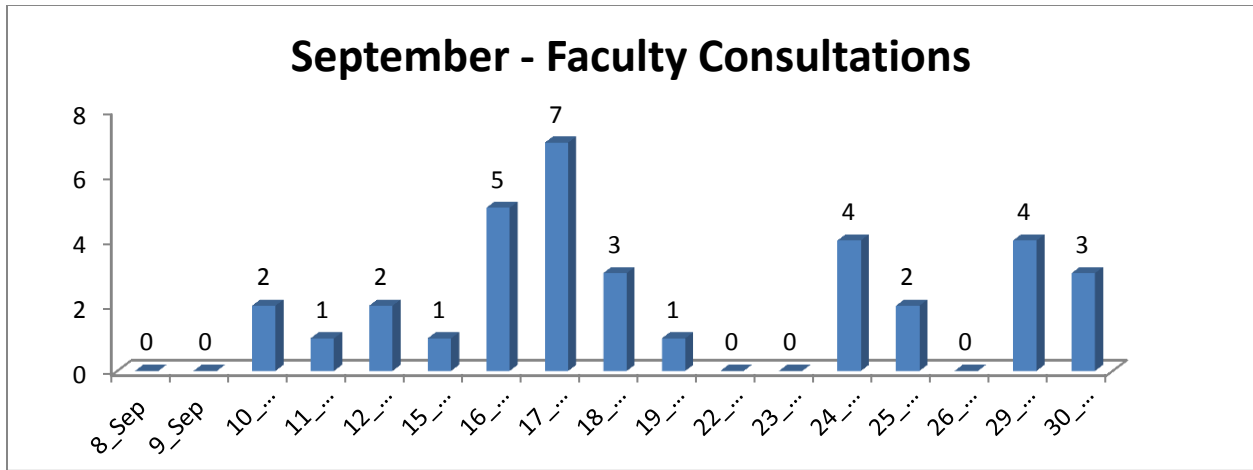
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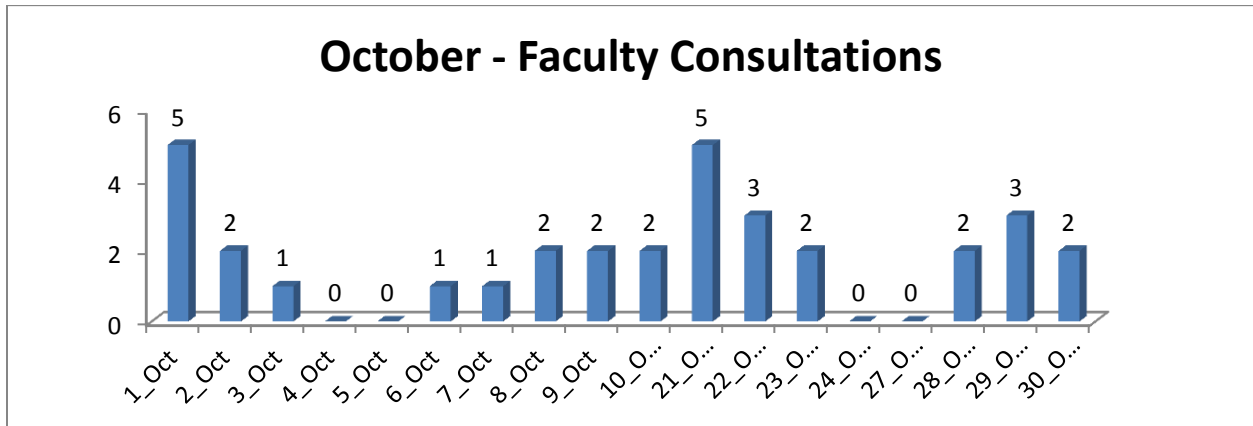
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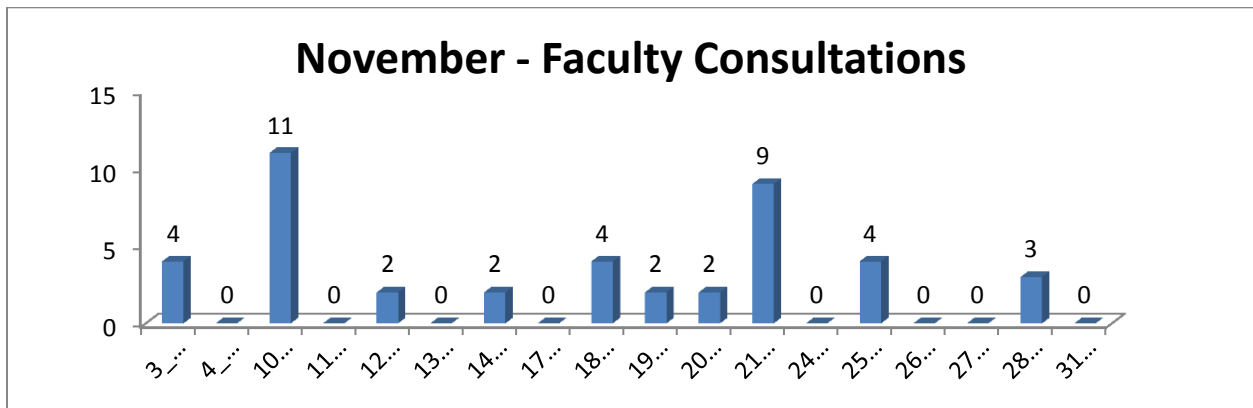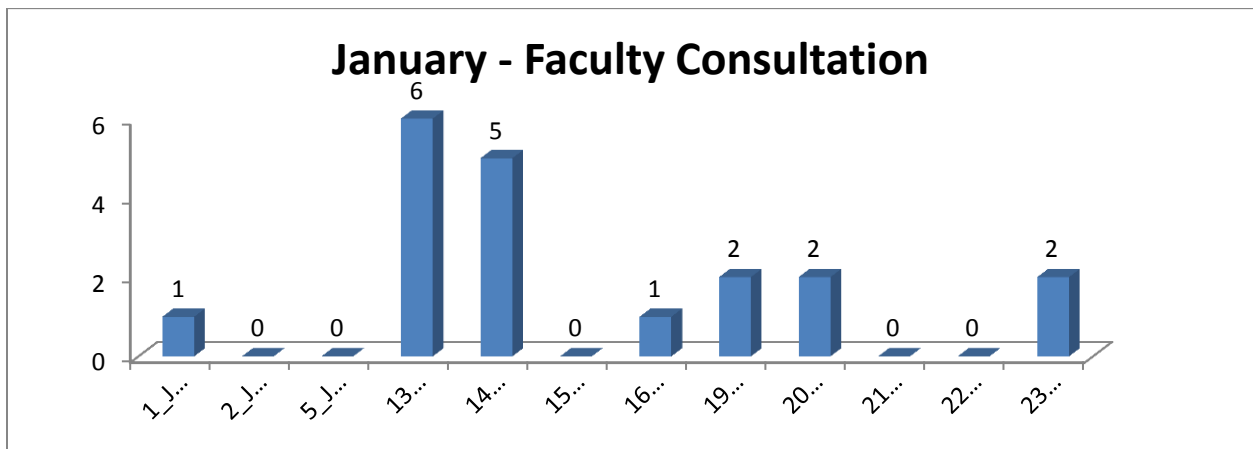

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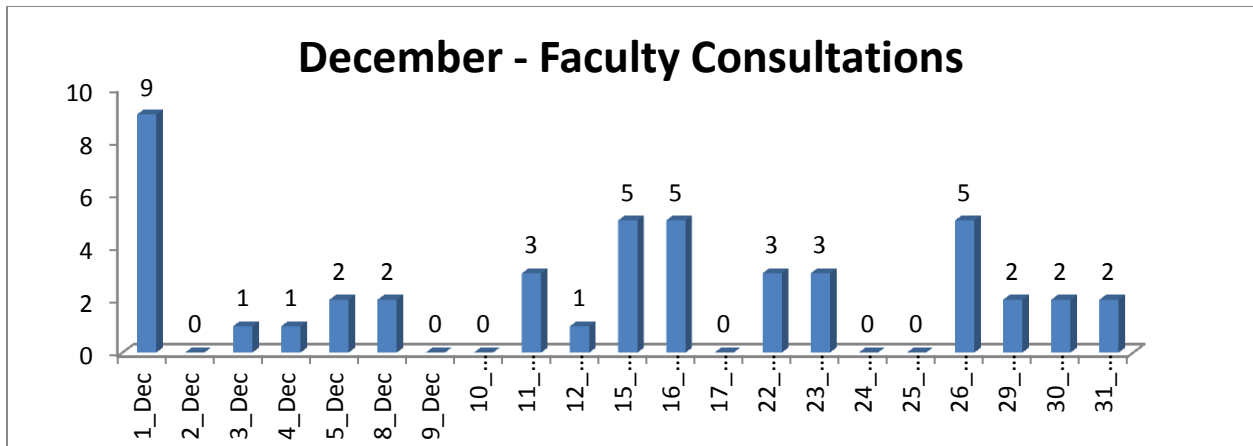
Figure (6)

Figure (7)

Figure (8)

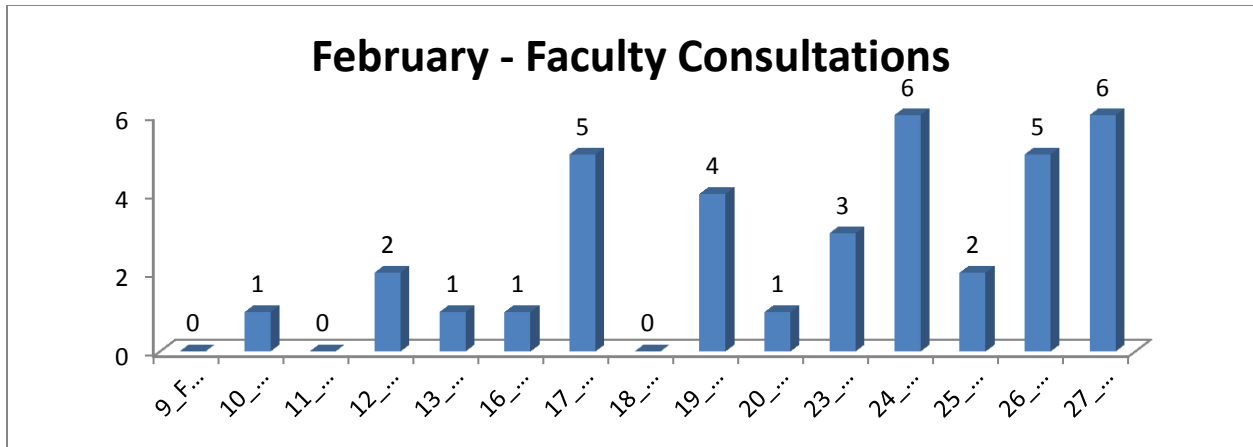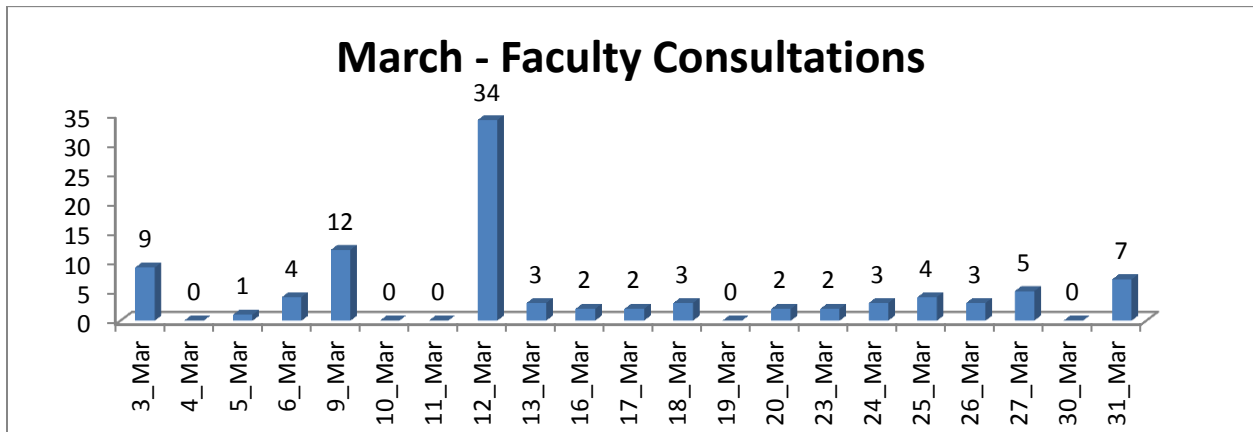**Figure (9)**

3. Attendance Support:

Recording attendance manually is very difficult especially for classes including 50 students. Alsoit is very hard to track for each student the number of absences to be able to send warning or barring letter when reached certain number of absences. QU already have a attendance system but still under testing and not launched yet all faculty members.

So, I have created electronic sheet that could be used temporary until the QU attendance system launched. The new electronic sheet could be used to:
1- Record the attendance in one sheet.
2- Calculate automatically *number of absences* for each student.
3- *Automatically notify* the teacher with the students that *warning* letter should be sent to them.

4- *Automatically notify* the teacher with the students that *barring* letter should be sent to them.
5- *Generate automatically* a file that includes all data required for *warning letter* (Student Name, Student ID, Course Title, CRN, Teacher Name, Date, No of absences) using the CED format of warning letter.
6- *Generate automatically* a file that includes all data required for *barring letter* (Student Name, Student ID, Course Title, CRN, Teacher Name, Date, No of absences) using the CED format of baring letter.

These electronic sheets are already done and provided to **15** faculty members with total number of 30 classes.

Other detailed data and evidences could be provided on request.