

Faculty FAQs

Academic Issues	How can I include more writing in my course?	<p>The Center for Writing and Rhetoric supports the teaching of writing for all disciplines.</p> <p>We have a fleet of writing support at Ole Miss. The writing consultants are happy to stop by a classroom and give a ten minute writing center orientation upon instructor request. Keep in mind, too, that instructors are welcome to consult with us on writing prompt and assignment design, and we will work with them to develop customized in-class writing workshops.</p>
Academic Issues	How can I lessen the load of reviewing student's work?	<p>Consider using the Calibrated Peer Review (CPR)[™] server available at http://umcpr.olemiss.edu/</p>
Academic Issues	How do I assess my student's knowledge of plagiarism?	<p>The University of Mississippi's Information Literacy Committee has developed an Online Plagiarism Tutorial which consists of a short movie, highlighting different forms of plagiarism, the consequences of plagiarism and different methods that students can utilize to ensure their work is properly sourced and cited. The movie is followed by a quiz to make sure students have a good understanding of plagiarism before they begin their studies.</p> <p>Information on how to enroll your students via Blackboard is available on the Library's website.</p>
Academic Issues	My students have writing problems. Where do I send them?	<p>The Writing Center provides both individual and group writing consultations at any stage of the writing process for writers from across the curriculum. The Writing Center on the Oxford Campus is located on the 3rd floor of the library; writing center appointment online at http://olemiss.mywconline.com/.</p> <p>We have a fleet of writing support at Ole Miss. The writing consultants are happy to stop by a classroom and give a ten minute writing center orientation upon instructor request. Keep in mind, too, that instructors are welcome to consult with us on writing prompt and assignment design, and we will work with them to develop customized in-class writing workshops.</p>
Academic Issues	Where do I go if I suspect a student of cheating?	<p>First: Review the University's Policy on Student Academic Conduct and Discipline.</p> <p>Second: Discuss the apparent violation with the student as soon as possible and give the student an opportunity to explain.</p> <p>Third: If the faculty member still believes the student committed an act of academic dishonesty after discussing the matter with the student, student, the faculty member may recommend an appropriate</p>

		<p>sanction.</p> <p>Fourth: The faculty member shall inform the student of the recommended sanction. If this recommended sanction is less than probation, suspension, or expulsion and is accepted by the student, the matter shall stop at this point.</p> <p>Fifth: If not accepted by the student, OR is the recommendation is probation, suspension, or expulsion, the faculty member then shall submit a written report through the myOleMiss web portal (Students > Academic Discipline > Initiate Academic Discipline Case).</p>
Academic Issues	What is Calibrated Peer Review (CPR™) and how can it be used to include writing exercises in my class?	<p>Calibrated Peer Review (CPR)™ is a free Web-based program that enables frequent writing assignments even in large classes with limited instructional resources. Writing assignments are graded by the students using a structured program.</p> <p>CPR operates with little or no instructor supervision. Students are required to write an essay on a given topic, then read and rate (calibrate) three provided essays on the same topic, which establishes their critical reading skill level, and then rate three of their classmates' essays as well as their own. Point credit is given for each portion of the assignment: the student essay, ability to calibrate known essays, their assessment of peer's essays and assessment of their own essay.</p> <p>To access the University of Mississippi's CPR server go to http://umcpr.olemiss.edu/</p>
Accessibility	What am I required to do in my online course to be ADA compliant?	<p>ADA refers to the "Americans with Disabilities Act". This is a set of federal laws that requires that resources be available to people with disabilities. For a course to be compliant means that the content in the course can be accessed by people with a variety of disabilities. For example your electronic documents should be readable by the different disability tools and software such as screen reader software on a blind person's computer. T the document that you provide should be readable by that tool. There are a large variety of tools available to the disability community today. Some course materials can be made compliant fairly easily by simply choosing the right file format.</p> <p>Many of the courses currently offered at Ole Miss are NOT currently ADA compliant. But there is a plan in the works to increase compliancy over time, as per the federal law. If possible, you should follow some guidelines to help achieve this compliancy goal. To learn more, visit the University's Office of Student Disability Services (http://www.olemiss.edu/depts/sds/). The "Other Links" section has links to sites that can provide detailed information on ADA compliancy. A plethora of information about the Americans with Disabilities Act is available at http://www.ada.gov/.</p>

Administrative	How do I post mid-term grades?	<p>Each fall and spring term, instructors are asked to submit midterm grades for lower division sections. Students can view their midterm grades as soon as they have been entered.</p> <p>Post your midterm grades in MyOleMiss > Faculty > Class Info > Class Rolls and Grade > Select Semester > View MidTerm Grades > Enter Grades for each student > Click SUBMIT. Note: Grades do not become effective until they are submitted as COMPLETE!</p> <p>This option will only become available during the mid-term grade period.</p> <p>Contact FTDC if you need assistance. [ftdc@olemiss.edu OR (662) 915-7918]</p>
Administrative	How do I post Final grades?	<p>Instructors are required to submit final grades by 5pm on the first work day after final exams. Post your midterm grades in MyOleMiss > Faculty > Class Info > Class Rolls and Grade > Select Semester > View Final Grades > Enter Grades for each student > Click SUBMIT. Note: Grades do not become effective until they are submitted as COMPLETE!</p> <p>This option will only become available during the final exam grade period.</p> <p>Final grades are available to students from within myOleMiss several days after final exams are over. Students who complete 100% of their teacher evaluations may view their grades early.</p> <p>Contact FTDC if you need assistance. [ftdc@olemiss.edu OR (662) 915-7918]</p>
Administrative	How do I view a photos roster of my class?	<p>To view a photo roster of your class go to MyOleMiss > Faculty > Class Info > Class Rolls and Grade > Select Semester > View Photo Report</p> <p>Contact FTDC if you need assistance. [ftdc@olemiss.edu OR (662) 915-7918]</p>
Administrative	What is the FTDC?	<p>FTDC or the Faculty Technology Development Center provides each individual faculty member with skills that will enhance the use of computer technology in the classroom and laboratory. They also provide advice and technical support for the academic computing needs of UM faculty and staff. Their office is located in Weir Hall. Contact them by e-mail ftdc@olemiss.edu OR by phone at (662) 915-7918.</p>
Administrative	What is Independent Study?	<p>Independent Study is a distance learning format that allows you to learn anytime, anywhere. Course can be started at any time and are not tied to the regular semester system.</p> <p>Independent Study courses at the University of Mississippi are developed and taught by current or retired University of Mississippi instructors. The Department of Independent and Online Learning is always interested in developing new courses to offer to our students. Click here for more information on becoming an instructor.</p>
Administrative	What is Ole Miss Online?	<p>Ole Miss Online partners with academic departments to identify and develop comprehensive distance education programs and to increase course offerings; empowers Ole Miss colleagues to create quality online courses and continually enhances online courses through faculty development that fosters personal and professional growth; utilizes technologies as tools to enhance academic instruction and connect people within the university community; increases awareness of online learning to the Ole Miss community; and provides high quality support services for faculty and students. Courses and programs offered online are synchronous and follow the university's academic calendar.</p>

		Contact them by e-mail online@olemiss.edu OR by phone at (662) 915-1267.
Administrative	Where do I post textbook information?	Post your textbook information in MyOleMiss > Faculty > Class Info > Class Rolls and Grade > Select Semester > Select Manage Course Materials Contact FTDC for assistance. [ftdc@olemiss.edu OR (662) 915-7918]
Administrative	How do I post textbook assignments for an upcoming semester?	Post your textbook information in MyOleMiss > Faculty > Class Info > Class Rolls and Grade > Select Semester > Select Manage Course Materials. A Training Guide is available online Contact FTDC for additional help. [ftdc@olemiss.edu OR (662) 915-7918]
Administrative	How do I manage my personal information (and upload a photo) for MyProfiles?	Manage your personal information in MyOlemiss > My Profile > There are several selections available, including Areas of Expertise, Brief Bio, Curriculum Vitae, Personal Web Page, and Profile Photo. Your image must be in JPG format and under 200 KB. Contact the FTDC for assistance. [ftdc@olemiss.edu OR (662) 915-7918].
Audio & Video	How do I use iTunes?	Go to the University of Mississippi's Podcasting page on iTunes for more information. www.olemiss.edu/itunesu
Audio & Video	Where can I go to learn more about podcasts?	Go to the University of Mississippi's Podcasting page on iTunes for more information. www.olemiss.edu/itunesu
Classroom Technology	Who do I contact for assistance with technology in the classroom?	Contact UM Classroom Technology for assistance with technology in University classrooms. For a rapid response contact the IT Helpdesk at (662) 915-5222; otherwise contact them by phone at (662) 915-2850 or by e-mail at umct@olemiss.edu . To request technology for your classroom contact IT Media at (662) 915-7908 or itmedia@olemiss.edu . For assistance with classroom technology in Distance Learning or Interactive Video Network classrooms call (662) 915-1401. For assistance with technology in online courses contact Ole Miss Online at online@olemiss.edu or (662) 915-1267.
Clickers	What are clickers and how can they be used in the classroom?	Clickers are wireless keypads or personal response systems that instructors can use to increase interactivity in the classroom. This technology provides instant feedback to both instructors and students. A set of 50 clickers is available for checkout from the Faculty Technology Development Center. Go to http://www.olemiss.edu/clickers for more information or contact the FTDC.
Computer Labs	Where can students go on campus to access computers?	The IT Labs provide a public access lab in a safe and comfortable environment that meets the computing needs of the University of Mississippi community. The lab provides access to more than 50 PC computers, as well as 12 Macintosh computers. Students use their Ole Miss Express card to pay for printing. Black and white printing and copying charges are \$.10 cents per page. Color printing is \$1.00 per page. A conference room can be reserved by UM students, faculty, and staff. Many departments also have computer labs. For locations check the UM Map > Miscellaneous > Computer

		Labs or ask your department chair.
Computer Labs	Are the computer labs on campus that an instructor can use for special class sessions?	There are three teaching labs available in Weir Hall. More information about the labs and an online reservation form is located at http://www.olemiss.edu/ftdc/teachinglab.html
Considering an Online or Hybrid Course	Am I paid extra for developing online and hybrid courses?	In order to teach a course online at Ole Miss, instructors must first obtain the approval of their department <i>and</i> the approval of the office of Ole Miss Online. They must also participate in a training course for instructors focused on the pedagogy of teaching and learning online and hybrid courses. Instructors who participate in this course are usually paid extra for taking the course and developing their own course. For more information, please visit http://online.olemiss.edu/ or contact Ole Miss Online by e-mail at online@olemiss.edu or by phone at 662-915-1267.
Considering an Online or Hybrid Course	Can I have a combination of live and web-based classes in the same course?	Faculty members are not required to have every class meeting take place in a physical classroom. Instructors are encouraged to incorporate technology, including web-based classes, into their courses when appropriate. Instructors can utilize three different collaboration tools in the Blackboard versions of their classes. <ol style="list-style-type: none"> 1) Chat is an exchange of text messages online. 2) Virtual Classroom is a shared online environment where users can view links, share desktops, exchange files, and chat. 3) Wimba Classroom is a is an online meeting room where users can use video and audio, share a whiteboard, demonstrate computer programs, chat and much more. All three types of collaboration can be recorded and saved for future review. To activate any of these tools go to Your Blackboard Class > Course Content > Add Interactive Tool > Select the Tool you want to use.
Considering an Online or Hybrid Course	How do I learn the pedagogy of alternate delivery methods (e.g., online, hybrid)?	The Office of Ole Miss Online offers a hybrid online/in-person training course for instructors focused on the pedagogy of teaching and learning online. For more information, please visit http://online.olemiss.edu/ or contact Ole Miss Online by e-mail at online@olemiss.edu or by phone at 662-915-1267.
Considering an Online or Hybrid Course	I have a course I'd like to teach online, how do I do that?	While all instructors are encouraged to utilize online technologies, in order to teach a course online at Ole Miss, instructors must first obtain the approval of their department <i>and</i> the approval of the office of Ole Miss Online. They must also participate in a training course for instructors focused on the pedagogy of teaching and learning online and hybrid courses. To learn more about available technologies at Ole Miss (e.g., Blackboard, etc.), please visit the FTDC (Faculty Technology Development Center) website http://www.olemiss.edu/ftdc/ . To contact Ole Miss Online, please e-mail online@olemiss.edu or phone 662-915-1267.
Considering an Online or Hybrid Course	I'm interested in teaching online. Where do I start?	While all instructors are encouraged to utilize online technologies, in order to teach a course online at Ole Miss, instructors must first obtain the approval of their department <i>and</i> the approval of the office of Ole Miss Online. To learn more about available technologies at Ole Miss (e.g., Blackboard, etc.), please visit the FTDC (Faculty Technology Development Center) website http://www.olemiss.edu/ftdc/ . To contact Ole Miss Online, please e-mail online@olemiss.edu or phone 662-915-1267.
Content for My	I have a file that needs	The FTDC is available to assist faculty members with converting files to new formats.

Class	converting to a different format.	Contact the FTDC for assistance. [ftdc@olemiss.edu OR (662) 915-7918]
Content for My Class	I have documents that I would like scanned for inclusion in my course. Where do I go?	The FTDC is available to assist faculty members with scanning documents. Their office is located in Weir Hall. For more information visit their website at go to http://www.olemiss.edu/ftdc/ or contact them via e-mail (ftdc@olemiss.edu) OR phone (662) 915-7918.
Content for My Class	I have files (e.g., videos, large files, etc.) that I want to make available to students. Where can I put them?	Videos can be uploaded to a private course site in iTunes U. Each video is limited to 15 minute increments. For more information visit the UM Podcasting page on iTunes at http://www.olemiss.edu/itunesu/fags.html The FTDC is also available to assist faculty members with using iTunes U. Contact the FTDC for assistance. [ftdc@olemiss.edu OR (662) 915-7918] <i>Be sure to consult the appropriate authorities before posting copyrighted materials.</i>
Content for My Class	I have photos (or slides) that I would like scanned for inclusion in my course. Where do I go?	The FTDC is available to assist faculty members with scanning photos and slides. Their office is located in Weir Hall. For more information visit their website at go to http://www.olemiss.edu/ftdc/ or contact them via e-mail (ftdc@olemiss.edu) OR phone (662) 915-7918.
Content for My Class	Where can I go to learn more about Blogs?	Go to http://blog.olemiss.edu/ for information about Blogs at the University of Mississippi.
Content for My Class	Where can I go to learn more about Wikis?	Go to http://wiki.olemiss.edu for more information about wikis or contact the IT Helpdesk at (662) 915-5222 or helpdesk@olemiss.edu
Course Management Systems	How do I enable my Blackboard course?	Blackboard is available to the entire university community and is linked to the MyOleMiss system allowing instructors to synchronize their course enrollments. For instructions on how to enable in Blackboard go to http://olemiss.edu/blackboard/Blackboard_Support_and_Training/Blackboard_Support.html Note this only works if the class is currently on your schedule in MyOleMiss. Enabling a class this way will synchronize your class roll in MyOleMiss with the class roster in Blackboard. To create a Blackboard class that is not on your schedule in MyOleMiss you must contact the FTDC.
Course Management Systems	How do I remove courses from Blackboard that I no longer want to see?	E-mail any course deletion requests to blackboard@olemiss.edu
Course Management Systems	How do I get assistance with Blackboard?	Go to http://olemiss.edu/blackboard/Blackboard_Support_and_Training/Blackboard_Support.html for helpful guides for Instructors or contact blackboard@olemiss.edu or FTDC ftdc@olemiss.edu OR (662) 915-7918
Distance Learning (IVN)	What is a Distance Learning or Interactive Video Network classroom?	The Distance Learning or Interactive Video Network classroom connects students with their instructors through the internet, allowing them to see and hear each other at remote locations. Students are usually located in Oxford or at a regional campus, UM-Booneville, UM-DeSoto, UM Grenada, UM-Tupelo. There 22 DL/IVN classrooms, 5 of which are located on the Oxford campus. [Yerby DLC; Holman North Room 120; Holman North Room 122; Guyton Annex Room 210; and Conner Hall Room 11] Facilitators are always present in the room during classes to assist instructors with any technical problems.

Distance Learning (IVN)	Who do I contact to teach in a Distance Learning or Interactive Video Network classroom?	Contact your Department Chair or the Director of Credit Programs (662) 915-6611, if you are interested in teaching in a Distance Learning or Interactive Video Network Classroom.
Distance Learning (IVN)	Who do I contact for technical support if I am teaching in a Distance Learning or Interactive Video Network classroom?	For Technical Support problems contact the IVN Network Operations Center, (662) 915-1402 or the student facilitator in your IVN classroom. Or you may contact the Coordinator of the Interactive Video Network, Lee Dean by e-mail ldean@olemiss.edu
Faculty Programs	What is TACIT and how do I learn more about TACIT?	Technology Acquisition for Curricular and Instructional Technologies (TACIT) is an attempt to assist faculty who have had inadequate access to technology for curriculum development. The aim is to replace faculty members' primary desktop computers; giving them more immediate access to--and ready capacity to create--technology resources. If you have any questions please contact the Provost's Office (662) 915-5974. For additional information and to apply for a new computer, go to http://www.olemiss.edu/tacit or contact the FTDC at ftdc@olemiss.edu OR (662) 915-7918
Faculty Tools	How do I use Safe Assignment	SafeAssignment is available through Blackboard. A helpful guide is available online at http://olemiss.edu/blackboard/Blackboard_Support_and_Training/instructors.html#Assignments%20and%20SafeAssignments Or you can contact blackboard@olemiss.edu for assistance.
Fair Use	How do I learn about Copyright and Fair Use guidelines?	The University Attorney's Office also has information on Copyright located on their website. http://www.olemiss.edu/depts/u_attorney/intellectualproperty.html Another source of information on this issue is the Intellectual Property Group of the Mississippi Law Research Institute. They provide legal research and support to the Mississippi Universities for intellectual property matters and often lecture on this topics to university groups.
In-Classroom Tools	How do I learn more about using Student Response Systems (i.e., Clickers) in the classroom?	Clickers are wireless keypads or personal response systems that faculty can use to increase interactivity in their classroom, especially for a large lecture class. This technology provides instant feedback to both instructors and students. Go to http://www.olemiss.edu/clickers for more information or contact the FTDC

In-Classroom Tools	How do I take attendance and/or report absences?	<p>Instructors are encouraged to take attendance at every class meeting. Instructors may use the Freshman Attendance-Based Intervention (FABI) system to report absences for all students, but the University is particularly interested in finding out about freshman students with excessive absences. Please do not post any absences until the student has 3 or more.</p> <p>To use FABI, login to MyOlemiss > Class Info > Freshman Absence Reporting</p>
In-Classroom Tools	What is the "Freshmen Attendance-Based Initiative" (FABI)?	<p>Freshman Attendance-Based Intervention (FABI) program targets freshmen attendance in lower division courses. Using our FABI web-based reporting tool, instructors report freshmen who have been absent three times.</p> <p>To use FABI, login to MyOlemiss > Class Info > Freshman Absence Reporting</p>
Library Resources	How do I access the library when I'm not on campus?	<p>The University of Mississippi Libraries provides numerous services to off-campus users. Users will be prompted to enter their WebID and password to access the resources. For more information about how to access the University's electronic resources from off campus go to their Distance Learning website located at http://www.olemiss.edu/depts/general_library/files/distance/distance.html</p> <p>Or contact the Distance Learning Librarian, Melissa Dennis, mdennis@olemiss.edu or (662) 915-5861</p>
Library Resources	How do I make Library resources available to students?	<p>The University of Mississippi Libraries has a comprehensive guide for faculty on their services available on the web at http://www.libraries.olemiss.edu/uml/services/distance-online-learning</p> <p>This site includes information about Instruction Services, Library Competencies for Students and How to add a link to library resources in Blackboard.</p>
Online Course Catalog	Which courses are currently taught online?	<p>A list is available on the Ole Miss Online site at http://online.olemiss.edu/courses_programs.html</p> <p>A list can also be located by using the Course Schedule search on the MyOlemiss site Login to MyOlemiss > Course Schedules > select the semester > scroll to ADVANCED SEARCH > select DELIVERY MODE of Online, Internet or Web-based > and click SUBMIT</p>
Online Course Catalog	How do I find the University Catalog?	<p>The University Catalogs are available on the MyOlemiss site. Login to MyOlemiss > Academic Programs and Catalogs</p>
Online Course Catalog	How do I find the course schedule?	<p>The Course Schedules are available on the MyOlemiss site. Login to MyOlemiss > Course Schedules > select the semester > and then search for the course(s) you are interested in.</p>
Regional Campus Faculty	How do I get materials from one regional campus to another?	<p>The Division of Outreach and Continuing Studies has a shuttle service that runs between the regional campuses on a daily basis. Send the materials to Jo Stark, jstark@olemiss.edu or (662) 915-5953, or Justin Murphree, jcmurphr@olemiss.edu or (662) 915-7015, at the E.F. Yerby Center on the Oxford Campus, with a note that the items should be sent via Shuttle to a regional campus, and they should be delivered within two workdays.</p>

Software & Equipment	Are there tools available for music students?	The Music Tech lab is located in the Music Building room 118. The room is equipped with iMac computers available for student use during regular hours, and some limited time during evening office hours of the lab assistant. Any music student may sign out a key to the lab for up to 2 hours at a time from the music office with a student ID. The lab is intended for work on music-related projects.
Software & Equipment	How do I learn more about MATLAB?	MATLAB® is a high-level language and interactive environment that enables you to perform computationally intensive tasks faster than with traditional programming languages such as C, C++, and Fortran. To learn more about MATLAB, please visit the following link: http://www.mcsr.olemiss.edu/appsubpage.php?pagename=UM_Stats_Page.inc#matlab
Software & Equipment	How do I learn more about Mathematica?	From building a hedge fund trading website or publishing interactive engineering textbooks to developing embedded image recognition algorithms or teaching calculus. <i>Mathematica</i> is renowned as the world's ultimate application for computations. To learn more about its uses, click on the following link: http://www.mcsr.olemiss.edu/appsubpage.php?pagename=UM_Stats_Page.inc#mathematica
Software & Equipment	How do I learn more about OER (Open Educational Resources)?	Open Educational Resources (OER) are teaching and learning tools that are freely licensed for reuse and remixing. Educators are permitted and encouraged to modify and expand OER as they see fit, and republish their versions for further reuse and improvement. OER may include course modules, textbooks, podcasts, online courses, journals, etc. Go to the Center for Open Educational Resources for more information.
Software & Equipment	How do I learn more about SPSS?	SPSS is a comprehensive statistical analysis package published and distributed by IBM. The following link gives more information about SPSS. http://www.mcsr.olemiss.edu/appsubpage.php?pagename=UM_Stats_Page.inc#spss
Software & Equipment	How do I learn more about using Scantron forms for testing?	The FTDC provides assistance in grading tests using an OpScan Test Scanner. Please visit their website to get the information you need to assist you with your testing forms grading. http://www.olemiss.edu/ftdc/testscanning.html
Software & Equipment	I need special software or equipment, where do I get it?	Licenses for Microsoft Office, Adobe software, and Symantec Antivirus are available for departmental purchase through the FTDC. These licenses may be purchased for installation on any university-owned computer. To purchase any of these software titles, you will need to have available a departmental account number, as well as the property control number of the computer on which the software will be installed. You can find out more about this by viewing the FTDC Software License page. Or discuss any other software or hardware needs with your department head.
Software & Equipment	I need upgraded equipment (battery, laptop, hard drive) – what do I do?	Support for university owned equipment is provided by the IT Helpdesk and Electronic Maintenance Group (EMG). Student equipment repair is limited to virus/spyware removal and network configuration. For assistance contact the IT Helpdesk 662-915-5222 or helpdesk@olemiss.edu .

		The FTDC, located in Weir Hall, is also available to assist UM faculty, staff, and TAs with issues related to software and hardware. Come by or call us at (662) 915-7918. You may also email us at ftdc@olemiss.edu .
Software & Equipment	Where can I borrow equipment?	IT Media has equipment available for rental use. Items available for checkout are: PC & Apple laptops, LCD projectors, screens, VCR/DVD players, and overhead projectors. To find out more about available equipment and checkout processes, go to the IT Media page. The FTDC has video and still cameras that can be checked out to faculty. Contact the FTDC at ftdc@olemiss.edu OR (662) 915-7918.
Software & Equipment	Where do I get a computer?	Technology Acquisition for Curricular and Instructional Technologies (TACIT) is an attempt to assist faculty who have had inadequate access to technology for curriculum development. The aim is to replace faculty members' primary desktop computers; giving them more immediate access to--and ready capacity to create--technology resources. If you have any questions please contact the Provost's Office (662) 915-5974 For additional information and to apply for a new computer, go to http://www.olemiss.edu/tacit or contact the FTDC at ftdc@olemiss.edu OR (662) 915-7918.
Student Tools	Does Ole Miss support an ePortfolio platform?	Yes. There is an ePortfolio platform that the university uses through Google Sites. You can find out more about it at http://www.olemiss.edu/cwr/eportguide.html .
Student Tools	What types of computers can I expect students to have?	Student computers will vary. Most students will use PC or Mac laptops. However, the smaller computers, such as iPads are becoming very popular as well. The University does not recommend a particular type or configuration of computer.
Student Tools	What is Google Sites and how can it be used as an e-portfolio in my class?	Yes. Google Site is the University's ePortfolio platform. You can find out more about it at http://www.olemiss.edu/cwr/eportguide.html .
Testing	Can I use scantrons for my exams? Who can assist me with scanning the exams?	The FTDC provides assistance in grading tests using an OpScan Test Scanner. The scanner is located in the public computer lab in Weir Hall (Room 115). Go to their website for more information http://www.olemiss.edu/depts/ftdc/testsscanning.html or contact the FTDC at ftdc@olemiss.edu OR (662) 915-7918
Testing	Do we do online testing? Proctored testing?	Yes, Ole Miss Online offers proctoring services for the online courses - http://www.online.olemiss.edu/testing_information.html
Testing	Does Ole Miss have a dedicated testing center?	Currently, Ole Miss does not have a dedicated testing facility. The Students with Disabilities Services Office will proctor tests in special cases or when the student has accommodations that cannot be replicated in a traditional setting. Contact their office for additional information. http://www.olemiss.edu/depts/sds/ Ole Miss Online has two secure computers that are used for testing during the semester. During peak testing times, a larger testing lab in Conner is used to proctor exams for web-based courses.
Testing	Some of my students are not local, how do I do	UM students who can test at a UM campus (Oxford, Booneville, DeSoto, Grenada and Tupelo) are encouraged to work with the testing coordinators at each campus to proctor testing. Students not located near a UM

	testing?	<p>campus have two options. The first option requires remote students to locate proctors in their area and submit their names to Ole Miss Online to be vetted. If approved the course instructor works with the remote proctor to offer the exam. More information is available at http://www.online.olemiss.edu/ti_scheduling_exams.html.</p> <p>The second option is ProctorU, a secure commercial proctoring solution that allows students to take their exams in a web-based environment and be monitored by live proctors. More information is available at http://www.online.olemiss.edu/testing_information/proctoru_information.html</p>
Video	Are there videographers that can help me produce content?	<p>The FTDC is always available to assist faculty members with projects. . Their office is located in Weir Hall, or you may contact them at (662) 915-7918 or by email at ftdc@olemiss.edu.</p> <p>For more in-depth video projects of productions contact the Center for Media and Documentary Projects. You can find out more about their services at their website http://www.olemiss.edu/brand/vp.html You can also contact Andy Harper, director of Media and Documentary Services to discuss your project needs. He can be reached by emailing acharper@olemiss.edu or calling 662-915-1503.</p>
Video	I have a video that needs editing. Where do I go?	<p>For video editing, you can contact the staff at FTDC for assistance. Their office is located in Weir Hall, or you may contact them at (662) 915-7918 or by email at ftdc@olemiss.edu</p> <p>For more complicated projects, contact the Center for Media and Documentary projects. Go to http://www.olemiss.edu/brand/vp.html for more information</p>
Video	I have VHS or DVDs that I want to use in my course. How do I put them online?	<p>Videos can be uploaded to a private course site in iTunes U. Each video is limited to 15 minute increments. For more information visit the UM Podcasting page on iTunes at http://www.olemiss.edu/itunesu/</p> <p>The FTDC is also available to assist faculty members with using video editing or iTunes U. Contact the FTDC for assistance. [ftdc@olemiss.edu OR (662) 915-7918]</p> <p><i>Be sure to consult the appropriate authorities before posting copyrighted materials.</i></p>
Video	I want students to submit videos as part of assignment. How do they do that?	<p>The best way for students to submit a video to have them upload the video to their account on YouTube.com or Vimeo.com and submit the URL to you. This gives them control of the video and reduces the upload time. Some things to remember:</p> <ul style="list-style-type: none"> Make sure your students do not copy any or all of any video that is not public. Reproducing videos is an infringement of copyright laws. Anything students submit to you should be their original work. Also, depending on the website, there is a size limit for the uploaded video. For example, YouTube has a time limit of 15 minutes.
Video	I want to create videos for my course. How do I do it?	<p>For course video production, please contact Faculty Technology Development Center (662) 915-7918 or ftdc@olemiss.edu</p> <p>For more complicated projects, contact the Center for Media and Documentary projects. Go to http://www.olemiss.edu/brand/vp.html for more information</p>