

**Systems Navigation and Resources for Adjunct Professors at
The University of Tampa**

July 2014

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Letter of Transmittal

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June 23, 2014

Dear Dr. Smyth:

We are enclosing a report on the Systems Navigation and Resources for Adjunct Professors at The University of Tampa project. The intent of this report is to provide insight on the purpose, design, quality, and risk management of this project. This project aims to develop a cohesive, easy to access resource that will effectively aid new and future adjunct faculty through navigating the electronic systems currently used by the Education Department at The University of Tampa. It will also provide them with the necessary information (prior to the start of their classes) needed to be successful professors and make a smooth transition into The University of Tampa faculty.

We hope this project will be utilized for new adjunct professors at The University of Tampa come this Fall 2014 semester.

Thank you for the opportunity to be involved with this project.

Sincerely,

Alexa Rodriguez

Holly Hicks

Steven David Torres

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Executive Summary

The learning objectives for this project are to create a smooth interaction with the various systems associated with The University of Tampa Department of Education Adjunct Faculty. Based on input from Dr. Theoni Smyth, Chair of the department, and Dr. Gina Almerico, Director of Educator Preparation Programs, this instructional unit outlines how to use Blackboard, LiveText, Spartanweb, and UT Email. This project was completed with guidance of various offices including Information Technology and Educational Technology.

In conclusion, we recommend that the instructional manual and video be distributed to new adjunct faculty before the semester begins. In order to keep current, a Microsoft Word document will be submitted to the Department of Education office, in Plant Hall room 449, to be updated with any key dates or code changes. We recommend that new adjunct faculty also supplement this instructional unit by attending, based on availability, any workshops instructed by the Educational Technology office.

Report

Introduction

The University of Tampa hires adjunct professors on a contractual, part-time basis, to teach specific courses that faculty may not have certain expertise in and also to minimize expenses. At hire, the university requires these adjunct professors to become acquainted with certain university systems. These systems include: Blackboard, Spartan Web, Live Text, and the university email. The university also requires the newly hired adjunct professors to become familiar with various resourceful tools and information prior to the start of the semester.

To date, the university does not possess any type of formal instruction to present these systems and resources to the adjunct professors. The intent of this project is to formulate instructional methods so that adjunct professors at The University of Tampa may refer to once hired to gain the knowledge required to be successful professors at The University of Tampa.

Purpose

This project aims to develop a cohesive, easy to access resource that will effectively aid new and future adjunct faculty through navigating the electronic systems currently used by the Education Department at The University of Tampa. It will also provide them with the information (prior to the start of classes) needed to acclimate to The University of Tampa operating procedures and make a smooth transition into the UT faculty.

Audience

The intended audience for this project is newly hired adjunct professors at The University of Tampa.

Scope & Objectives

The final products of this project will be an instructional manual in pdf format, and an electronic presentation covering all of the following objectives:

1. Adjunct professors will become familiar with the chain of command at The University of Tampa: Lead Professor, Chair, Dean.
2. Adjunct professors will be able to access and navigate Blackboard.
3. Adjunct professors will be able to access and navigate Spartan Web for class rosters and grading.
4. Adjunct professors will be able to access their UT email.
5. Adjunct professors will be able to access and navigate Live Text in order to update syllabi and assign grades.
6. Adjunct professors will know how to contact media services and how far in advance they must do so to have requests fulfilled.
7. Adjunct professors will be familiar with codes for certain rooms such as the mail and copier room.
8. Adjunct professors will be provided with links to access the campus map, campus security, and parking.
9. Adjunct professors will know where to access the master syllabi templates.
10. Adjunct professors will be aware of important operational details and key dates prior to the start of the semester.
11. Adjunct professors will be familiar with how to make textbook requests.

Team Roles and Responsibilities

Project Manager

May 28th – June 9th: Holly Hicks

June 9th – June 23rd: Alexa Rodriguez

June 23rd – July 2nd: Steven David Torres

Each team member was responsible for different topics within the final project product; details are available in the Work Breakdown Structure (WBS).

Assumptions and Constraints

This project was completed in a set six week period and team members had to plan accordingly to consistently stay on task in a short amount of time. Budgetary issues do not pertain to this project as it is being conducted for a class and not for compensation. All team members completed their individual tasks on the agreed upon dates and if for some reason they could not, they would report this to the project manager immediately.

Team members had to learn how to navigate and manage *Camtasia*, a video recording software, that allows you to record, edit, produce, and share course content. Team members have given respect towards other team members and stakeholders at all times. Team members have checked emails and text messages daily and responded in a timely fashion. Team members have attended all scheduled meetings.

Work Breakdown Structure (WBS)

See Attached

Quality & Communication Plans

It is expected that the final deliverable products will be error free and meet the stakeholder's expectations of a professional finished product. *Camtasia* will be used to create a high quality instructional video; a word document in pdf format will be used to convey the information in the video in a text format, as well as present additional resources for the newly hired adjunct professors.

Communication with the primary stakeholder was the responsibility of the project manager. All team members were expected to check their emails and text messages daily, attend scheduled meetings, and communicate regularly with the group. Any problems that arose were immediately reported to the project manager so that a solution can be generated as soon as possible.

Risk Management

It is accepted that there would be many potential issues we would run into while completing this project: technology problems, accessing necessary information in a timely fashion, etc. To best manage these potential risks the team agreed to stay in contact through email and meet at least once a week until the project is complete. When issues arose they were reported to the group as soon as possible, and as a group it was decided what the best course of action to address the specific issue was. We have encountered some obstacles but through communication and collaboration we were able to get them solved and learned from them. These issues include: obtaining access to both Blackboard and Spartan Web as a faculty member. Our goal was to have this project completed and submitted to our stakeholder one week prior to its due date for the class; this will allow for stakeholder feedback and give us the necessary time to make any needed changes to the final product.

Conclusions

This development was completed as an instructional project by graduate students in the Department of Education's Instructional Design and Technology program without compensation. Adjunct professors of The University of Tampa Department of Education will now be able to effectively navigate through the various systems utilized by the department. The project developers collaborated with the Educational Technology department to assure that this project does not violate any FERPA regulations.

Recommendations

In order to maintain accuracy, a Microsoft Word copy will be submitted to the Department of Education office. It is recommended that key dates and codes are updated as needed. It is recommended that a hard-copy of the document be available for viewing in the office. However, for distribution to the adjunct professors, the instructional manual and video should be uploaded to a flash drive. It is anticipated that the cost should range between \$5 and \$10 dollars, with the highest item being the flash drive. To supplement their learning of the various systems, adjunct professors are highly encouraged to attend workshops instructed by the staff of the Educational Technology department.

References

- **Blackboard:** ut.blackboard.com
- **Email:** www.ut.edu/technology/emailaccess
- **LiveText:** www.livetext.com
- **Spartanweb:** spartanweb.ut.edu
- **UT Department of Education:** www.ut.edu/education
- **UT Educational Technology:** www.ut.edu/academics/edutech