


High Efficiency Workflow

Automating processes using AppleScript



Have you ever wanted to organize your files or documents only to find that you needed to repeat the process for every instance of a similar file? For example, deleting every document in your computer that ends with the letter 'Y'. Did you decide not to do it when you realized you have a thousand files to look up and manage individually? There's an easier way!

On November 5 at 3:30 pm in Smith 318 (immediately following the Faculty Liaison Meeting), **Adam Olson** will present a workshop on how to use AppleScript to automate repetitive tasks and manage documents on your MacBook. Registration is not necessary. If you would like more information, please contact ctl@su.edu.

From: Marchant, Anne amarchan@su.edu 
Subject: CTL Monthly Newsletter, November 2014
Date: October 31, 2014 at 3:37 PM
To: amarchan@su.edu
Bcc: faculty-restricted@su.edu



SHENANDOAH™
U N I V E R S I T Y

Center for Teaching and Learning

November 2014

Ready for Registration

The new WebAdvisor Student Planner for freshmen



FYS students, faculty advisors and mentors are being trained to use the new system.

All students will be advised using the new system next Spring during online registration for Summer and Fall 2015. For assistance with the new WebAdvisor Student Planner, or to request training or for a training video link, email ctl@su.edu.

This is a joint project of the Registrar's Office and IC, supported by CTL.

Inside this issue:

[Conaratuations!](#)

[New IRB Protocol Submission Process](#)

[Dates and Deadlines](#)

[SUpr Summit 2015 Update](#)

[Institutional Computing](#)

[iBooks Textbooks](#)

[Bookstore Announcement](#)

[Research and Grants Support](#)

[FREE Lending Bookshelf](#)

[Upcoming Workshops](#)

[Blackboard Support](#)

[RWiD](#)

[App of the Month](#)

[E-Textbooks](#)

[Theory](#)



To those who celebrate...
Happy Thanksgiving!

Student Publication

Congratulations!

SUpr Summit 2014 winners published in VA Engage Journal

Please join us in congratulating last year's [SUpr Summit](#) winners in the Group Project category, Paula Sorrentino, Kelsey Brewster, and Mina Hailemariam.

Their research was recently published in VA Engage Journal with their article [Beyond the big house: Making the transition to life after prison](#).

Paula Sorrentino writes that this experience "has sent me on a publishing high and I am working on another project to try and publish."

We look forward to hearing more from these talented aspiring researchers!

SUpr Summit Update

SUpr Summit 2015 Exhibit Details and Guidelines



Plans are underway for the Second SU Project and Research exhibition (SUpr Summit). The event is scheduled



Summit. The event is scheduled for Thursday, April 23, 2015 in the Health and Life Sciences Building. All Shenandoah undergraduate and graduate students are invited to participate.

We encourage you to encourage your students to develop meaningful research and interesting projects to submit for the exhibit. Students must have their projects approved by a faculty advisor or class professor. For details, visit the CTL's [SUpr Summit 2015](#) web page or click [Here](#) for the full list of guidelines and an [Online Application Form](#).

If you or your students have questions about this event, please feel free to contact us at ctl@su.edu or [540-542-6537](tel:540-542-6537).

Office of Academic Affairs



Faculty and Student Researchers Coming Soon: IRB Online Protocol Submission System

Faculty and students conducting research involving human subjects need to obtain IRB approval prior to gathering data. In 2015, the university will begin using the Axiom Mentor online submission system, which is being implemented to prevent errors in research protocol submissions and save time for Principle Investigators (PIs) and IRB Committee Members.

The IRB Committee Members who review IRBs are currently undergoing training to use the new system. The system is being tested now and full campus implementation is slated for the spring semester.

Human Subject Research CITI Certification for Researchers

Researchers planning on conducting studies should attain Collaborative Institutional Training Initiative (CITI) certification in Human Subject Research. Certification information is kept on file per compliance regulations and accessed when you submit a protocol. Certification only needs to be renewed every three years.

To complete CITI Certification:

1. Go to: <https://www.citiprogram.org>
2. Follow the instructions for new account registration [Here](#)
3. Your registration information will be emailed to you. Be sure to save this email for future reference
4. To complete your certification, click on Main Menu and follow [these instructions](#)

- When you complete the course, SAVE AND PRINT your certification for your records. Your certification information will be accessed automatically when you submit a research protocol.

A help file is available from the Center for Teaching and Learning by request.

If you have questions about the new electronic IRB protocol submission process, contact Megan Bowers at mbowers@su.edu or the CTL at ctl@su.edu.

Institutional Computing

Wait To Update

Checking OS X Yosemite compatibility



Please DO NOT upgrade your SU iMLearning equipment to OS X Yosemite just yet.

Apple announced recently that OS X Yosemite is available via the Mac App Store.

You may experience some compatibility issues with the university's applications such as Blackboard, WebAdvisor, etc., until we are able to verify the new OS is compatible with all our current systems.

Please wait to upgrade until we are able to confirm OS X Yosemite is compatible with all SU systems. Once we are able to confirm compatibility, we will notify the SU community and make OS X Yosemite available via Self Service.

If you have any questions regarding this issue, please contact the Help Desk at helpdesk@su.edu or [540-665-5555](tel:540-665-5555).

Dates and Deadlines

Mark Your Calendar

Important dates

- Currently-November 18 - Spring registration. Please meet with your advisees.
- November 25 - Last day for students to withdraw from a course.
- November 26-30 - Thanksgiving break for students.
- November 27-30 - Thanksgiving break for employees.

NOVEMBER 2014						
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Blackboard Support



Archive your classes in Blackboard Because technology accidents happen

We recommend archiving each of your courses at the midterm and at the end of the semester as a backup to the archives created by the IC department.

An archive is a frozen snapshot or permanent record of the entire course, including all student work, and grades. If anything should happen to the Blackboard server or its related databases, you would have that 'snapshot' of your course that could be restored by a Bb administrator.

Unlike Exports which contain content, Archives contain all student work, submissions, and grades. Collaboration, course statistics, calendar and tasks are not included in the archive.

To create a package file containing student work and user interactions, use the Archive Tool. Instructions for using the Archive Tool can be found on the CTL Bb Support site.

The process creates a .zip file that you can download and save on your computer. You cannot upload (restore) this course yourself. The package may not be unzipped or opened at any time, or the data becomes unusable.

For help with restoring a course, please submit an IT Work Order.

George Hoffman, Technology Training Coordinator, Center for Teaching and Learning, email: ghoffman@su.edu



Upcoming Workshops

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Successful Grant Seeking Finding and applying for grants



On Thursday November 6, Jenny Bousquet and Kelly Nemzek from the Office of Grant Support and Foundation Relations will divulge their tips and secrets for locating grants and give a general overview of the application process.

This "Lunch & Learn" workshop will take place in the Huntsberry Meeting Room in Allen Dining Hall from 12 to 1 pm, and lunch will be provided to those who register 48 hours prior to the event.

Please follow the link to the [Registration Form](#) or email ctl@su.edu to confirm your reservation. Seating is limited, so register early.

To participate remotely, please contact the CTL for a webconferencing link.

Grant Support and Foundation Relations

NEH Collaborative Research Grants Application deadline is Dec 9, 2014

[NEH Collaborative Research Grants](#) support interpretive humanities research undertaken by a team of two or more scholars, for full-time or part-time activities for periods of one to three years.



The application deadline is December 9, 2014 for projects beginning after October 1, 2015.

Support is available for various combinations of scholars, consultants, and research assistants; project-related travel; field work; applications of information technology; and technical support and services.

Awards are made for one to three years and normally range from an average of \$25,000 to \$100,000 per year. Awards for conferences are typically made for a minimum of one year and normally range from \$15,000 to \$65,000 per grant.

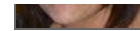
You can find resources on the Grant Support Blackboard Site or by contacting Jenny or Kelly in the Office of Grant Support and Foundation Relations.



Jenny Bousquet
Director
665-4618

Kelly Nemzek
Coordinator of Grant Development
665-4757





Brandt Student Center

Got Spare Books or Magazines? Free Lending Bookshelf

The free lending bookshelf in the Student Lounge in Brandt is getting good use (!) and could use more donations.

If you have books or magazines you'd like to donate, please drop them by Smith Library room 322 in the CTL, or simply leave them on the bookshelf in the student lounge downstairs in BSC.

Thanks for helping encourage our students to read more!



Textbooks

Bookstore Seeks Textbook Adoptions Deadline was October 15



November 1 is fast approaching but the bookstore reports that only 40% of book titles have been provided.

The bookstore requests your adoptions so it can begin hunting for used books, and avoid or correct any issues that may arise with shipping and stocking the Spring 2015 books.

Bookstore management sincerely dislikes bothering faculty once exams and the holiday break starts, but including the Thanksgiving break there are only 6 weeks until semester end and the holiday mindset begins, so please send your adoptions as soon as possible.

Moreover, the sooner they secure used books, the better savings they can offer students.

Email – call – stop in – send a singing telegram – send a note by carrier pigeon. Whichever method is easiest for you. The bookstore is easy to work with!

Please contact 0957txt@follett.com, Sharon Ritenour sritenou@su.edu, or Brandi Rutz brutz@su.edu to provide your titles today!

iBooks Textbooks

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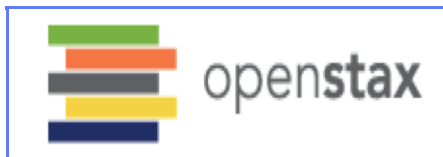
Students can buy, download and read textbooks online. Visit the Apple iBooks Store for free e-text books that are easily accessible via iPad. Better still, write your own textbook or lab manual!

For iBooks Author training, email ctl@su.edu.

[E-Textbooks](#)

OpenStax College

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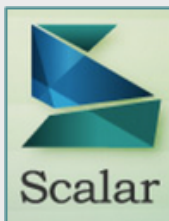


OpenStax College provides your students with professional-quality textbooks that are free online and low-cost in print. OpenStax books are peer-reviewed and backed by [top-of-the-line supporting materials](#). And while the

books meet standard scope and sequence requirements, they are also customizable by you if your needs are different.

Want more details about OpenStax books? Just click on logo above. Interested in hearing more about their process? Check out their [development standards](#).

App of the Month



From The Alliance For Networking Visual Culture A Review of Scalar

[Scalar](#) is an open-source, web-based authoring and publishing tool that may be useful for student projects, reflective writing, visual essays as well as faculty publications. Scalar is supported by the Andrew W. Mellon Foundation and was rated "Excellent" by PC Magazine.

With the site's claim, "Born-digital, open source, media-rich scholarly publishing that's as easy as blogging," I created a test account. I found Scalar's "easy as blogging" claim to be a bit exaggerated. Without a doubt, there are a variety of interesting ways Scalar can be used to link posts, media, and pages together to create distinct pathways, but the interface does take some time to learn. In sum, it's worth a try.

~ G.A.

Instructional Design and Technology

Spatial Contiguity

The Spatial Contiguity Principle: "Students learn better when corresponding words and pictures are presented near rather than far from each other on the page or screen."

Mayer, R. 2009. *Multimedia Learning*. Cambridge University Press.

[RWiD](#)

What Matters?

Composition and Rhetoric

A friendly suggestion from your colleagues in the Reading and Writing in the Disciplines Committee: remember Lynn Truss' bestseller *Eats, Shoots & Leaves*.

When students hear that grammar and punctuation are less important than content they may translate it into "grammar and punctuation are not important at all."

We hope you enjoy the monthly CTL Newsletter! If you have an announcement or idea to share, or would like to provide feedback, please feel free to email ctl@su.edu.

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You are receiving this email because you are a faculty member at Shenandoah University.

Our mailing address is:

Center for Teaching and Learning, Shenandoah University
1460 University Drive
322 Smith Library
Winchester, Va 22601

[Add us to your address book](#)



MailChimp.

I am attaching a help guide for faculty researchers who will need to complete IRB training.

Best wishes,
Anne

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Anne Marchant, PhD.
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322 Smith Library
1460 University Drive
Winchester, VA 22601
amarchan@su.edu
540-665-4760 (desk) 540-326-5928 (cell)
<http://www.academics.su.edu/academics/center-for-teaching-and-learning/>

Using the CITI Program for IRB Human Subjects Training

Plan on about 2 hours for the training. It may take less depending on the amount of prior knowledge that you have. A passing score is 80%. Note that you can retake quizzes if you miss questions and the test questions are designed to be formative, rather than summative.

Logging in

If you have **never registered before** (you do not have a CITI Program username) please go to <https://www.citiprogram.org> and register an account in the system by clicking on "Register" button under "Create an account" from the homepage. After selecting your institution from the Participating Institutions drop down list, follow the prompts to create your account and password. Use your Shenandoah email address as the username.

Select the training most appropriate to you:

Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Students conducting no more than minimal risk research**
- Biomedical Data or Specimens Only Research:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- IRB Chair**

Then select Shenandoah University Courses and the Course(s) selected for you:

- IRB Training Courses
- Shenandoah University Courses
- [Click here to affiliate with another institution](#)

You will need to AGREE to the Assurance Statement before completing the training.

Once you complete the course, click the link to print the report of completion:

Shenandoah University Courses			
Course	Status	Completion Report	Survey
Social & Behavioral Research - Basic/Refresher	Passed 12/05/2013	Print Report	Take Survey

This will allow you to download the report for your records. The IRB Coordinator will receive your report automatically.

