Spring Office Hours

Office Hours for the members of FITS are noted below. Feel free to call or stop by our offices during the times noted below with questions about Moodle, Smartboards, PPT, Streaming video, etc.

**Caitlin Worth, N419; x1466.**
- Tues 8:30-9:30; Thurs 8:00-9:00 am;

**Trevor Kearns, N320; x1264.**
- Wed 3:00-4:00 pm; Frid 10:00-11:00 am

**Kimberley Morin, S325; x1278**
- East Building, Thurs 1:00-2:00 pm

**Michelle Barthelemy, C302; x1481.**
- Tues 2:30-3:30 pm.

We are also available by appointment. The group’s email address is FITS@gcc.mass.edu

### HIGHLIGHTS:

**Plantronics wireless Headsets available**

Would you like to record your lectures? 6 headsets are available. Request one at Plantronics

**Webcam available**

If you are currently teaching online or developing an online course for the fall, consider creating mini-videos, recording PPT or brief overview of lectures. If you are interested in using the webcam, send an email to FITS@gcc.mass.edu

#### Moodle

**Reminder: Firefox – Preferred Browser**

A number of challenges presented within Moodle were fixed when students and faculty were asked to use Firefox.

**Make course visible**

“Edit settings” > “General: Visible” > “Show” (from drop-down)

**Moodle linked to Streaming Server**

IT has been working hard to make uploading videos to the streaming server more fluid. Videos can be uploaded through Moodle to the server and then linked anywhere in your course. Look for more details in the coming weeks.

**Need help with the technology?**

Send an email to the Help Desk at HelpDesk@gcc.mass.edu