IT News for Instructors: Spring 2023 Tech Matters

Stony Brook's Spring Semester starts on January 23, 2023! This newsletter is for instructors who are interested in using technology with their classes.

Blackboard

Only those instructors who requested Blackboard access will see their Spring 2023 courses in Blackboard. This is the final semester that Blackboard is an option. See the Blackboard is retiring news article on the IT page.

See Top 10 Blackboard Tips for Instructors.

Brightspace * Stony Brook's new LMS *

Every Spring 2023 Course (West Campus, HSC & Southampton) has a Brightspace course site. Access to your class is managed the same way as it was in Blackboard. Registered students are automagically added/dropped and you can add TA's and other instructors to your course if you wish. Once you log in, under **My Courses** on the left, click on **Spring 2023** to see your courses for this semester. IF you do not see a course you are teaching, check SOLAR to be sure you are the instructor on record before submitting a service ticket at https://service.stonybrook.edu.

Need assistance?

DoIT's Brightspace team has compiled Top 10 Brightspace Tips for Instructors, and you can find additional information at https://brightspace.stonybrook.edu.

Stony Brook has contracted with SUNY's Helpdesk so that support is available to instructors & students 7 days a week, nights and weekends. Visit https://online.suny.edu/help/ for hours and contact information. In the event that the SUNY help desk is busy, you will be transferred to Brightspace for support.

Syllabus Statements

All Required Syllabi Statements must be included on your syllabus.

If you are using technology--such as VoiceThread, Digication, Respondus, and others provided by Stony Brook--consider adding support information to your course/syllabus so students know who to contact should they need help.

Academic Technologies has written statements for you to use:

- *Using Brightspace*: You can add Required & IT syllabi statements directly from the Learning Object Repository (LOR) in Brightspace. For details visit using the LOR to add syllabi statements to your course on the Brightspace service page.

- *Using Blackboard*: Visit the Academic Technologies blog for information that you can copy and paste into your syllabus AND add to your Blackboard course.

Lecture Capture

Did you know that Stony Brook provides Echo360 as a lecture capture system/tool?

If you are teaching in a classroom that has [Echo360 Hardware installed](#) and you would like your course recorded, make sure you [submit your capture request](#) by Thursday 1/17/23. Once recorded, you can publish your recording(s) to Blackboard or Brightspace.

[Universal Capture](#) is available if you are teaching in a room that does not have Echo360 installed or you would prefer to record lectures from your personal computer.

You will need to

- Install Universal capture on your personal device.
- [Request](#) an Echo360 course** so that your recordings can be published to Blackboard (or Brightspace).
  ** Select *Online* for meeting day/time

Monitoring Online Exams

Are your exams online this semester?

Respondus Lockdown Browser & Monitor are available for all instructors who would like to conduct online monitored exams via Blackboard or Brightspace. If you are using these tools, please include the following information in your courses for your students:

Our course is using Respondus LockDown Browser and Monitor for exams. You must install Respondus Lockdown Browser for Stony Brook, available at https://download.respondus.com/lockdown/download.php?id=772113517, prior to the start of the first exam. Should you need help during the exam, click the chat button on the bottom of the screen.

Classroom Technology & Support Solutions

Classroom Technology Orientation for Instructors

Interested in learning about the technology in your classroom? Schedule a technology orientation with [Classroom Technology and Support Services](#).

Reserve portable equipment online

Need to borrow portable equipment? Visit our newly launched customer portal, and request online at [Webcheckout](#). Present your University ID to expedite the checkout process at the service desk.

Using VHS tapes?

Classroom Technology and Support Solutions will be removing [VCRs](#) from all general-purpose classrooms this Spring. This work will continue around class schedules in order to minimize impact on classes. Please contact your [library liaison](#) for assistance in finding your media in other formats.

Classroom Updates

Melville Library North Classrooms: N3063, N7074, N3085, N4000, N4006, & N4072 were updated. For details see [Classroom Technology updates.](#)

Tech Support

Interested in learning something new?

DoIT offers live webinars and workshops to increase digital literacy skills on campus for all students, faculty and staff.

DoIT Training's Mini Bytes (short online training sessions) are available to all who are interested in learning about Zoom, Google, Qualtrics, and more! Visit our [IT Events calendar](#) to register for these and training sessions provided by Zoom, Qualtrics, and D2L Brightspace and other vendors.

In addition, our Academic Technologies Student Technologists (Undergraduate student specialists) offer webinars and workshops on a variety of topics, such as graphic design, marketing, programming, spreadsheets, and more!
These workshops are available on the CORQ app or online at SB Engage. Please share this information with your students!

Wondering if a system is down?

Stay on top of IT system statuses by subscribing to IT Status so that you are informed when there is an issue with campus IT services.

Need Help?

Should you need help, visit one of our Tech Stations, access our self-help materials, submit a ticket online at service.stonybrook.edu, chat live with our service desk, or call 631-632-9800 for assistance.