

# IT News for Instructors: Fall 2023 Tech Matters

Stony Brook's Fall Semester starts on August 28, 2023! This newsletter is for instructors who are interested in using technology with their classes.

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## Brightspace \* Stony Brook's official LMS \*

Every Fall 2023 Course (West Campus, HSC & Southampton) has a Brightspace course site. Registered students are automatically 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 **Fall 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 [help.stonybrook.edu/](https://help.stonybrook.edu/).

IF you used Blackboard previously, your content from courses as far back as Fall 2021 is available to you in Brightspace in the **"Conversions"** tab for you to copy to your new course. Click [here](#) to learn more.

### *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.

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## "How to get help" statements for Syllabus & Brightspace courses

If you are using technology--such as VoiceThread, Digication, Respondus, or others provided by Stony Brook--consider adding support information to your course(s) so that students know whom to contact should they need help.

IT support & required syllabi statements are available in Brightspace's Learning Object Repository (LOR). DoIT manages the content so that you do not have to update it. All you need to do is add what you use to your Brightspace course(s). For details, visit [using the LOR to add syllabi statements to your course](#) on the Brightspace service page.

The University Senate has authorized that the [required statements](#) appear in all teaching syllabi on the Stony Brook Campus. CELT provides syllabus templates which you can access [here](#)

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## 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](#) before classes begin. We are open this summer.

### *Reserve portable equipment online*

Need to borrow portable equipment? Request online at [Webcheckout](#). Present your University ID to expedite the checkout process at the service desk.

### *Using Blu Ray?*

If you play Blu Ray discs in the classroom, you will need to request the necessary software for the disc to play properly. Please visit [help.stonybrook.edu](https://help.stonybrook.edu) to submit your request **before** the semester begins!

## Classroom Updates

**All West Campus general purpose classrooms have an installed computer.** Bringing a laptop to a West Campus classroom will now be a choice not a need in every room. East & SBSH campus will be standardized over the academic year.

For additional information about technology changes in classrooms, see [Classroom Technology updates](#).

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## 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 Monday 8/21/23. 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
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## 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 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.*

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## 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.

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 [help.stonybrook.edu](http://help.stonybrook.edu), [chat live](#) with our service desk, or call 631-632-9800 for assistance.

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