Guide to Instructional Technology at UCI

Provided by the Electronic Educational Environment (EEE) partners:

The Division of Undergraduate Education (DUE)

The Office of Information Technology (OIT)

The UCI Libraries

University Extension

The University Registrar
About EEE

The Electronic Education Environment (EEE) is a collaboration of The Division of Undergraduate Education, the UCI Libraries, University Extension, the University Registrar, and the Office of Information Technology.

The EEE partners work to provide resources in support of effective use of information technology in teaching and learning at UCI.

This guide lists various instructional technology services provided or supported in part by EEE partners, along with URLs and/or contact information (where applicable) for more information.

(949) 824-2222
eee@uci.edu
https://eee.uci.edu/about/

EEE Training

The Electronic Educational Environment (EEE) conducts a wide range of free workshops for Faculty and Teaching Assistants during the 3rd and 8th weeks of the Fall, Winter, and Spring quarters. Generally 1-to-2 hours in length, the focused and hands-on workshops explore current and emerging technologies that are applicable for teaching in the classroom or the lecture hall. Some recent examples of workshop topics include: Designing Your Class Website, The EEE Toolbox, Easy Lecture Capture, Powerpoint for Academic Presentations, Creating Video with iMovie, Academic Uses for Blogging, Google Docs, and Interactive Lecturing with Audience Response Clickers.

(949) 824-2222
eee@uci.edu
https://eee.uci.edu/workshops/
The Teaching, Learning & Technology Center (TLTC)
The Teaching, Learning & Technology Center (TLTC) is a unit within the Division of Undergraduate Education. The TLTC's mission is to improve the quality of teaching and learning through pedagogical development for faculty and teaching assistants, to promote the use of innovative teaching techniques, including the use of instructional technology, and to foster campus-wide initiatives and conversation about enhancing student learning through innovative teaching.

Colloquia and Workshops
The TLTC includes regular instructional technology offerings in its catalog of colloquia and workshops. TLTC workshops offer hands-on training in instructional technologies and show examples of best practices. Colloquia and other special programs are advertised on our home page.

Consultation on Online Learning and Instructional Technologies
TLTC instructional developers are available free-of-charge for consultations on any aspect of undergraduate education here at UCI, including online learning and instructional technologies. From clickers to cell phone polling and from streamed lectures to online discussion forums, our consultants are familiar with the latest classroom technology tools and the best ways to implement them.

Video Production
The TLTC provides a full range of video/media production services for the UCI campus, which include: undergraduate media support for regularly scheduled courses, consultation videos, broadcast television, video production, department & school promotional videos, faculty media support, live event recording, coursecasting and podcasting, and audio capture. The TLTC also produces streaming media for class and other uses.
Video Teleconferencing
The TLTC provides video teleconferencing services via our mobile conferencing unit, or in our 40 seat video teleconferencing center (3030 Anteater Instruction & Research Building). Video teleconferencing is a cost-effective way to connect your classroom to guest speakers or other outside groups. Video teleconferencing is provided free-of-charge to activities associated with undergraduate classes, and at a nominal fee for all other UCI purposes.

https://www.tltc.uci.edu/vtc.html

The Office of Information Technology (OIT)
The Office of Information Technology (OIT) is responsible for meeting the IT needs of UC Irvine faculty, staff, and students. Our mission is to support and enhance instruction, research, scholarship, and administration through effective management and use of IT resources.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/

Audience Response System
Faculty are using i-Clickers to get immediate feedback on student comprehension, to encourage students to keep up with assigned reading and attend lectures, or even to conduct weekly quizzes. Students can purchase a clicker at the UCI Bookstore and use it in any class for their entire career at UCI. Instructors can obtain clickers and learn about the software by contacting Classroom Technology Support (CTS) at the number and websites below.

(949) 824-8833
http://www.classrooms.uci.edu/ars/
http://www.iclicker.com/

A/V Equipment Rental
P.A. systems, computer projectors, screens, and a variety of other A/V equipment is available for classes or on-campus groups. Equipment can be will-called from the Classroom Technology Support (CTS) office, and is usually billed at a daily rate via departmental recharge. For all information, including policies and equipment rates, please visit the CTS Equipment Rental website below.

(949) 824-5128
http://www.classrooms.uci.edu/equipmentrental.html

Blogs @ UCI
Faculty, staff, and graduate students can create flexible blogs via Blogs @ UCI. While undergraduates cannot create blogs, they can be designated as contributors to existing blogs.

oit@uci.edu
(949) 824-2222
https://blogs.uci.edu
Computing Support Coordinators
Computing Support Coordinators (CSC) are a group of staff on campus who provide technical support at the departmental level. OIT coordinates meetings and discussions among these support specialists.

oit@uci.edu
(949) 824-2222
http://nacs.uci.edu/support/csc/

Computer Labs
Drop-in and reserved computer labs across campus offer a variety of hardware and software to the campus.

oit@uci.edu
(949) 824-2222
https://oit.uci.edu/labs/

The Electronic Educational Environment (EEE) Learning Management System
The EEE website provides a set of tools designed to help instructors and assistants communicate with students, provide instruction, and manage the administrative tasks associated with teaching. Many EEE tools are also available for general staff use.

EEE tools include:

• **Announcements** - short class announcements
• **Assistants** - add and manage assistants
• **Bookmarks** - favorite links
• **Calendar** - schedule events
• **Class Websites** - webspace for classes
  o AdvancedWebspace - FTP account
  o EasyWebsite - quick & easy website builder
• **ClassMail** - class email lists
• **Classmates** - simple user profiles
• **Dashboard** - at-a-glance class resource view
• **DropBox** - secure file exchange
• **Evaluations** - self-diagnostic / official evaluations
• **GradeBook** - record and distribute grades
• **MessageBoard** - forum-style discussion
• **MyEEE** - customizable home page
• **MyTasks** - list of upcoming tasks
• **Notes** - personal notes
• **Planner** - week-at-a-glance schedule
• **Quiz** - auto-graded online quizzes
• **RoomFinder** - building photos
• **Survey** - online questionnaires
• **Wiki** - collaborative content editing

eee@uci.edu
(949) 824-2222
https://eee.uci.edu/

Getting started guide - https://eee.uci.edu/start/
General Help & How-to - https://eee.uci.edu/help/
Contact the EEE team - https://eee.uci.edu/contact/

Email
OIT provides free @uci.edu email accounts for students, staff, and faculty in order to facilitate electronic communication across the campus. Optionally, users can configure desktop email clients to receive UCI email, or set an alternate delivery point to forward UCI email to a preferred account elsewhere.

oit@uci.edu
(949) 824-2222
https://oit.uci.edu/email/
Exam Return
To facilitate electronic exam return, EEE partnered with Distribution & Document Management (DDM) to design and build the ‘Rapid Return’ exam return system. Instructors can attach specialized cover-sheets to exams or other assignments, on which students fill in their student ID numbers. When an instructor is done grading work, he or she can call DDM to have the graded assignments picked up for scanning. DDM scans the assignments and automatically transfers them over to the EEE website. Instructors are notified once their files are available and can then distribute the scanned assignment files securely back to individual students via EEE DropBox, where each assignment is automatically tied to the right student by his or her student ID number.

eree@uci.edu
(949) 824-2222
https://eee.uci.edu/rapidreturn/

Google Apps
Google Apps for UCI is UCI's installation of Google Apps for Education, a robust package of online applications for communication and collaboration. The cornerstone of Google Apps is Gmail, Google's web-based email program. Gmail integrates with Google Docs to create and share documents, and Google Calendar to coordinate schedules. All of these services are hosted online, so email, documents, and calendars are easily accessible from any computer.

oit@uci.edu
(949) 824-2222
https://oit.uci.edu/googleapps/

Help Desk
The 24/7 OIT help desk is available to assist with question related to OIT services. Walk-in support is available Monday-Friday 9-5.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/help/

Instant Messaging
Instant Messaging is a real time communications tool. It allows people to communicate one-to-one or in groups without the delays and overhead of email. Most instant messaging applications consist mainly of a roster (a.k.a. "buddy list") window, and smaller windows for each one-to-one chat and conference room. The OIT Instant Messaging service offers a secure mechanism for collaborating with other members of the UCI community.

oit@uci.edu
(949) 824-2222
http://www.oit.uci.edu/computing/im/

Online Learning Support
OIT provides various services in support of Online Learning at UCI, including many services detailed in this guide (email, the EEE website, learn.uci.edu, and much more).

oit@uci.edu
(949) 824-2222
https://eee.uci.edu/online-learning/
Research Computing
Research computing is the application of specific computer resources without which certain fields of research could not advance. Research computing encompasses computer hardware (from laptops to computer clusters to supercomputers), research-oriented software (including commercial/open source software and custom-written programs), databases and massive data storage devices, visualization equipment, high-speed networks and the application of these computer resources to research projects. Research computing is employed at various levels by numerous researchers representing all schools on campus.

Research Computing Support (RCS) is available to all members of the UCI research community (faculty, staff, students) to promote awareness of and provide assistance with campus information technology resources as they facilitate scholarly research.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/rcs/

Safe Computing
The Safe Computing website provides information and resources to help you secure your computer and the information you have stored on it.

Our goal is to make safe computing easier for everyone. This site is intended to help the average person navigate complex technical issues in a non-threatening and friendly manner, so that we can all have a safer computing experience.

oit@uci.edu
(949) 824-2222
http://www.security.uci.edu/

SmartClassrooms
The UCI campus has 133 general assignment classrooms. Of these, 131 are classified as SmartClassrooms. These rooms contain commonly used equipment and resources (computers, projectors, sound systems, etc.) controlled by a touchpanel on the lectern or wall. SmartClassroom equipment is managed by Classroom Technology Support (CTS), and is usable for all classes and class-related events free of charge. The rooms are designed to be do-it-yourself friendly, and there are quick start equipment guides and on-campus help phones located in each room. Smartclassroom assistance is available between 7:30am and 8pm Monday through Thursday, and until 6pm on Friday.

CTS also maintains webpages for all general assignment classrooms, containing campus maps, building maps, classroom pictures and layouts, and lists of all installed technology.

(949) 824-8833
http://www.classrooms.uci.edu/techrooms.html
http://www.classrooms.uci.edu/smartclassrooms.html
http://www.classrooms.uci.edu/GAC/
Software & Hardware
OIT provides an archive of software licensed for UC Irvine use, as well as popular freeware and shareware. The campus also has an agreement with a vendor selected by the purchasing department, which can assist with hardware purchases.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/licenses/

Streaming Server
The OIT Streaming Server broadcasts audio and video content on the Internet. Departments may upload academic, instructional or business content to the OIT server, and publish, download or stream links from their own web pages.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/computing/stream/

UCI Replay Lecture Capture
Replay is an audio/screen capture service for instructors, employees, and departments to easily record classes, presentations, or instructional vignettes on a PC or Mac computer.

replay@uci.edu
(949) 824-2222
http://replay.uci.edu/

UCInet Mobile Access
UCI offers mobile Internet access across many locations on campus. UCInet Mobile Access provides UCI affiliates and visitors a fast and convenient way to connect to the web with mobile computers and devices. UCInet Mobile Access also includes wired network connections for instructors using mobile computers in the SmartClassrooms.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/mobile/

UCInetIDs
Your UCInetID is your key to online services at the University of California, Irvine. Many online services, including Webfiles, Webmail, the EEE website, the Registrar’s WebRoster, WebGrades, and numerous others, require you to use your UCInetID and password in order to log in.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/ucinetid/

Virtual Private Network
If you need to connect to UCInet from off campus, Virtual Private Network (VPN) may be the solution for you. VPN allows you to connect to on-campus-only resources like the Library and encrypts the information you are sending over the network, protecting your data.

oit@uci.edu
(949) 824-2222
http://oit.uci.edu/security/vpn/
Webfiles
Webfiles is a file storage system provided by OIT to faculty, staff and graduate students at UCI. The system provides 2 Gigabytes of disk space that allows you to store copies of important documents (e.g. homework, notes, papers, theses, dissertations, graphics). In addition to storing private files, you may also use this space to publish a personal home page and collaborate with colleagues.

oit@uci.edu
(949) 824-2222
https://webfiles.uci.edu/

UCI Libraries
The UCI Libraries are the Jack Langson Library, the Ayala Science Library on the main campus, and the Grunigen Medical Library in Orange. The Libraries’ electronic and print collection includes approximately 3.2 million books and 78,000 journals and serials, 150,000 government documents and 130,000 audio/visual, multimedia, photographs and other graphic materials. Research Librarians are available to provide assistance to faculty, staff, and students in the conduct of research and the use of library resources and collections.

(949) 824-6836
http://www.lib.uci.edu/
http://www.facebook.com/UCIrvineLibraries

ANTPAC
ANTPAC, the Libraries’ online catalog, provides information about the materials in the Libraries’ collection.

http://antpac.lib.uci.edu

Ask-a-Librarian
Reference service is available to assist with the use of library collections, services, resources and to answer other questions.

http://www.lib.uci.edu/services/ask/ask-a-librarian.html

Borrowing Policies
The policies and procedures for borrowing library materials are available at the URL below.

http://www.lib.uci.edu/services/borrowing/borrowing.html

Computing
Public computing is available throughout all the Libraries.


Connect From Off-campus
Remote access to the UCI Libraries’ licensed online resources is available to current UC Irvine students, faculty & staff.

http://www.lib.uci.edu/how/connect-from-off-campus.html
**Course Reserves**
Reserve Services houses course-related materials selected by faculty as required or recommended reading for their courses. Materials placed on Course Reserves are available in print or electronic format and include books, journal or newspaper articles, book chapters, and lecture notes.

[http://www.lib.uci.edu/services/reserves/course-reserves.html](http://www.lib.uci.edu/services/reserves/course-reserves.html)

**Interlibrary Loan**
The Interlibrary Loan (ILL) service enables UC students, faculty, and staff to borrow materials from other libraries that are not available at the UCI Libraries.


**Scholarly Communication and Management Program (SCAMP)**
The Scholarly Communication and Management Program (SCAMP) is a campus-wide program that facilitates collaboration and a community dialogue on a wide range of scholarly communication issues that impact teaching and research (the changing nature of scholarship in a digital environment, economics of scholarly publishing, preservation of digital assets, intellectual property rights, etc.). SCAMP sponsors programs, forums, and initiatives that reflect the varying needs of our diverse academic community and serves as a clearinghouse for appropriate information and resources.


**Subject Guides**
Identify the best resources available in your subject area by using our Subject Guides.


**Subject Librarians**
Subject Librarians provide expert assistance in the use of library collections, services, and resources.

[http://www.lib.uci.edu/about/contact/subject-librarians.html](http://www.lib.uci.edu/about/contact/subject-librarians.html)

**User Guide**
Quick guide to the Libraries’ services and resources.

University Extension

UC Irvine Extension develops and delivers high quality, university-level learning solutions to meet the changing professional and personal needs of a local, national and international community of learners by leveraging the expertise of the University of California, Irvine campus and community.

(949) 824-5414
unex-services@uci.edu
http://unex.uci.edu/

Access UCI Enrollment
ACCESS UCI allows non-UCI students to register and complete a UCI course at the discretion of the offering school and department, normally on a space-available basis.

- Course and project-level enrollment and financial management
- Flexible, project-based program management
- Scalable programs through non-tuition based offerings
- Enhanced campus visibility in the community

http://unex.uci.edu/courses/access_uci/

Distance Learning Center (DLC)
The UCI Distance Learning Center serves all campus and University Extension constituencies with online and hybrid course development, delivery, and administrative and fiscal project management.

http://learn.uci.edu/

Faculty Training
University Extension provides various faculty training opportunities, including self-access online training, and individual training, mentoring, and support.

Intellectual Property primer for faculty - http://learn.uci.edu/copyright/

Education 895.1 “Getting Started with Moodle” http://learn.uci.edu/cms/course/view.php?id=6053

Education 895.2 “Developing and Facilitating an Asynchronous Course”

Online Course Tour - http://unex.uci.edu/videos/recordings/OnlineCourseTour.asp

Moodle Learning Management System
The LMS “Moodle” is an open source learning management system specifically designed for distance learning. Moodle is hosted by the Office of Information Technology (OIT).

A sample of Moodle functions:

- 6 types of resource file uploads, including SCORM / IMS compliant files
- 12 types of student / professor and student / student activities
- Robust and detailed site and course administration, including user management, backup / restore, student performance management, and student activity monitoring

http://learn.uci.edu/
Online Learning Support
University Extension and the Distance Learning Center offer faculty and TAs training, orientation, guidance, full instructional design, programming, and total project management for developing online and hybrid courses. While a course is being delivered, the DLC offers a student concierge service with a single point of contact for all issues, be they administrative, logistical, or technical. Technical support is done in a three-level process where the most common questions are handled by the DLC, slightly more technical issues are supported by the University Extension IS department, and occasional higher-order issues are escalated to OIT.

http://unex.uci.edu/

Open Courseware
Open CourseWare provides access to UC Irvine lectures, course materials, and online course content in a barrier-free and open manner. The OCW site is one of the premier referral sites to schools and departments that wish to highlight their programs and events.

http://ocw.uci.edu/

University Registrar
The University Registrar is responsible for student records, student registration, course management, and grade submissions. We provide the following tools for faculty and instructors. Contact our Campus Liaison, Sandra Webster (sewebste@uci.edu), for assistance or further information regarding our services.

http://reg.uci.edu/

Building Abbreviations
The Registrar provides a list of building acronyms used in the Schedule of Classes, the corresponding building number from the campus map, and the full building name.

http://www.reg.uci.edu/addl/campus/

Calendars
Dates and deadlines such as final grade submissions and holidays.

http://reg.uci.edu/navigation/calendars.html

Enrollment Exceptions
Enrollment Exceptions are used to add, drop, change grading options, or change the unit value of a course after enrollment deadlines have passed. The option to switch between zero unit courses, such as discussions, is also available through Enrollment Exceptions. Enrollment exceptions are via WebRoster.

http://www.reg.uci.edu/enrollment/adc/exceptions.html

Finals Schedules
Dates and times for final exams are included in academic calendars and the Schedule of Classes.

http://www.reg.uci.edu/navigation/calendars.html

Schedule of Classes (SOC)
View course information.

http://websoc.reg.uci.edu/perl/WebSoc
**SOC Coordinators**
Displays the list of scheduling coordinators for each department. Scheduling coordinators maintain the instructor and course information in the Schedule of Classes.

[https://eee.uci.edu/toolbox/socc/](https://eee.uci.edu/toolbox/socc/)

**WebGrades**
Submit grades electronically. Final grades must be submitted via WebGrades; a tutorial is available at the Registrar’s website.

WebGrades - [https://www.reg.uci.edu/perl/WebGrades](https://www.reg.uci.edu/perl/WebGrades)
WebGrades Demo - [http://www.reg.uci.edu/perl/GradesListDemo](http://www.reg.uci.edu/perl/GradesListDemo)

**WebGrades Status**
Displays which instructors have submitted grades.


**WebRoster**
View and print student rosters; seating chart randomizer. Enrollment Exceptions can be viewed via WebRoster; a tutorial is available at Registrar’s website. **Authorization codes, if generated for the course, can also be found in WebRoster.**

WebRoster - [http://www.reg.uci.edu/perl/WebRoster](http://www.reg.uci.edu/perl/WebRoster)

**Acronyms**
There are a number of acronyms in use across the UCI campus. This partial list includes some of the more commonly used acronyms you may encounter.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARS</td>
<td>Audience Response System</td>
</tr>
<tr>
<td>ANTPAC</td>
<td>Anteaters Public Access Catalog</td>
</tr>
<tr>
<td>CSC</td>
<td>Computing Support Coordinators</td>
</tr>
<tr>
<td>CTEF</td>
<td>Campus-wide Teaching Evaluation Form</td>
</tr>
<tr>
<td>CTS</td>
<td>Classroom Technology Support</td>
</tr>
<tr>
<td>DDM</td>
<td>Distribution &amp; Document Management</td>
</tr>
<tr>
<td>DLC</td>
<td>Distance Learning Center</td>
</tr>
<tr>
<td>DUE</td>
<td>Division of Undergraduate Education</td>
</tr>
<tr>
<td>EEE</td>
<td>Electronic Educational Environment</td>
</tr>
<tr>
<td>OIT</td>
<td>Office of Information Technology</td>
</tr>
<tr>
<td>SOC</td>
<td>Schedule of Classes</td>
</tr>
<tr>
<td>SOCC</td>
<td>Schedule of Classes Coordinators</td>
</tr>
<tr>
<td>TLTC</td>
<td>Teaching, Learning &amp; Technology Center</td>
</tr>
<tr>
<td>VPN</td>
<td>Virtual Private Network</td>
</tr>
</tbody>
</table>
Alphabetic Index by Service / Technology

A/V Equipment, 5
Access UCI, 12
Announcements. See Electronic Education Environment (EEE)
ANTPAC, 10
Ask-a-Librarian, 10
Ask-a-Librarian. See Electronic Education Environment (EEE)
Audience Response System, 5
Blog, 5
Bookmarks. See Electronic Education Environment (EEE)
Building Abbreviations, 13
Calendar (tool). See Electronic Education Environment (EEE)
Calendars (information), 13
Class Email Lists. See Electronic Education Environment (EEE)
Class Websites. See Electronic Education Environment (EEE)
ClassMail. See Electronic Education Environment (EEE)
Classmates. See Electronic Education Environment (EEE)
Classrooms. See SmartClassrooms
Clickers. See Audience Response System
Colloquia, 4
Computer Labs, 6
Computing (Libraries), 10
Computing Support Coordinators, 6, 14
Consultation, 4
Course Management System. See Electronic Educational Environment (EEE), Moodle
Course Reserves, 11
Dashboard. See Electronic Education Environment (EEE)
Distance Learning Center (DLC), 12
DropBox. See Electronic Education Environment (EEE)
Electronic Educational Environment (EEE), 3, 6
Enrollment Exceptions, 13, 14
Evaluations. See Electronic Education Environment (EEE)
Exam Return, 7
Google Apps, 7
GradeBook. See Electronic Education Environment (EEE)
Hardware, 9
Help Desk, 7
Instant Messaging, 7
Learning Management System, 6, 12
Learning Studio, 4
Lecture Capture. See UCI Replay
MessageBoard. See Electronic Education Environment (EEE)
Mobile Access, 9
Moodle, 12
MyEEE. See Electronic Education Environment (EEE)
MyTasks. See Electronic Education Environment (EEE)
Notes. See Electronic Education Environment (EEE)
Online Learning, 4, 7, 13
Open Courseware, 13
Planner. See Electronic Education Environment (EEE)
Podcast. See UCI Replay
Quiz. See Electronic Education Environment (EEE)
Recording. See A/V Equipment, UCI Replay, Video Production
Research Computing, 8
RoomFinder. See Electronic Education Environment (EEE)
Safe Computing, 8
Schedule of Classes, 13, 14
Scholarly Communication and Management Program (SCAMP), 11
SmartClassrooms, 8
Software, 9
Streaming Server, 9
Subject Guides, 11
Subject Librarians, 11
Survey. See Electronic Education Environment (EEE)
Teleconferencing. See Video teleconferencing
The Division of Undergraduate Education (DUE), 3
The Office of Information Technology (OIT), 5
The UCI Libraries, 10
Training, 3, 12
UCI Replay Lecture Capture, 9
UCInetIDs, 9
University Extension, 3, 12
University Registrar, 3, 13
Video Production, 4
Video teleconferencing, 5
Virtual Private Network, 9, 14
Webfiles, 10
WebGrades, 14
WebRoster, 13, 14
Wiki. See Electronic Education Environment (EEE)
Workshops, 3, 4