

Office of Distance Education & Educational Technology (ODEET)

Providing administrative and technical support for instruction within the College of Human Sciences



Instructional Services for all Courses

- 1-on-1 course website design and pedagogy consultation
- Content development, including
 - ◊ web page coding
 - ◊ narrated slideshows
 - ◊ audio and video capture, editing
 - ◊ FLASH study aids
 - ◊ online tests
- Code research surveys, ballots
- Class website and syllabi collections
- Webinar support
- WebCT helpdesk, accounts, access
- Small group workshops, training
- Online tips and examples

Facilities & Technical Services

- Design, manage technology enhanced studios and classrooms
- Classroom equipment training
- In-room webinar technical support
- Webinar participant preparedness checks
- On-demand classroom technical support
- Video and audio recording
- CD/DVD production

Administrative Services for DE

- Process student inquiries, registrations
- Send student letters and policy notices
- Coordinate with units on and off campus
- GP-IDEA and DE graduate admissions
- Process course initiation forms
- Classroom reservations for DE courses
- Set-up tuition accounts, transfer funds
- Course marketing
- Research potential growth areas

Office of Distance Education & Educational Technology

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