

The Experts Knowledge Base is retired as of December 18, 2020. Check out the new [Help Desk Service Portal](#) for the new Knowledge Base. Private team spaces remain available.

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2013 October Announcements

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Please avoid scheduling tests on this day

Scholarship Luncheon, October 22nd - we ask that no tests be scheduled on this day. *Thank You - Joe Kammerer, Office of Development*

Information Needed!

It's that time of the fall again when the university communications office would like to request information from you about any new and/or unique classes planned for the spring semester or January intersession. If you or someone in your department or division plans to offer a class that's new to our campus or unique, please send us details about that class, including:

- Name of the Class (ie. Introduction to Marketing)
- Class Number (ie. MKT 101)
- Time/Days the Class Will Be Held
- A Brief Synopsis/Description of the Class, Including Prerequisites

The information you provide will be used in an article on the next University News Page in the West Plains Daily Quill. The issue in which it will appear will be an extra-circulation issue, meaning copies of the newspaper will be distributed to every household in several of the communities we serve. This would be a GREAT opportunity to promote your class to potential students in the area!

Please submit your information to VickieDriskell@MissouriState.edu no later than **Friday, Oct. 11**.

MAP-Works Open-Lab Workshops

In collaboration with [Title III](#) (Road to Achievement) and [AACCESS](#) (Advisement and Academic Coaching Center for Empowering Student Success), [IDT](#) (Instructional Design and Technology) will offer many MAP-Works (Oktoberfest) open-lab workshop sessions throughout the month of October in order to accommodate all faculty and staff's schedules. The purpose of the open-lab workshop is to provide you with an overview (and advance) of MAP-Works at Missouri State-West Plains including helpful tips and hands-on experience in the system to assist you in your role at Missouri State-West Plains. Instructors are encouraged to attend at least one session (Introduction).

More details about the schedules and how to sign up for a session can be found here: <http://blogs.wp.missouristate.edu/idt/2013/10/02/mwow/>

Sign-up is encouraged, but not required. Hope to see you in one of the sessions.

Chulapol Thanomsing, Instructional Designer, Academic Affairs, Lybyer 210, 417-255-8083

Degree Evaluations

We are committed to helping our students meet their graduation requirements, and we need your help. The Degree Evaluation is a useful tool for both advisors and students in helping students reach their academic goals. Please help us provide the best service possible for our students by running degree evaluations for your advisees and if you notice any problems with a student's degree evaluation, please drop the degree evaluation in campus mail addressed to Sue Ingram in IT Services. You'll find the Degree Evaluation link in My Grizzly Den on the My Teaching/Advising tab, in the Advisor Resources on the right side of the screen. Please contact Sue Ingram (5-7910) if you have any questions.

Technology Request Form (formerly Hardware/Software Request form)

Faculty utilizing technology in their courses and staff wishing to utilize technology in support of academic programs should fill out the Technology Request Form (attached). The form will allow the Instructional Designer to help assess your technology needs and the Information Technology Services staff to analyze the support required to provide a quality experience.

Please download the attached form or click the Technology Request Form link. Fill out the top portion and any portion of the middle section for which you know the information, then email the form to WPInstructionalDesign@missouristate.edu or drop it in campus mail to the Instructional Designer (Chulapol Thanomsing). Please submit your request at least six weeks before the beginning of the semester in which you wish to use the technology.

Please also inform us about specific textbooks you are considering that have accompanying media (CDs, DVDs, or files to be downloaded) or an Internet component, so we can verify that students will have a successful experience using them on our campus.

Instructional Design and Technology and Information Technology Services User Support uses the time between the submittal deadline and beginning of the summer and fall semesters to make sure the technology will work on our network, review the licensing requirements, and schedule the installation(s).

If you have any questions on what hardware or software is currently available in the labs or classrooms, please e-mail WP User Support at: WPUserSupport@missouristate.edu.

[Technology Request Form with instructions](#) (download pdf)

No labels