CREATE! – Center for Research, Education, And Teaching Excellence
POLICIES AND PROCEDURES

SUBJECT:	**Policy on Support of Educational Technologies**
ESTABLISHED:	7/2016
REVIEWED/REVISED:	1/2018
RELATED POLICIES:	
PURPOSE:	

CREATE! (Center) staff have numerous occasions to work with instructors and staff in their use of technology to enhance teaching, learning and professional development. In addition, the Educational Technology Department (Ed Tech) also provides support for many technologies used on our campus.

Generally:

- Educational Technology department will provide support in troubleshooting why a specific technology is not working correctly.
- CREATE will provide training and support on how to more effectively use a specific technology for teaching and learning.

Bottom Line: If it's not working properly, contact NMC Help Desk (NMC.HelpDesk@nmhs.org). If you want to know how to use it more effectively in class, contact CREATE Staff.

The Center cannot support every technology that instructors and staff might want to use. In collaboration with Ed Tech, the following is a list of the educational technologies that staff will support along with the name(s) of the staff persons who can help you with each one.

For any technologies that are not listed, the Center cannot guarantee either competent staff to support them or the time to help you with them.

Technology	Supporting Staff	Privacy Policies
Microsoft Office Products (e.g. Word, PowerPoint, Excel, etc.)	NMC Help and All Center Staff, Cathy Beck	https://privacy.microsoft.com/en-US/

MyMethodist - eLearning	NMC Help and All Center Staff, Emily McIllece	https://www.jenzabar.com/privacy-policy/
Google for Education	NMC Help, Emily McIllece	https://www.google.com/policies/privacy/
WebEx	NMC Help, Jackie Hoeft	https://secure.logmein.com/home/en/policies/privacy-gfop
Camtasia	NMC Help, Jackie Hoeft, Sonja Maddox, Emily McIllece	https://www.techsmith.com/privacy-policy.html
Softchalk	NMC Help, Jackie Hoeft, Andrea Foster	http://softchalk.com/about/privacy-policy/
Yuja	NMC Help and All Center Staff	https://my.yuja.com/P/PrivacyPolicy.html
Video Cameras (Note: Staff will not setup and record for you, but teach you how to do this.)	NMC Help and All Center Staff	N/A
Audacity	NMC Help, Jackie Hoeft	http://www.audacityteam.org/contact/privacy-policy/
CourseEval	NMC Help	http://course-evaluation.com/privacy/
Turning Point Clicker System	NMC Help, Jackie Hoeft	https://www.turningtechnologies.com/webprivacypolicy

If you feel that an educational technology that you are using should be on this list, please contact either Matt Stockfeld (matt.stockfeld@methodistcollege.edu) or Eric Kyle (eric.kyle@methodistcollege.edu).