



Washington University in St. Louis
ARTS & SCIENCES

TEACHING with TECHNOLOGY in Arts & Sciences NEWSLETTER

FALL 2002

ITeach English

by David Lawton
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This event, a day long symposium on August 22 was hosted jointly by the English department and the Teaching and Technology Partnership. It combined hands-on training in technology with discussions about how and why to use technology in writing and literature courses. ITeach English offered a structured environment for the discussion of teaching and generated positive exchanges among faculty and graduate instructors about the role of technology in teaching writing.

Can we ITeach for your department?
Please contact iteach@artsci.wustl.edu



This article is the second in a series for faculty who have student writing assignments to grade and would like to handle some of the grading and feedback process by Email.

Taking advantage of the **tracking** feature in MS Word allows you to make suggestions for changes to the document in a different color while preserving the original text so that students can see and understand the changes. To try this method, you should be comfortable with using attachments to Email messages and MS Word 97 or later must be installed on both the student's and instructor's computers. The same MS Word version is not required on both.

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Three things you should know about scanning images



Faculty from Psychology, Art History, Architecture, Philosophy, American Culture Studies, and the Medical School, among others, routinely utilize digital images to create visual content they present to students in their courses. By observing these few simple guidelines, you too can easily create quality digital resources from hard copy images to use in your teaching.

1. Form follows function

Like anything well-crafted, the form a digital image takes should reflect its intended use. This "form" includes its resolution and the dimensions at which the image is scanned. Different functions require different selections for resolution and image dimensions. In digital imaging, one size does not fit all!

2. Never fear the word "resolution"

Resolution is a very simple thing- the number of pixels (or picture elements) in a digital image. Resolution is expressed in two ways: as

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Telesis /ˈtel-ə-səs/

1: New web-based course management tool for faculty to support their teaching 2: Intelligent direction of effort toward the achievement of an end, fr. Greek *telein*, to complete and *telos*, end

Telesis will provide faculty and students with tools to assist in communicating and in managing course work. An Information Systems project team is designing this new system, which is scheduled to begin phased implementation in the Fall of 2003. A faculty advisory group will periodically review progress on the project and prioritize ongoing development of Telesis features.

Telesis will provide an online syllabus, a dynamic calendar function for course activities, the ability to exchange files, and efficient email and threaded discussion capabilities. Class rosters will be available within Telesis from the Student Information System as well as the capacity to

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About scanning (cont. from page 1)

a single number measured in pixels per inch (ppi, often also called “dots per inch,” or dpi) when printed. Resolution can also be in the form of a ratio, like 72 x 72 pixels, called *image file resolution*. Resolution when printed or *output resolution* and image file resolution interact to influence the clarity of an image. For example, a 1” x 1” image scanned at an *output resolution* of 72dpi has an *image file resolution* of 72x72 pixels, with 5184 pixels composing the image. The same 1x1” image scanned at 300dpi will have an *image file resolution* of 300x300 pixels, with 90,000 pixels composing it.

3. Scan only once

After you scan, you can reduce an image’s dimensions or resolution, but you can’t enhance the output resolution (add pixels) or make it larger without changing its appearance (add pixels) or make it larger without changing its appearance for the worse. So think about the future, and how you want to use your digital images. Only on web pages? In PowerPoint presentations as well? In printed materials? After you realistically assess your image needs, consider following these basic standards:

For basic web-page use: Scan at 72dpi, at a minimum size of 6” (432 pixels) on the largest dimension. Save in JPEG format.

For a presentation quality image: Your web quality study image will work for data projection, but for a slightly more striking presentation image consider slightly enlarging your image’s dimensions to fill a PowerPoint slide, which is approximately 700 pixels wide and 600 pixels tall. Scan at 72dpi at a width of 700 pixels (~9”) for images wider than they are tall, or at a height of 600 (~8”) pixels for images taller than they are wide. Save in JPEG format.

For basic archival or print quality: Scan at a minimum of 300 dpi (600dpi preferred), with a minimum dimension of 8” (2400 pixels when the image is scanned at 300dpi) on the largest dimension. Save in JPEG or TIF format.

by Betha Whitlow, Visual Resources Curator, Art & Archeology

Workshops for faculty and graduate students

hosted by the Teaching Center in Eads Hall

Introduction to Digital Technology
October 9, 5:30-7:30PM

The Web as a Teaching Tool
October 18, 9AM-NOON

For more information or to register, please see:
<http://artsci.wustl.edu/~teachcen/fall2002.htm>



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link to other online resources, where content resides, such as Electronic Reserves in the Library, or web-based content already developed by faculty.

Current plans call for a small Telesis pilot this spring. Additional features, such as electronic gradebooks, enhanced calendar features, and electronic chat rooms will be developed after the first version of Telesis is introduced in Fall 2003.

Note: current Prometheus users should know that this commercial product is being phased out as part of a buy-out procedure. Prometheus will be available to Arts & Sciences faculty for the Spring 03, but since its future beyond that is less certain, are working hard to have Telesis up and running for the 2003-04 academic year. The Olin School of Business, which has utilized Prometheus more extensively, is exploring a number of options to provide its faculty with web-based course management tools.

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- First, ask students to send their writing assignment in MSWord to your Email address as an attachment
- In the “Tools” menu, choose “Track changes” and then “Highlight Changes”

- You can display the changes on screen or when the document is printed
- Using the “Options” button allows you to choose how to mark deleted and inserted text as well as formatting and line changes—you can pick from a range of colors and choices
- To start, place your cursor where you would like to make a correction and begin typing or simply highlight the text to be changed and type in suggested wording

The result is an edited document highlighting changes such as stricken and inserted text.

The tracking feature is also useful when collaborating with one or more colleagues, especially when those contributing are at other universities.

Note: in both Word 97 and 2000, the **Tracking and Comments** (Post-It notes) features can be accessed by displaying the “Reviewing” toolbar.

EXECUTIVE EDITOR: Gina Frey, Director, The Teaching Center

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