ACTIVITY: SUPPORT

Individuals will compile a list of their institution's current resources then submit one question for advice. We will pick three (3) questions to discuss as a group.

Think about your institution's existing resources that could help support the creation and scaling of web conference courses from the point of view of an administrator, designer, technologist, instructor, or student: what do you **have**; what do you **need**; and what do you **want**.

1) **PROGRAM**
   What is the state of your web conference program and what do you hope to achieve:
   None - looking to start
   Small - looking to scale
   Medium/Large - looking to improve and/or scale

2) **COURSES CREATION PROCESS**
   Who creates the courses at your institution: the academic administration, course designer or team(s), instructors, or some combination? This affects training, support, and scalability.

3) **PARTICIPANT (YOU!)**
   Identify (circle ALL that apply) whether you are:
   Instructor, Technologist, Designer, or an Administrator.

   AUDIENCE
   With whom do you work directly (same roles as above)? *Think "profiles" like in our presentation.*
   Instructor, Technologist, Designer, or an Administrator.

4) **RESOURCES WORKSHEET [*on reverse*]**
   Fill out the worksheet grids to identify existing resources you have, your needs, and your wants based on your own institution.

5) **QUESTION**
   Come up with one question to ask for advice for your specific situation.

FILL IN OUR RESOURCES GRID AS BEST YOU CAN
IF YOU DON'T KNOW WHERE TO START – LET ME KNOW!
EACH PERSON SUBMITS ONE QUESTION FOR ADVICE AND WE WILL PICK THREE (3) TO DISCUSS POSSIBLE SOLUTIONS AS A GROUP

What existing resources does your institution (not just your deparment) have that could help support the creation and scaling of web conference courses?

"You Don't Know What You Don't Know!" *Ask if you want help getting started.*

Resources	What you have	What you need	What you want
IT / MIS / Desktop			
Technologist			
Designer			
Help Desk (phone, in-person, online)			
Lab (Computer, Media)			
Vendor suppor			

WHAT IS YOU QUESTION OR SITUATION FOR WHICH YOU YOU WANT ADVICE?