Moodle Your Way to Better Training and Service

CMS in a Public Services Environment

B. Thomas Golisano Library
Roberts Wesleyan College
How Do We Use CMS in Public Services?

*Training/Refreshers
*Collocation of Tools and Resources
*Scheduling and Subbing
*Communication
*Encouragement
CMS for Training Student Workers

A **collaborative** effort among *all* the **Public Services** staff ~ each staff person creates *training modules and tests* for their area of responsibility.
Golisano Public Services includes:

- Circulation
- Reserves
- Interlibrary Loan
- Computer Labs
- Stacks
- Facility Concerns
Training Modules

Each module includes:
~ the **information** you want them to learn
~ an **activity** requiring interaction with the information
~ a **test** to assess how well the information was learned

--Coming soon: GAMES! to play
Communication Tools

~ Blogs for each service area
~ Quickmail feature
~ Fingertip Resources
~ Online Manuals and procedures all in one convenient place
How *else* do we use CMS?

**E-Reserves**: a process in transition

- **Old Way**: paper submittal forms, separate folders to house scans, create webpage to link to course CMS
- **New Way**: online submittal process, database storage of files, direct links to CMS
E Reserves Current Paper Form

Gollisano Library
Reserve Request Form

- Reserve list needs to be returned with course. Please include ALL copies.
  - Copies may not exceed four copies in any one course.
- Please return course materials in a timely manner.
- Reserve list needs to be returned within 7 days of approval.

Instructions for completing copyright guidelines:
- Include any material in a class within 7 days of commencement. Contact
  department about paper doc.
- Include contact Peter Wright at question: peterwright@urbrock.edu (office 800)

<table>
<thead>
<tr>
<th>Books/Chapters</th>
<th>Journal Articles</th>
</tr>
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<tr>
<td>Title</td>
<td>Journal</td>
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<td>Author</td>
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CMS site link
Course Reserves Webpage

![Image of the Course Reserves Webpage]

**PSY 504 01 LEC - Counseling Theory & Practicum**

Instructor: Jennifer Aube and Keri Barnett

**Course Readings for EDC/PSY 504**

<table>
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<tr>
<th>Call Number</th>
<th>Author</th>
<th>Title</th>
<th>Loan</th>
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<tr>
<td>BF 637.C6 H367 2001</td>
<td>Hays, Pamela A.</td>
<td>Addressing Cultural Complexities in Practice: A Framework for Clinicians and Counselors</td>
<td>1 day</td>
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<td>HM 1211.H64 2007 (2 copies)</td>
<td>Hogan-Garcia, Mikael</td>
<td>The Four Skills of Cultural Diversity Competence: A Process for Understanding and Practice</td>
<td>1 day</td>
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**ARTICLES**

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<tr>
<td>Aponte, H.</td>
<td>Spiritually Sensitive Therapy</td>
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</table>

Links to files in folders on the N drive

Last modified: Thursday, 24 January 2009, 01:15 PM

Moode Docs for this page
*NEW* Online Reserves Form for Faculty

Instructor

**Requesting Instructor**
Torrey, Jennelle

**Requesting Instructor**
Jennelle Torrey

**Office Phone**
6883

**Email**
Torrey_Jennelle@roberts.edu

Reserve

**Call Number** (if known) [Example: xyz]

| test | Search for Resource (opens new window/tab) |

**How will this resource be supplied?** (upload below if you have electronic copy)

- Library already owns this resource - enter call number above.
- **I will supply this resource** - upload below if you have an electronic copy or bring physical copy to library.
- **I am requesting that the library purchase this resource** - be aware that new requisitions take 6 to 8 weeks.

**Type of Material:**
Book (Physical Reserve)
Form Adjusts to Format
Faculty Can Track Progress

### Reserve Manager - Request and Manage Your Library Reserves.

*New Reserve* *Manage Resources* *Control Panel*

#### View:
- All Reserves (Pending)

#### Filters
- Reset Filters

<table>
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<tr>
<th>Resource Title</th>
<th>Requested</th>
<th>Ordered</th>
<th>View/Manage/Notes</th>
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<td>n/a</td>
<td>Manage/Notes</td>
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<tr>
<td>Pretty Picture (Pollock, Chris)</td>
<td>3/7/2008</td>
<td>n/a</td>
<td>Manage/Notes</td>
</tr>
<tr>
<td>Pretty Picture (Pollock, Chris)</td>
<td>3/7/2008</td>
<td>View</td>
<td>Manage/Notes</td>
</tr>
</tbody>
</table>

*If you need to make changes to your reserve please contact the Reserves Desk in the library.*

**NUMBER** ## **Email** ##
Faculty Can See Roadblocks

- Need More Information
  - Emailed professor, waiting to hear back
  - Pollock_Christopher on 3/31/2008

- Need More Information
  - test
  - Pollock_Christopher on 3/31/2008

- New Submission
  - note with
  - s
  - sdf
  - df
  - Pollock_Christopher on 3/31/2008

Coming Soon!

Database file storage transfer completed

Direct Uplink to CMS for each course

Faculty enablement of previous course reserves
Projected Timeline

Completion of setup by end of June

Summer testing with limited number of courses

Fall 2008 roll out!