

Instructional and Conferencing Formats

	Function	Cost	Location	Lead Time	Live	Contact
Polycom	Meetings, seminars, workshops	Free	McCarty, many locations on main campus, all RECs, most Extension offices	1 week+ for room/facility reservation	Yes	Glen Graham
Video Recording	Available on DVD or Streaming	Free at McCarty, \$ on location	McCarty, also available on location	1 week+ for McCarty, varies on location	No	Glen Graham, Al Williamson on location
Accordent	PPT, video	Free at McCarty, \$ on location	McCarty, also available on location	1 week+ for McCarty, varies on location	No	Ron Thomas, Al Williamson on location
PowerPoint	Presentation	Free	Anywhere	None	No	Aaron Sotala
Articulate Presenter	PPT with voice/sound for Web/CD	Free at McCarty, \$ for software on location	anywhere	None after brief training	No	Aaron Sotala
Articulate Quizmaker	Quiz making tool for Web/CD	Free at McCarty, \$ for software on location	anywhere	None after brief training	No	Aaron Sotala
UF E-learning CMS	Course management system	Free on campus, travel costs for offsite	Anywhere, regularly on campus, offsite by appointment	None after training	Either	UF e-Learning https://lss.at.ufl.edu
Web Site	Deliver course material on web	Free or \$, depending on project	Anywhere	Varies depending on scope	No	Aaron Sotala
Flash Interactive Pieces	Simple animations, quizzes or interactive tools	Free or \$, depending on project	Anywhere	Varies depending on scope	No	Aaron Sotala
Camtasia	Screen capture plus voice, good for computer tutorials	Free	McCarty	None after brief training	No	Aaron Sotala
Streaming Video	Deliver video via web	Free or \$, depending on location	McCarty or on Location	1 week+ McCarty, varies on location	No	Ron Thomas (McCarty), Al Williamson (other locations)
Illuminate	Live chat, meetings, webinars	Free w/ approval by Dan Cromer or Mark Rieger	Anywhere	None after approval	Yes	Ron Thomas

Cost

Note that there may be costs associated with using some of these options, though in all cases these are only to cover staff and equipment costs of the production, making them far more affordable than commercial alternatives.

Contact our office for more details regarding your specific project.

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Polycom

Useful for live course delivery, seminars, faculty training, extension training, interviews which include presentations and which a large audience will view. Locations are at multiple sites on the Gainesville campus, all RECs, and most Extension offices. The Distance Education Center at G001 McCarty Hall has the additional capacity to digitally capture events for streaming on the Web after a presentation.

Video Recording

Prerecorded video breaks down into two basic categories: classroom lectures, and on-site recordings.

Lecture - A traditional classroom lecture recorded for playback in the future

On-Site - On-site videos are shot in the field so that the instructor can provide students with learning experiences that would normally require on-campus facilities, a field trip by a live class, or might simply be unavailable.

Both options are available from IFAS Information and Communication Services (ICS). Our Distance Education Center in G001 McCarty can be scheduled to record lectures, and on-site videos can be arranged in conjunction with the ICS Educational Video team.

Accordent

These systems record both a speaker's computer presentation, and video of the speaker, then combine them into a graphic package that can be uploaded to a server and viewed on an Internet browser. The format of the interface presents a much larger and higher resolution view of the computer portion than does the digital capture and streaming of a presentation in Real Media or Windows Media files alone. These work best to capture course lectures or training presentations, seminars or conference speakers. These can then be incorporated into a CMS or website, or burned to CD or DVD.

PowerPoint

The standard software used to create presentations, for use both during live lectures before groups, or reviewed as standalone files by individuals.

Articulate Presenter takes narrated PowerPoints and publishes them to the Web or CD. Converts PowerPoint lectures used in live classes to web format, without losing the auditory lecture component of the class.

UF E-learning System

This is an online system that offers a full range of features necessary to deliver academic courses or other types of training via the Internet. Some of these features are online testing, a gradebook, student tracking, chatrooms, messageboards, and student authentication. The system also allows integration with the registrar, financial services and other institutional functions.

Flash Interactive Tools

Simple quizzes, animated elements, rollover buttons, draggable objects, zoomable images, slide shows, etc. More complex functions such as specialized calculators, variable simulations or the like may require hiring an outside programmer.

Camtasia

Records movements of the mouse and keyboard input, and combine them with narration, video and annotations. This method works well for short lecture blocks where it is especially important to be able to demonstrate onscreen actions while providing verbal or text instruction, such as training viewers in the use of software. Not well suited to long, unbroken lectures.

For more information and additional support material, please visit the ICS Distance Education Web site, <http://ics.ifas.ufl.edu/support/>.