

Guidelines for faculty in the myCSUNtablet initiative
A Best Practices Guide
California State University, Northridge

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This document is intended as a guide to assist faculty currently participating in the myCSUNtablet initiative and an overview for potential participants.

Additional information and support is available at <http://www.csun.edu/it/mycsuntablet-information-faculty>. Information is subject to change and will be updated as necessary.

Value of the iPad at CSUN

- Faculty should demonstrate during the class and in the syllabus the value of teaching with iPads and various apps, for students who are accustomed to a traditional classroom setup of print textbooks that can be sold or retained. Faculty should stress benefits beyond the dollar amount: there is language on the iPad initiative site to support this.
- **Student success** is the driving force of the initiative. Beyond the novelty of using new technology, faculty aim to help students understand content better and be prepared to join the professional workforce.
- Throughout the academic year, the Faculty Technology Center will host workshops and a full schedule is available at www.csun.edu/it/workshop-calendar
- To support university-wide assessment of the project, it is a good idea to note student successes and challenges while learning with the iPad. Your students might participate in surveys and focus groups as well.

University support of iPads and apps: an overview

- Each cluster of classes has one lead faculty member who has tested apps for other faculty to use. It is recommended that faculty **not experiment with other paid apps** with their classes, although it is acceptable to explore other free apps. Each app should have three considerations: accessibility, cost, and timeliness. Apps **must** come legally through iTunes.
- Although iTunes offers many apps for testing and evaluating students, it is not recommended that they be used because they do not allow for accommodation of students with disabilities. Faculty members are advised to use traditional testing methods that allow accommodation.

- CSUN cannot offer technical or other support for jailbroken iPads and/or non-iTunes apps; to that end students using jailbroken iPads cannot cite lack of warranty if a malfunctioning iPad prevents them from completing work
- Faculty iPads are covered by Apple Care and if damaged or stolen may be replaced for \$49. More information is found at <http://www.apple.com/legal/sales-support/applecare/applecareplusforipad.html>
- In addition to traditional printed syllabus, all information unique to tablet classes needs to be on Moodle and in other formats. Students need to be successful and cannot use “not knowing” about something specific to the tablet as an excuse not to complete work or assignments. Faculty should not have to lose class time for tech support.
- Faculty should tell students at the beginning of the semester which paid apps are required and preferably organize the syllabus with each week’s apps. It is recommended that the faculty member not overload each class with more than a few apps, and that he or she should begin the class with an active wifi connection and all needed apps open and ready.

Student support

- Students may check out iPads in the short term (up to one day) from the Learning Commons in the Oviatt Library, but students need to have their own iPad with a unique Apple ID and apps.
- The Matador Bookstore is an Apple Authorized Service Provider, so students can take their iPads there for technical troubleshooting
- Students need to pay the full price for apps—the university will not be able to act as a discount clearinghouse. Buying an app is a class requirement just like a course reader or lab fee.
- Team members from IT have a dedicated help desk in the Learning Commons in the Oviatt Library and can assist both students and faculty
- When students register for an iPad class, they receive this message from Admissions & Records:

“Dear Student,

Congratulations, you have enrolled in a myCSUNtablet course for Fall 2013. The myCSUNtablet initiative seeks to reduce the cost and increase the quality of learning materials for students. Participating students will use iPads and gain immediate access to e-books and related e-learning materials in a suite of courses in select majors.

This course requires an Apple iPad running at least iOS 6 and with 32 GB of storage. Your iPad can be purchased through the Matador Bookstore by utilizing the

myCSUNtablet Payment Plan (no fees or interest), or with payment in full. The first 500 students to pre-order their iPad will receive AppleCare+ (\$99 value) for free!

If you receive a financial aid balance check it is expected that you will use these funds to purchase equipment, books and supplies required for your classes, including the myCSUNtablet.

Please see the following website for more information:

<http://www.csun.edu/it/mycsuntablet-students>

You may also wish to contact the faculty member for the course for additional course-specific requirements.

Sincerely,

Admissions and Records”

Training & Involvement Activities for Faculty

For help choosing apps, assembling a syllabus, understanding the pedagogy, or to request a workshop, contact Lindsay Hansen (lindsay.hansen@csun.edu; ext. 7147).

For help with technical issues and setting up the iPad, contact the IT help desk in the Learning Commons of the Library or call ext. 1200. You may also contact Sydni Powell, Tablet Technologist (sydni.powell@csun.edu; ext. 5194). For more general questions about the iPad, visit <http://www.apple.com/support/ipad/>

If you are interested in participating in myCSUNtablet, please contact Deone Zell (deone.zell@csun.edu; ext. 5198).