



**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

A photograph of a library service desk. Several people are visible: one person is seated at a computer workstation, another is standing and looking at a document, and others are partially visible. The desk is equipped with computers, printers, and various office supplies. The background shows a typical library setting with wooden paneling and a carpeted floor.

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

Golisano Library Reserve Request Form

****IMPORTANT****

- **Reserve list** need to be renewed each semester. These include ALL citation information for each course including title, author, date and publisher. List may take up to 5 business days to complete. **Syllabi items are considered reserve list.**
- For your convenience, all list will be deployed to course reading pages in the Course Management System (CMS).
- Please adhere to the following copyright guidelines: An article may remain on a list for **no more than 10 consecutive semesters**. If a list item may be provided after that.
- Please contact Julie Wright with questions: wright.julie@robert.edu / ext. 6087

Semester:	Class:
Professor:	Date Needed:
	Loan Length:
Books/Chapters	Journal Articles
Title:	Journal:
Author:	Title:
Date:	Author:
Publisher:	Date:
Call#/Personal Copy	Volume#
Title:	Journal:
Author:	Title:
Date:	Author:
Publisher:	Date:
Call#/Personal Copy	Volume#
Title:	Journal:
Author:	Title:
Date:	Author:
Publisher:	Date:
Call#/Personal Copy	Volume#

N Drive Folders

The image shows a screenshot of a file explorer window displaying a list of folders on an N Drive. The folders are organized into three columns. A tooltip is visible over the 'ART 103' folder, providing details about its contents.

ACC 201	CMC 312	LIT 209
ART 101	CMC 330	LIT 312
ART 103	CMC 401	LIT 315
ART 113	CSC 103	LIT 403
ART 216		Men's Chorus
ART 261		MIN 200
ART 273		MIN 302
ART 274	EDC 664	MIN 330
ART 275	EDC PSY 502	MIN 670
ART 291	EDC PSY 503	MTH 200
ART 315	EDC PSY 504	MUS 100
ART 319	EDC PSY 508	MUS 104
ART 361	EDC PSY 509	MUS 205
ART 391	EDC PSY 516	MUS 237
ART 450	EDC PSY 520	MUS 302
ART 491	EDC PSY 522	MUS 308
BIB 101	EDC PSY 530	MUS 316
BIB 102	EDC PSY 610	MUS 405
BIB 206	EDC PSY 655	MUS 406
BIB 208	EDC PSY 710	MUS 6560
BIB 301	EDC PSY 717	NES-FMC HIST
BIO 101	EDU 304	NSG 102
BIO 120	EDU 307 556	NSG 203
BIO 301	EDU 333	NSG 301
BIO 490	EDU 379	NSG 302

Size: 27.0 KB
Folders: _vti_cnf
Files: Book List for ART 103.doc, CR ART 103.htm

CMS site link

Course: PSY 406 01 LEC - Psychology and Theology - Windows Internet Explorer

Address bar: <https://courses.roberts.edu/course/view.php?id=1246>

Page Title: **ROBERTS WESLEYAN COLLEGE PSY 406 01 LEC - Psychology and Theology**

User: You are logged in as Reserve Librarian (Logout)

Navigation: Courses ▶ PSY 406 01 LEC SPRING 2008

Switch role to... Turn editing on

CMS HelpLine:

Phone: 585.594.6789
Email: rwccms@roberts.edu

Calendar

April 2008

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Global events Course events
Group events User events

People

Participants

Weekly outline

Course Readings

- 14 January - 20 January
- 21 January - 27 January
- 28 January - 3 February
- 4 February - 10 February
- 11 February - 17 February
- 18 February - 24 February
- 25 February - 2 March
- 3 March - 9 March
- 10 March - 16 March
- 17 March - 23 March
- 24 March - 30 March

Campus Resources

- RWC Intranet
- RWC Email
- IQWeb
- Turnitin.com
- Library
- Registration
- Learning Center
- "The Broadcaster"
- RWC Events
- RWC News
- Career Services
- Counseling Center
- Health Services

Quickmail

- Compose
- History

Local intranet 100% 11:32 AM

Course Reserves Webpage

PSY 504 01 LEC SPRING 2008: Course Readings - Windows Internet Explorer

https://courses.roberts.edu/mod/resource/view.php?id=13876

File Edit View Favorites Tools Help

PSY 504 01 LEC SPRING 2008: Course Readings

ROBERTS WESLEYAN COLLEGE **PSY 504 01 LEC - Counseling Theory & Practicum**

Courses ▶ PSY 504 01 LEC SPRING 2008 ▶ Resources ▶ Course Readings [Update this Resource](#)

Course Readings for EDC/PSY 504

Instructor: Jennifer Aube and Keri Barnett

BOOKS on Reserve at the Library

Call Number	Author	Title	Loan
BF 637.C6 H367 2001	Hays, Pamela A.	Addressing Cultural Complexities in Practice: A Framework for Clinicians and Counselors	1 day
BV 4012 .J65 1991	Jones, Stanton L.	Modern Psychotherapies: A Comprehensive Christian Appraisal	1 day
HM 1211 .H64 2007 (2 copies)	Hogan-Garcia, Mikel	The Four Skills of Cultural Diversity Competence: A Process for Understanding and Practice	1 day

ARTICLES

Author	Title
Aponte, H.	Spiritually-Sensitive Therapy

Links to files in folders on the N drive

Last modified: Thursday, 24 January 2008, 01:16 PM

Moodle Docs for this page

Done Local intranet 100%

start Microsoft Office Com... PSY 504 01 LEC SPRI... CMS Site.JPG - Paint Microsoft PowerPoint... 11:48 AM

NEW Online Reserves Form for Faculty

Reserve Manager - Request and Manage Your Library Reserves.

[Edit Reserve](#) [Manage Resources](#) [Control Panel](#)

Instructor

Requesting Instructor
Torrey, Jennelle

Requesting Instructor	Office Phone	Email
Jennelle Torrey	6883	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

Type of Material:
Journal Article (Electronic - PDF, Word) ▼

Author Last Name
Pollock

Author First Name
Christopher

Editor

Journal
My Book 1

Volume

Article

Publication Date
3/6/2008

Edition Date

Type of Material:
Book (Physical Reserve) ▼

Author Last Name
Pollock

Author First Name
Christopher

Book Title
My Book 1

Publication Date
3/6/2008

Publisher

City/Place of Publication

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](#)

All Courses

All Media Types

All Instructor

Resource Title

Requested

Ordered

My Book 1 (Pollock, Christopher)

3/31/2008

n/a

[Manage](#)

[Notes](#)

Pretty Picture (Pollock, Chris)

3/7/2008

n/a

[Manage](#)

[Notes](#)

Pretty Picture (Pollock, Chris)

3/7/2008

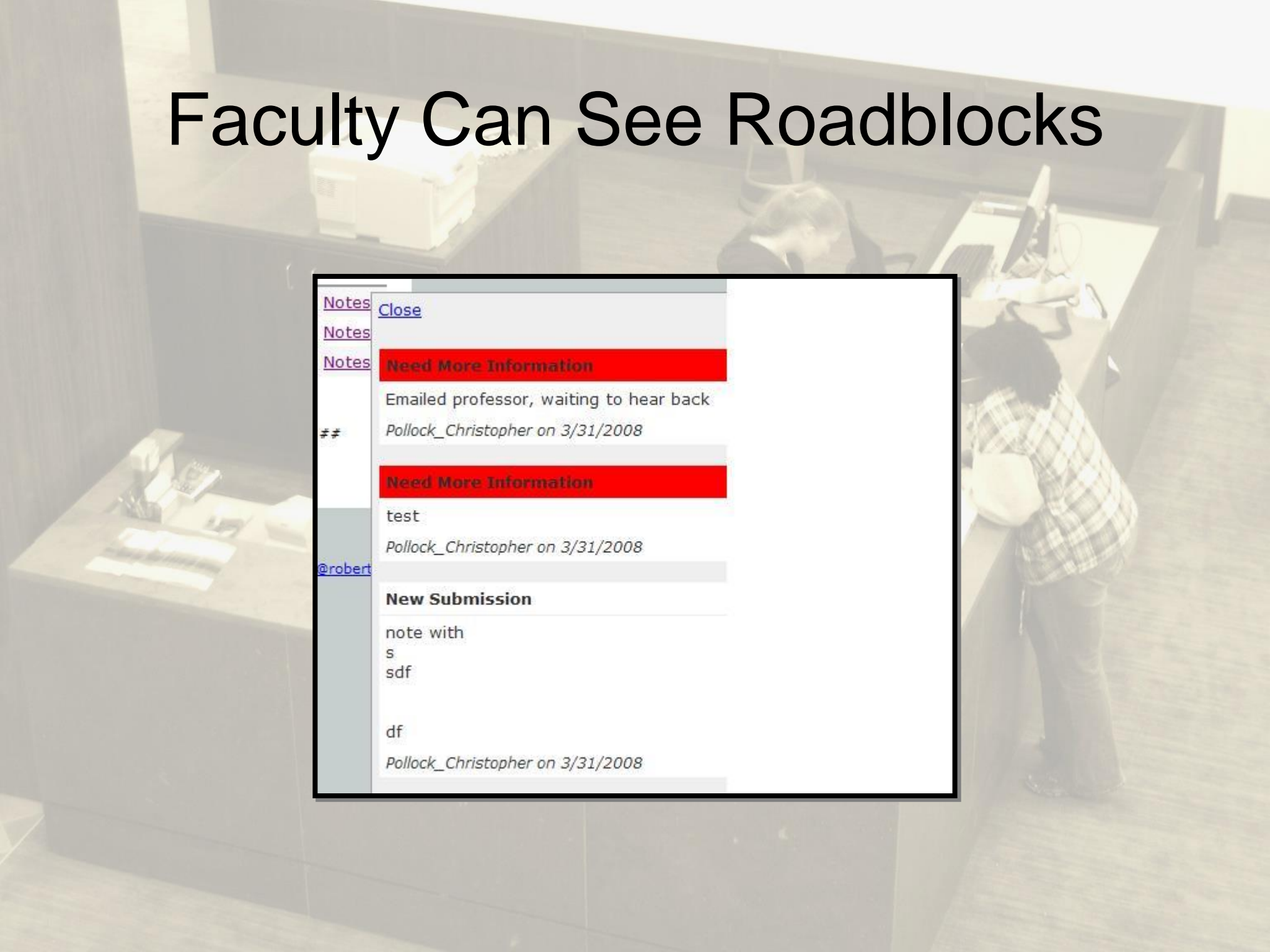
[View](#)

[Manage](#)

[Notes](#)

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

Faculty Can See Roadblocks



Notes [Close](#)

Notes

Notes

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

[@robert](#)

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!



**Julie Wright
Esther Gillie**

**B. Thomas Golisano Library
Roberts Wesleyan College
Spring 2008**