

Appendix D

Technology in FLT Courses



Foreign Language Teaching

Graduate Programs Handbook

Michigan State University

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Appendix D:

Technology in FLT Courses

- Master of Arts in Foreign Language Teaching
- Graduate Certificate in Foreign Language Teaching

This handbook supplement contains important material about technology in FLT courses. This content is provided as part of every FLT course syllabus, but its relevance extends beyond one particular course. Tutorials and further links are provided on our internal platforms.

MAFLT SharePoint site pages:

- Tech Tools in FLT Courses >
<https://michiganstate.sharepoint.com/sites/MAFLT/SitePages/Tech.aspx>
- MAFLTutorials Hub
https://michiganstate.sharepoint.com/sites/MAFLT/SitePages/MAFLTutorials_Hub.aspx

MAFLT Student Notebook in OneNote:

- [Tech Tools](#) ([Web view](#))

TECHNOLOGY IN FLT COURSES.....	1
ACCESSING COURSE READINGS THROUGH MSU LIBRARIES	2
TECHNOLOGY FOR COMMUNICATION IN THE FLT PROGRAM	2
TECHNOLOGY FOR FLT COURSES	3
D2L Online Learning Management System	3
Recommended Hardware and Software for All Courses	3
MSU Resources Pertaining to FLT Online Courses	3
Spartan365 / Office 365 Apps in Particular	4

ACCESSING COURSE READINGS THROUGH MSU LIBRARIES

For each course, the instructor will list out exactly which readings are part of the course, as well as how to access them. Many courses and additional readings will be available directly through the MSU library or through the course page on D2L. To access materials from off campus, use your MSU ID to sign in to your library account:

lib.msu.edu/general/account.

TECHNOLOGY FOR COMMUNICATION IN THE FLT PROGRAM

Because this class is online, our communication by internet and phone will be very important. We will use the following three methods of communication as the semester goes on, and further training will be available in the course, via D2L and Spartan365 apps. Guidance on these tools and how to use them on your devices is provided below in the section **Technology for this Course**, in our course materials (see **Module 0**), and in the general tutorial materials for MAFLT Students: [MAFLT Tutorials Hub \(michiganstate.sharepoint.com\)](http://michiganstate.sharepoint.com).

- **Activity Feed, Announcements, and Notifications in D2L** (d2l.msu.edu) > Course Home;
- **Microsoft Teams** (teams.microsoft.com) > MAFLT Students and Class Teams; and
- **SpartanMail/Outlook email** (<http://spartanmail.msu.edu>).

Announcements and Notifications: Each week, you will see an announcement via D2L when new modules and major updates are released. Additional reminders, follow-ups, responses to questions that are relevant to multiple people, and links to files and other materials available via Spartan365 apps may be shared via **Teams**. D2L can also send out a wide range of automated notifications. Some of these are more useful than others. You should customize and update your notifications in D2L and Teams each semester. **Teams** also serves to connect other apps including OneNote, Stream, and SharePoint. You can also contact your classmates and instructor individually via Teams chat.

Individual Communication via D2L, Teams, and Email: When FLT instructors send email to you, they will use your **MSU email account**, not a personal account (this choice is for security and consistency). We do NOT use the internal email tool in D2L. In some cases, email is important because it creates a record of the interaction. Invitations via Outlook and automated notifications from D2L will also go to your email. If I email you, please take the message seriously and reply promptly and as directed. Once the course begins, we will primarily rely on **Microsoft Teams** for communication and collaboration on tasks and materials.

Virtual Meetings: We use the video meeting tool in **Microsoft Teams** or **Zoom** (<http://msu.zoom.us>) for office hours, review sessions, etc. Ideally, you will use a webcam, microphone, and headphones for these meetings, but you can also dial in by phone. This software allows for real-time communication and sharing of our computer screens. The meeting ID and link will be provided in the invitation to each class virtual event. All virtual events are optional but recommended. If you cannot attend at the scheduled time, there will be alternative ways to participate, and you will be able to access recordings.

Making Appointments: Throughout the semester, office hours are available by appointment. The default appointment length is 30 minutes. Appointments can take place by phone, but

virtual meetings are preferred. Each FLT faculty member has a different way of making appointments, please follow up with each of them to get their individual preferences or booking links.

TECHNOLOGY FOR FLT COURSES

Access various tutorials, recommendations, and links at:

<https://michiganstate.sharepoint.com/sites/MAFLT/SitePages/Tech.aspx>

D2L Online Learning Management System

This online course is managed through Michigan State University's current learning management system, D2L. Log in at d2l.msu.edu using your MSU NetID and password. In a fully online course like this one, our D2L page is essentially our classroom. This page is used for sharing materials, linking to external sites and tools, submitting assignments, communicating via email and discussion board, completing quizzes in some courses, reporting grades, and more. D2L runs well in most browsers and works on mobile devices. Note that you can set up various alerts in D2L (click your name in the top right corner and choose Notifications) that will send a message to your email and/or phone when you have new items, upcoming due dates, and so on.

D2L 24/7 Help Desk: Click "Help" in D2L or go to help.d2l.msu.edu or call (517-432-6200)

Troubleshooting: If you should have technical trouble while attempting to complete a task or submit an assignment in D2L, you can contact the D2L Help Desk 24/7 by submitting a request online or by phone. Note that the Help Desk staff will send me updates on the issue upon request. If you are having trouble accessing materials through the MSU Library, click **Ask a Librarian** at lib.msu.edu. Other troubleshooting advice is provided in the D2L course page under **FAQ**.

Recommended Hardware and Software for All Courses

In order to participate in this course, you will need the following technology, all of which you may already have at your disposal. These tools are recommended for all FLT courses:

- Reliable computer and stable, relatively fast internet connection (at least 10mbps).
- Web camera, microphone, and headphones for office hours, virtual meetings, etc.
- MSU NetID and email account, set up and checked daily: spartanmail.msu.edu.
- Microsoft Office or compatible software. Download free from spartan365.msu.edu.
- Adobe Acrobat or other PDF reader. Download free from get.adobe.com/reader.
- Software for video recording presentations (links and tutorials in D2L and MAFLT Students SharePoint).
- Video camera, audio recorder, or smartphone if you decide to record your own teaching.

MSU Resources Pertaining to FLT Online Courses

MSU provides many other sites and tools that will be useful to you, including:

- **MSU Instructional Technology Support:** <https://tech.msu.edu/support>.
- **MSU IT Training:** spartanslearn.msu.edu and remote.msu.edu/learning.
- **MSU Library** – lib.msu.edu – Extensive materials available at a distance, both electronically and by mail. To access your library account, log in here: lib.msu.edu/general/account.
 - **Guide to Ebooks** – libguides.lib.msu.edu/ebooks - explore books you can access from anywhere and find out how to read them online or offline.
- **Distance Learning Services** - <https://lib.msu.edu/dls/> - links to resources and contact info for the Discovery Services help desk. You can also email them at reachout@msu.edu.
- **Google Apps for Education** – <http://googleapps.msu.edu/>. Access to Drive, Calendar, Sites, Classroom, etc. with MSU NetID. Using your MSU access provides for greater security.
- **Kaltura MediaSpace** – <http://mediaspace.msu.edu> – Allows faculty and students to create, upload, and share videos. MediaSpace also provides tools for recording presentations.
- **Zoom** – msu.zoom.us – Video conferencing software – accounts for all faculty and students.

Spartan365 / Office 365 Apps in Particular

- **SpartanMail** – <http://spartanmail.msu.edu> – This email account is the most important way that MAFLT instructors communicate with students. Please check it every day. Note that SpartanMail is based on Microsoft Outlook. You can access it in a browser (such as Chrome or Microsoft Edge), by using Microsoft Outlook on your desktop, and/or as an app on your mobile devices. You can create an “Inbox Rule” to forward it to another email account, but we recommend using Outlook for MSU email.
- **Calendar in Outlook and Teams** - You can get to the same calendar by clicking the Calendar app in Outlook or Teams. Scheduled appointments with me or meetings for this course will appear there. Also, if you put your general availability there, I can use the Scheduling Assistant tool to find times that work for synchronous meetings (office hours, virtual meetings, etc.). Useful tips:
 - How to: [Subscribe to your Google Calendar from Outlook](#).
 - How to: [Share free/busy times with other people at MSU](#).
- **Office apps via Spartan365** – <http://spartan365.msu.edu> – from this site, you can access and download an array of Office365 apps, including **Microsoft Office Pro**. In addition to MS Word, Excel, PowerPoint, and Outlook, which may already be familiar to you, we also use the following less-familiar apps. You can learn more and find training at michiganstate.sharepoint.com/sites/Spartan-365-Help-FAQ.
 - **OneDrive** – <http://onedrive.microsoft.com> – cloud storage for your files.
 - **Teams** – <http://teams.microsoft.com> – all FLT courses have a class Team for communication and collaboration.
 - **SharePoint** – <http://sharepoint.microsoft.com> – hub similar to a private website for each Team. Provides access to the same documents found under Files in Teams.

