The Office of Instructional Development (OID) is a unit of the College's Division of Undergraduate Education that supports UCLA's teaching mission through grants, programs and services. This flyer presents some of our most popular services and programs for instructors. In most cases, these programs are subsidized and therefore free of charge unless otherwise noted. A complete list of OID's offerings as well as additional information about the items listed in this flyer can be found at http://www.oid.ucla.edu

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Hotlines to Resources

Main Office
310 825-9149

Audio Visual Services
310 206-6597

Bruincast
310 794-9146

Evaluation of Instruction Program
310 825-6939

Instructional Improvement Major-Grants
310 206-1440

Instructional Improvement Mini-Grants
310 825-2790

Instructional Media Collections
310 825-0755

Instructional Media Lab
310 206-1211

Instructional Media Production
310 825-7771

Teaching Assistant Training Program
310 206-2622

Test of Oral Proficiency
310 825-3106

Training and Consulting
310 206-4599

http://www.oid.ucla.edu

OID UCLA Office of Instructional Development

Guide to Resources and Services

UCLA

Services and Resources

Instructional Technology Training and Consulting
OID has specialists that offer individual consultations as well as regularly scheduled group workshops for instructors looking for assistance with instructional technologies. From learning popular software to best application practices, they can help. Please contact them at **teaching@oid.ucla.edu**, or **206-4599** to make an appointment to discuss your instructional needs and interests. View upcoming workshops on our website's calendar at: **www.oid.ucla.edu/training/training.**

OID Training Room 186 Powell

Video, Film and Instructional Media
Instructional Media Collections and Services provides faculty with access to over 10,000 titles of documentary and feature films and television shows that have been acquired specifically for use in classroom instruction. Materials can be used in the classroom, placed on reserve to be viewed in the OID Media Lab (270 Powell), and/or placed in Video Furnace and linked to their password protected course website for online viewing. A database of titles is available at our website: **http://www.oid.ucla.edu/units/imcs/search**, or contact the IMCS at **825-0755.**

Classroom Equipment
Audio Visual Services maintains a database of the type of equipment you can expect to find in a particular classroom, and provides video tutorials on the proper use of the equipment. AVS is the first place to go when you need equipment, training and technicians for regularly scheduled classes. For more information, visit the AVS section of our website: **http://www.oid.ucla.edu/units/avs/buildings**, or call **206-6597.**

Bruincast Course Webcasting
Bruincast is a service of OID that will come to your course lectures, record them and then create and stream video and or audio podcasts so that your students can review your lectures online. For more information, contact **bruincasthelp@ucla.edu,** or **794-9146.**

Videoconferencing
OID operates 2 fixed facilities at UCLA for videoconferencing, but with "IP Videoconferencing To GO," any of our almost 200 classrooms with Internet access can be venues for videoconferencing, resulting in more convenience for students and faculty and more seamless integration of videoconferencing into the teaching and learning experience. Let us help you arrange a live videoconference for your class, right in your general assignment classroom. To find out more, contact **vidcon@ucla.edu**, or call **206-7449.**

Instructional Media Production
IMP offers a professional level of expertise and service to enable video and audio projects to become fully realized productions. Services are available on a recharge basis to anyone at UCLA for projects supporting the academic, administrative or research missions of the university. To find out more, please visit: **http://www.oid.ucla.edu/units/imp**, or call the IMP at **825-7771**.

Evaluation of Instruction
EIP provides forms, analyses, and reports for evaluation of courses, instructors and teaching assistants. Evaluation of Instruction distributes more than 300,000 forms annually to approximately 110 departments and various programs. EIP also provides a variety of test scoring services that are available to all UCLA Instructors. To discuss your needs with an evaluation coordinator, please contact **eip@oid.ucla.edu**, or call **825-6939.**

Course Management Systems (CMS)
2008 marks the start of a campus-wide initiative called the Common Collaboration and Learning Environment (CCLE), which is the product of a collaborative group of schools, divisions, and departments at UCLA. Housed in OID, the goal of the CCLE is to encourage the campus to converge on a single CMS that is based on the open source system Moodle. If you are interested in using a Course Management System for your class, contact your local IT group about your options. If you're uncertain what is available in your school or who to contact, our CCLE Coordinator will help you find your way. Call **825-7100** or email **cfornadley@oid.ucla.edu.**

OID Grant Programs

Instructional Improvement Major Grants
Instructional Improvement Grants support major faculty, department, and college initiated projects designed to support curricular experimentation and development, and enhance instructional improvement of undergraduate offerings. Proposals should address the specific needs of an undergraduate course or curriculum, and represent an appropriate and cost-effective response to a clearly defined pedagogical problem. Initial inquiries can be directed to Dr. Kumiko Haas at **206-1440,** or **khaas@oid.ucla.edu.**

Instructional Improvement Mini-Grants
The Office of Instructional Development provides funding to support undergraduate instructional improvement projects initiated by faculty or departments. Mini-grants are provided by OID for small-scale projects which improve or enrich existing undergraduate courses. An individual faculty member's total requests may not exceed $750 per academic year. Questions regarding the appropriateness of mini-grant requests can often be resolved by a phone call in advance of submitting an application. Please contact the Mini-Grant Program office at **iip@oid.ucla.edu**, or **825-2790.**

Media Conversion Grants
The goal of this grant program is to facilitate the digitization of an instructor's slides or video tapes so that they can be used on course websites and in the classroom. These annual grants provide the equipment and OID technician time to scan up to one hundred 35mm slides or two hours of video-tape so that they can be used in undergraduate courses. To download the form and apply, visit our website and search on the keywords media conversion, or call **206-4599**.