

## **Information for Full-Time Faculty on Computing at Ursuline College**

Computer Information Services is the office in charge of **all campus** computing. CIS maintains the email system, the college's network, and all the classroom computers. When requested, CIS can offer one-to-one or small group tutorials on how to use various programs, such as, Educator course management software or PowerPoint.

### **Email and Ursuline Login**

Computer Information Services provides a login with email to all faculty. Email addresses are generally first initial plus last name @ursuline.edu. Thus Elizabeth Jones can be found at [ejones@ursuline.edu](mailto:ejones@ursuline.edu).

As an Ursuline College instructor, you will use Microsoft Outlook to manage email. Outlook will be installed on the computer in your office. It can also be accessed from the Internet over the web from the college's homepage [www.ursuline.edu](http://www.ursuline.edu) with the email link in the upper right of the College home page. Note that Outlook allows you to maintain a calendar, contacts list, and other useful features, all accessible via any Internet connection.

To sign up for an Ursuline login and email, complete the online form on this site. As part of the account application you will be required to read and agree to the College's Acceptable Use policy. You can read the Acceptable Use Policy on the CIS web site.

The form asks for the first 5 digits of your Social Security number since these are used, in conjunction with your initials, to create your network password, which is needed to access your email account as well as to login to any computer on campus. If you want to, you can change the assigned password to one you choose.

### **How to Login to Educator**

To obtain access to Educator, you will use the link on the College home page. Your user name and password for Educator is the same user name and password you have for your Ursuline email.

### **The H drive**

When applying for your Ursuline login, you are also asked if you'd like network file space (the H drive). The H drive is a hard drive accessible from any computer on campus. It is not accessible via the Internet. We recommend that you secure network file space so that when working at any computer in the classrooms, you can save your work to the H drive. The advantages are several: (1) the H drive is accessible from any computer on campus, including all the classroom computers, so there is no need to copy PowerPoints or other classroom materials to a flash drive or disk; (2) the H drive is regularly backed-up so your data is secure.

### **The P drive**

On occasion, you may hear faculty or staff mention that something is available "on the P drive." The P drive is a public network drive on which forms and other documents useful to the general college community are stored. This drive is accessible from computers on Ursuline's campus but is not available over the internet. Examples of the type of materials found on the P drive include: forms for incomplete grades and grade changes, telephone and office directories for faculty and staff, as well as an "Ursuline Studies" folder which includes sample syllabi, check request forms, field trip waivers, and other interesting materials.

### **The Student Drive**

Students also have access to network file space for temporary storage of files. Their drive is called the Student Drive and, unlike faculty drive space which is password protected and available permanently, materials saved to the Student Drive are open to anyone on campus with a network login. This means that students (and faculty) can, if they wish, browse through any assignment saved to the Student Drive, including those of other students. Again, the student drive is not accessible from the Internet though it is available from any computer on campus. Files saved on the Student Drive are deleted at the end of the academic year.

### **Announcements Folder**

The Announcements folder is a public folder inside the Outlook email system where anyone on campus can post an announcement to the College community as a whole. It is a good thing to check the announcements folder each day.

## **Computer Resources: Hardware**

### **Computers Assigned to You for Office Use**

Each full-time faculty member is assigned a computer for office use. The standard computer assigned to the office is a new PC with Microsoft Office. When requested, CIS can supply a laptop or a Macintosh computer instead of the PC. If there is a cost differential between the standard desktop and the laptop, the school budget will need to cover the difference.

The standard replacement cycle for office computers is four years.

