

## **Information for Part-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, they 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 part-time faculty who teach for the College. 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 a part-time instructor, you will use Microsoft Outlook web access to manage email. Outlook can be accessed 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 campus computer. College policy holds that "part-time faculty accounts remain active for one semester after the individual is contracted to teach for the College. If the individual is not contracted for two consecutive semesters, the account will be deleted."

### **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**

Computer Information Services maintains three computer labs on campus: two in Pilla Center PC105 and PC226, and one in Mullen MU140. All the labs contain printers, and PC105 and MU140 also have scanners. Computers and scanners, both a flat-bed and dedicated slide scanner, are also available in the Faculty Lounge in Pilla Center PC212 (second floor). The labs are open during regular building hours, but note that PC105 and MU140 also function as computer classrooms and are closed to the public while class is in session.

Almost all classrooms contain a PC with a digital projector, VCR and DVD player. Instructions on how to operate the equipment are provided on laminated cards found on each teacher's station. Despite the complicated appearance of the equipment, it is actually quite straightforward to use.

If you need help using the equipment the best approach is to make an appointment with the Help Desk to learn how to use the equipment before you find yourself in class and needing help. Upon request, and with prior arrangement, a Help Desk specialist will meet with you at your classroom at whatever time is convenient for you. For example, if you have a class beginning at 7:00 p.m., if you request it, the technician will meet you there at 6:45 p.m. to help you get started.

Should you find yourself teaching in a classroom without this equipment, contact the Help Desk to request a portable computer and projector. Contact Help Desk you may use the link on the CIS home page.

Ursuline College has also provided laptop computers that can be checked out in the Media Center at Besse Library. These are high-quality Dell computers, and can be used (with prior arrangement) by faculty for conference presentations and other off-campus uses. For more information on the laptops or to make a request to borrow one, click here: <http://www.ursuline.edu/library/laptops.htm>

### **Wireless Internet**

If you carry a laptop or an advanced PDA, Ursuline has free wi-fi access in Besse Library, Mullen Commuter lounge, Dauby Building, and in the Pilla Atrium.

### **Computer Resources: Software**

Through CIS's webpage you can access several free software programs for download.

Two programs useful for faculty have been two programs – Ghostwriter and FreePDF – which enable you to create a PDF version of any document you create, including PowerPoint presentations. Converting files to PDFs when posting them to Educator, ensures that students can access the materials easily with Adobe Acrobat Reader.

The CIS webpage also has a very good free anti-virus program called AVG.

As an employee of Ursuline College, Microsoft extends all faculty, even part-time faculty, "work-at-home" licenses for Microsoft Office and Windows XP Pro. Each school has a copy of the Office program which you can borrow to install at home once you've signed the license agreement that accompanies the disks and is kept on file in the dean's office. That agreement states that the employee must erase the program at whatever point they are no longer employed by Ursuline College.

### **How to Contact Support**

One strength of Ursuline College is the people who work there – they are a tremendous resource to draw upon, whether you have a particular problem to be solved or simply wish to learn new and better ways to use technology within the classroom.

There are two ways to contact the Help Desk with a support issue:

1. Complete the support online form on CIS or Faculty & Staff web pages
2. Telephone Help Desk at 440-449-4624 or 440-646-8391.

In the case of an off-hours emergency, if you call the Help Desk phone number, someone from Help Desk will return your call and help you resolve your problem.

Other thoughts and concerns should be shared with Director, Computer Information Services, 440-449-4471.