Welcome to New Faculty

8/21/2017

Information Technology
2018 Campus Desktop Standards

- Windows: Win 10 in labs & new units; Win 7 elsewhere
- MACs for special programs
- Office 2016
- MS desktop antivirus: Windows Defender, Endpoint
- MEEC program - deep discounts on software
- Adobe Acrobat Professional
  - Creative Cloud available upon request
- WAH (Work at home) – Faculty/Staff – No Charge
  - MS Office 365
  - Adobe Creative Cloud
  - Mathematica
Gator Print allows for printing anywhere on campus

- Multifunction Units (Canon) all around campus (20)
  - Maps located in Doc Center & the IT Virtual Help Desk
- Document Center: Gibbons Hall lower level (currently in trailer)
- Select **Gator Print** from the printer menu
- Job held 24 hours or until released
- Faculty/Staff ID card or network credentials used at printer
- You may use your personal or university account (if applicable)
- Funds may be added – visit the Business Office
- $15 lost card replacement fee (pay in Business Office)
Campus Net & Data Security

• Register for Password Reset Portal (portal.ndm.edu)
• Never share passwords; change routinely – prompt 90 days
• Never take the bait sent by ‘phishers’ or unknown accounts
• **All legitimate** notices from IT Help Desk **contain** subject:
  
  *** Gator Alert *** Mandatory Upgrade for 08/21/2017

• W: \ - Interdepartmental Shared Drives
• S: \ - Departmental Drive
• H: \ - Your Network ‘personal’ drive (15 GB limit)
  • Save important files to your network drives (backed up daily)
  • Exclude ALL PERSONAL, MUSIC AND VIDEO FILES from network drives!
Information Security Policy

(Protected classes of data)

NDMU supports all federal and state data and information security policies:

- FERPA
- HIPAA
- AUP
- E-sign Security
- E-Commerce
- PCI
- Gramm–Leach–Bliley Act (“GLBA”)
- Scheduled (90 Day) password reset
- Online Password reset portal with Challenge Questions
Faculty and Staff

• Use Outlook and Outlook Web Access (OWA)
• Student NDMU e-mail addresses found in GAL (Address Book)

Students

• Students provided e-mail for life (Microsoft Live)
  • Used for official campus correspondence: billing, security alerts, etc.
• Microsoft Office365 - free to students
  • 5 personal installations
  • Provided for CURRENT students
E-mail: Outlook & OWA (Outlook Web Access)

On campus

- Windows: Microsoft Outlook (Exchange)
- Mac: Microsoft Outlook (Exchange)

Off campus Link to: [http://email.ndm.edu](http://email.ndm.edu)

- Log in using OWA
  - Username: Full Email Address (username@ndm.edu)
  - Password: Provided by IT; included in Technology Welcome Packet

E-mail Features to know:

- GAL (Global Address List) contains all campus members
- Create signature(s)
- Inbox filters
- Public folders
- Distribution lists and groups
- Flagging JUNK e-mail
- How to set ‘Out of Office’ Replies
NDMU Password Management

**Faculty and Staff**

- Campus/network password – for ‘everything’
  (Network, labs, Pharos, LNDL, Web Advisor, etc.)
  Register for password reset portal
  where: http:\\portal.ndm.edu

- Joule only password
  where: http:\\learn.ndm.edu
NDMU Password Management

**Students**

- Campus/network password
  
  (Network, labs, Pharos, LNDL, Web Advisor, etc.)

  Register for password reset portal
  
  where: link to http:\\portal.ndm.edu

- Joule password
  
  where: http:\\learn.ndm.edu

- Gator-mail O365 E-mail Password
  
  Register for password reset portal
  
  where: http:\\portal.ndm.edu (coming soon)
Instructional Technology

**Multimedia Classroom (MMC)**
Instructor’s station containing PC, DVD player and stereo amplifier, with ceiling mounted projector and speakers

**Mobile Technology Classroom (MTC)**
MMC with the flexibility to support student or college owned mobile technologies; power is provided at the desktop and data is provided via desktop or wireless access

**Hi-Tech Classrooms (HTC)**
MMC that also provides a computer workstation for each student

**Language Learning Lab (LLC)** - located in Meletia Hall
Individual workstations for each student connected to library of language AV content

**Global Digital Classroom (GDC)** – located in Gibbons Hall
Dual displays in front and rear of classroom for interactive applications

**Simulation Centers** - SON in UAB; SOP in Gibbons
Instructional Technology

Gibbons Hall Technology Upgrade

• Wireless Network Upgrade
• Global Digital Classroom
• Communication Arts Production Classroom
• Three new institutes for supporting global learning

Knott Hall Technology Upgrade

• Recent Wireless Network Upgrade
Instructional Technology

Available for 2017 Academic Year:

Adobe Creative Suite
- Faculty and Staff Offices (upon request); WAH
- Classrooms
- Computer Labs

Mathematica 10 (local, server-based; WAH available)
SPSS 24 (local, moved to server-based; 30 day commuter license available)

Software available on sps.ndm.edu via the HUB:
https://ndm.onthehub.com
Moodlerooms Joule

Joule 3.2

- [http://learn.ndm.edu](http://learn.ndm.edu) → course work
- [http://train.ndm.edu](http://train.ndm.edu) → testing/development

Log in

- Username: Network Login
- Password: Provided by IT, located on Tech Welcome Packet
- For Course Shells/Online Training; contact FRC at frc@ndm.edu

Joule features:

- Online quiz creation & grading
- Turnitin
- E-mail function
- Calendars

- Online assignment access
- Chat room
- Discussion Forums
Web Advisor

Log in: [http://advisor.ndm.edu](http://advisor.ndm.edu) (or [http://portal.ndm.edu](http://portal.ndm.edu))

- Username: Network Login
- Password: Provided by IT - Technology Welcome Packet

Web Advisor Services:

- Course rosters/class size
- Class schedules (date, time, location, description, etc.)
- Financial aid information
- Faculty contact information
- Online payment options for students
  - PCI-compliant transaction system to banks
  - Real-time updates to Student’s account
Network Access

Wired network throughout campus
About 65% of campus upgraded to new WIFI
NDMU-owned laptops automatically connects to WIFI

Wireless networks:

• **NDM_FS** (pre-configured & ‘hidden’)
• **NDM_Secure** (pre-configured & ‘hidden’ in updated buildings)
• **NDM_Labs** (pre-configured and ‘hidden’)
• **NDM_GuestNet** (public)
• **NDM_ResNet** (public)
• **SOPStu** (private)
• **SOPTemp** (private)

Need assistance: [http://portal.ndm.edu](http://portal.ndm.edu)
IT Help Desk Services:
• Account information assistance
• Instructional software/technology assistance
• Support for general technology matters

Hours of Operation:
Monday – Thursday 8:00am – 8:00pm
Friday 8:00am – 6:00pm
Saturday 8:00am – 4:00pm
Sunday Closed

Located in Rice Hall - Room105
(410) 532-5200 or helpdesk@ndm.edu
Virtual IT Help Desk

Location: http://portal.ndm.edu or through www.ndm.edu

Log in:
- Username: username@ndm.edu (Email Address)
- Password: Provided by IT, located on technology packet

Virtual IT Help Desk Services:
- Usernames/passwords
- E-mail
- ID Cards
- Desktop telephone features
- Moodlerooms Joule
- Web Advisor and more...

Welcome to the Notre Dame Portal
your information gateway

To "get connected" to the information you need, simply select the appropriate link below:

- Prospective Student Portal
- Registered Student Portal
- Faculty & Staff Portal
- Faculty & Staff Office 365 applications
- NDMU Password Self-Service
Mobile Technology

Computer Cart
- Rolling cart with PC, speakers and projector

Display Cart
- Rolling cart with display and DVD or Blu-Ray player

Laptop Carousel
- Rolling carousel housing 15 or more laptops

Combo bag
- Carrying case with laptop, projector and presentation remote *(must be picked up and returned to the IT Help Desk)*
Computer Labs & Lounges

Knott Hall
- Room 106 - student lounge
- Social/team lab with laptop plug-ins/wall monitors

University Academic Building (UAB)
- Room 103 – HUB
- Social/team lab for collaborative work space

Residence Halls (Doyle & Meletia)
- Gator Alley
- Resident Lounge
- Available to students 24/7
Computer Labs & Lounges

Rice Hall

• Room 102 - PC lab with dual projectors
• Room 106 - Social lab with Windows and Mac
• Scanning, printing & fax available
## Technology-Enabled Learning Spaces and Audiovisual Closets

### MMC
- GIB 213
- GIB 214
- GIB 222
- GIB 225
- GIB 300
- GIB 312
- GIB 313 – (Academy for Catholic Educators)
- GIB 314
- GIB 505
- GIB 506
- GIB 507
- GIB 508
- FIC 036
- FOU 107
- FOU 108
- FOU210
- FOU 212
- KNO 110
- KNO 131
- KNO 133
- KNO 135
- KNO 210

### MTC
- GIB 215
- GIB 315
- FOU 102
- FOU 106
- FOU 214
- FOU 217
- KNO 105
- KNO 108
- KNO 136 – SOP Simulation Center
- KNO 306
- KNO 311
- UAB 104
- UAB 106
- UAB 203
- UAB 3rd floor – Simulation Center

### COMPUTER LABS
- RIC 106
- KNO 106
- RIC 102
- UAB 103

### AUDITORIUMS
- KNOTT AUDITORIUM
- LNDL

### GLOBAL CENTER
- GIB 418 – WOMAN’S INSTITUTE
- GIB 420I – GLOBAL DIGITAL CLASSROOM
- GIB 420B – GLOBAL LEADERSHIP
- GIB 430 – COMM ARTS POST PRODUCTION STUDIO
- GIB 430A – VIEWING ROOM

### MOBILE AV CART
- KNO 126A
- KNO 310
- FICO27
- FOU 011A

### LAPTOP CARTS
- GIB 215 (Card Access)
- GIB 315
- FOU 213 (Card Access)
- KNO 116 (Card Access)
- KNO 310 (Card Access)
Reserving Technology

Technology-enabled classrooms may be reserved through the Registrar’s office during the classroom scheduling process.

Ad-hoc technology requests can be made through R25 system.

Conference Services must confirm reservation before use.

To reserve technology in R25:

- Log in to the Virtual Help Desk at [http://portal.ndm.edu](http://portal.ndm.edu)
- Click Campus Events Scheduling System
- Click My Requests
- Log in to R25 using same formula as network log in
- Fill out request form and submit
Welcome to New Faculty

Thank You...

Questions?