

Hello everyone!

In lieu of the monthly news I thought I would send my top 10 tips for you to read as you come back to campus and are getting ready for classes to start!

**1. Follow I.T. on Facebook and Twitter**

I.T is on Facebook and Twitter, follow us to keep up with new and updated technology at Walsh



2. **Clutter** can hide important emails from you to your students, **please add the information below to your syllabus** to remind students to manage or turn off this folder. In addition, mention this the first day of class.

*Your Walsh email has a Clutter folder by default. Mail that comes in that is not read or is skipped over often may go into this folder. Please check the folder regularly for messages from your instructor or important Walsh information. You can move items that you don't want in Clutter from the Clutter mailbox to your Inbox. You can turn off Clutter easily by following the instructions in this video, <https://mix.office.com/watch/737kiemn28l7>*

More information in this Microsoft article: [Understanding how Clutter works](#)

**3. If using Clickers Add Turning Technologies to your course in ECN**

By adding the link to Turning Technologies Clickers in your ECN course, students can register and log into their account easily.

Follow the steps below to set it up:

- Open your ECN Course
- Click Site Info
- Click Edit Tools
- Click Plugin Tools (very bottom of the list)
- Click the checkbox next to Turning Tech Clickers
- Click Continue
- Click Finish

The link will appear on the left menu in the Course Tools section

**4. Download the Walsh mobile app**

Go to your favorite app store for your mobile device. Look for Walsh University in the app store. The app also boasts an interactive map, access to ECN, the new mobile friendly Cav Center and more!



## 5. Classroom Updates

We have been working on the classrooms this summer.

Some great updates:

- Adobe Creative Cloud is in all the classrooms
- Turning Point Cloud link is on the desktop (for those using Clickers)
- Office 2016
- If you use BlueJeans videoconferencing the app is already loaded, saving one extra step
- Lastly, there is a link on the desktop to Office365 – Click on it, and go straight to the log in page.

## 6. Classroom instructions have been written on how to use the podium for laptops, videos and general use.

Please see the attached .pdf, the information will be distributed to classrooms soon.

## 7. A reminder to **attend training sessions this week**. This week is full of meetings, retreats, and opening day but find some time to attend one of our training sessions this week. We have brought in the experts to answer questions and give you a tour of new products and updates. For detailed information about each session see my email from Friday August 19 entitled “Get Training before school starts!!!”

All sessions are in Aultman 004 computer lab

### Wednesday August 24<sup>th</sup>

1pm BlueJeans videoconferencing service with Kamran Khan our account manager – if you use Meetings in ECN this will replace the tool that is there.

2:30pm ECN Overview and update with John Gurnak (hands on, bring work you need help with in ECN)

4-5pm General session on Office365 with Jennifer Loudiana (please bring questions you have)

### Friday August 26<sup>th</sup>

1pm Turning Technologies update to Turning Point Cloud. Session about Clickers by David Yargo, Turning Technologies Training Specialist.

If you use Clickers this is mandatory so you know how to use the new service.

If you do not use Clickers, come and see what is about and how you can use them in your classroom.

This session is hands on, bring PowerPoints and your clicker and receiver to get your account set up and practice using the new version.

## 8. Help Desk after hours reminder

Our after-hours help desk does not handle everything our in-person help desk does. They have minimal access.

They **do handle** password resets and some basic questions regarding network connection, classrooms and ECN. They can put in tickets for us to get when we get in in the morning.

They **can not handle** any issues with network drives, OneDrive, or specific computer issues.

**9. New In person hours for the help desk start the week of August 29<sup>th</sup>**

Monday through Wednesday 7:30a-8pm

Thursday 7:30a-7pm

Friday 8a-5p

Saturday 8a-12pm

- 10. Add Atomic Learning to your course in ECN.** Atomic learning has launched a new format and a student success program. [Check out videos](#) and see the attached instructions to add them to your course in ECN.

As always, questions, let me know!

Jennifer

Hello everyone!