

JUNE I.T. NEWS

Summer terms are in full swing and the sun is shining and warm weather is here!
A lot is going on in I.T. so far this summer, check out information and updates below or print the attached pdf of this newsletter.

[Reminders](#) – OneDrive and Password Reset and Printer Req form
[ECN to be Down](#)

[Turnitin](#) – new features coming

[ECN Tips and Tricks](#)

[Office 2016](#) being installed and some tips

[OneDrive and using Version History](#)

[BlueJeans Videoconferencing](#)

[Mobile App, Facebook and Twitter](#)

[Atomic Learning and Summer Professional Development](#)

[New Tools](#) – Canva and update for Padlet

[Coming Soon from I.T.](#)

REMINDERS!

ONE DRIVE!

If you have not moved to OneDrive, please plan time to move your files from P drive to OneDrive. The P: drive will be gone for Fall term.

The new Office 2016 allows OneDrive to work better and is part of the rollout. You must manually move your files to OneDrive. If you need assistance, please contact the help desk or email us at helpdesk@walsh.edu.

We have heard some good feedback about OneDrive from those using it! Faculty are able to work at home easier. Files can be shared and updated a lot easier than emailing multiple files and not sure which one is right. It also serves as a great backup for all files, and version control helps if you make a mistake or overwrite something. (see below for tips on using Version History).

PASSWORD RESET

If you have not registered for Password Reset, please do! It will make it easier to get your password reset or unlocked. See the information at www.walsh.edu/password-reset
Contact the help desk if you need assistance registering or changing your password.

NEW Printer Requisition Form

Please use the link below to the W: drive and use the new pdf form when request toner and other printing supplies.

The Infopath form will be removed by the end of the week.

<W:\HelpDesk\Printer Supply Requisition Form 05242016.pdf>

ECN DOWNTIME!!!



ECN will be down Monday August 8th from 5am-10am for a Vendor Upgrade.

Please plan your due dates and assignments accordingly.

TURNITIN UPDATE JULY 18TH

Turnitin will be updating to Feedback Studio on July 18th.


The new update is called Feedback Studio and the features will be available via the reporting in ECN. Look for more information in July about the new tool and features.

ECN TIPS AND TRICKS

Resubmissions for student assignments

When you need to allow a resubmission for a student or students, change the Accept Until date on the assignment to match the resubmission date for the student. If you only put in a resubmission date on the assignment for the student they will not be able to see the area to resubmit the assignment.

Need help using ECN?

Try out the context sensitive help by clicking on the  in the upper right of the page you are working on.

If you would rather peruse the help topics, click *Help* on the bottom left of your course to browse the help library.

As always, feel free to contact John Gurnak or myself if you need assistance during business hours.

OFFICE 2016 INSTALLATION AND TIPS

Office 2016 is being rolled out this summer. A team from I.T. is out and about and scheduling updates for faculty and staff.

By Fall semester all labs and campus computers will have Office 2016. If you do not have it at home, you can download it for free from your Office365 login.

To learn more about Office 2016, check out the Atomic Learning tutorial [What's New in Office 2016](#)

If you are using InfoPath for forms this is not available in Office 2016, please contact Angie or myself in advance of your upgrade, for an alternative to interactive forms.

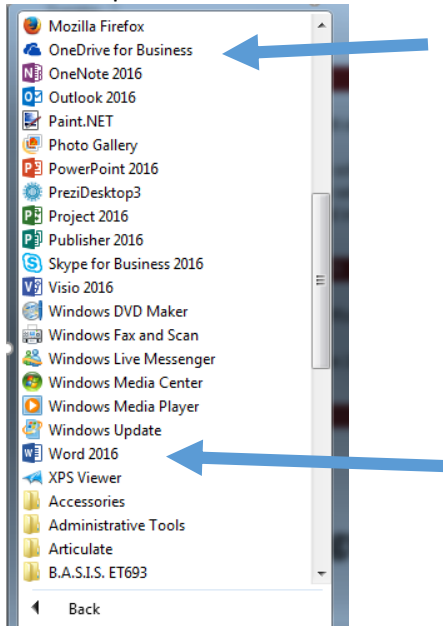
After the upgrade – a few tips.

If your OneDrive stops syncing or has issues, please contact Angie at the help desk and she can remote in and check on it.

Where are my Office Programs?

Office 2016 has placed each program individually on your Program listing. There will not be a folder for Microsoft Office. The programs are listed alphabetically in your listing.

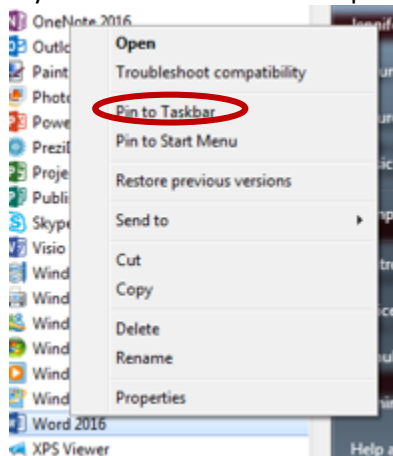
Click on the Start button -> Click *All Programs* -> Scroll and look for the program name without Microsoft for example Word or Excel



How do I get my programs pinned to the Taskbar?

Find the program on the Programs list -> Right click and choose *Pin to Taskbar*.

If you want it to be on the top of your Start button menu then choose *Pin to Start Menu*.

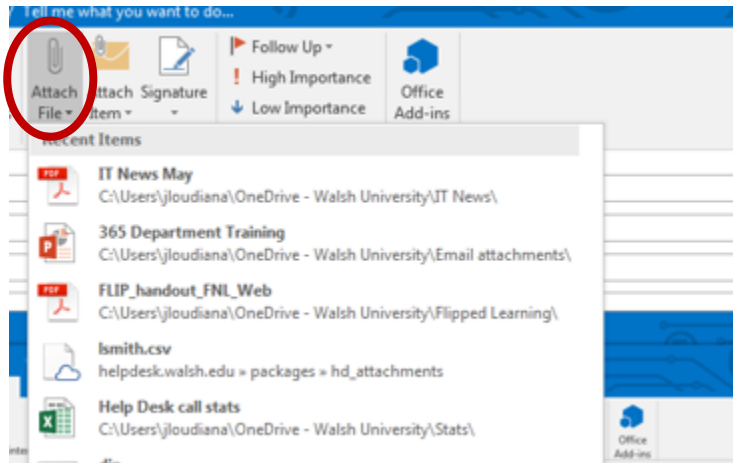


Office 2016 feature of the month

Each month I will highlight a new feature of Office 2016

This month the highlight is for **Outlook**.

The new version of Office will keep a listing of your most recently opened files. When you click *Attach a File* to add a file to an email it will display the latest listing. This makes it easier than searching your OneDrive or computer for the file.

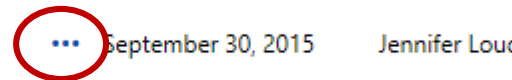
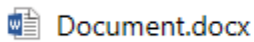


ONEDRIVE TIP! VERSION HISTORY

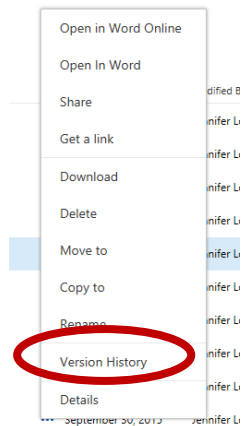
Did you know that OneDrive keeps a version history of all of your documents? Well it does and you can restore from any point you want to.

Go to Office365 on the web and log in. Click the OneDrive tile.

Click the ... next to any file



Choose Version History

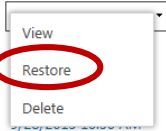


Click the drop down arrow next to the date/time you want to restore.
Click Restore to move this version to the top.

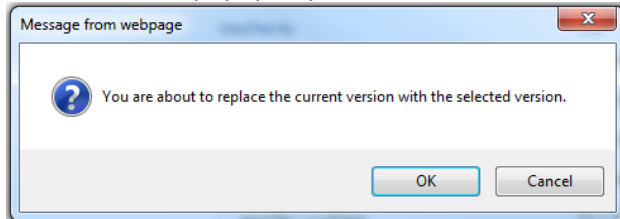
Version History

Delete All Versions

No. ↓	Modified
7.0	9/30/2015 11:14 AM
6.0	9/30/2015 11:08 AM
5.0	9/28/2015 10:54 AM
4.0	9/28/2015 10:54 AM
3.0	9/28/2015 10:54 AM
2.0	5/14/2015 11:51 AM
1.0	5/14/2015 11:51 AM



Click OK on the popup, if you aren't sure click Cancel.



The restored version will be the next number in sequence, in this example it is 8.0

No. ↓	Modified
8.0	6/6/2016 11:20 AM
7.0	9/30/2015 11:14 AM
6.0	9/30/2015 11:08 AM
5.0	9/28/2015 10:54 AM
4.0	9/28/2015 10:54 AM

VIDEOCONFERENCING WITH BLUEJEANS

We have renewed our licensing for Blue Jeans which is our campus videoconferencing system. If you have not tried using it, next time you have a call or meeting try it out!

Some of the advantages over other tools:

- Can have over 25 participants in the call
- Users can connect in via phone and computer or use computer audio/video
- Users can change their connection mid-meeting, for example if they connected via computer and the audio isn't good they can switch to phone. If they need to leave a meeting at their desk they can switch to phone on their cell phone and stay on the meeting.
- There is a mobile app for Apple and Android that is free.
- Room systems can connect to BlueJeans
- Moderator can record the meeting and download the mp4 file for later reference

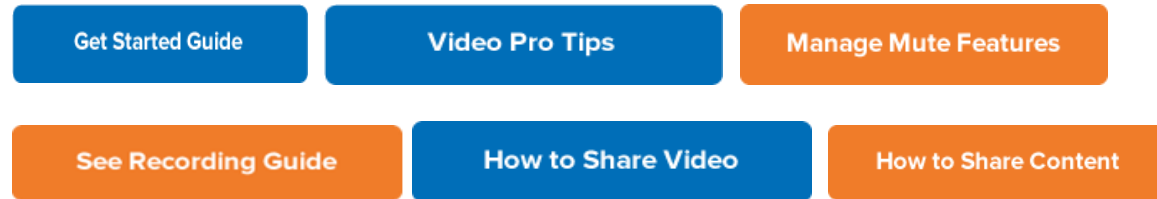
Contact Jennifer for a Login to try it out!!

Preview the system at one of their Coffee and BlueJeans training sessions on Tuesdays or Thursdays.

Sign up here https://pages.bluejeans.com/Coffee-and-Bluejeans-2016.html?_ga=1.10601341.854075001.1441207486

These trainings are offered to a small group and an experienced trainer will walk you through using BlueJeans as a meeting moderator, a user and how to use the mobile version.

If you have used BlueJeans – below are links to some tips and tricks from BlueJeans



MOBILE APP, FACEBOOK AND TWITTER!

I.T. is moving forward into the mobile and social media arena! Check out our links and mobile app!

The **mobile app** is available in the   (click the button to see more and download)

Students will see their advisor information and schedules at their finger tips. There is an interactive campus map, shortcuts to our website and more!

Join I.T. on Facebook and Twitter to get updates and timely information.

Follow us on Twitter @WalshHelp

Like us on Facebook at <https://www.facebook.com/WalshUnivIT/>

ATOMIC LEARNING AND SUMMER PROFESSIONAL DEVELOPMENT

Atomic Learning is hosting a Summer of Professional Development – sign up here to get information each week to improve your professional and personal life. [AND WIN PRIZES!]

<http://www2.atomiclearning.com/summer-2016>

[Log into Atomic Learning](#) for more tutorials, tips and tricks!

Spring Semester usage -

2163 faculty/staff and students used Atomic Learning

1. IBM SPSS Statistics 19 Training
2. Photoshop CS4 – Intro Training
3. Excel 2013 – Intro Training
4. SPSS 14 – Intro Training
5. InDesign CS4 – Advanced Training
6. Premier Pro Creative Cloud 2014 Training
7. How Do I become a better public-speaker
8. Word 2013 – Intro Training
9. Creating a Resume
10. APA Research Paper Basics – Word 2010

As a reminder you can use Atomic Learning modules to supplement your course. You can link up to 3 tutorial series within your course in ECN. Instructions are attached.

NEW TOOLS!

Canva.com for Infographics

Do you need your students to create Infographics? If so try out this new tool called Canva available at [canva.com](https://www.canva.com)

Use Canva's drag-and-drop feature and professional layouts to design consistently stunning graphics.

Here are some updates on last month's new tool, **Padlet**:

- **Safe and sound:** Our entire site is now encrypted. What does that mean? Read our [blog post on https here](#).
- **Be a Padlet pro, on the go:** Post-launch excitement, we realized moving to Padlet mobile can be a big adjustment - here's a detailed guide on [posting to Padlet from your iOS or Android device](#).
- **We've been experimenting with new ways to tell a story** since the beginning. Our latest creative writing project, [Diary of a Ghost](#), follows 9-year-old ghost Jimmy as he tries to solve the mystery of a stranger who moved into his apartment building. Look out for regular new installments!

COMING SOON!!



New MyWalsh portal

I.T. is working on a redesign and new portal for MyWalsh, watch for news and updates this summer. The portal will contain the same information as it does now but will have a more role based and user friendly navigation and more!



Adobe Creative Cloud license

In time for Fall Semester Walsh will have a broader license for the Adobe Creative Cloud products. More information available later this summer!

As always, if you need assistance, let us know!
Jennifer