

MAY I.T. NEWS

Congratulation Graduates! Welcome New Students and Summer students!

This news has some updates but mostly reminders for you as you are leaving for the summer or on campus less often. Stay in touch from anywhere!

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STAY CONNECTED THIS SUMMER!

The I.T. in person **Help Desk summer hours May 9th through August 12th** and will be from 8am-4pm Monday through Friday. The on call phone service will be available after hours as always. The week of **May 2-6th** the Help Desk will be open **from 8am-5pm**. Saturday hours will resume in August.

OneDrive – Make sure you have OneDrive set up on your Walsh computer, so that files will be uploaded to the cloud for use when off campus. Contact Angie at the help desk if you need assistance.

Self Service password – Make sure you are registered with the self-serve password so you can manage, unlock and reset your own password. Go to www.walsh.edu/password-reset to register and find out more information. Contact the help desk if you need assistance.

Microsoft Office for home – Download your free copie(s) of MS Office on your home computer. Go to the Walsh Home page and log into Office365. Click on the Install button at the top of the portal that mentions Install Office. **UNCHECK** the Bing and MSN boxes before hitting install. Review the links provided for more information. It will default to your system, for example below is states to install on your PC, if you are on a Mac it will say on your Mac.

Install Office 2016 on your PC

Word Excel PowerPoint Outlook OneNote Skype for Business

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?
Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

Other installs
Troubleshoot installation

If you do not see this at the top, scroll to the bottom of the page. If you have downloaded it once it will drop to the bottom of the page. You can use it on up to 5 devices of each (Mac, PC, mobile).

REMINDER!

SUMMER I.T. UPDATES

Keep an eye on your Walsh email this summer as I.T. will have some new updates!

- Our mobile app is scheduled to be out later this month, watch your email for when it is released!
- Coming Soon! We will be on Facebook and Twitter to get the I.T. News out using a different medium
- More features and improvements this summer STAY TUNED!

OFFICE 2016 UPGRADES

I.T. will be upgrading all office and lab computer to have Office 2016 this summer. Please be aware we will be entering offices to do these updates and other routine computer maintenance.

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

ATOMIC LEARNING



Congratulations to the winners of our contest!

Lee Horrisberger
Mark Rogers
Karen Pergola
John Morvay

These faculty members utilized Atomic Learning in their ECN courses using the new add in feature. Ask them how it worked.

Stop by Jennifer's office in 212 Farrell to pick up your prize.

New Updates to Atomic Learning

Atomic Learning had been creating some great new non-tech skills videos for students and instructors.

Log into Atomic Learning at <https://secure2.atomiclearning.com/sso/cas/walsh> and then view the links below.

Student Success Tutorials available [here](#)
College Readiness Tutorials available [here](#)
Ideas for Instructional Strategies [here](#)

Check out some of their **new topics!**

Instructional Video Best Practices
What Makes a Good Researcher?
Grammar 101
Overcoming Test Anxiety

Atomic Learning will be updating their format this summer– watch your email for information when that happens. A new framework and layout.

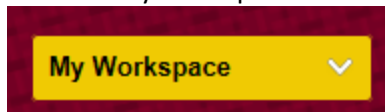
Top 10 April Tutorials watched

1. InDesign CS4 - Advanced Training
2. Photoshop CS4 - Intro Training
3. Creating a Website Using WordPress 4.1
4. Excel 2013 - Intro Training
5. What Do I Need to Consider When Accepting a Job?
6. Mastering Excel 2013
7. Excel 2016
8. Online Marketing 101
9. Being Savvy Online
10. Excel 2010 - Intermediate Training

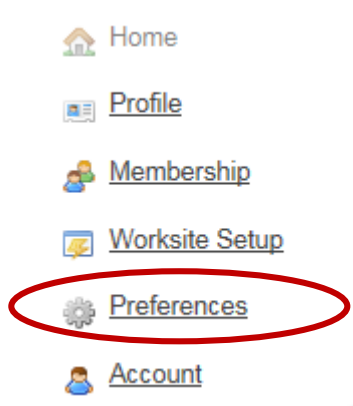
ECN TIPS AND TRICKS

You may find that you just have too many terms on your My Courses tab in ECN. If you are teaching a cross listed course or two sections of the same course and have combined the rosters for the courses and still have the unpublished course, there is way to archive courses from the My Courses listing that you don't want to see.

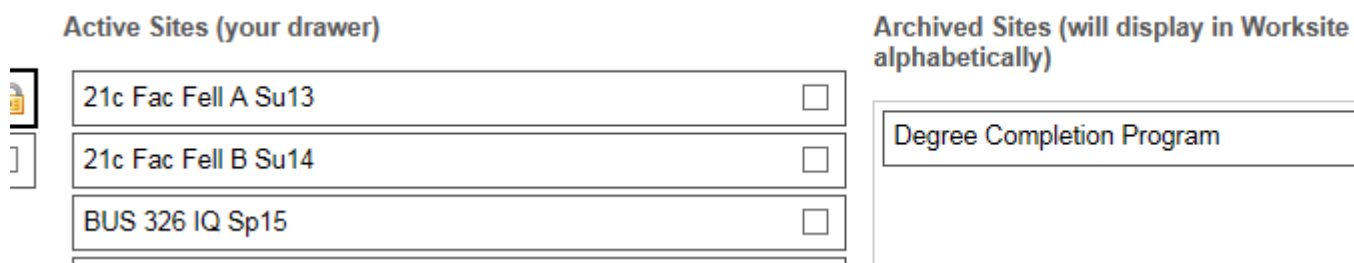
1. Click the My Workspace tab on the top right of ECN.



2. Click on Preferences on the left side menu



3. Drag and drop from the center area (Active Sites) to the right Archived Sites.

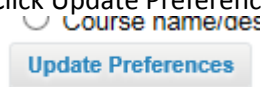


4. In addition, you can drag ONE course to show in the center area to the left (Favorite Sites) as your favorite or most commonly used site.

Favorite Sites (in top bar)



5. Click Update Preferences at the bottom of the page to save.



You can add them back in or make changes at any time by repeating the steps above and just drag them from Archived to Active.

Questions, contact Jennifer or John.

APEREO ATLAS COMPETITION

The winners of the Apero competition (parent organization of Sakai, our ECN platform) were announced in April

There were 3 winners and 2 honorable mentions. The winners showed very innovative ways of using Sakai and other tools for teaching.

Check out the website for more information <https://www.apereo.org/content/2016-atlas-winners>

ONEDRIVE TIPS AND TRICKS

Keeping your files in sync when working from the web at home or away.

If you are working in OneDrive on the web off campus, here are a few tips.

- 1) Use Office Online tools, this will automatically save and keep your files updated.
- 2) If you need to use the Office version of Excel or Word for the features, make sure that your computer has Office 2013 or higher, if not it will not work.
- 3) Choose Edit in Word (or program you are using). Work on the file and then when you go to save, do a Save As and you should see a path for OneDrive, if not, choose OneDrive – Walsh University from the list of option.

Let us know if you have any questions.

CLICKERS UPDATE

We will be upgrading the classrooms this summer to the new version of Turning Technologies software. The upgrade will be after the Summer 1 term.

Students buying new Clickers will be getting a new Model, the QT.

Students who already have Clickers will need to get a license – there will be rebate information available for them to get a refund from the purchase of their license.

More information will be forthcoming this summer and look for training in mid-August.

NEW TOOL! PADLET

Have you ever used Padlet? If so, there is now an app for it! If not, try it out at padlet.com

Padlet is a tool for quick and easy feedback, organizing information, and group projects. It is an easy to use collaborative, online bulletin board you can create.

Get ideas and more information on their blog at <http://blog.padlet.com/> or create an account and start playing at <http://www.padlet.com>.