

Faculty Technology Tips e-Newsletter

An eNewsletter from Information Services

April / May 2014

WCU
WEST CHESTER
UNIVERSITY



Have you registered yet??

Don't miss.....



Recap 2014: A New Experience

Conference: May 15, 2014, Sykes Student Union

Workshops: May 16, 2014, Anderson Hall

At West Chester University



Mobile Pedagogy



Engaging Students



Digital Assessment



Conquering the Content



Technology and Universal Design



Developing the 4 C's: Critical Thinking, Creative Thinking, Collaboration, Communication

Hands-on Workshops!

- **Grading and Assessment in D2L**
- **Building an ePortfolio with D2L**
- **Digitizing, Creating and Streaming Media**
- **Web Conferencing with Collaborate**

Registration is now open!

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Camtasia Tips and Tricks!

Do you like using a laser pointer in class? Would you like to use one in your lecture recordings?

Well, you can!

1. Start your slide show
2. Press and Hold down both the CTRL key and the left mouse button and then the mouse arrow will become a laser pointer!
3. If you would like to change the color, you may choose another in the Slide Show tab, under 'Set Up Show' and under 'Show Options' select the Laser Pointer color you like from the list, then click OK.
4. Now you have another tool to add interest to your recordings.

Have questions? Need a hand? Contact [Theresa Boppell](#) in the Digital Corner for assistance.

Ten Keyboard Shortcuts Everyone Should Know:

Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused. For example, highlighting text with the keyboard and pressing Ctrl + C is much faster than taking your hand from the keyboard, highlighting the text using the mouse, clicking copy from the file menu, and then putting your hand back in place on the keyboard. Below are ten keyboard shortcuts everyone should know --- give them a try!

Ctrl + C or Ctrl + Insert

Copy the highlighted text or selected item.

Ctrl + V or Shift + Insert

Paste the text or object that's in the clipboard.

Ctrl + Z and Ctrl + Y

Undo any change. For example, if you cut text, pressing this will undo it. This can also often be pressed multiple times to undo multiple changes. Pressing Ctrl + Y would redo the undo.

Ctrl + Back Space and Ctrl + Left or Right Arrow

Pressing Ctrl + Backspace will delete a full word at a time instead of a single character. By holding down the Ctrl key while pressing the left or right arrow will move the cursor one word at a time instead of one character at a time. If you wanted to highlight one word at a time you can hold down Ctrl + Shift and then press the left or right arrow key to move one word at a time in that direction while highlighting each word.

Ctrl + P

Print the page being viewed. For example, the document in Microsoft Word or the web page in your Internet browser.

Page Up, Space Bar, and Page Down

Pressing either the page up or page down key will move that page one page at a time in that direction. When browsing the Internet pressing the space bar will also move the page down one page at a time. If you press Shift and the Space bar the page will go up a page at a time.

Ctrl + F

Open the Find in most programs. This includes your Internet browser to find text on the current page.

Alt + Tab or Alt + Esc

Quickly switch between open programs moving forward.

Ctrl + S

While working on a document or other file in almost every program pressing Ctrl + S will save that file. This shortcut key should be used frequently anytime you're working on anything important.

Ctrl + Home or Ctrl + End

Move the cursor to the beginning or end of a document.

Qualtrics Survey Tool:

West Chester University has licensed the Qualtrics Survey Research Suite, a web-based survey and data analysis service. This license provides the WCU community with a set of powerful online survey and research tools, and allows an unlimited number of surveys and survey responses. All **WCU students, faculty, and staff** are permitted to use the service for coursework, research, and all other University-related business. Click [here](#) for information on how to get started.

Backup your Data:

Let's face it; our computers are a bigger part of life than ever before. We shop, work and play using computers. But computers aren't perfect. Files become corrupt, motherboards malfunction, and CPUs call it quits taking our precious data with them.

The best defense is to back up your personal data on a regular basis. So why do so few of us practice data backup? Too busy? Don't know how? Read the latest edition of the [Security Tips Newsletter](#) for steps you can take to backup and store your information, develop a backup plan, and recover your data.

End of Semester Reminders:

May 1 -- Grade rosters available

May 5 -- Last day of classes

May 6 to 9 -- [Final exams](#)

May 13 -- Grades due