



Faculty Tech Tips

An eNewsletter from Information Services April / May 2015

D2L Services Has Moved!

Inside This Issue:

- 1 D2L Services has Moved
- 1 RECAP Conference
- 2 Wait Lists and Permissions
- 2 WCU Mobile
- 2 MS Office 365 ProPlus
- 3 Reset your iPad
- 3 Important Dates
- 3 Keyboard Shortcuts

The D2L Services team has relocated to the Digital Corner, room 002 Anderson Hall. In addition to individual office space for staff members the new location provides a “computer lab” setting for one-on-one / specialized training sessions for faculty. Be sure to stop by and visit the D2L team in their new space!

The Digital Corner is still operational for test scoring, scanning, equipment lending, and to support faculty's use of technology in education.

Contact information remains the same: d2l@wcupa.edu or by calling, 610-436-3350 option 2.

After Hours D2L Technical Support (after 4:30pm and weekends) faculty and students can contact 1-877-325-7778.



Registration is now open for the annual **RECAP** conference. Join us on **Thursday, May 14** for **RECAP 2015!** Be sure to visit the [RECAP](#) website for registration and conference information.

Karl M. Kapp, professor, author, and consultant will share ways to engage Millennials and create deeper learning in his keynote, "**The Quest for Engaged Students: Technology, Millennials & Learning**"

- ☞ Lead a conversation
- ☞ Collaborate with colleagues
- ☞ Demonstrate best practices
- ☞ Share new technologies



Wait Lists and Class Permissions in myWCU:

Explore the [UPK](#) website for online tutorials on [Wait Lists](#), [Permissions](#) and more!

Starting for the Fall 2015 class registration period, automatic course wait lists will be available for some courses. Class wait lists queue students to enroll into closed classes if seats become available. It will make registration and schedule adjustments more convenient and equitable for all students.

Also starting for the Fall 2015 class registration period, WCU will be utilizing enrollment permission to assist students in registering into restricted courses. The enrollment permission will allow students to enroll themselves in restricted courses via myWCU.

Information about wait lists and permissions can be found on the [Registrar's](#) website. From the Scheduling page, open the accordion Wait List and Class Permissions in myWCU (New for Fall 2015).



WCU Mobile:

West Chester University's Web Team completed the development of the University's first mobile app called "WCU Mobile". The app provides direct feeds from the academic calendar, athletics and campus announcements. You can also access myWCU, D2L, webmail, the library and the campus map. Students can track the shuttle buses on campus and monitor campus parking lots for availability. Future enhancements include providing dining menus and campus events. The app can be found in the Apple Store and Google Play.

Official WCU iPhone and Android App:



Microsoft Office 365 ProPlus is now available to WCU faculty and staff at **no cost**. Microsoft made the decision to expand Microsoft Office 365 ProPlus to include faculty and staff, this multiple-download program has been available to WCU students since March 2014.

- Office 365 ProPlus is a full version of Office, which includes: Word, PowerPoint, Excel, OneNote, Outlook, and more.
- You can install Office 365 ProPlus on up to five home or personally-owned PCs/Macs and up to five mobile devices. Office mobile applications are accessible on iPhone and Android phones and automatically included with all Windows phones.

The following website includes more information:
<http://www.wcupa.edu/office365>



How to Do a Hard Reset on Your iPad:

As with many electronic devices that have an operating system, there might come a time when your apps start acting weird or your iPad simply freezes. In most cases, a "hard reset" fixes most issues.

To do a hard reset, just hold the "Sleep/Wake" button on the upper right of your iPad along with the circular "Home" button on the lower middle part of the device's bezel.



After 10 seconds or so, you should see the Apple logo. That's the sign that you've successfully completed a hard reset with your iPad.

Important Dates and End of Semester Reminders:

May 4	Last Day of Classes
May 5 - 8	Final Exams
May 10	Undergraduate Commencement
May 11	Graduate Commencement
May 12	Grades Due

Keyboard Shortcuts for Windows:

Minimize Everything [Win+D]

When you're surfing the web, grading papers in D2l, and checking email, you have a ton of windows open and everything gets cluttered. Whip everything back into shape with the "Win+D" shortcut. Simply press the Windows key and the letter "D" at the same time to minimize every window to the desktop.

This is handy when you're looking for a file or someone comes up behind you when you're working on something private. Hit "Win+D" once to minimize all of your open windows, then again to return everything back to how it was before.

Find That Tab [Alt+Tab]

If you tend to get a collection of windows going, trying to shuffle between them can get complicated.

To view all of the windows that you have open at the time, use the "Alt+Tab" shortcut. Simply hold the Alt key and hit Tab to shuffle through the windows that are open. Let go when you find the window you want, and boom! It's right there in front of you. This is a really easy way to navigate a lot of open windows.