

Faculty Tech Tips

An eNewsletter from Information Services

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New Semester, New Learning Opportunities!

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Welcome to the Spring Semester! This spring there are some great new training classes being offered. They can be found on the Software Application Training (SAT) [website](#).

SAT offers classes on a variety of programs and topics, shaped to fit your personal needs. Beginner Classes introduce the topic, build a strong foundation, and provide users with a better understanding of the overall functionality of the program. Once familiar with the basics of each topic, SAT provides Advanced Classes for those who wish to expand their knowledge. Distance Education is also used for some specific courses. These classes offer some great tools and tricks to make your classes easier to manage, more interesting and fun!

Once you have found a [course](#) you may be interested in, check out the [schedule](#) to see the next scheduled class date. Register for a class by emailing [SAT Registration](#). We look forward to seeing you in class!

The SAT website also has links to [UPK online tutorials](#) for faculty, staff, and student applications. These tutorials will allow you to learn an application at your workstation, at your own pace, and at a time that fits your schedule.



The RECAP committee is pleased to announce Karl M. Kapp, Ed.D. as the keynote speaker at this year's conference. For information about Karl and the conference, please visit the [RECAP](#) website.

There is still time to submit a proposal for the conference. Check out the [proposal submission](#) page for more information or to submit a proposal. We look forward to seeing you at RECAP on May 14!

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



Prepare your Courses in Case of Weather Related Cancellations

Be sure to visit the [D2L website](#) for helpful information, including a comprehensive [documentation library](#), for Faculty and Students

Did you know that D2L can assist during Winter Inclement Weather? With winter soon on the horizon, now is the time to start preparing your courses for the chance of inclement weather.

Faculty Training: D2L Services offers 45 minute sessions every Tuesday and Wednesday from 12:00pm – 12:45pm to discuss how Collaborate (online rooms), Discussions, and Dropbox, can help keep your course and students on track during a closure.

How do I register? Faculty can register by emailing D2L@wcupa.edu, and providing the date they wish to attend.

Important D2L Reminders

D2L Services recommends the use of Mozilla Firefox when working in the D2L environment. You can download Mozilla Firefox by visiting the [Firefox website](#). If using Internet Explorer or Safari, you may experience issues when working within D2L.

Please remind students that they should NOT use mobile devices (i.e. iPad, iPhone, Android devices, etc.) when submitting assignments or taking quizzes in D2L.

Remember to activate your D2L Courses. All courses are set as ‘inactive’ and students do not have access to inactive courses. Each course section must be activated at the **start of every semester**.

1. Click on “**Edit Course**”
2. Click “**Course Offering Information**”
3. Check the “**Active**” checkbox
4. **Click Save**



Now in its 6th year, Transforming the Teaching & Learning Environment: the PASSHE Virtual Conference provides an opportunity to engage with education professionals from around the world—all from the comfort of your office or home. Over the course of two weeks in February (9th – 20th), 60 one-hour sessions will be delivered online.

Topics range from Emerging Technologies to Organizational Best Practices to Mobile Learning and more.

For more information, contact Bob Hails at: rhails@passhe.edu.

Easy Shortcuts to Websites:

This is an easy shortcut that makes it a breeze to get to any website with a double- click!

1. Minimize and/or arrange browser window so you can see both the browser window and the desktop.
2. At the top of the browser window, locate the icon to the left of the web address.



3. Drag the icon to your desktop.
4. Rename and put into folders, as desired!
5. Double- click the icon on your desktop. It will open your browser and take you right to the website.

Know Your Internet Browser Shortcuts:

There are dozens of different shortcut keys that can be used with Internet browsers. Below are just a few of them:

- Press **Alt + D** to move the cursor into the address bar.
- Hold down the **Ctrl** key and press the **+** or **-** to increase and decrease the size of text. **Ctrl + 0** will reset the text.
- Press the **backspace** key or press **Alt** key + **left arrow** to go back a page.
- Press **F5** to refresh or reload a web page.
- Press **F11** to make the Internet browser screen full screen. Press F11 again to return to the normal view.
- Press **Ctrl + F** to open the find box to search for text within the web page you are reading.

Take Advantage of Tabbed Browsing:

Take full advantage of tabbed browsing on all Internet browsers. While reading any web page, if you come across a link that interests you open the link in a new tab so it does not interrupt your reading. A new tab can be opened by holding down the **Ctrl** key and clicking the link or if you have a mouse with a wheel press down on the **wheel** to use it as a middle mouse button to open the link in a new tab.