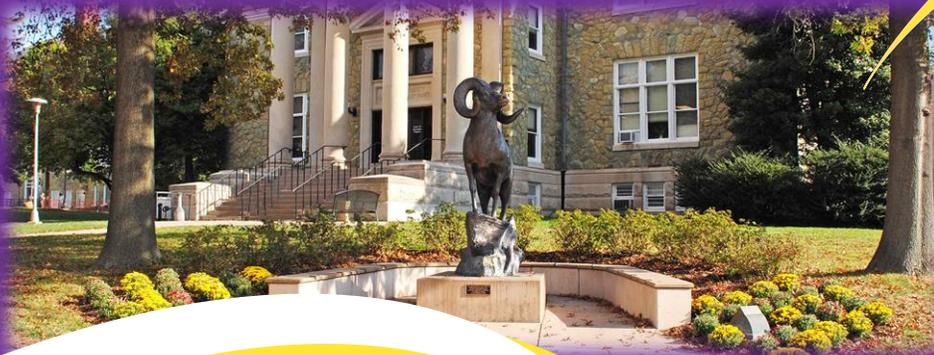


Faculty Technology Tips e-Newsletter

An eNewsletter from Information Services

November, 2013



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myWCU – New Feature for Advisors and Chairs:



Show Students by Department -

This transaction allows Advisors to view their advisees by term. For Chairs, they can view all students in their department by term, plan and advisor:

- View all their advisees
- View advisees with the scheduling on
- View advisees with no enrollment
- If the faculty clears students for graduation, view cleared students
- Clear the scheduling service indicator

Student Information – By placing your mouse over the student's name, a pop-up window appears with more student information.

Related Items – Right clicking on the student's id will show a list of useful transactions related to the student. Clicking on one of the transactions will open a model window containing the transaction.

Navigation to *Show Students by Department* is:

Main Menu – Faculty/Admin Self-Service – Show Students by Department

Or Faculty Quick Links – Show Students by Department

Recommended browser: Mozilla Firefox

We're getting ready...



2014

Save the date...

Call for Proposals – Open
December 2, 2013

Main Conference
May 15, 2014

Conference Workshop
May 16, 2014

Get ready...

AcquireProvide
RECAPResources
Technology
knowledge Challenge Embrace
excellenceapproach
Classroom Electronic
Rethink

Desktop Security Tip:

As you are aware, your HR / Payroll information is active on the PASSHE Employee Self Service (ESS) Portal. One of the concerns is that while you view ESS, you may leave the portal logged in when you walk away from your computer. This exposes your personal information to anyone who sits in front of your computer.

The Fix: Lock your computer when you step away.

On your Windows computer, you can quickly do this by holding down the **Windows key**  and pressing the letter **L**.

Press **Ctrl – Alt – Del** and enter your password to unlock your computer.

Click [here](#) for instructions on how to quickly lock your screen in Mac OS X.

Inserting Symbols:

∞ ∞ © № ¥ Ω Σ π Δ

You'll never find these symbols on your keyboard. So how do you get them into your Microsoft Word document?

- Go to the spot on your page where you want the symbol to appear
- Click the “Insert” tab and select “Symbol” from the ribbon



- Select the symbol you want from the list and click on it. It will be inserted into your document. Click “More Symbols” for additional symbols and special characters.

You can insert symbols into Outlook emails, PowerPoint slides and Publisher files the same way.

One more bonus technology tip: Here's the quick way to make a © symbol: just type (c) and it will appear. Try it!

Personalize Sorting In myWCU:



When you work in myWCU, do you ever wish the data could be sorted in a specific way? A new feature was recently implemented that allows you to personalize columns in myWCU. Click [here](#) for instructions on how to do it!

WCU Wireless:

Take a minute to check out the fall edition of [WCU Wireless Times](#). See what wireless projects and upgrades Information Services completed over the summer and learn how to connect your Windows, MAC and iOS devices to RamNet.

Taking Screenshots with an iPad:

Like the "Print Screen" function on a PC? Well, you can do that on the iPad, too:

- Simultaneously press the center circle button (Home) button, and Power, which is located on the top right hand of the iPad. A small flash and a small noise will confirm that you have taken the screenshot.
- The screenshot can be found in the Photos application.
- You can easily use the screenshots for a multitude of things. You can send your screenshots by email, assign them to a contact, use as wallpapers, print ...etc.

Social Networks:

With so many of us using social networking sites, it's important to take precautions to protect our privacy and security. The latest [newsletter](#) from the Office of Information Security offers helpful tips to keep in mind when using these sites.

Be Aware of Malware:

As malware attacks become more frequent, here are some steps you can take to avoid becoming a victim:

- Install anti-virus software and keep it up to date
- Keep software, this includes your operating system (OS), up to date with security patches
- Backing up your data on a regular basis will ensure that if your computer was ever compromised you still have access to a clean copy of your files.
- Don't click on links in pop-up windows.