



Faculty Technology Tips e-Newsletter

An eNewsletter from Information Services

April / May, 2013



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Adobe Master Collection CS6:

Information Services is pleased to announce the campus-wide license for Adobe Master Collection CS6. Licensing for this collection is available for current faculty and staff and is available in Windows and Mac platforms. Due to the time it takes to install the full package, we have created an install package to include only Adobe Acrobat Professional and Dreamweaver.

Click [Request Adobe](#) to obtain install instructions for the software. Once the request has been received, you will get an email with instructions on how to download the software to your WCU computer. This software is also available for your home computer. Click [here](#) to find out more.

Help and Support for Mediasite and Clickers:

So, you have heard about these great technology tools, Mediasite and Clickers that are being used, but you don't know where to start. Did you know that there is extra help available? Come to the Digital Corner or call Theresa Boppell, Educational Technologist, and she will tell you all about these great tools, explain how they can be integrated into your courses, help you get started using them, and support you all along the way.

If you would like to learn more about Mediasite and/or Clickers, contact Theresa Boppell tboppell@wcupa.edu 430-4089 or come visit the Digital Corner in Anderson Hall Room 2.

Scantron Test Scoring:

The final exam period is fast approaching! If you use Scantron forms for your exams, you are probably familiar with 'drop-off' services offered by the IT Help Desk in Anderson Hall. Did you know that in addition to the Help Desk, you will find 'self-service' Scantron machines in the Digital Corner (A002) and the FHG Library (FHG104)?

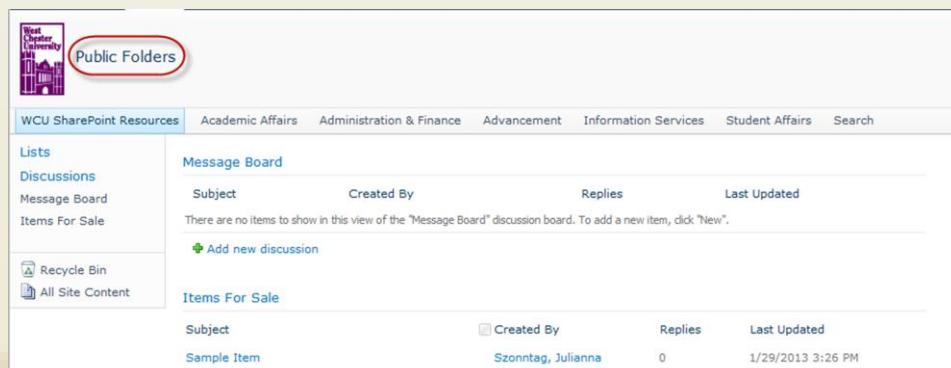
There are a number of additional self-service scanning locations in several academic departments. So, check with your department!

To assist you with self-service scanning, you might find this Test Scoring [Cheat Sheet](#) helpful.

Remember Scantron test scoring is not just for final exams. The service is available throughout the semester!

Have something you would like to sell? Looking to buy used? SharePoint Public Folders can help you with that!

- To access the Public Folders on SharePoint you must have a valid WCU username and password.
- The folders are located at <https://sp.wcupa.edu> and they can be accessed from on or off campus.
- Once on the site click on Public Folders which is located on the left on the Quick Launch bar.
- To list an item for sale click on **Add new discussion** located under the Items for Sale heading.
- To view information about an item click on it to open.
- Only items that can be sold legally are to be posted.
- Once your item has sold please delete the posting.
- Items that are one calendar year old or older will be deleted.



RECAP 2013: "Instructional Technology: The New Era"

This year, the RECAP conference is a valuable, one-day experience focusing on innovations in Instructional Technology, including a review of the latest technology tools, Mobile learning and access, LMS, and Distance Education. RECAP 2013 is an opportunity to engage with colleagues using innovative technologies in the classroom, offering faculty presentations on best practices and guest speakers. You will find conference information, including registration, at:

<http://www.wcupa.edu/recap/>

We hope to see you at RECAP on May 23!

Important Dates and End of Semester Reminders:

May 9	Grade Rosters Available Online
May 10	Last Day of Classes
May 13 – 17	<u>Final Exams</u>
May 18	Undergraduate Commencement
May 20	Graduate Commencement
May 21	Spring '13 Grades due at noon
May 23	Spring '13 Grades Posted

**** Don't forget our UPK tutorials for help with Online Grading ****

D2L Student Videos:

D2L Services is committed to achieving student success and is proud to announce that it has produced video tutorials for interacting with the system which are now available on the [D2L resource site](#).

Online Archive:

The Archive folder provides you a significant advantage versus archiving items to an Outlook Data File (.pst) on your computer. An Outlook .pst is available only within Outlook and only on the computer where the file is saved. By using the Archive folder, you have full access to the archived items from either MS Outlook or Outlook Web App (OWA aka webmail).

Benefits of the Archive Folder:

Reduce the size of your Exchange Server account: Items in the Archive folder doesn't count against your Exchange mailbox size quota. The Archive folder size is 4GB, so the total storage size for your email will be 6GB (2GB - mailbox + 4GB - archive folder).

Archive policies automatically move items: archive policies can apply to specific messages, conversations, or folders in your Exchange Server account. For example, a message can be tagged with an archive policy so that it is automatically moved to the Archive folder after a specified amount of time.

All of your day-to-day and archived items are immediately accessible: Both your primary Exchange mailbox and the Archive folder are saved on the server running Exchange. This means that you have access to all of your items from any computer that you use with Outlook. Also, all of your items are available in Outlook Web App (OWA or web mail).

Use search across all messages: In Outlook or OWA you can use search to find a message regardless of whether it is in your primary mailbox or the Archive folder.

You can view [online tutorials](#) to learn how to:

- Move your folders
- Change the archive policy in Outlook and Webmail
- Search the archive

This new feature only supports MS Outlook for Windows. If you use Microsoft Outlook for MAC, you can access the folders through Webmail.