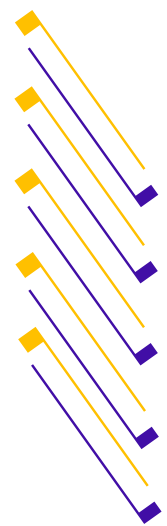


Information Services & Technology

New Faculty Orientation

WEST CHESTER UNIVERSITY
FALL 2021



Welcome!





USER ID & PASSWORD POLICY

- Every student, staff and faculty is assigned a **username/email**.
- Student's email is comprised of their initials and student ID #.
- Faculty and staff email is comprised of first initial and last name
(be aware that some emails may have a 2 or 3 after their last name to avoid duplicates)
- WCU **passwords** must be a minimum of 12 characters and do not expire.
- Use this username and password (WCU credentials) to login to WCU applications and programs and the DUO Multifactor Authentication system.
- IS&T Help Desk will never ask for your password and will never email you requesting password details or threatening that you will lose your mailbox.

USERID & PASSWORD POLICY





What?

Technology Tools are available?

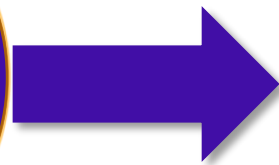
Where?

To get IT Support?





START
HERE!



WWW.WCUPA.EDU



WWW.WCUPA.EDU



WEST CHESTER
UNIVERSITY

1871
150
2021

✉ WEBMAIL

💻 myWCU

📖 D2L

DEPARTMENTS

HOW TO APPLY



- **WebMail** – Outlook Exchange
- **MyWCU** - Peoplesoft to obtain work schedule, advisor notes, course, attendance and grade rosters, etc.
- **D2L** Learning Management System
- **Search** WCUPA.EDU

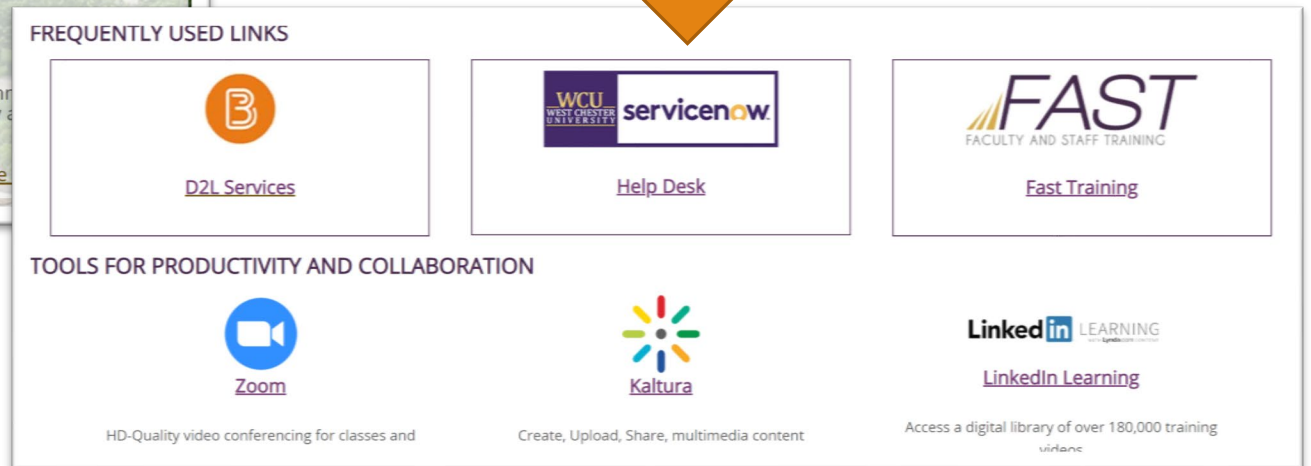
INFORMATION SERVICES & TECHNOLOGY

www.wcupa.edu/ist

WCU IS&T supports student success through strategic information technology and partnership with the entire university community.



Scroll Down for
Frequently Used Links





SUPPORT & TRAINING



SUPPORT

IS&T HELP DESK - www.wcupa.edu/ithelpdesk

- The IS&T Help Desk/Student Help Desk is the central point of contact for all technology-related hardware, software, and system support such as Office 365, myWCU and D2L at West Chester University, with offices in **Anderson Hall 119**. The Help Desk provides first level customer support for students and employees in locations such as administrative offices, classrooms, residence halls, remote sites & satellite campuses.



SERVICENOW SUPPORT - www.wcupa.edu/servicenow

- **ServiceNow Service Portal** – Make a Request or Search the Knowledge Base
- ServiceNow provides an intuitive interface enabling users to request help, submit questions, order technology, and check the status of an inquiry without directly contacting the Help Desk.

SUPPORT

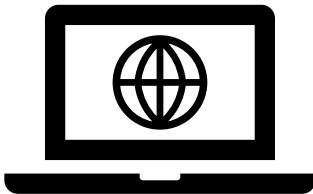


610-436-3350



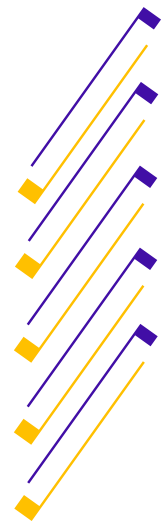
Anderson Hall, Room 119

Brandywine Hall, Room 003 – Satellite Location



www.wcupa.edu/servicenow

www.wcupa.edu/ithelpdesk



SUPPORT

Help Desk - 610-436-3350

Option 1: Student/Alumni technical support

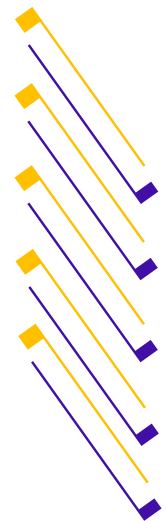
Option 2: Employee technical support

Option 3: Current Hours

Option 4: Just in time Zoom/Web Conferencing Support

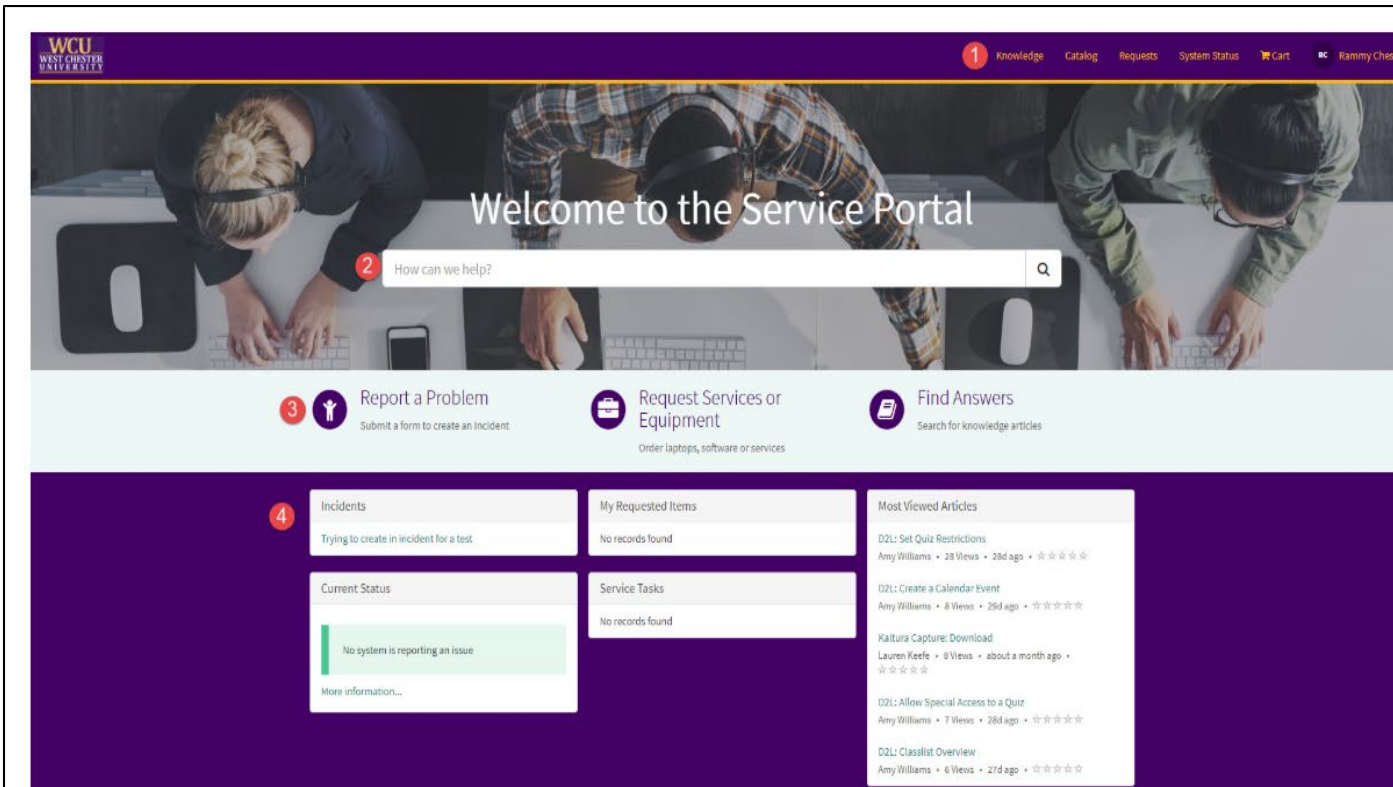
Option 5: Reset your password or unlock your account (instructions)

Option 6: Duo Support



SUPPORT – ServiceNow Portal


www.wcupa.edu/servicenow



1. Top Navigation: Quick Links to Knowledge, Catalog, Requests, System Status, and Cart
2. Searching: Search for help articles or anything else you need to find in ServiceNow
3. Contact IS&T: Report a problem or request something from IS&T
4. Widgets: Check on the status of problems, requests, systems, and most viewed articles

SUPPORT & TRAINING - ServiceNow Knowledge Base

www.wcupaprod.service-now.com/sp



KnowledgeCatalogRequestsSystem StatusCartYM

Home > Search

Sources

AllKnowledge BasesQuestions and AnswersCatalogs

FILTERS

Knowledge BasesClear All

Author ▾

Friedman, Theresa D.Jordan, Michael AManneh, MamadouUnger, SandraWilliams, Amy

Knowledge Bases results for "onedrive"

Filtering by Office 365 ✕Clear All

OneDrive: What do the Error Codes Mean?

OneDrive error codes. Introduction This article explains what the error codes mean for OneDrive. Article checks that may help you get OneDrive working again. Check that you can access OneDrive online

Article: KB0010770 · Published: about a year ago

OneDrive: Use OneDrive on Android - Mobile

OneDrive on Android. Introduction This articles explains how to use OneDrive on Android. Step-by-Step Instructions The OneDrive app lets you upload your pictures and download any files you have at One

Article: KB0010789 · Published: about a year ago

OneDrive: Fix OneDrive for Business Sync Problems - Windows

the Microsoft OneDrive for Business sync problems. Introduction This article explains how to fix the OneDrive sync problems. Article Body

SUPPORT & TRAINING - D2L Monthly Updates

www.wcupaproduct.service-now.com/sp

[Home](#) > [Knowledge](#) > [Knowledge \(Knowledge Base\)](#) > [D2L](#)

KB0011097 - Latest Version

Subscribed

Instructional Technologies: Monthly Updates

Revised by Keefe, Lauren • 4h ago • 89 Views • ☆☆☆☆☆

Table of Contents

- Article Intended For
- Introduction
- Updates for Fall 2021
 - New Features in D2L
 - New Brightspace HTML Editor
 - New Assignment Evaluation Experience
 - Updates to the Quizzes tool
 - New Compact Course Announcements with Images
 - Work to Do Widget for Students
 - Engagement and Learning Engagement Analytic Dashboards
 - Microsoft OneNote Class Notebook Integration
 - New Features in Zoom
 - Add and Share Your Pronouns
 - Live Transcription
 - Immersive View
 - Share Screen to All Breakout Rooms
 - Updates to the Zoom Client
 - Panopto
 - The Instructional Technology Services Office has moved

Article Intended For

This article is for WCU students, faculty, and staff who would like to learn more about updates to D2L, Zoom and other related technologies.

Most Useful

[D2L: Find and Name Your Presentation in ePortfolio](#)
Williams, Amy • 0 Views • 12mo ago • ☆☆☆☆☆

[Microsoft Bookings: Setting up a Bookings Calendar Site for the First Time](#)
Disney, Lisa • 14 Views • 12mo ago • ☆☆☆☆☆

[Bookings: Enter Your Business Information](#)
Disney, Lisa • 1 Views • 12mo ago • ☆☆☆☆☆

[Kaltura: Add Media](#)
Keefe, Lauren • 24 Views • 15d ago • ☆☆☆☆☆

[D2L: Share Your ePortfolio Presentation](#)
Williams, Amy • 0 Views • 12mo ago • ☆☆☆☆☆

SUPPORT & TRAINING

Office of Digital Learning & Innovation (Distance Education)

www.wcupa.edu/distanced

WCU Home > Distance Education > Faculty

Distance Education | Faculty

CONTACT DISTANCE EDUCATION

Home

Current Students

Prospective Students

Faculty

About Us

Current Students

Prospective Students

Faculty

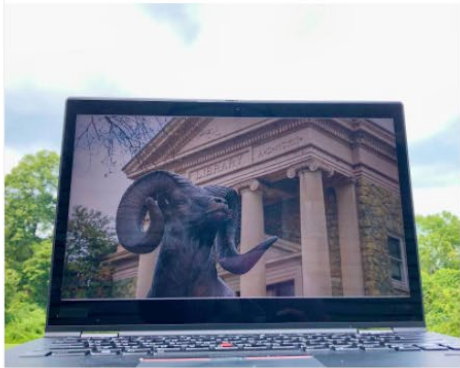
- > Getting Started
- > Policies & Procedures
- > Training and Renewal
- > Course Development Resources
- > Initiatives
- > Pedagogical Approaches

About Us


Faculty

The Office of Digital Learning and Innovation seeks to develop a continuous relationship with faculty to support them in designing, building, and teaching courses.


Getting Started



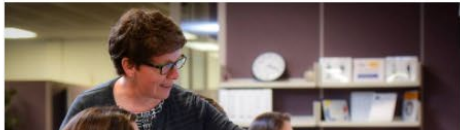
Policies & Procedures



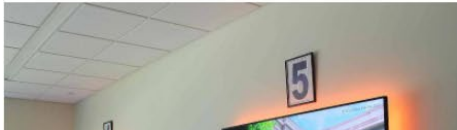
Training & Renewal




Course Development Resources



Initiatives

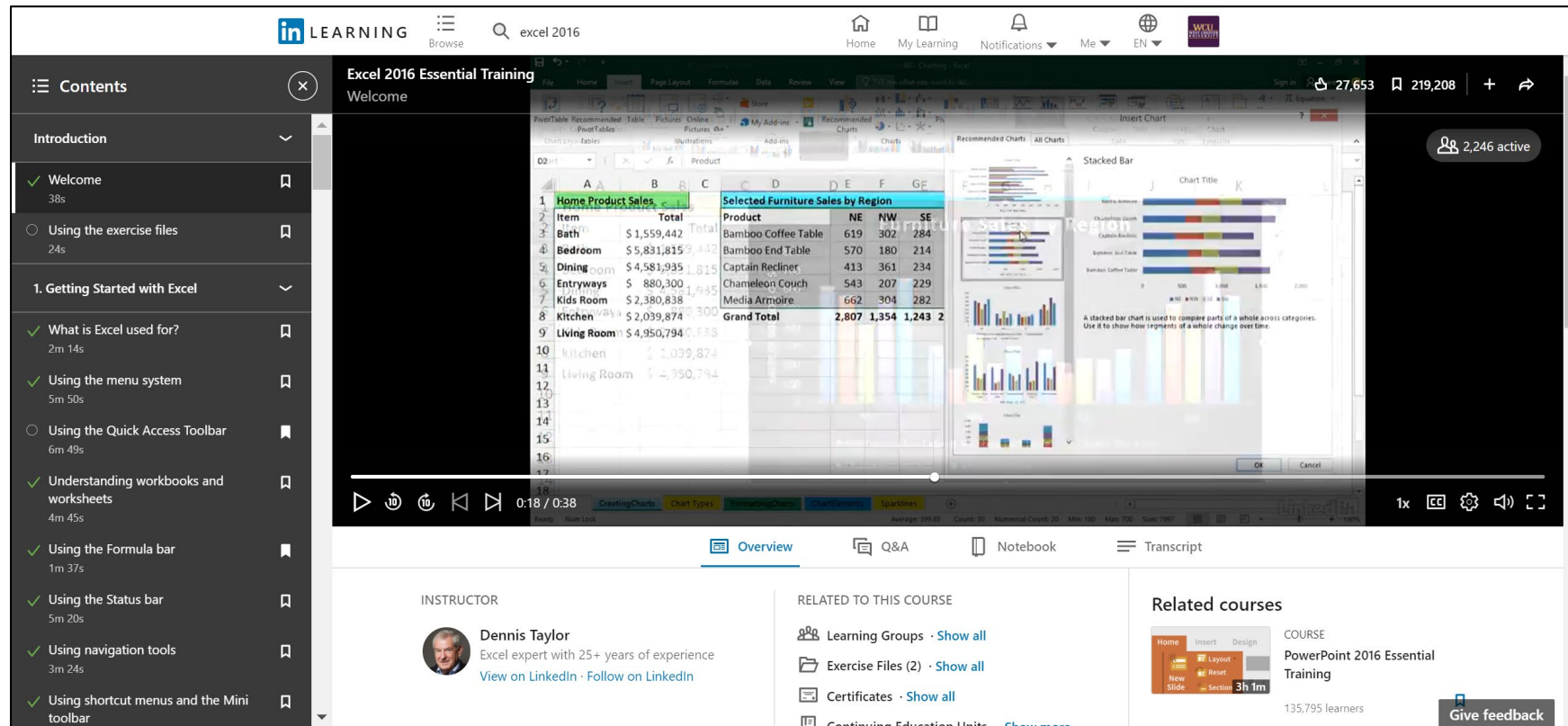


Pedagogical Approaches



SUPPORT & TRAINING LinkedIn Learning

www.wcupa.edu/linkedinlearning



Contents

- Introduction
 - ✓ Welcome 38s
 - Using the exercise files 24s
- 1. Getting Started with Excel
 - ✓ What is Excel used for? 2m 14s
 - ✓ Using the menu system 5m 50s
 - Using the Quick Access Toolbar 6m 49s
 - ✓ Understanding workbooks and worksheets 4m 45s
 - ✓ Using the Formula bar 1m 37s
 - ✓ Using the Status bar 5m 20s
 - ✓ Using navigation tools 3m 24s
 - ✓ Using shortcut menus and the Mini toolbar

Excel 2016 Essential Training
Welcome

2,246 active

0:18 / 0:38

INSTRUCTOR
Dennis Taylor
Excel expert with 25+ years of experience
[View on LinkedIn](#) · [Follow on LinkedIn](#)

RELATED TO THIS COURSE
Learning Groups · [Show all](#)
Exercise Files (2) · [Show all](#)
Certificates · [Show all](#)
Continuing Education Units · [Show more](#)

Related courses
COURSE
PowerPoint 2016 Essential Training
135,795 learners
[Give feedback](#)

SUPPORT & TRAINING - Work Continuity Site

www.wcupa.edu/workcontinuity

WCU Home > Information Services & Technology > Work Continuity

Work Continuity

Home

[CONTACT WORK CONTINUITY](#)

[Home](#) [Get Equipped](#) [Calls/Messaging](#) [Meetings](#) [Collaboration](#) [Class Continuity](#) [FAQs](#)



**Technology Tools that
Enable Social Distancing
and Productivity**

[Health Update Frequently Asked Questions](#) [Faculty & Staff Training Webinars](#) [IT Frequently Asked Questions](#)



SUPPORT & TRAINING – FAST (Faculty & Staff Training)

www.wcupa.edu/fast

The Faculty and Staff Training (FAST) unit supports WCU faculty and staff in becoming proficient in various applications, in addition to providing best practices in trending platforms (i.e., Office365, OneDrive, D2L, RamCloud).

[Training/FAST](#)
[Course Offerings](#)
[Training Schedule](#)
[LinkedIn Learning](#)
[Self-Paced Online Training](#)
[Webinars & Recordings](#)

Faculty and Staff Training (FAST)

To View Session Description & to Register, Click the Session Title
Questions? Email FAST@wcupa.edu

[FAST Video Gallery](#)[Work & Class Continuity Site](#)[Self-Paced Training](#)

[Reset](#)


August

▶ Tue 17	9:00 AM - 9:45 AM	Classroom Technology Training - Business Center (BPC) Room 321
▶ Tue 17	9:00 AM - 9:45 AM	Creating Accessible Lecture Videos using Kaltura Capture (Learning Technology Series)
▶ Tue 17	10:00 AM - 10:45 AM	Administering Quizzes in D2L Webinar (Learning Technology Series)
▶ Tue 17	11:00 AM - 11:45 AM	Webinar Creating Surveys with Qualtrics
▶ Tue 17	1:00 PM - 1:45 PM	NextGenActive Learning Space - Classroom Technology Training - Anderson Hall Room 301
▶ Wed 18	9:00 AM - 9:45 AM	NextGenActive Learning Space - Classroom Technology Training - BPMC Room 321
▶ Wed 18	1:00 PM - 1:45 PM	Classroom Technology Training - Anderson Hall Room 209



SUPPORT – Training & Resources

ServiceNow Knowledge Base <u>wcupaprod.service-now.com/sp</u>	Work Continuity/Class Continuity Site <u>www.wcupa.edu/workcontinuity</u>
Office of Digital Learning & Innovation <u>www.wcupa.edu/distanceded/</u>	Faculty & Staff Training (FAST) <u>www.wcupa.edu/fast</u>
LinkedIn Learning <u>www.wcupa.edu/linkedinlearning</u>	Faculty & Staff Training Video Gallery <u>www.wcupa.edu/fast</u> and select Webinars & Recordings





COMMUNICATION

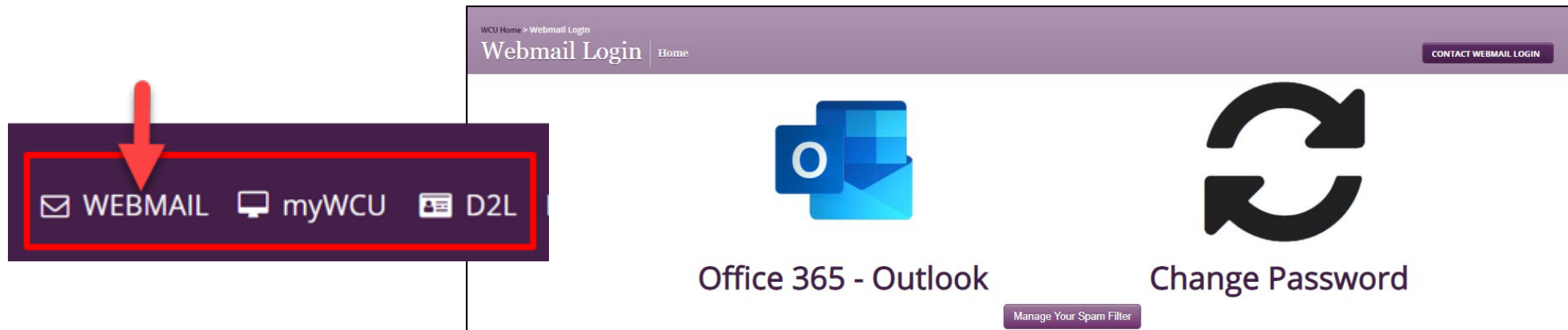
COMMUNICATION – Outlook/WebMail

www.wcupa.edu/webmail

Microsoft Outlook (Office 365 Outlook or Exchange or Webmail) is available on any device. This is the “in” box for all of email.


Faculty can email from MyWCU (PeopleSoft) course roster or from D2L Learning Management System.

From the WCU website you can access your email, change your password or manage your Spam filter (more about that later).



COMMUNICATION – Outlook/WebMail

www.wcupa.edu/webmail



WCU WEST CHESTER UNIVERSITY | Outlook

Search

⋮ New message ↩ Reply 🗑 Delete 📁 Archive 🗑 Junk 🧹 Sweep 📁 Move to 🏷 Categorize ⚙ The new Outlook

> Favorites

∨ Folders

- > Inbox 436
- 🗑 Junk Email
- ✎ Drafts 7
- 📁 Sent Items
- > Deleted Items 1665
- > Archive

🕒 **Inbox** ★ Filter ∨

🕒 Zoom
Your meeting attendees are waiting! 10:11 AM
Hi there, Please click this URL to start your Zoom meeting: FAST Webinar Mee...

📧 **edWeb.net**
Coming up | 10 timely edWebinars for educators 7:10 AM
Upcoming edWebinars on equity, language, digital citizenship, math and mor...

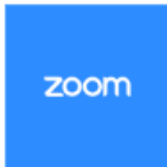
📧 **Training Industry**
Your Road Map for Creating a Modern Learning Culture 7:04 AM
Create an effective, modern performance culture View this email in your brow...

📧 **Adobe Education Exchange**
Spark Train the Trainer is Closing Tonight 4:18 AM
Spark Train the Trainer is Closing Tonight Spark Train the Trainer is Closing To...

Your meeting attendees are waiting!

📧 Zoom <no-reply@zoom.us> ↩ ➡ ⋮
Fri 6/7/2019 10:11 AM
Young, Bonnie M. ∨

Hi there,
Please click this URL to start your Zoom meeting: FAST Webinar Meeting Room (Zoom),
<https://wcupa.zoom.us/j/490239236>

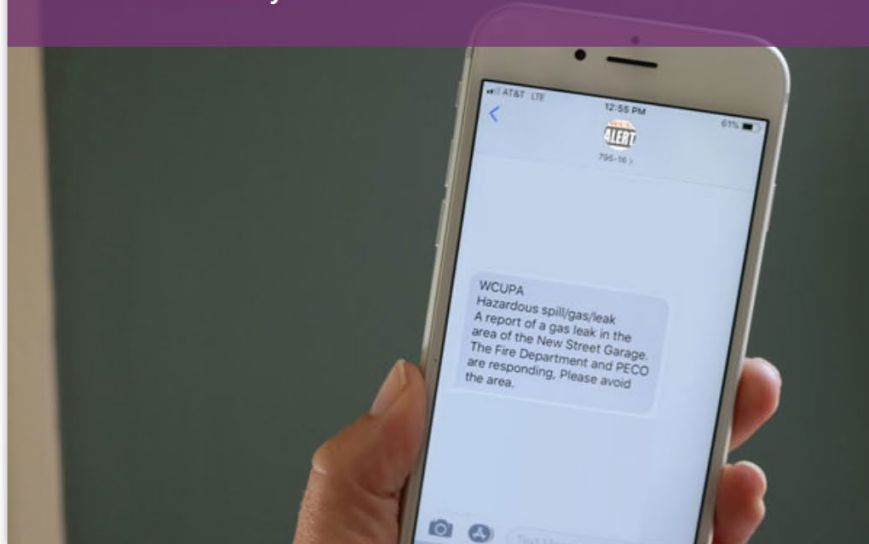
 Join our Cloud HD Video Meeting now
Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat,

COMMUNICATION – WCU University Alert

www.wcupa.edu/wcualert

WCU ALERT sends direct text messages of WCU announcements including on-campus emergencies, inclement weather cancellations, delay openings, university closings and periodic test messages.

WCU Students/Faculty/Staff



FAQs/Help



COMMUNICATION – RamPhone Cisco Jabber & Cisco Unity Voicemail

www.wcupa.edu/ramphone

CISCO JABBER

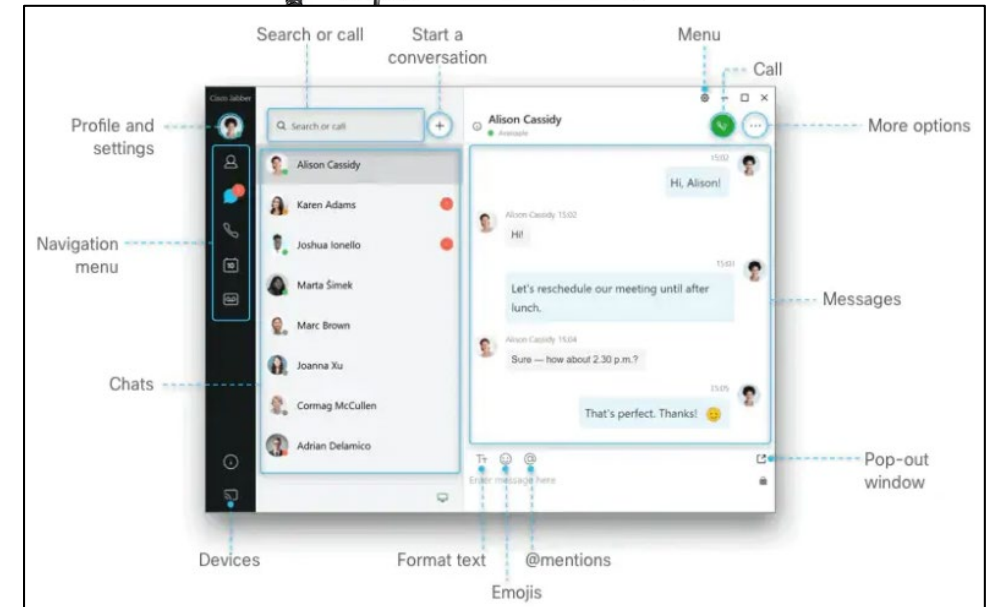
Cisco Jabber allows you to use your computer or a mobile device to instant message, place voice and video calls, and more all while using your WCU assigned telephone number.

To get started, you'll need to download and install the Jabber application.

[Click here for a brief demonstration.](#)

CISCO UNITY CONNECTION VOICEMAIL

Cisco Unity Connection is a robust unified messaging and voicemail solution that provides users with flexible message access options. It lets users access and manage messages from an email inbox, Cisco Jabber, Cisco Unified IP Phone, or smartphone.



COMMUNICATION

RamPhone/Jabber

The image displays the Cisco Jabber application interface, which is used for communication. It is divided into three main sections: a left sidebar for contact management, a central contact list, and a right-hand chat window.

Left Sidebar (Cisco Jabber):

- Search bar: "Search or call"
- Navigation icons: Person, Chat, Phone, Calendar.
- Filters: "Other" and "WCU & IST".
- Contact list:
 - KH** Herman, Kristin M (Offline)
 - MH** Michelle Hamel
 - RS** Shearer, Rachel L (Offline)
 - SU** Unger, Sandra (In a meeting)
 - NY** Yamamoto, Nobuyuki (Yuki) (Available)

Central Contact List (Cisco Jabber):

- Search bar: "Search or call"
- Filter: "All"
- Contact list:
 - 6107177037** 0:03:21, Unknown (7/22/2020 12:59 PM)
 - 8043629121** 0:03:25, Unknown (7/22/2020 10:47 AM)
 - 4849955082** 0:07:29, Unknown (7/20/2020 3:05 PM)
 - 6104361055** 0:00:09, Unknown (7/16/2020 12:27 PM)
 - SU** Unger, Sandra 0:21:18, Work (7/16/2020 10:40 AM)
 - SU** Unger, Sandra 0:18:10, Work (7/16/2020 10:21 AM)
 - SU** Unger, Sandra 0:00:00, Work (7/16/2020 9:11 AM)
 - 6105849115** 0:08:50, Unknown (7/15/2020 9:10 AM)
 - 2156593897** 0:15:32, Unknown (7/15/2020 9:10 AM)

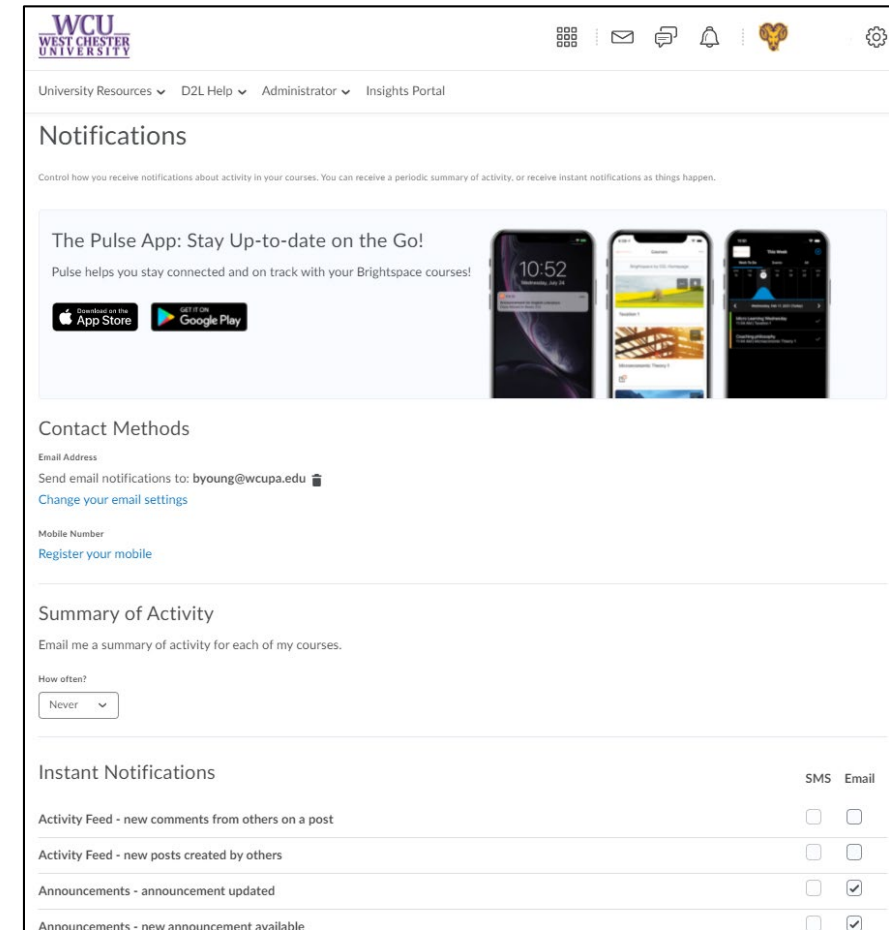
Right-hand Chat Window:

- Header: "5/29/2020 10:47 AM"
- Message from **BF**: "Hi Bonnie, I just installed Jabber and am learning how it works. Thought I'd send this message this way to see if I'm getting it right. Would you have a few minutes today to confirm the license for Camtasia on my work laptop? Thanks, Brad"
- Message from **BY**: "Sure, can you call me at 610-436-3191?"
- Message from **BF**: "Sure! I think Sandi told me I can call through my laptop by clicking on the number. So I'll give that a try..."
- Message from **BY**: "are you able to hear me?"
- Footer: "5/29/2020 10:55 AM"

COMMUNICATION – D2L Announcements/ Notifications

Managing notifications allows you to control how you receive notifications about activity in your courses. Notifications can be delivered via email or SMS text message.

Posting an announcement in D2L does not produce an email to students unless they have notifications turned on.



The screenshot shows the WCU D2L Notifications settings page. At the top, there's a navigation bar with links to University Resources, D2L Help, Administrator, and Insights Portal. Below this is the 'Notifications' section, which includes a brief description and a promotional banner for 'The Pulse App'. The 'Contact Methods' section allows users to manage their email address (currently byoung@wcupa.edu) and mobile number. The 'Summary of Activity' section has a dropdown menu set to 'Never'. The 'Instant Notifications' section is a table with columns for 'SMS' and 'Email' and rows for different notification types.


	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>	<input checked="" type="checkbox"/>



COMMUNICATION - IST Newsletter

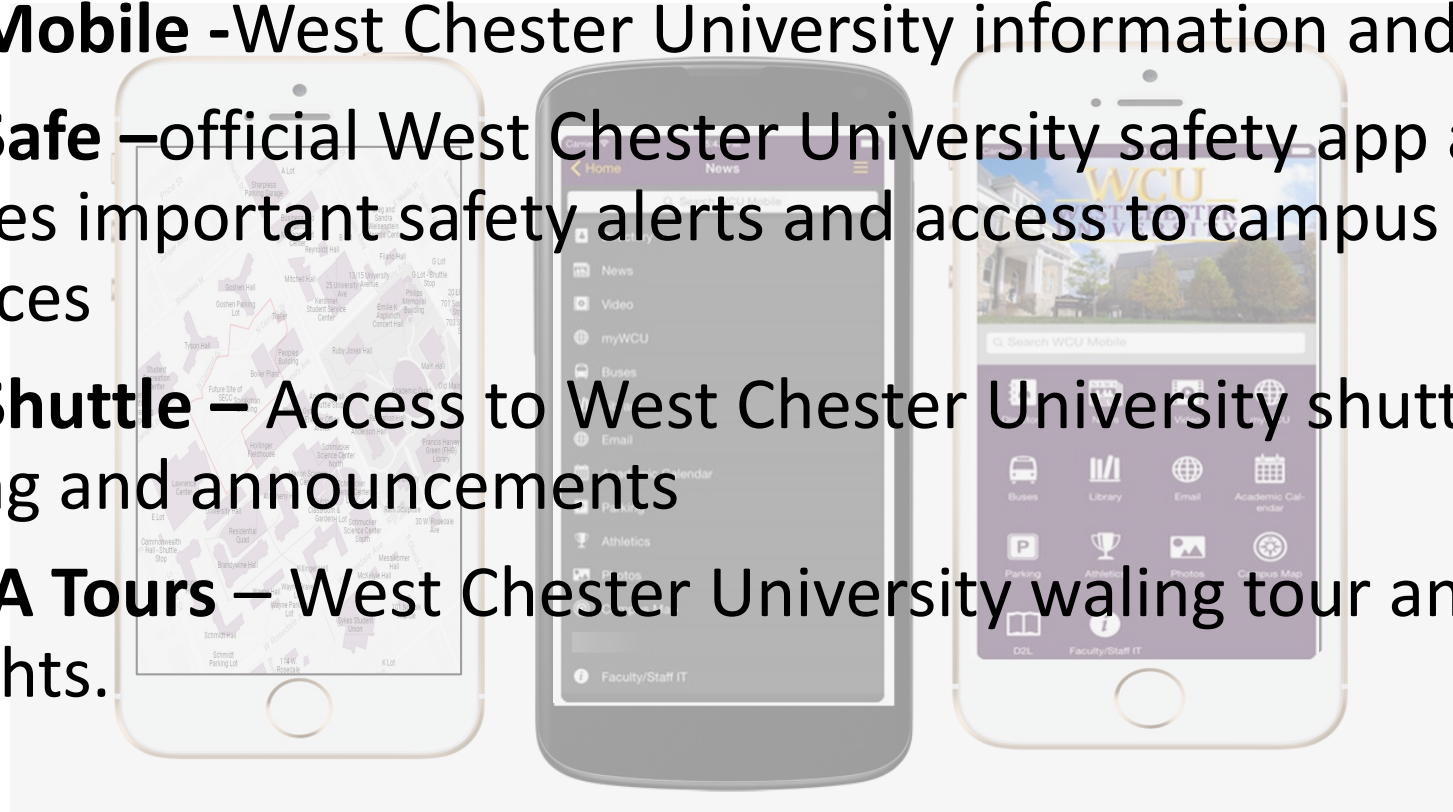
www.wcupa.edu/ist

IS&T Department sends out a semester newsletter to provide an overview of what changes are in store in the next few months. Please view the newsletter for exciting and important details about WCU technologies. Visit the www.wcupa.edu/ist website for more information.



COMMUNICATION - WCU Mobile Device Apps

- **WCU Mobile** -West Chester University information and News
- **WCU Safe** –official West Chester University safety app and provides important safety alerts and access to campus safety resources
- **WCU Shuttle** – Access to West Chester University shuttle bus tracking and announcements
- **WCUPA Tours** – West Chester University waling tour and campus highlights.





IT SECURITY

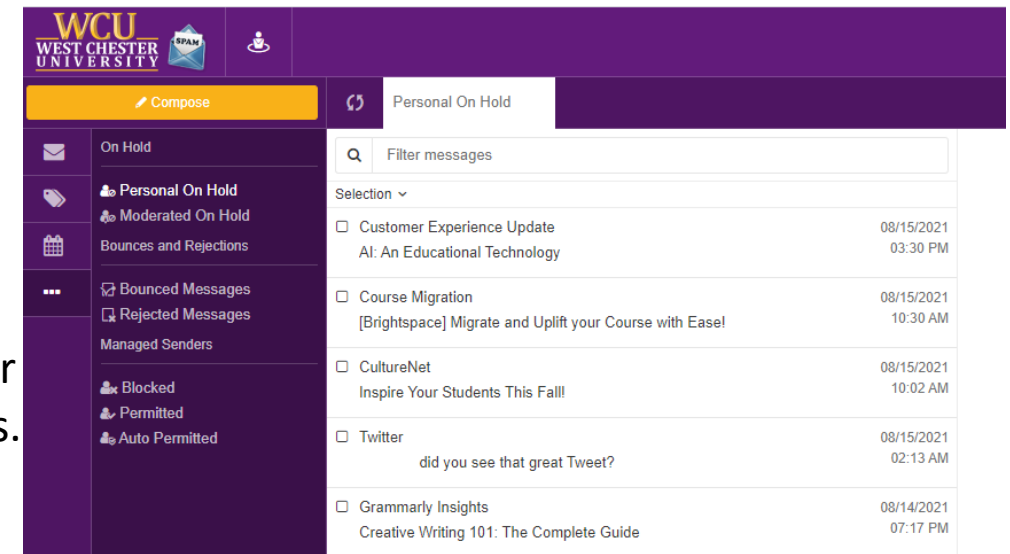
SECURITY – Email w/Mimecast

www.wcupa.edu/infoServices/security/

IS&T's email security protects against spam, malware and virus threat with Mimecast – a cloud-based service designed to simplify email risk management, heighten email security and improve cyber resilience.

You will receive a **daily antispam quarantine** report (usually around 9pm each evening). The report will provide details of any emails received which Mimecast placed in the Hold queue (quarantined) for either being identified as potential spam and/or containing a specific type of attachment deemed to be suspicious.

You can access the **Mimecast Personal Portal** (www.wcupa.edu, select WebMail, select Manage Spam Filter) and choose to **reject** the email, reject the email & block the sender, reject the email & block the domain OR **release** the email, release email & permit address, release email & permit domain.



SECURITY – DUO MULTIFACTOR AUTHENTICATION

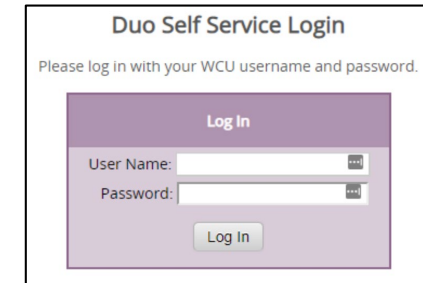
DUO Multifactor Authentication

Duo Security uses **two-factor authentication** to verify your identity to ensure that the person trying to access your account is indeed you. It is called two-factor authentication because it uses two forms of authentication to verify your identity: 1) something you **KNOW** and 2) something you **HAVE**.

First, when you visit a secured West Chester University application, you will provide something you **KNOW** - your West Chester University Username and password.

Secondly, you will use something you **HAVE** - a physical device such as a smartphone or tablet to verify your identity to complete the login. This approach protects your WCU account from fraudulent access and you are then granted secure access to that specific application.

If you clear your cache, change computers or browsers, you will have to authenticate again.



Duo Self Service Login

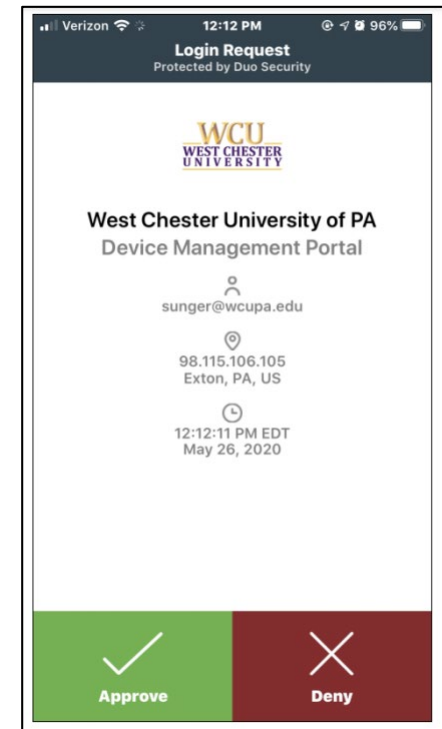
Please log in with your WCU username and password.

Log In

User Name:

Password:

Log In





Verizon 12:12 PM 96%


Login Request
Protected by Duo Security



WCU
WEST CHESTER
UNIVERSITY

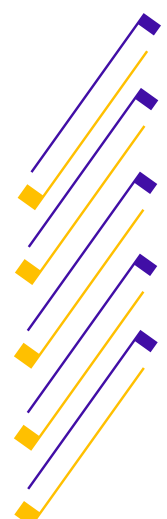
West Chester University of PA
Device Management Portal


sunger@wcupa.edu


98.115.106.105
Exton, PA, US


12:12:11 PM EDT
May 26, 2020

 **Approve**  **Deny**

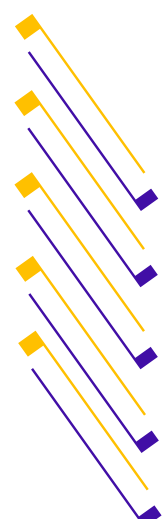





WCU IS&T Official Notifications

WWW.WCUPA.EDU/ISTNOTICES

IS&T has a verification website for official IS&T campus notifications. All official email notices can be **verified** on the website by matching the unique **Email Notice Number**

If an email notice does not appear on the website, they are likely false messages and should be treated as SPAM/Junk email



IS&T Email Notice		
Notices		CONTACT IS&T EMAIL NOTICE
Notices		
Email Notice Number	Email Type	Email Message
20210810-329	 Outage	The issue impacting RamCloud has been resolved and the environment is now accessible. If you have any questions, please contact the Help Desk through ServiceNow at https://www.wcupa.edu/servicenow .
20210810-328	 Outage	Please be advised that WCU is experiencing an issue with the Citrix Virtual Desktop Infrastructure (VDI) which is preventing access to RamCloud and associated applications. IS&T Technical Services has engaged Citrix and is actively working to resolve the issue as quickly as possible. Thank you for your patience and understanding. If you have any questions, please contact the Help Desk at 610-436-3350.
20210809-327	 Phishing/Email Scam Alert	A new phishing email is circulating with the subject WCUPA Help Desk - this is a fake message. An image of the phishing email is attached to this email. Please do not click any links or respond to the email. Never send passwords over email and do not reply to messages soliciting personal information. If you have already clicked the link and provided any information, please reset your password as soon as possible at https://password.wcupa.edu . If you have any questions, please contact the Help Desk at https://www.wcupa.edu/servicenow or 610-436-3350.



SOFTWARE & TECHNOLOGY

SOFTWARE & TECHNOLOGY

MYWCU/PEOPLESOFT

MyWCU (Peoplesoft) is the Student Information System. Faculty can access work schedule, enter advisor notes, complete attendance roster requirement (when attendance roster is available), as well as enter official grades (when grade roster is available)

Faculty can also view student information, email class roster and access other Student Information details depending on role at the University.

Visit MyWCU and be sure to check your class roster (compare to D2L Course Roster).

JAULD on STST57 restored on 05-08-

My Classes

Faculty Center | Advisor Center | Search



My Schedule | Class Roster | Grade Roster

My Schedule





Fall 2021 | West Chester University Change Term



Select display option
☒ Show All Classes ☐ Show Enrolled Classes Only

Other Links
[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Personal Data Summary](#)
[View Data for Other Students](#)

Icon Legend  Class Roster  Grade Roster

My Teaching Schedule > Fall 2021 > West Chester University

Personalize | View All |   First  1-4 of 4  Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Add/Drop Deadline	Course Withdraw Deadline
	General Biology (Lecture)	18	MoWeFr 10:00AM - 10:50AM	Sci. & Eng. Center & Commons 1	Aug 30, 2021-Dec 18, 2021		10-29-2021
	General Biology (Lecture)	15	MoWeFr 11:00AM - 11:50AM	Sci. & Eng. Center & Commons 1	Aug 30, 2021-Dec 18, 2021		10-29-2021
1	First Year Experience (Lecture)	0	TBA	Online	Aug 30, 2021-Dec 18, 2021		10-29-2021
	First Year Experience (Discussion)	0	TuTh 9:30AM - 10:20AM	Anderson Hall 303	Aug 30, 2021-Dec 18, 2021		10-29-2021

Student Information System (MyWCU)

Class & Grade Roster

Faculty Center
my schedule

Advisor Center
class roster

Search
grade roster

Faculty Center

My Schedule

2016 Fall | West Chester University

change term

Click here to change the term

Other Links
[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Data for Other Students](#)
[View Personal Data Summary](#)

} Easy access links

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2016 Fall > West Chester University

View All First 1-5 of 5 Last

	Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
	NTD 309-01 (4989)	Nut Thru Lifecycle (Lecture)	36	TuTh 9:30AM - 10:45AM	Health Sci	328	Aug 29, 2016-Dec 12, 2016
	NTD 309-02 (5019)	Nut Thru Lifecycle (Lecture)	40	TuTh 11:00AM - 12:15PM	Health Sci	328	Aug 29, 2016-Dec 12, 2016
	NTD 503-90 (5407)	Human Nutrition (Lecture)	24	TBA	Online		Aug 29, 2016-Dec 12, 2016
	NTD 503-91 (8132)	Human Nutrition (Lecture)	15	TBA	Online		Aug 29, 2016-Dec 12, 2016
	NTD 630-01 (8108)	Capstone Course (Lecture)	1	TBA	No Rm Need		Aug 29, 2016-Dec 12, 2016

[View Weekly Teaching Schedule](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Click this icon to access a class roster

Click this icon to access a grade roster.
Grade rosters are available only during the grade reporting period.

Student Information System (MyWCU) Email Class Roster

Enrolled Students

Personalize | Find | 1-18 of 18 | First | Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>				Graded	3.00	Undergraduate - Pre-Physical Therapy BS	Freshman
2	<input type="checkbox"/>				Graded	3.00	Undergraduate - Foren & Toxicol Chemistry BS	Sophomore
3	<input type="checkbox"/>				Graded	3.00	Undergraduate - Pre-Business:Marketing BS	Freshman
9	<input type="checkbox"/>				Graded	3.00	Undergraduate - Exploratory Studies	Freshman
10	<input type="checkbox"/>				Graded	3.00	Undergraduate - Biology:Medical Lab Science BS	Sophomore
11	<input type="checkbox"/>				Graded	3.00	Undergraduate - Exploratory Studies	Freshman
12	<input type="checkbox"/>				Graded	3.00	Undergraduate - Pre-Physical Therapy BS	Freshman
13	<input type="checkbox"/>				Graded	3.00	Undergraduate - Biology: Microbiology BS	Freshman
14	<input type="checkbox"/>				Graded	3.00	Undergraduate - Pre-Occupational Therapy BS	Sophomore
15	<input type="checkbox"/>				Graded	3.00	Undergraduate - BS Biology - Integrative	Junior
16	<input type="checkbox"/>				Graded	3.00	Undergraduate - Geoscience: Earth Systems BS	Sophomore
17	<input type="checkbox"/>				Graded	3.00	Undergraduate - Exploratory Studies	Freshman
18	<input type="checkbox"/>				Graded	3.00	Undergraduate - Pre-Physical Therapy BS	Sophomore

Select All Clear All

Notify Selected Students

Notify All Students

Student Information System (MyWCU)

Video Tutorials, Training & Support

www.wcupa.edu/academicEnterpriseSystems/training/faculty.aspx

WCU Home > Academic & Enterprise Systems > myWCU Training > Faculty Training myWCU

myWCU Training | Faculty Training myWCU

CONTACT MYWCU TRAINING

Home myWCU Training How to Request Support PeopleSoft 9.2 Upgrade

Student Information System (...)

Academic Progress Plan

How to Submit A Change of Grade

Preferred Name

SRIS Responses

SRIS Results

Student Placement Scores

Student Alert & Attendance

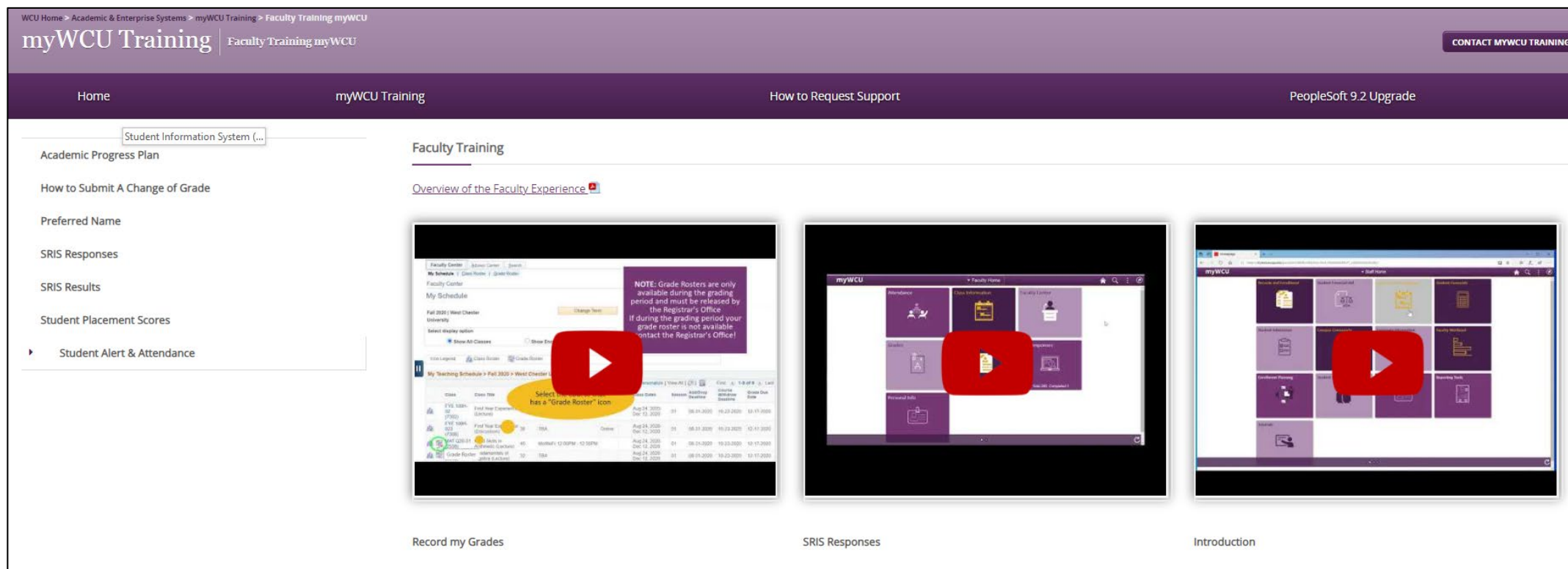
Faculty Training

Overview of the Faculty Experience

Record my Grades

SRIS Responses

Introduction



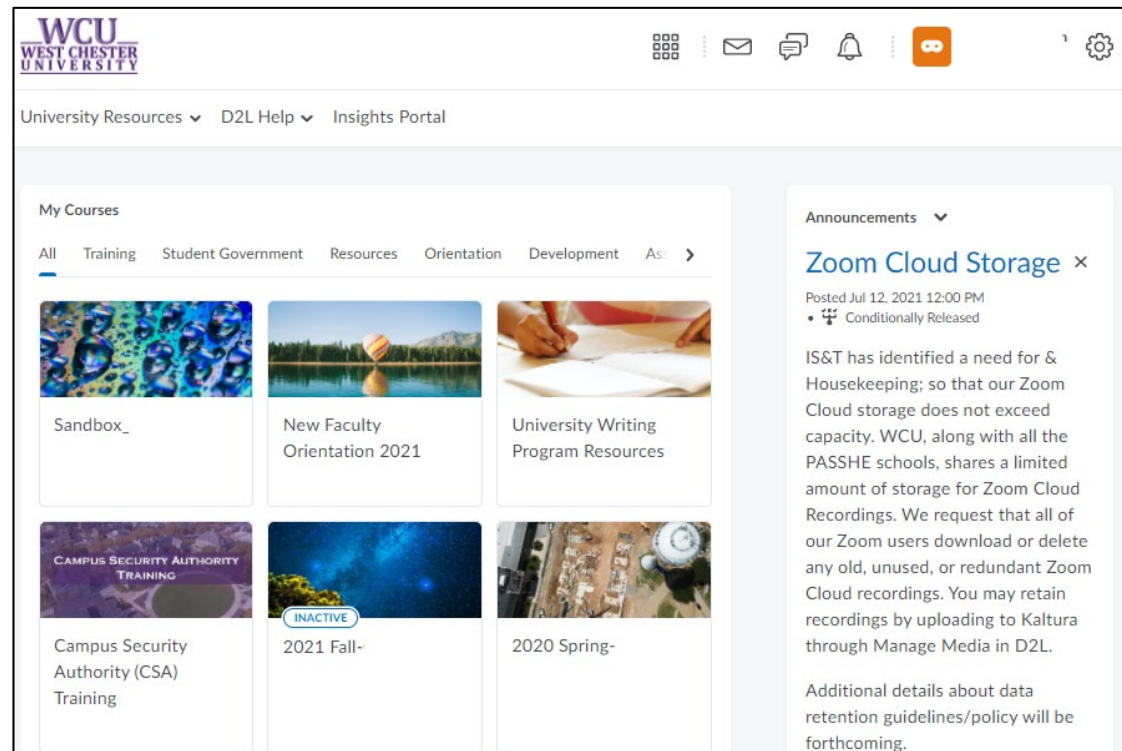
The screenshot displays the myWCU Faculty Training page. At the top, there is a navigation bar with the text 'WCU Home > Academic & Enterprise Systems > myWCU Training > Faculty Training myWCU'. Below this is a header section with 'myWCU Training' and 'Faculty Training myWCU', and a 'CONTACT MYWCU TRAINING' button. A secondary navigation bar contains links for 'Home', 'myWCU Training', 'How to Request Support', and 'PeopleSoft 9.2 Upgrade'. On the left side, there is a sidebar menu with a search box containing 'Student Information System (...)' and several menu items: 'Academic Progress Plan', 'How to Submit A Change of Grade', 'Preferred Name', 'SRIS Responses', 'SRIS Results', 'Student Placement Scores', and 'Student Alert & Attendance'. The main content area is titled 'Faculty Training' and features a sub-header 'Overview of the Faculty Experience'. Below this, there are three video tutorial thumbnails. The first thumbnail, titled 'Record my Grades', shows a screenshot of the 'My Teaching Schedule' page with a red play button overlay and a yellow circle highlighting a 'Grade Roster' icon. A text box on the right of this thumbnail states: 'NOTE: Grade Rosters are only available during the grading period and must be released by the Registrar's Office. If during the grading period your grade roster is not available, contact the Registrar's Office!'. The second thumbnail, titled 'SRIS Responses', shows a screenshot of the 'myWCU' dashboard with a red play button overlay. The third thumbnail, titled 'Introduction', shows a screenshot of the 'myWCU' dashboard with a red play button overlay.

SOFTWARE & TECHNOLOGY

D2L (Brightspace) Learning Management System

<https://www.d2l.wcupa.edu>

Brightspace by D2L is the Learning Management System used by the university to support education and offers a highly personal learning experience that connects faculty and students to collaborative learning tools, activities, resources and content.



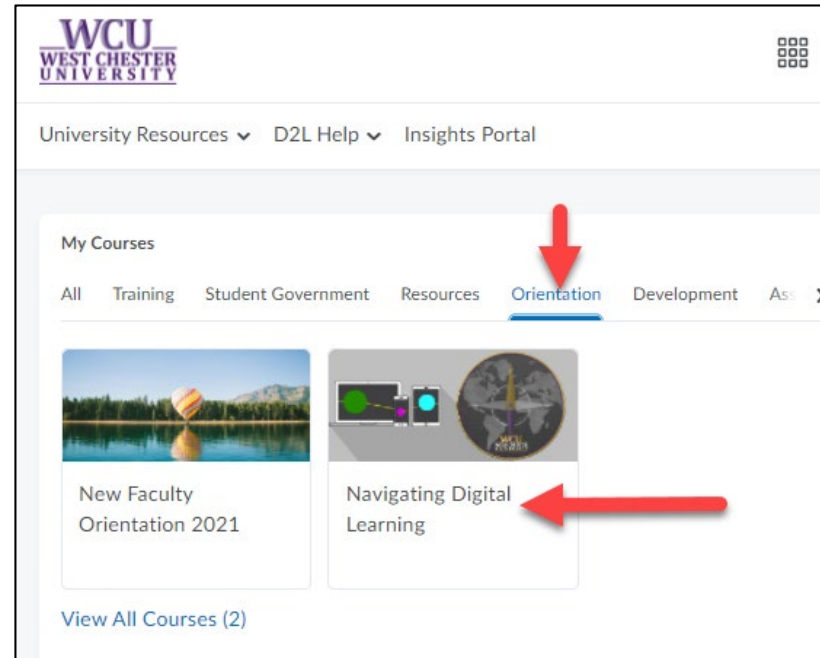
SOFTWARE & TECHNOLOGY

D2L (Brightspace) Learning Management System

<https://www.d2l.wcupa.edu>

DIGITAL LEARNING ORIENTATION IN D2L


Students new to online learning or the learning management system, Desire2Learn (D2L), can complete short tutorials on learning technologies and digital skills provided through the D2L site called Navigating Digital Learning.



SOFTWARE & TECHNOLOGY

D2L (Brightspace) Learning Management System

<https://www.d2l.wcupa.edu>




You must login to access course materials

Looking for Help?

[D2L Documentation & Videos](#)

[IT Help Desk 610-436-3350](#)

Night & Weekend Technical Support
Brightspace by D2L 1-866-832-1851















University Resources ▾ D2L Help ▾ Administrator ▾

My Courses

All Training Student Government Resources Orientation Organizations Development >

You have courses that have started but are set as inactive. Users may not be able to access these courses.




Announcements ▾
Course Combine
Posted Dec 20, 2018 3:10 PM
Course Combine
open for Spring 2019
Please note combine order received and after the first week

Turnitin Update Complete
Posted Dec 20, 2018 3:10 PM
A new version of available for new the Winter 18/19 more about the k and learn how to Assignments.

Show All Announcements

Looking for Help? ▾
[D2L Documentation & Videos](#)
[IT Help Desk 610-436-3350](#)
After Hours Technical Support
D2L 1-866-832-1851



WCU D2L Course Home Page

Content Assessments ▾ Communication ▾ Resources ▾ Course Admin

Announcements ▾
Welcome to the Semester! ▾
I'm looking forward to working with you all this semester.
My office hours are 8am to 10am M-W-F.
I can be reached via email at d2l@wcupa.edu
[Show All Announcements](#)

Wednesday, January 2, 2019
Upcoming events
JAN 22 All Day Semester Start

Technical Support ▾
[D2L Documentation & Videos](#)
IT Help Desk 610-436-3350
After Hours Technical Support
D2L 1-866-832-1851




SOFTWARE & TECHNOLOGY

D2L (Brightspace) Learning Management System

<https://www.d2l.wcupa.edu>

WHAT CAN YOU DO IN D2L?

- 
- Post **announcements**
 - **Upload Content** (PDF, Media, Word, Excel, etc. File Types)
 - **Embed** Media Files such as lecture recordings
 - Administer timed and untimed **quizzes** and **exams** (ability to have random questions, answers). Quizzes & Exams can be automatically graded (unless long answer questions)
 - Create **collaborative discussions forums** for groups or individuals
 - Create a **gradebook** for students to view their grades throughout the semester
 - Integrate your **Zoom** sessions within the D2L course site
 - View Class/Student **Progress** in the D2L course site
 - Send **Emails** to individual students or class roster
 - And much much more!!
 - Meet with a D2L Consultant for 1:1 (submit via ServiceNow) or attend FAST Training (visit www.wcupa.edu/fast)



SOFTWARE & TECHNOLOGY

D2L (Brightspace) Learning Management System

<https://www.d2l.wcupa.edu>

Examples of Other Tools Used Within D2L Brightspace

TURNITIN

- Turnitin can be used to check the originality of student work and to detect possible plagiarism. Turnitin is freely available within D2L, however, it must be enabled for a D2L Assignment before students begin uploading their submission



EXAMITY/PROCTORIO

- Regardless of the proctoring solution that you choose, contact the Office of Distance Education so that your D2L course may be connected to the appropriate proctoring service.

KALTURA/MANAGE MEDIA

- My Media/Manage Media is a video streaming service (Kaltura) to upload, store, and manage media files for use in a D2L Course site. Media can be embedded into a course for content, assignments, quizzes, and discussions.



SOFTWARE & TECHNOLOGY

D2L (Brightspace) Learning Management System


<https://www.d2l.wcupa.edu>

REMINDERS!!!

You, as faculty, are the only person who can/should “**activate**” your D2L course site for students to be able to view content, etc.

When you post an announcement, only those students who have their notifications turned on will be able to view the announcement details via email or text. Those without notifications on will only be able to view the announcement when they login and view course home.

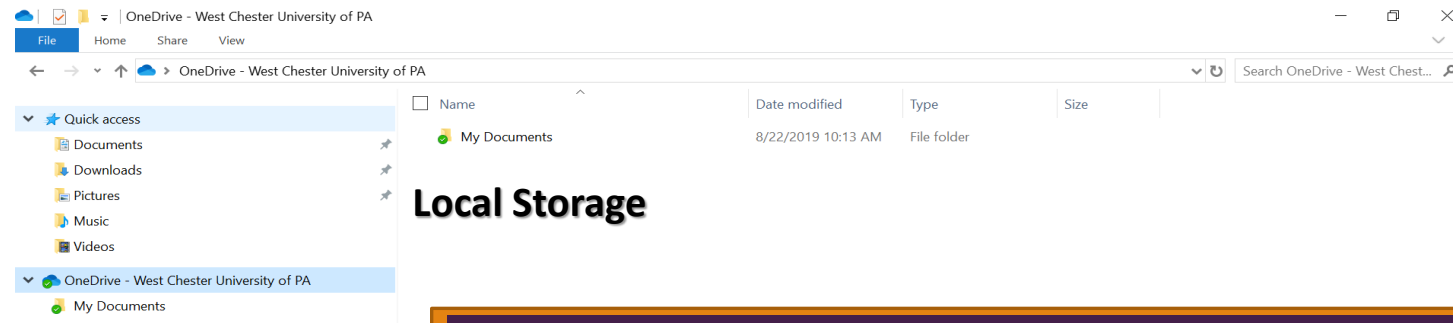
Check the D2L Course roster against your MyWCU Course Roster to be sure all students are accounted for.



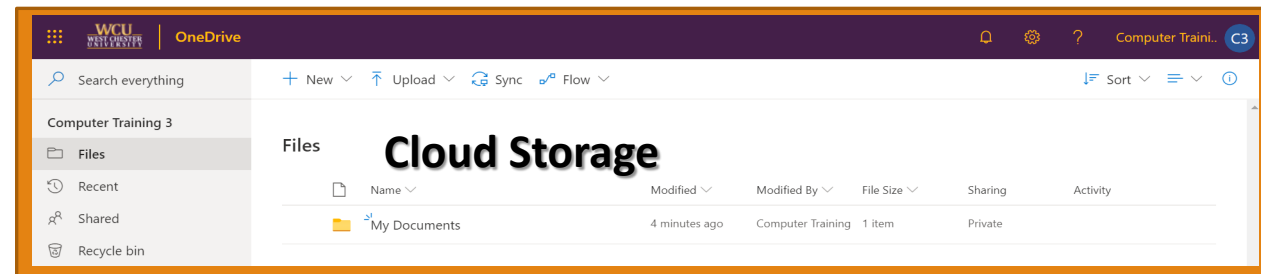
SOFTWARE & TECHNOLOGY

MICROSOFT OFFICE 365 & ONEDRIVE

Microsoft 365 is a toolset that includes Office productivity tools, such as Word, Excel and PowerPoint, on your computer, your mobile device and online via web browser in the cloud. Office 365 includes a fully installed desktop application for Word, Excel, PowerPoint, OneNote, and other programs which can be installed across multiple devices, including PCs, Macs, Android tablets, Android phones, iPad, and iPhone, personal or University owned.



Local Storage

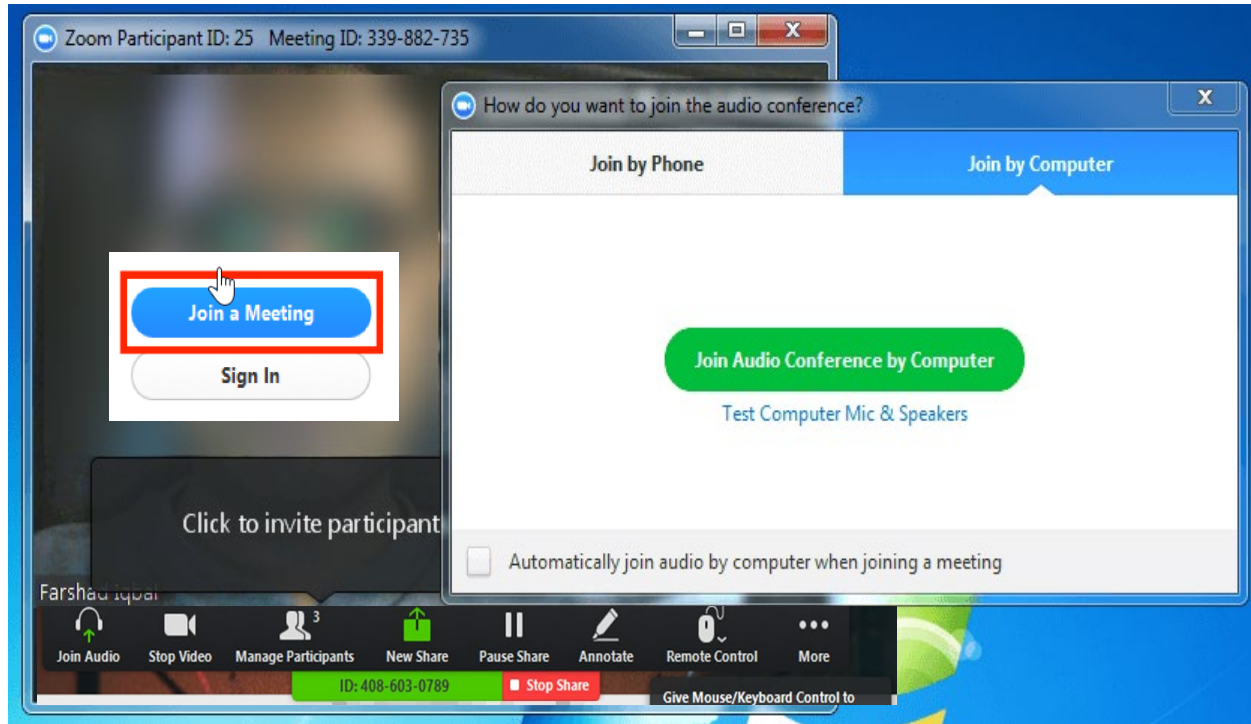


Cloud Storage

SOFTWARE & TECHNOLOGY

Zoom Web Conferencing

Zoom Video Communications is the primary Web-Conferencing tool at WCU for courses. Zoom can be used on any device and provided the ability to share desktops, provide breakout sessions and record lectures.



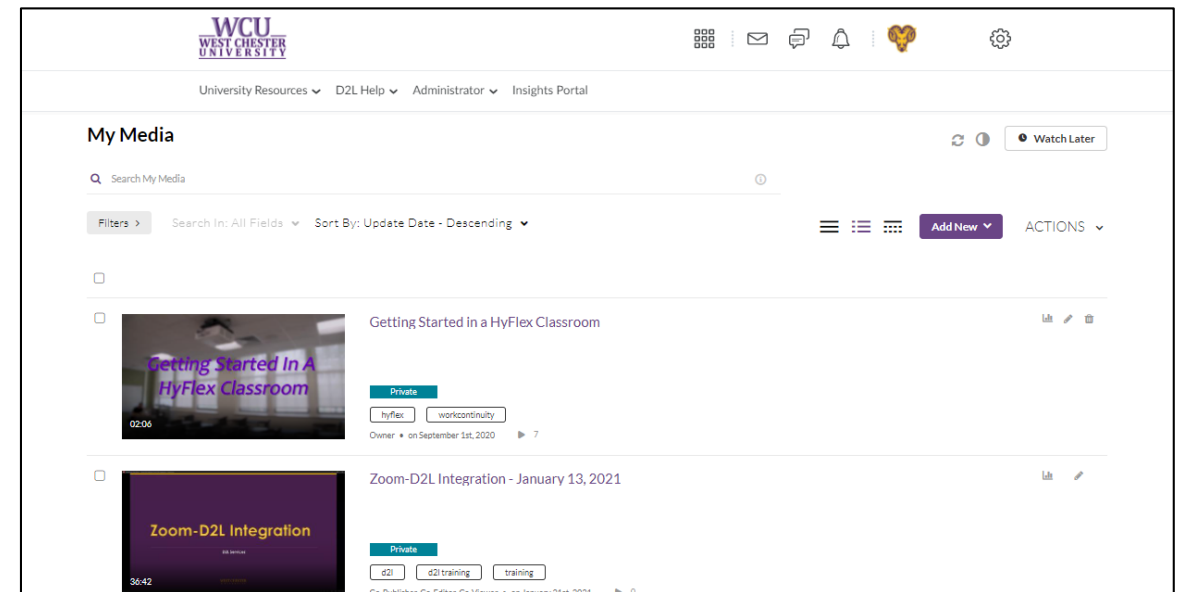
SOFTWARE & TECHNOLOGY

KALTURA MEDIA REPOSITORY

- Kaltura Media Repository is a video streaming service (Kaltura), to upload and manage media files for use in a D2L course. Standard playback of various file types, devices, operating systems, browsers. Media can be inserted to many areas of D2L such as Announcements, Content, Feedback, Assignment descriptions, Quizzes/Surveys, or Discussions. Machine captions are generated in the repository.

KALTURA PERSONAL CAPTURE

- Kaltura Personal Capture is a tool to record and edit screen casts of your screen, webcam, and microphone using Kaltura Personal Capture.






SOFTWARE & TECHNOLOGY

QUALTRICS

- Qualtrics is a web-based tool for building and administering surveys and is available to all WCU faculty, staff and students

RAMCLOUD

- RamCloud is a Virtual Desktop Infrastructure (VDI) system which allows us to securely deliver applications for faculty and students to learn and work from any location using any device (including mobile devices) whether university owned or personal
- 




SOFTWARE & TECHNOLOGY

SHAREPOINT

- Microsoft SharePoint is a cloud-based service that can be used to securely store, organize, share, and access information. Many departments on campus use SharePoint for file sharing and collaboration. Any WCU employee with a valid network account can access SharePoint from both on or off campus. Assigning specific permission levels to users is what makes SharePoint a secure site.

ADOBE CREATIVE CLOUD

- 
- Adobe Creative Cloud is a collection of 20+ desktop and mobile apps and services for photography, 3D design, video production, web design and UX/ UI design. This tool suite will be available this fall for students enrolled in programs within College of Arts and Humanities and Wells School of Music.

LINKEDIN LEARNING

www.wcupa.edu/linkedinlearning

LinkedIn Learning with Lynda.com content is an industry leader in online training, with a digital library of over 180,000 videos, covering a wide range of technical, business, software, and creative topics. West Chester University faculty, staff and currently enrolled students have unlimited, 24/7 access.



LinkedIn Learning with Lynda.com content is an industry leader in online training, with a digital library of over 180,000 videos, covering a wide range of technical, business, software, and creative topics. West Chester University faculty, staff and currently enrolled students have FREE, unlimited access.

[Login to LinkedIn Learning](#)

[LinkedIn Learning Faculty - Did You Know?](#)

[Watch How to Use LinkedIn Learning](#) | [LinkedIn Learning Frequently Asked Questions](#) | [LinkedIn Learning Blog](#)



Personalized recommendations

- Learn skills trending in your profession
- Explore video suggestions based on your experience and LinkedIn Profile



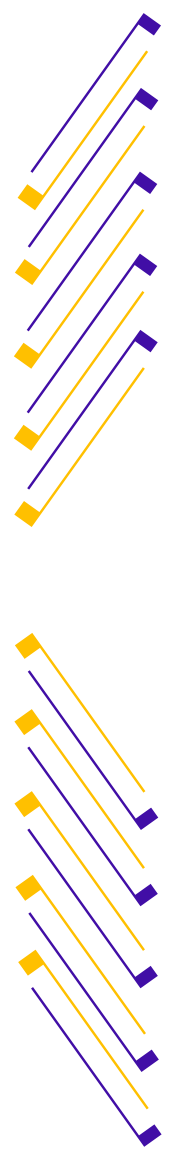
On your schedule

- Watch videos when it's convenient
- Access content from your computer or mobile device - anytime, anywhere



Industry experts

- Learn from passionate instructors
- Stream videos taught by experts with real-world experience



ON CAMPUS & CLASSROOM TECHNOLOGY



ON CAMPUS & CLASSROOM TOOLS

RAMNET

- a secure network to connect their phones, tablets, and laptops, using your WCU username and password

COMPUTER LABS & CLASSROOM LABS

- Students with a valid University account may use any of the Student Computing Labs conveniently located in academic buildings, throughout the campus.



RAMPRINT

- Students with a valid University account and RamCard may use any of the RamPrint printers conveniently located in academic buildings, throughout the campus



ON CAMPUS & CLASSROOM TOOLS

RAMCAST


Wireless connection for your device to the projector in the classroom

WEB CONFERENCING CLASSROOM WITH ZOOM

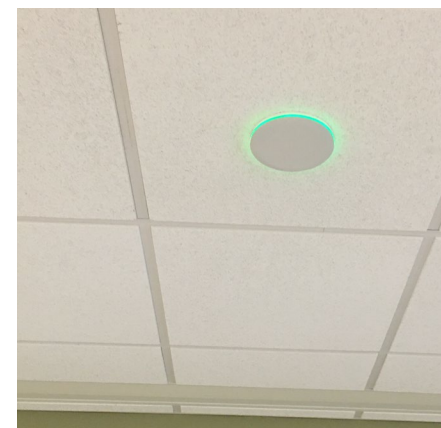
The Web Conferencing with Zoom Classroom system is designed to add room audio and video to a Zoom session for connecting to remote learners and includes ceiling or wall mounted camera and microphone.

NEXT GENERATION/ACTIVE LEARNING SPACE

Some classrooms are setup with movable chairs/tables as well as multiple display monitors for group interaction and collaboration



Connecting to the Web Conferencing with Zoom Classroom Environment





ACCESSIBILITY NOTES

READSPEAKER


ReadSpeaker is a text-to-speech tool in D2L that speaks the content that is written on a page. Comprised of WebReader and DocReader, ReadSpeaker helps users to process information in different ways

CAPTIONING IN KALTURA

All videos added to your My Media (Kaltura) now have automatic, machine-generated closed captions. These captions are editable within My Media. The machine-generated captions are intended to be a base for creating accurate captions with the editor and also to enable users the ability to search and interact with transcript while watching a video


ZOOM RECORDING TRANSCRIPTS

If the Zoom meeting is recorded, a transcripts will automatically be created for the recording with the ability to download and distribute






WHAT TO DO NEXT - LOGINS

- ✓ Login to **D2L** www.d2l.wcupa.edu and check out your course sites – are they active? (do not make active until ready for student view)
 - ✓ Login to **MYWCU** www.my.wcupa.edu and check out work schedule, course rosters, etc.
 - ✓ Login to **Zoom** www.wcupa.zoom.us and create your Zoom Meeting Rooms for each course – be sure to include the Zoom Meeting Link in your communication to students.
 - ✓ Login to **LINKEDIN LEARNING** www.wcupa.edu/linkedinlearning, browse the extensive library of video tutorials – copy any URL's and include in your course site or emails to students
 - ✓ Download **KALTURA PERSONAL CAPTURE** www.wcupa.edu/kalturapersonalcapture if you are interested in recording your computer, audio and video
- 



WHAT TO DO NEXT

- ✓ Access **ONEDRIVE** www.wcupa.edu/office365 folder to be sure your WCU files are syncing
- Contact IS&T Help Desk if you do not have the *OneDrive-West Chester University* folder on your computer.
 - ✓ Visit & Register for **FAST TRAININGS** or View Pre-recorded Webinars www.wcupa.edu/fast
 - ✓ Visit the **WORK AND CLASS CONTINUITY** websites www.wcupa.edu/workcontinuity
 - ✓ Visit **SERVICENOW** www.wcupa.edu/servicenow, login and browse the knowledge base
- 



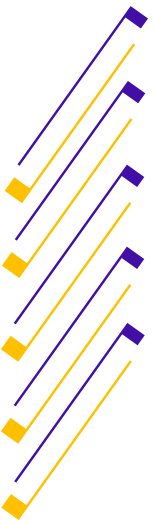
WHAT TO DO NEXT - HELP

Visit the ServiceNow portal


<https://wcupaproduct.service-now.com/sp>

or call IS&T Help Desk at 610-436-3350





Thank you for your time! Good Luck!



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Information Services & Technology
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