



Welcome Back!

Our staff in Information Technology Services are deeply committed to the educational mission and service to our students, faculty, and staff. I am pleased to share a number of technology initiatives that we have been working on this past year, as well as some important information to assist you during the beginning of the school year.

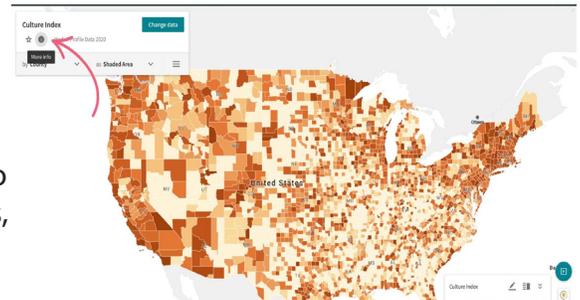
Strategic Priorities

- Improving the student experience and student success
- Providing data for decision-making
- Ensuring appropriate information security & compliance

Instructional Technology Academic Collaboration

In partnership with Dr. Sucharita Mukherjee the Instructional Technology team developed an introductory module in Canvas about data literacy. This module contains fundamental information students can use in class to learn basics of working with data. We have created a few basic assignments that teach students skills such as data source versus data aggregator, how to import raw data in Excel, data process, and data ethics. If you have any questions or would like to add the Data Literacy Resource module to your course, please contact [Cathy Robak](#) or [Adam Konczewski](#).

Speaking of data, we are also piloting Social Explorer. Social Explorer provides easy access to demographic information about the United States and provides thousands of interactive data maps going back to 1790. It is a great tool to visualize data from a variety of databases and can be a great way to expose students to basic data literacy principles. If you would like to try it in your class, please contact [Cathy Robak](#) or [Adam Konczewski](#).



Virtual Computer Lab Improvements

To improve performance and overall experience, IT Services made substantial changes to the Virtual Computer Lab this summer. Below are a few of the items that have been improved:

- Faster login time*
- Faster time to launch an application*
- Personalized settings/changes are saved. These settings/changes are retained between sessions.

***Note**

The first time you log in and launch applications, it may take a bit longer due to your settings being populated for the first time. Subsequent logins and application launches will be faster.

The majority of applications requested for academic use on campus are available in the Virtual Computer Lab. All users can access these applications from any device that has internet access, including personal devices. Instructions for accessing the [Virtual Computer Lab are available here](#). [Visit this page](#) for a list of applications installed in the Virtual Computer Lab.

Our physical lab computers continue to have a core set of general applications installed (i.e., common web browsers, Microsoft Office, etc.), and they can also be used to access the applications installed in the Virtual Computer Lab. In addition, there are still some academic applications that, due to licensing or functionality reasons, are installed locally on specific physical lab computers.

New Software Installation Options for Campus-Owned Faculty and Staff Computers

IT Services is in the process of making it easier for you to access your resources anytime, anywhere. Our goal is to make it easier for you to install software on your own even when you are off-campus. Now you can to install software on your own without calling the Help Desk:

- On PCs – use the Company Portal
- On Macs – use Self-Service

Printing in the Computer Labs

This time of year, we hear a lot of questions about how to print in the computer labs. As a refresher, printing to campus public printers on the [following page](#).



Hybrid Classroom Instruction

Instructional Technology Specialists offer one on one sessions for faculty in classrooms on equipment, Zoom, Canvas, etc. Please contact the [Help Desk](#) to request training.

Wireless Access Upgrades

Over the summer, we replaced approximately 200 wireless access points across both campuses. The replacement will allow for future updates of our wireless infrastructure and will provide better wireless performance. If you are aware of an area with poor wireless coverage, please report it to the [Help Desk](#).



Moving from M Drive to OneDrive has impact for you

We are in the process of shifting our document storage from your M drive to your OneDrive. OneDrive gives us anytime, anywhere access as well as larger file storage capacity.

If you haven't been migrated yet, you can start to prepare now by cleaning up and deleting unnecessary files in your M drive. Cleaning up files that are no longer needed will significantly speed up the migration process. Depending on the size and number of files in the home directory, the login process after migration could take between 1-5 hours. [Video Explanation of the Migration Process.](#)

If you'd like to be migrated now, contact the [Help Desk](#). We have an automated process that will take all documents from the M drive and put them into a folder on OneDrive. We will be working this academic year to migrate all staff, faculty, and student employee accounts to OneDrive.

As we continue this process, this has meant making a change to the instructor computers located at the podiums in classrooms. OneDrive is now the primary location for desktop and documents folders instead of your M drive. If your M drive has not yet been migrated to OneDrive, you will not see your data in the desktop and documents folders when you log in to classroom computers.

When you need to access your home directory files in a classroom, use one of the following options:

1. Use your laptop. No changes have been made to the campus-issued Windows laptops, so you can access your files as usual.
2. Migrate to OneDrive by contacting the [Help Desk](#).
3. Log into the podium and manually map the M drive and/or departmental shares (O: drive). [Instructions here.](#)

Note:

New faculty and staff (hired after May 1), as well as faculty and staff that have already been migrated to OneDrive will not be impacted. Your account is already using OneDrive. All CSB/SJU students are already using OneDrive and will not be impacted.

Resources/Training

[Resources on One Drive](#)

[Individual and departmental training on One Drive](#)

[How do I access and use OneDrive?](#)

[Frequently Asked Questions M Drive Migration](#)

Canvas Tips: Customize Your Dashboard

Would you like to see your favorite courses on your dashboard when you log into Canvas? [Visit this instructional document](#) for information on how to add courses to your dashboard for easy access.

Add the Academic Calendar or Your Class Schedule to Your Outlook Calendar

Import your class schedule, academic calendar, or other events (i.e., student employment work schedule, music lessons, office hours) that rotate on the CSB/SJU class schedule into your Outlook calendar. [Visit this link for instructions.](#)



