



## **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

## **Canvas Template - NEW**

We've created a Canvas template that can be applied to your courses; one for pages and one for modules. [Take a look at it here.](#) If you'd like to try it out in a course, let Cathy Robak know at [crobak@csbsju.edu](mailto:crobak@csbsju.edu) or 320-363-5411.

## **Canvas Quizzes - Lockdown Browser**

Do you give quizzes in Canvas and want to make sure students can't search for answers in a separate browser window? If so, then LockDown Browser is the way to go! Visit the [information page here](#) to find out how.

## **Canvas Tips: Customize Your Dashboard**

Want 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.

## **LinkedIn Learning Access**

If you ask your students to apply for an account to use LinkedIn Learning through the Great River Regional Library, please make sure they know the format for their on-campus address. Below are examples.

CSB Student Address:  
37 South College Avenue  
[Your Student PO Box]  
St. Joseph, MN 56374

SJU Student Address:  
2850 Abbey Plaza  
[Your Student PO Box]  
Collegetown, MN 56321

[Complete details about LinkedIn Learning GRRR](#)

## ***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](#).



## ***The Hive***

Are you new to the Hive, or need help navigating the different functions such as, how to setup your profile, office hours, adding flags, high fives or notes? If so, sign up for a training session by visiting our [training page here](#).

## ***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](#).

## ***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 install software on your own without calling the Help Desk:

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

## ***Homepage Refresh***

Check out the [new look of the CSB+SJU homepage](#). IT Services web development staff worked with Marketing and Communications to help execute MarCom's vision of a refreshed layout that will appeal to prospective students and parents.

## ***Internet Bandwidth Upgrade***

To meet our community's increasing Internet needs, we will be adding significant bandwidth to our existing connection, effective October 1st. This upgrade will increase our current 4GB bandwidth to 10GB capacity. During this upgrade you can expect no interruption in service to the campus community.

## ***Free Technology Training***

Did you know that IT Services offers access to many training materials which are free to all staff, faculty, and students? [Visit this link](#) to see the offerings.

If you have any questions or concerns, please contact [the Help Desk](#).

