

Welcome back for a new semester! I would like to provide some technology news that may be of use to you, and I'd like to encourage you to contact Kelly or me if you have any technology questions or requests.

First, Classroom Technology:

- ▶ The batteries for the Powerpoint clickers and the classroom microphones have all been checked and they should all work. Batteries are changed in the classrooms twice a week.
- ▶ All equipment in the classrooms was tested the first week in August and any problems found were fixed.
- ▶ At this moment, the lapel microphone and Powerpoint clicker in MSL 244 are missing. It will take 5-7 days to get replacement.
- ▶ Please let us know as soon as you can if you find any problems with classroom technology so we can address the problem as quickly as possible.
- ▶ A gentle reminder: please turn off the projector when you are finished with your class and log off from the computer.

Second, Training:

- ▶ We will set up a refresher training for the Administrative Assistants in the basic operations of the classroom technology in case they are called upon to help from time to time.
- ▶ We can offer training to your research assistants in the use of technology. Please ask them to contact us if they need training in the use of any technology on campus.
- ▶ We have also started preparing handouts and tutorials on how to use Blackboard. One handout is here:
<http://blogs.stthomas.edu/lawtechnologycenter/2012/07/31/blackboard-training-handout/>. The video is here:
<http://blogs.stthomas.edu/lawtechnologycenter/2012/08/22/how-to-use-the-assignment-and-grading-center-feature-in-blackboard-learn/>. More will be forthcoming.

Third, Free Software:

- ▶ As faculty members, you can have free copies of Microsoft Word and all other office products (Excel, Powerpoint, Outlook, Publisher and Onenote) to install on your personal home computers, either Mac or PC. UST provides Symantec Anti-virus for personally owned workstations for faculty and staff which can be downloaded at:
<http://www.stthomas.edu/irt/security/symantecendpointprotectionsep/>. For the Office download: Send an email to Tom Oscanyan (toscanyan@stthomas.edu) including your Banner ID to ask for copies of Office for Mac or PC to install on your home computers. You are welcome to contact either me or Kelly if you need further information.

Lastly, Recording Your Class:

- ▶ We are receiving more and more requests to record classes. If the recording is done in a classroom with Echo 360 (video and audio recording we have installed in room 244 and room 321), we can schedule that in short order. But for other classrooms, recording

needs to be set up. Three day advance notice would be ideal so we can plan our work. Classroom recordings can be requested by using the RFS forms at:
<https://webapp.stthomas.edu/rfs/>

Duplex Printing:

- ▶ Printers in the public areas are defaulted to duplex printing to save papers. You can configure your Word to not print duplex. Let us know if you need help to configure your applications not to print duplex.

Thanks very much and if you have other needs, please do not hesitate to contact either Don or Kelly.