Information Technology Services

Faculty Technology Reference Guide 2015-2016
# Faculty Technology Reference Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Services Mission</td>
<td>4</td>
</tr>
<tr>
<td>Services and Support for Faculty</td>
<td>4</td>
</tr>
<tr>
<td>Using the Faculty Technology Reference Guide</td>
<td>4</td>
</tr>
<tr>
<td>Classroom Technology</td>
<td>5</td>
</tr>
<tr>
<td>Classroom Technology Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Classroom Internet Access</td>
<td>5</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>5</td>
</tr>
<tr>
<td>Lab and Classroom Software</td>
<td>5</td>
</tr>
<tr>
<td>Video Conferencing</td>
<td>6</td>
</tr>
<tr>
<td>Policies</td>
<td>6</td>
</tr>
<tr>
<td>Instructional Resources</td>
<td>7</td>
</tr>
<tr>
<td>Integration of Technology in Instruction</td>
<td>7</td>
</tr>
<tr>
<td>Adobe Connect</td>
<td>7</td>
</tr>
<tr>
<td>Audience Response System (Clickers)</td>
<td>7</td>
</tr>
<tr>
<td>Blackboard</td>
<td>8</td>
</tr>
<tr>
<td>iTunes U</td>
<td>8</td>
</tr>
<tr>
<td>Qualtrics Surveys</td>
<td>8</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>9</td>
</tr>
<tr>
<td>University Technology Tools</td>
<td>9</td>
</tr>
<tr>
<td>Classroom Assignments</td>
<td>9</td>
</tr>
<tr>
<td>Computer Support</td>
<td>9</td>
</tr>
<tr>
<td>Computer Replacement</td>
<td>9</td>
</tr>
<tr>
<td>Conference Call</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Notifications</td>
<td>9</td>
</tr>
<tr>
<td>Faculty Email Accounts</td>
<td>11</td>
</tr>
<tr>
<td>Faculty Email via From Home or Off-campus</td>
<td>11</td>
</tr>
<tr>
<td>GoToMyPC</td>
<td>11</td>
</tr>
<tr>
<td>GreenPrint</td>
<td>11</td>
</tr>
<tr>
<td>International Calling</td>
<td>11</td>
</tr>
</tbody>
</table>
Long Distance ................................................................. 11
NetID ............................................................................. 12
Password Recovery Self-Serve ........................................... 12
RU Access ........................................................................ 12
RU Files ........................................................................... 13
Software .......................................................................... 13
Student Email Accounts ...................................................... 13
Voice Mail ........................................................................ 13
Virtual Private Network (VPN) ............................................ 13
Wireless Internet .............................................................. 15
Web Site ........................................................................... 15
Appendix ........................................................................... 16
  Information Technology Services Staff ................................ 16
Quick Start Guides ............................................................ 22
Adobe Connect User Guide .................................................. 23
ENO Board Quick Start Guide .............................................. 24
Information Technology Services Mission

As student-centered partners with academic and administrative professionals of the University, the staff of Information Technology Services provides leadership, creativity, guidance, and technology expertise to support and advance the University’s values, mission and goals.

Services and Support for Faculty

The Faculty Technology Reference Guide provides information regarding the range of tools and services that Information Technology Services (ITS) provides faculty and adjunct instructors.

ITS supports and promotes technological initiatives that enhance student access and engagement in the classroom, as well as faculty excellence in the integration of educational technology into their teaching for the shared goal of student success.

Using the Faculty Technology Reference Guide

The Faculty Technology Reference Guide is organized in three categories that include:

a. Classroom Technology Equipment
b. Instructional Resources
c. University Technology Tools
Classroom Technology

Classroom Technology Equipment
Many classrooms at Roosevelt have technology in them. The available technology ranges from Video conferencing to a computer/projector. Information regarding the installed technology, by room, are available at: http://www.roosevelt.edu/ITS/About/AcadTechSol/TechnologyByRoom.aspx
One-on-one training is available for classroom equipment use and strongly recommended. Once you know the room you will be teaching in, contact Academic Technology Solutions Office at 312-341-3650 to arrange training.

In order to add equipment to a room, you need to request it online by going to:
http://www.roosevelt.edu/Restricted.aspx (login with the user name: RUSECURE and the password: 20yesIam14)

Classroom Internet Access
All classrooms have wireless internet access via RUWIFI.

Computer Labs
To request a computer lab for a class, the instructor should email the room scheduler in the Registrar’s office as soon as you know you will need a computer lab for a class. Please let us know if you want your class to meet in there permanently or need a regular classroom as well and will just be using the lab regularly throughout the semester. Also, let us know the software you may need.

Computer labs are assigned on a first come first serve basis.

A list of all computer labs is available at:
http://www.roosevelt.edu/ITS/mms/classroomConfig.aspx

Open computers labs are in AUD 256 and Gage 109. These rooms are not available for classes since they are kept open and unreserved for students who need access to computers. Additional computers for students can be found in the libraries and at several kiosks around the university.

Lab and Classroom Software
All computers in the labs and classrooms have installed on them standard university software, including Microsoft Office. More specialized software (e.g., Mathematica, SPSS, etc.) is installed in some rooms.

Requests for software installation/updating must be made well in advance of the start of each semester. A message in the Roosevelt Broadcast Digest asking for software installation requests is made prior to each semester. No software may be installed in computer classrooms or labs by instructors or students. Software licensing requirements and copyrights are strictly observed at all times.
Video Conferencing
In support of innovative instruction and advancing learning, Roosevelt University has several video conferencing rooms available. Video conferencing allows two or more locations to collaborate via two-way video and audio connections. Videoconferencing facilities serve group communications for instruction or administrative meetings, with options for connections to off-site locations.

Video conferencing rooms are available for instruction (the priority), for meetings, and for educational outreach to other institutions with similar capacities. Reservations for classes must be made as far in advance as possible and coordinated with the Registrar’s Office. You can access the online request form http://www.roosevelt.edu/Restricted.aspx. Please make your reservation at least 7 business days prior to your event. Video conferences connecting with outside systems require 14 days’ notice in order to properly test the connection.

Details on the videoconferencing service and a link to the current schedule of events are available on the videoconferencing policies page at http://www.roosevelt.edu/ITS/About/AcadTechSol/Videoconferencing.aspx

Policies
The university’s Acceptable Use of Electronic Resource summarizes rules and responsibilities that apply to all users of information technology resources at the University. It, along with other ITS-related policies, is available here: http://www.roosevelt.edu/ITS/Info/Faculty.aspx
Instructional Resources

Integration of Technology in Instruction
The team of Academic Technology Solutions (ATS) provide faculty support for research based integration of technology in instruction. ATS offers faculty professional development opportunities through workshops, consultations, and faculty collaboration. The team of ATS evaluates recent technologies and trends in higher education and works with the various RU constituents to design best uses.

Technology training for faculty is available from several resources. If you would like training on classroom equipment and or use of university software, contact the Director of Innovative Learning, Donna Kiel at dkiel@roosevelt.edu

Specific services provided by ATS include:

- Providing high quality, reliable access and support for using technology in the learning process
- Responding to the changing needs of our University by providing training, consulting and support services
- Promoting innovative technology-enhanced pedagogy by providing an arena where the faculty can access, evaluate, and share the best teaching practices

ATS and the Center for Teaching and Learning (CTL) have formed a collaborative network that provides ongoing workshops and training in technology application. Individual as well as group consultation is available by contacting Donna Kiel at dkiel@roosevelt.edu.

Adobe Connect
Adobe Connect is a web conferencing application designed to facilitate digital meetings or Webinars. Adobe Connect can be used on virtually any device allowing for real-time remote access from any internet connected computer to events such as classes, presentations and meetings. Functions supported include two-way audio and video, interactive computer desktop display, file sharing, chat, polling, assessment, and recording and replay of the meeting or class. In some cases, this system can serve as an alternative to traditional videoconferencing and lecture capture.

The Adobe Connect system is available by request to interested faculty members who would like to use it in their courses. The system is also available to Roosevelt staff members to support administrative meetings. Participation is a training session on Adobe Connect is required of any faculty or staff member requesting and Adobe Connect license. To request an Adobe Connect license contact Academic Technology Solutions.

Audience Response System (Clickers)
Audience Response Systems (ARS), commonly referred to as “clickers,” allow students and audience members to participate in lectures or presentations by electronically submitting responses using handheld keypads. These devices interface with a presenter’s content and enable
instructors or presenters to gather data and assess learning outcomes and to engage participants, without having to close their onscreen presentation.

TurningPoint Technology is the supported clicker vendor for Roosevelt University. Faculty wishing to utilize clicker technology in their courses can order TurningPoint clickers along with their regular textbook orders to the university bookstore. Students may purchase their individual clickers from the bookstore. Professional development on the best practices for using clickers can be obtained for a department or an individual by contacting, Donna Kiel at dkiel@roosevelt.edu.

**Blackboard**

Blackboard, is the university’s online learning management solution (LMS). All courses at Roosevelt are automatically provided with a corresponding site in Blackboard. Blackboard can be used to post syllabi, assignments, tests, grades and supplemental instructional information.

The RU Online Department conducts regular training for faculty. You can attend a face-to-face session at the Chicago or Schaumburg campuses, or complete our fully online comprehensive overview of using Blackboard for online classes. RU Online is also a member of the Illinois Online Network, which offers advanced training and for-credit courses in online teaching, learning technologies, and the administration of online programs.

For more information on RU Online, contact Jamie Cunningham at jcunningham08@roosevelt.edu

**Qualtrics Surveys**

Qualtrics is an online survey creation system. It allows you to create surveys with an easy to use survey builder. You can then distribute your survey in a variety of ways and collect and analyze the results. As an online tool is available to you when ever and where ever you want. Qualtrics is available online at [http://rooseveltuniversity.qualtrics.com/](http://rooseveltuniversity.qualtrics.com/). All University faculty and staff have accounts. To access your survey location, go to the location mentioned above and enter your RU email/network username and password, e.g. Username: jsmith Password: XXXXXX. Our Qualtrics site uses the same authentication server as our email and network login services, so the password for Qualtrics will always be the same as the NetID you use to log on to email. If you need help with Qualtrics, login and click the Support and Feedback button at the top of the page. For pedagogical support, contact Donna Kiel dkiel@roosevelt.edu.
University Technology Tools

Class Schedules

A complete, searchable class schedule is available online at http://www.roosevelt.edu/Registrar/Schedule.aspx

Classroom Assignments

Classroom assignments can be viewed online at http://www.roosevelt.edu/Registrar/Schedule.aspx

Computer Support

Technical Support (Help Desk) is the primary office for providing computer assistance. Support requests can be submitted via the phone (312-341-4357) and email at helpdesk@roosevelt.edu

If you experience a problem during a class with technology, call the Help Desk at 312-341-4357 and they will arrange for either a technician to stop by as soon as possible to fix the issue. Please report all technology issues you are aware of—even if it doesn’t affect your teaching. Knowing of any concerns will allow us the opportunity to fix the issue as soon as possible to prevent any impact to classroom instruction.

Computer Replacement

All full-time faculty are provided a computer (desktop or laptop). The computers are replaced on a scheduled basis (3.5 years for Windows desktop, 4 years for other types of computers). Windows and Mac are offered. Prior to your computer being replaced you will be sent a Computer Choice Form.

Conference Call

Any Roosevelt employee may use the conference calling service. A conference call is a phone call that has more than two participants. All participants dial into the same phone number. There is usually a leader code and a participant code used to access the call. To schedule a conference call, complete the online reservation form. You will be contacted within one business day. Conference calls may be scheduled up to one month in advance. Once your call is scheduled, you will receive instructions via email. Conference calling instructions http://intranet.roosevelt.edu/VOIPCommunications/conference.htm

For technical issues, please contact the Help Desk, 312-341-4357 or email helpdesk@roosevelt.edu.

Emergency Notifications

There are two primary means of receiving emergency notifications: emergency text messages and Active Alert desktop messages. In order to receive emergency text messages you must register for the service by going to http://www.roosevelt.edu/ITS/textmessaging.aspx For Active Alert, visit this page for more information and download instructions: http://www.roosevelt.edu/ITS/textmessaging/ActiveAlert.aspx
The Emergency Text Messaging service sends notifications via SMS from Campus Safety to users’ cell phones. Active Alert broadcasts emergency notifications sent by Campus Safety on computer desktops.
Faculty Email Accounts
Email accounts are provided to all faculty members. Each account has a 5GB storage limit. Microsoft Exchange is the software used to host the email accounts locally. You can use your mobile device to access your email. While ITS does not have the capacity to support personal devices, here is the information you would need to setup the device:
Choose either Exchange or ActiveSync
The server name is webmail.roosevelt.edu
Your user name and password is your NetID

Faculty Email via From Home or Off-campus
You can use any browser to access your email account from any computer by going to https://webmail.roosevelt.edu Login with your NetID

GoToMyPC
GoToMyPC is a remote access tool. When installed on a Roosevelt desktop computer, the computer can then be accessed and remotely controlled from any other computer with Internet access. More information is available here:
http://www.gotomypc.com/remote_access/pc_remote_access To request a GoToMyPC please contact Tim Hopkins at thopkins@roosevelt.edu. Account requests must be approved by Deans/department heads. There is a yearly charge of $150 per license (each computer controlled needs a license).

GreenPrint
GreenPrint is a card-based “pay-for-print” system in the public computing labs, libraries, and classrooms. Any user that wishes to print a document in a lab that has GreenPrint must pay for each print job. When printing in a GreenPrint lab or classroom, the document does not go to the printer, but instead is held temporarily on a nearby computer known as the “release station” for print jobs in that location. All the print jobs destined for that printer are queued on the release station. Users know which job is theirs because the system asks the print job owner to add an identifying tag when the job is sent. To print your document you simply take your copy card to the release station, select your document, and swipe your card. Once your card has been swiped, the total dollar amount due for the print job is deducted from the card balance and the job is released to the printer.

International Calling
International calling refers to phone calls made from your desk phone to numbers outside of the U.S. Only people authorized by their Dean or Department Head may make international calls. International calling capability is not enabled by default. Your department is billed for all international calls. Open a Help Desk support ticket requesting international calling capability. View instructions on how to make an international call. For technical issues, please contact the Help Desk, 312-341-4357 or email helpdesk@roosevelt.edu.

Long Distance
To make a long distance call outside of the Chicagoland area from any campus telephone you will need a long distance authorization code. Long distance charges apply and are charged to the department. Long distance codes are unique to the employee and must not be shared.
NetID
Your NetID consists of your user name and password. For newly hired faculty, these credentials were sent to you in your Welcome Letter. For everyone else, your NetID user name is the same user name you use to login to your computer or email (e.g., jsmith) and the password you use to login to your computer or email. Together, the user name and password is referred to as your NetID.

If you forget your NetID password, you can recover it using the Password Recovery Self-Serve tool at https://password.roosevelt.edu If you have not enrolled in the service, you will need to call the Help Desk (312-341-4357) and arrange an in-person appointment with a technician to have your password reset. Due to security reasons, NetID passwords cannot be reset over the phone.

Password Recovery Self-Serve
The Password Recovery Self-Serve tool is the only way you can recover a forgotten NetID password. If you have not already done so, you should enroll in the Password Recovery Self-Serve tool here: https://password.roosevelt.edu. Once you enroll, you will be able to use this tool to recover a forgotten NetID password. NetID passwords cannot be reset over the phone.

To enroll, login at the address above and click the Enrollment tab. Then choose your security questions and answers.

RU Access
RU Access is a web-based system for faculty, staff, and students. Faculty can use the site to post grades, access some student information, and check on employment information (pay stubs, leave reports, etc.).

Students use RU Access to register for classes, pay bills, check grades, etc.

Banner is the main enterprise information system which supports RU Access and is the tool used by administrative offices and Colleges to process recruits, applicants, students, registration, curriculum, financial aid, budgets and finances.

In order to gain access to RU Access, please follow these steps:
• First, check with your Supervisor or Department Head to see if your position requires access to Banner.
• Next, complete the Computer Based Training (CBT) course Banner Fundamentals. The course is available on the Roosevelt University website
• Upon successful completion of the CBT please print out a copy of the completion certificate.
• Access the Banner Access Request Form from the Roosevelt University website.
• Complete the form and attach the CBT completion certificate and forward to your supervisor
• From there after the required approvals are given it will be forward to IT and the account will be created and the user will get an email with the account details.

Eric Vuillemot, Assistant Vice President, Enterprise Applications
evuillemot@roosevelt.edu
312-341-6379

RU Files
RU Files is a web-based storage and collaboration tool that allows users to securely store and share files. It serves as a place to save personal and departmental files as well as a replacement for email attachments. It is accessible via the web and a desktop software tool. The RU Files home page is https://rufiles.roosevelt.edu
Everyone with a Roosevelt email address has an RU Files account. The login credentials for both systems the NetID credentials. Departments may also request departmental RU Files accounts.

Support is provided via online help files at https://rufiles.roosevelt.edu. If you need assistance in accessing departmental files, please contact your department’s RU Files administrators. For other questions, please contact the Help Desk at 312-341-4357.

Software
ITS assists faculty and staff in the acquisition and use of desktop software to support instruction, research and administrative work. We can provide information and assistance on software already licensed by the university as well as applications not currently in use at RU. Services include assistance in determining the suitability of particular applications, research into licensing plans and costs (if any), and assistance in acquiring, testing, installing, and using the software. Two online forms are available to submit requests for software that is not provided by default on university computers.

- Request software for use in computer labs and classrooms.
- Request software for use on a university-assigned desktop or laptop computer

Student Email Accounts
All students are given a Roosevelt University student email account. These accounts all end in @mail.roosevelt.edu format. Students do have the option of setting a forward on their account so that all mail sent to their account is forwarded on to another account.

Voice Mail
Voice Mail (voicemail) is a service that allows callers to leave a message in your phone’s mailbox when you are not available to answer the call. Messages can then be accessed by dialing into your mailbox and using your passcode. You can use the voice mail settings to record a new greeting, listen to and forward voice messages, and change your voice mail password.

Virtual Private Network (VPN)
Virtual Private Networking (VPN) is a service that allows remote access to services normally available to on-campus computers only (e.g., Argos, TimeTech). When you connect via VPN to the Roosevelt network, a secure connection is established and your remote computer is, in effect, on the Roosevelt network. Only a limited number of people need VPN. If you are required to access one of the above systems from off-campus, you may need VPN.

To request VPN access, please fill out the online form. When you submit the form, your dean/department head receives a copy of your request and must approve it before VPN is
enabled. Your VPN credentials are your NetID. VPN access is obtained by logging in at https://webvpn.roosevelt.edu
Wireless Internet
Wireless Internet coverage is provided throughout the Auditorium, Wabash, Schaumburg, and Gage buildings. In the Wabash building, RUWIFI is available on the 14th floor and lower. An outside vendor provides wireless Internet to the residential floors.

The wireless name is RUWIFI. The key, or password, is GOGREEN! (all caps, all one word). There are currently no further steps for authentication.

If wireless access is needed for a university guest, you can make the request for a guest account by calling the Help Desk, 312-341-4357 or email helpdesk@roosevelt.edu (please provide the 5 W’s and How Long Account is needed), at least 48 hours prior to when the account is needed. The network the guest will connect to is called RUGUEST.

Web Site
The Roosevelt web site, www.roosevelt.edu, is maintained by the Webmaster’s Office within the Governmental Relations and University Outreach area.

There is an area of the website that contains some information that is not meant for the general public. This is referred to as the “Secure” area of the site. To access it, you must login with the user name: rusecure and the password: 20yesiam14. Contact the webmaster’s office if you have trouble logging in.
Appendix

Information Technology Services Staff

Office of the CIO
Neeraj Kumar
Chief Information Officer
nkumar@roosevelt.edu
312-341-3587
AUD 364C

Elizabeth Thomas
Assistant Vice President for Technology Administration/Project Management
ethomas@roosevelt.edu
312-341-3509
AUD 364D

Vince Perkins
Project Administrator
vperkins@roosevelt.edu
312-341-3892
AUD 364B

Vanessa Georg
Business Analyst
vgeorg@roosevelt.edu
312-341-4965
AUD 370

Academic Technology Solutions Staff - The ATS staff has two primary areas of responsibility: support for instructional and research technology and provision of multimedia technology for both instructional and administrative events. Services include installation and maintenance of classroom technology, delivery of computing and display equipment for classroom use and consulting and technology support services to faculty.

Susan Lamparter
Assistant Vice President for Academic Technology Solutions
slamparter@roosevelt.edu
312-341-2031
AUD 380

Donna Kiel, Ed.D.
Director, Innovative Learning
dkiel@roosevelt.edu
312-341-3654
AUD 380

Barbara Anderson, Ed.D.
Sr. Academic Technology Specialist
banderson17@roosevelt.edu
312-341-2061
AUD 380

Jamie Cunningham
Sr. Instructional Designer
312-341-2602
AUD 380

Sarah Sproule
Instructional Technology Specialist
312-341-2603
AUD 380

Mary Gabioud
ATS Operations Specialist, Schaumburg
mgabioud@roosevelt.edu
847-619-8667
SCH 700

Mark Schultz
Lead Multimedia Services Specialist
mschultz@roosevelt.edu
312-341-3720
AUD 380

Steve Madunic
Multimedia Technology Specialist
smadunic@roosevelt.edu
312-341-3720
AUD 380

Jon Reele
Multimedia Technology Specialist
jreele@roosevelt.edu
847-619-8620
SCH 700

Dalice Spitzer
Multimedia Technology Specialist
dspitzer@roosevelt.edu
Enterprise Applications Team - The Enterprise Applications Team is responsible for the maintenance and support of the University’s Enterprise Resource Planning (ERP) system, Banner. The Team manages the various instances of the Banner database, programs any modifications to the system and supports the University end-user community in their efforts in relation to the Banner system. The Banner Support Team also manages and supports several other software applications that integrate directly with the Banner system.

Eric Vuillemot
evuillemot@roosevelt.edu
Assistant Vice President – Enterprise Applications Team
312-341-6379
AUD 264

Patrick Weathersby
Director, Enterprise Applications
pweathersby@roosevelt.edu
312-341-6485
AUD 272

Bonnie Crittington
Database Administrator
bcrittin@roosevelt.edu
312-341-6351
AUD 264

Karen Bussan
Senior Business Intelligence Specialist
kbussan@roosevelt.edu
312-341-6364
AUD 272

Andy Welenc
Programmer/Analyst
awelenc@roosevelt.edu
312-341-6356
AUD 272

Eric Kieft
Lead Bus Intelligence Analyst
ekieft@roosevelt.edu
312-341-6350
AUD 272

Technical Support team’s primary role is to provide technical support for all University owned
desktop computers, laptops, printers and Iphones. This includes all faculty, staff, labs,
classrooms, mobile carts, and kiosk computers. Technical Support specialist receive, track,
troubleshoot and resolve all desktop computer related issues or problems that are escalated
through the helpdesk ticket system. Technical Support also receives and processes desktop
related software/hardware requests from the end user community and installs all desktop
hardware or software.

Dayne Agnew
Director, Technical Support
dagnew@roosevelt.edu
312-341-2231
AUD 632

Heidi Foster
Technical Support Specialist
hfoster@roosevelt.edu
312-322-7195
AUD 632

Michael Lindahl
Technical Support Specialist
mlindahl@roosevelt.edu
312-341-2235
AUD 632

Chris Mich
Technical Support Specialist
cmich@roosevelt.edu
312-332-7196
AUD 632

Huan Nguyen
Lead Technical Support Specialist
hnguyen@roosevelt.edu
847-619-8912
SCH 626

David Tapley
Senior Technical Support Specialist
dtapley@roosevelt.edu
312-341-3354
Gage 508
Bernard Turner  
Senior Technical Support Specialist  
bturner@roosevelt.edu  
312-341-3393  
Gage 508

Christy Foster  
Technical Support  
Assistant  
cfoster03@roosevelt.edu  
312-341-2255  
AUD 632

Lamar Booth  
Technical Support  
Assistant  
lbooth@roosevelt.edu  
312-341-6683  
AUD 632

Andy Kuehling  
User Services Specialist  
akuehling@roosevelt.edu  
847-619-8623  
SCH 626A

Cheryl Williams-Sledge  
Senior Help Desk Coordinator  
csledge@roosevelt.edu  
312-341-6682  
AUD 642

Technology Infrastructure  
Network Services - The Technology Infrastructure team responsibilities includes ensuring the effectiveness and efficiency of the wired and wireless network and staff services such as authentication, email, and calendaring. Maintaining a virtualized environment that maximizes storage and application availability while minimizing costs, the team works to provide reliable systems and services that support all members of the Roosevelt community.

Tim Hopkins  
Assistant Vice President for Technology  
Infrastructure/Operations  
thopkins@roosevelt.edu  
312-341-2363  
AUD 264
Terry Andrews  
Systems Administrator  
tandrews@roosevelt.edu  
312-341-2242  
AUD 264  

Dwight Hancock  
Voice Telecommunications Coordinator  
dhancock@roosevelt.edu  
312-341-3855  
AUD 264  

Paul Nelson  
Systems Administrator  
pnelson06@roosevelt.edu  
312-341-2242  
AUD 264  

Bavesh Patel  
Sr. Network Engineer  
bpatel@roosevelt.edu  
312-341-6996  
AUD 264  

Vincent Porthe  
Sr. Systems Administrator  
vporthe@roosevelt.edu  
312-341-2242  
AUD 264  

Nicholas Pluta  
Network Administrator  
npluta@roosevelt.edu  
847-619-8361  
SCH 515A
Quick Start Guides
Adobe Connect User Guide

Adobe Connect is a web hosted program that allows for video and audio meetings in various locations. The steps below are a “quick start” guide to using Adobe Connect to host a meeting or class session.

If you have been set up as a host, follow the directions below. If you are a user, simply click on the email invitation link.

To create a meeting and invite participants:
1. Log into http://roosevelt.adobeconnect.com
2. Enter your login and password. Your login is your FULL Roosevelt email and to start your password is your full first and last name with no spaces.
3. Click on the tab meetings then create a meeting
4. Enter the name of the meeting
5. Enter a short name in the URL listing (anything you create)
6. Enter the time and date of the meeting
7. Add participants to the meeting if you choose
8. Send the invitations

Hosting the meeting
1. Enter the meeting room or after logging into Adobe, click on the meeting you have created
2. Click on “start webcam” in the right hand corner
3. Click on “share screen”
4. Start audio by clicking on the microphone
5. Click on end meeting to end the meeting

Joining a Meeting using Adobe Connect

1. Before joining a meeting check the date and time of the meeting.
2. Open your email with the meeting invitation.
3. Click on the link to the meeting.

If you have an Adobe Connect account:
1. Log in to the meeting as either a guest or an Adobe Connect user.
2. Select enter as a Guest. Type the name to be used as your identifier
3. Select enter and login with password
ENO Board Quick Start Guide

The PolyVision board operates with:
1. An eno stylus
2. Bluetooth adapter (looks like a jump drive)
3. A laptop

To set up your board and computer:

SET UP STEPS:
1. Turn on your computer.
2. Follow sequence directions for turning on room projectors.
3. Plug the PolyVision Bluetooth adapter into any available USB port on the computer and leave it there.

4. If this is the first time using the Polyvision Eno board with the laptop you will need to download the drivers. If it is not the first time, you will see a Polyvision “screen” icon in the system tray or menu extra. If not:
   b. Click on Support in the upper right hand corner
   c. Then click on Downloads on the left of the screen
   d. In Filter by Product, use the dropdown to enter Eno Classic
   e. In the Filter by Type, select Drivers
   f. In the Filter by operating system, choose Mac or PC
   g. In Filter by Language select English
   h. Click on search
   i. You will see the driver download. Click and download the driver.

5. Once the driver is downloaded or if the driver is already in the system tray, click on the screen icon and choose “Configure the PolyVision driver” from the dropdown menu. You will get this screen. Choose “hardware” from the left.
6. Click the “Hardware” tab.

7. Click on Pair Stylus in the upper right hand corner. Turn on the ēno stylus by removing the cap then click “Pair Stylus.” Make sure the small switch is set on. You should see a green light flash.
8. Pairing proceeds automatically for most computers. If you have a Macintosh with operating system 10.4 or higher, follow the steps you see on the screen. If you use Linux, you are asked to enter the stylus passcode, which is “0109”.
**STEPS TO USE THE BOARD**

9. For the first use of the ëno whiteboard, or if the computer has just rebooted, or if the PolyVision driver has just been launched, tap the whiteboard instead of the projection mode control icon.

10. You will need to calibrate the board if this is the first time it is being used that day. When you tap the board the green calibration screen will appear. Tap the pen where the “x” appears and follow the “x” until calibration is complete.

11. To toggle the stylus between pen and cursor functions, tap the pen/cursor control icon.

12. To write or draw, tap a pen color control icon and write on the ëno whiteboard.

13. To erase, tap an eraser control icon and erase. To print a copy using the printer connected to the computer, tap the print control con. To save a copy as a file in the computer “My Documents” folder, tap the save control icon.

14. If you would like to be able to quickly go to a website, you can program the two icons with number 1 and 2 on the bottom of the strip. Click on the Polyvision icon in your system tray or your extras. Click on configure and you will get this screen.
Click on icons. You will now be able to enter the website you want for each of the numbered icons.
Some control icons that you tap with the Uno stylus are described below:

- Toggles between writing and cursor control.
- Goes to the previous PowerPoint slide or PgUp.
- Goes to the next PowerPoint slide or PgDn.
- Displays the on-screen keyboard.
- Displays all pen, highlighter, and eraser size and color options.
- The current pen color.
- The current pen width.
- Sets the pen to a solid line.
- Sets the pen to a dashed line.
- Narrow eraser width using the stylus.
- Large eraser width using the stylus.
- Clears all the writing.
- Prints a copy of the whiteboard.
- Saves a copy of the whiteboard contents as a file in the My Documents folder (or where configured).
- Toggles “projection mode” on / off. The first use starts the on-screen alignment (calibration) process.
SMART Board Quick Start Guide

In order to use the SMART Board with a Windows laptop or MAC laptop you will need to follow these steps:

Windows Laptop:

2. Click on the “support” tab on the top.
3. Go to software downloads.
4. Select SMART Notebook
5. Then choose SMART 11 for Windows
6. Follow the prompts
7. The SMART key is:
SMARTboard Notebook Software product
key: NB-AECSQ-B2FSB-JQVN5-6KA6F

MAC Book

2. Click on the “support” tab on the top.
3. Go to software downloads.
4. Select SMART Notebook
5. Then choose SMART 11 for MAC
6. Follow the prompts
7. The SMART key is:
SMARTboard Notebook Software product
key: NB-AECSQ-B2FSB-JQVN5-6KA6F

8. If you have any difficulty, use the link listed below: