FACULTY TECHNOLOGY RESOURCE GUIDE

Faculty Technology Resource Guide

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Mission
As student-centered partners with academic and administrative professionals of the University, the staff of **I**nformation **T**echnology **S**ervices 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 Support 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 Resource Guide
The Faculty Technology Resource 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 videoconferencing to a computer/projector. Information regarding the installed technology, by room, are available at: http://www.roosevelt.edu/ITS/mms/ListOfTechnologyByRoom.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 the **Multimedia Services 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/ITS/forms/Equipment-Classroom.aspx (login with the user name: RUSECURE and the password: YESIAM!)

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, SCH 626, 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. Videoconferencing 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
at http://www.roosevelt.edu/Restricted/ITS/forms/VideoConference.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://roosevelt.edu/ITS/mms/vcpolicy.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/Policies.aspx

Instructional Resources

Integration of Technology in Instruction
The office of Multimedia Services (MMS) and the Instructional Technologist provide faculty support for technology enhanced learning by offering professional development opportunities through workshops, consultations, and faculty collaboration. MMS 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 Instructional Technologist, Donna Kiel at dkiel@roosevelt.edu

Specific services provided by MMS 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

The Instructional Technologist collaborates with the Center for Teaching and Learning in providing 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 Multimedia Services and the Instructional Technologist, Donna Kiel at dkiel@roosevelt.edu.

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 the Instructional Technologist, 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 Kristin Broadwell at kbroadwell@roosevelt.edu or Lynette Washington at lwashington@roosevelt.edu.

Faculty Web Sites
Upon request, all faculty members are provided a Roosevelt University faculty web site. Wordpress software is used to host the sites and allows you to maintain a Blog. Some colleges require that you post at least contact information on your site. Please check with your college about the requirements. There are extensive help pages online to assist you in setting up and maintaining a Wordpress site. If you would like one-on-one training, please contact Donna Kiel, Ed.D., the Instructional Technologist at dkiel@roosevelt.edu or 312-341-3654.

iTunes U
iTunes U is a service sponsored by Apple Computer providing tools for distributing multimedia files over the Internet using Apple's iTunes multimedia client. Instructors can use this service to distribute audio and video clips containing course content, recorded lectures, and related instructional materials. The service is particularly well adapted to support podcasting applications.

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 it is available to you when ever and where ever you want. Qualtrics is available online at 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: XXXXXXX. 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
Desktop Support HD (Help Desk) is the primary office for providing computer assistance.
Support requests can be submitted via the phone (312-341-4357) and online at
www.roosevelt.edu/help.

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 given an option of computer equipment. It was determined by a faculty
committee that a laptop computer is the default option. However, a request for a desktop
computer instead of a laptop must be approved by your Dean. Computers are replaced every 3.5
– 4 years. When your computer is ready to be 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.

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 2GB 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
The domain is 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. Currently, 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, 312.341.6460.

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

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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 the @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 is 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, 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: **yes1am!** Contact the webmaster's office if you have trouble logging in.

Appendix

Information Technology Services Staff

Office of the CIO
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AUD 364A

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AUD 364D

Vince Perkins
Project Administrator
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AUD 364B

Multimedia Services Staff - The Multimedia Services 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.

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AUD 380

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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.

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AUD 272

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

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Technology Infrastructure
Network Services - Network Services works behind the scenes on a daily basis to keep
Roosevelt University Internet connection and Network Infrastructure in operation 24 hours a
day, 7 days a week. There are resources behind the scenes proactively conducting ongoing
updates, maintenance, and security checks to ensure the stability, reliability, and safety of the
network.

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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)
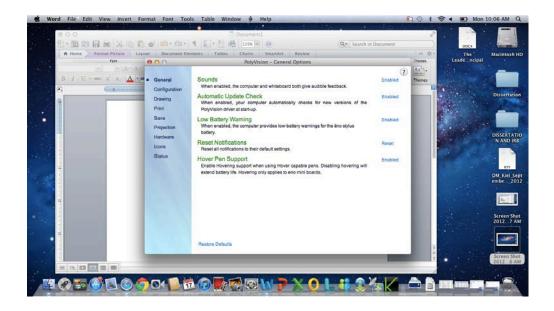3. A laptop

To set up your board and computer:

<u>SET UP STEPS</u>:
1. Turn on your computer.

2. Follow sequence directions for turning on room projectors.

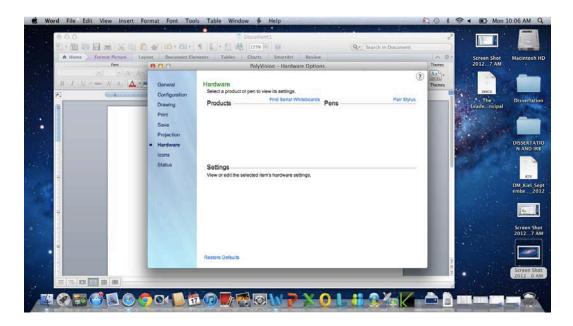3. Plug the PolyVision Bluetooth adapter into any available USB port on the computer and leave it there.

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:
   a. Go to www.polyvision.com.
   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.
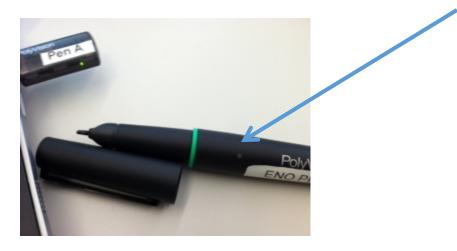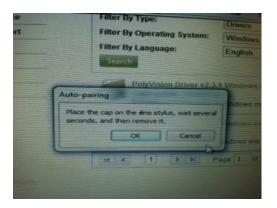
6. Click the "Hardware" tab.
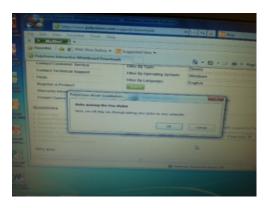
7. Click on Pair Stylus in the upper right hand corner. Turn on the ēno stylus by removing the cap then click "Pair Stylus." Make sure the small switch is set on. You should see a green light flash.

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".
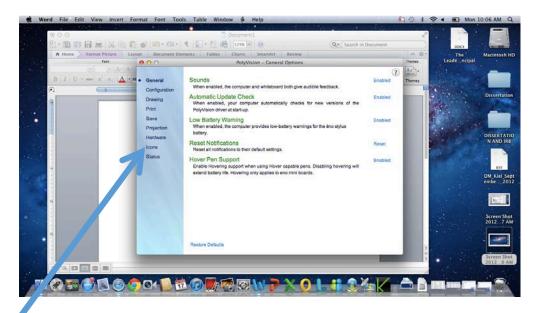
STEPS TO USE THE BOARD

9. For the first use of the ēno 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.
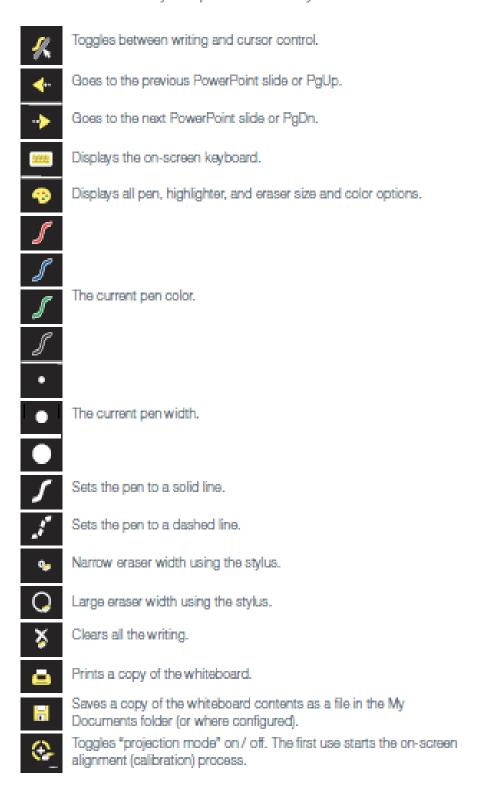
12. To write or draw, tap a pen color control icon and write on the ēno whiteboard.

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.

əno control icons that you tap with the əno stylus are described below.

Icon	Description
	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.

<center>**SMART Board Quick Start Guide**</center>

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

Windows Laptop:

1. Go to the website www.smarttech.com.
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

1. Go to the website www.smarttech.com.
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..

http://www.smarttech.com/Support/Browse+Support/Download+Long+and+Short+Form?download=EducationSoftwareInstaller2012Mac&requestFormComplete=true

WordPress User Guide

In order to access the administrative functions of WordPress to change your site, add a new post, or to add other materials, follow the steps below:

1. Login to WordPress administration by going to sites.roosevelt.edu/yourname/wp-admin

2. Enter your Roosevelt University user name and password.

3. After logging in you are on the main Administration Screen called the Dashboard. This is the backbone of creating your website. At the top of the screen in the area called the "toolbar." Click on the link that is your site name.

4. On the left side of the screen is the **main navigation** menu detailing each of the administrative functions.The various menu items are as follows:
    Dashboard
    Posts
    Media
    Links
    Pages
    Comments
    Appearance
    Plugins
    Users
    Tools
    Settings

    Listed below are details regarding the main functions of the links on the Dashboard:

5. **Posts**: You can use the tabs under the Posts Menu to write and manage your posts. From the **Posts > Category Screen**, click on the tab for All Posts. When you hover your mouse over each post title, under the title, you should see the **Edit | Quick Edit | Trash | View** links. Click on **Edit** to edit one of the posts. On the right side of the Edit Post screen you will now see your **Categories**. Choose one of them by clicking in the box next

to it. Then in the Publish module above, click the **Update** button. Repeat this for your other test posts, putting each one in a different category.

6. **Users:** This is where you will enter information about you, the author and <u>administrator</u> of the site.

7. **Links**: Links allow you to direct users to other websites by clicking on the title.

8. **Pages:** By clicking on pages, you can create new page content for your site. This is where you list the information that you may want students to respond to in a blog format.

9. <u>Appearance</u>: This allows you to change the look of your site using different <u>Themes</u>. Themes are presentation styles that completely change the look of your site. Designed by WordPress developers and users, there are hundreds of themes available for you to choose from. In your Appearance Screen, you will see list of currently installed themes. Click on the **Activate** button under one of the themes listed, then click on your site name in the top <u>toolbar</u> to see how it looks.

10. <u>Plugins</u>: These are also known as add-ons or extensions. They are software scripts that add functions and events to your website. They cover the gamut from up-to-date weather reports to organization of your posts and categories.