

Spelman College | Media and Information Technology Division

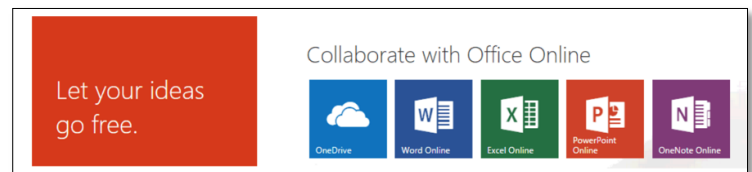
February 2015: Campus Technology Updates for Faculty and Staff

Password Self-Service is a tool to help you reset or unlock your Network/Wireless/MySpelman portal passwords on your own.

- You **MUST** enroll yourself:
 1. Visit <https://passwordreset.spelman.edu:9251>
 2. Enter your network **Username and Password** and select **SC_MAIN** as your domain
 3. Select **User Registration** on the left side of the web page and follow the directions as prompted
- **Documentation:**
<https://passwordreset.spelman.edu:9251/help/user-guide/How-to-Enroll.html>

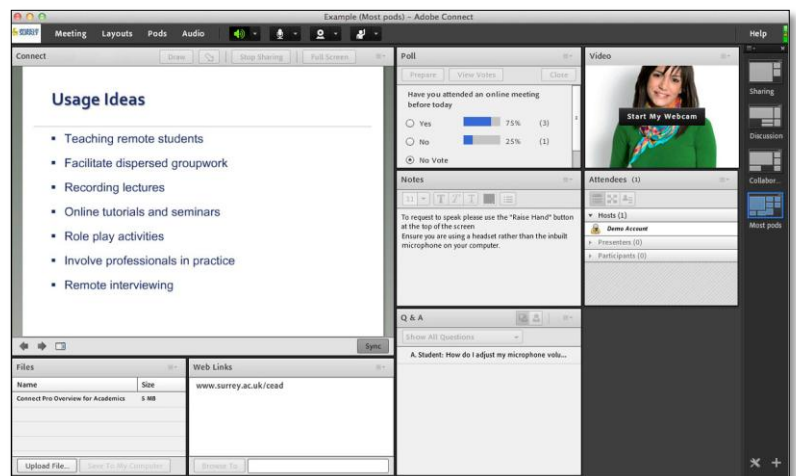
Microsoft Office 365 includes:

1. **Office Online** - access Word, Excel, PowerPoint from anywhere at any time
 2. **OneDrive** - unlimited cloud storage space
 3. **OneNote Online** - allows several people to collaborate on notes
 4. **Office ProPlus 2013** - Download and install Office on up to 5 personally owned devices.
- **Release Date:** March 6, 2015
 - **Documentation:** coming soon



Adobe Connect is a real-time virtual classroom environment designed for distance education and online collaboration. The features of Adobe Connect include two-way audio and video, application sharing, archiving, whiteboard, online polling, and breakout rooms. Works on virtually any device, including iOS, Android, BlackBerry PlayBook, as well as across desktop platforms with no client downloads for participants.

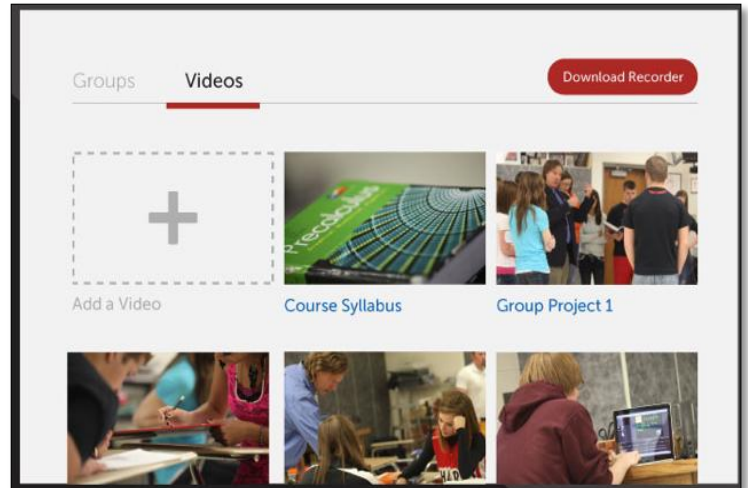
- **Release Date:** February 9, 2015
- **Distribution:** one license per Academic department. Each department must designate a person to manage their departmental account and attend training with Instructional Technology and Design Services.
- **Training** began February 10, 2015 and will continue to be held every 2nd & 4th Tuesday of each month, from 11:00 a.m. - 12:30 p.m. in Tapley 226 until the end of spring term.
- **Documentation:** <http://mit.spelman.edu/ets/adobeconnect/>



Note: Adobe Connect is one of many web conferencing solutions on campus. Please contact the MIT Service Desk for additional information.

Tech Smith Camtasia Relay is an online video and desktop lecture capture solution. TechSmith Relay gives anyone the ability to record and share videos securely from anywhere. It includes an easy-to-use desktop and mobile recorder, built-in quizzing and analytics, plus hosting to manage videos and images effectively. Faculty and staff who already have the Camtasia application now have a place to store and manage their class videos. Camtasia Relay is a great addition to the flipped classroom and departmental training.

- **Release Date:** February 24, 2015
- **Documentation and Training:**
<http://mit.spelman.edu/ets/camtasiarelay/>



Update on Instructor Stations

The new instructor computer installations for the following classrooms are now complete (as of Feb. 17th).

PCs

Cosby - 103,104, 214, 217, *326, 329, 439, 446
Giles -106, 109,110, 202, 203, 321
Science Center - 119, 130,145, 233, 238, 308, 337
Fine Arts - 207

Mac, Dual Boot

Science Center 245, *351

*not on the original list for this semester but now have loaners until next budget cycle

The my.Spelman.edu portal will be upgraded to the latest release at the end of spring term. Thank you for taking time to complete our survey. More information is coming soon...

