Spelman College | Media and Information Technology Division
March 2015: Campus Technology Updates for Faculty and Staff

mySPELMAN PORTAL UPGRADE

The mySpelman portal will be upgraded to the latest release at the end of this term. This is the opportunity to refresh content and the layout. Thank you for responding to the mySpelman portal survey. Based on your feedback, we are preparing to make changes to the portal navigation. The Search button will be more prominent. We're working with several departments to add additional content, which will be ongoing throughout the summer and fall. On **Wednesday, April 22nd, from 11:30 a.m. – 2:00 p.m.,** MIT will set up in Manley to ask for your opinion on three different looks for the landing page of the portal. Please stop by and cast your vote!

Upgrade Date: May 28th, 12:01 a.m. – 6:00 a.m.

SPEL.ELEARN/MOODLE UPGRADE

Spel.eLearn is being upgraded to release 2.8 to take advantage of huge improvements in the interface. There is no change to navigation.

- **Text Autosave:** Your text is saved as you type.
- **Gradebook (huge improvements):** Use a new smooth scrolling feature to scroll horizontally and vertically through grades across all of your devices and track students using a new grade history report.
- **Forums:** You've always been able to subscribe to forums but now you can subscribe to particular discussions.
- **Quiz:** A new Edit screen will make it easier to manage your questions and quizzes.
- **Assignments:** Now you'll be able to add additional files to your assignment.
- **Like Ratings:** Forum posts can now be *Liked*. This brings Moodle closer to social media actions.
- More information: https://docs.moodle.org/28/en/New_features

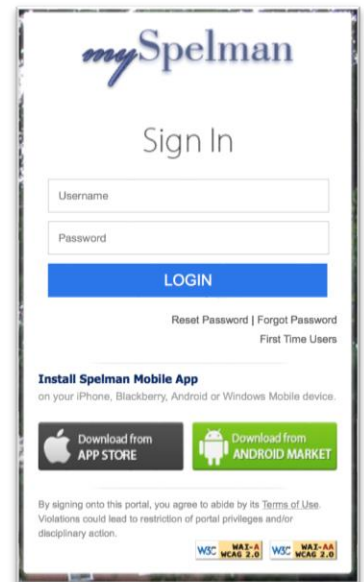**Upgrade Date:** Summer 2015, Date TBD
Training: Instructional Technology and Design Services offers Moodle training and consultations throughout the year. For training dates and resources, please visit the Moodle login page: http://spelelearn.spelman.edu

Giles 318	Science Center 223
Giles 316 *(dual boot Macs)*	Science Center 204
Giles 411	Science Center 205
Cosby 330	Science Center 186
Cosby 220	Science Center 187

COMPUTER LABS REFRESH

This summer in alignment with the Title III activity to enhance academic technology services, MIT will refresh 10 computer laboratories (in Art, Writing Center, Social Sciences and Science) which are currently supported by the Title III grant. One of MIT's objectives is to maintain classroom technology resources at a level capable of supporting secure and reliable computing , sophisticated software releases and online technologies.

New Service! SELF-SERVICE PASSWORD RESET

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

STEP 1: Register for the Service

- You MUST enroll yourself before you can take advantage of this new service.
    1. Visit https://My.Spelman.edu (portal) and look for Forgot Your Password before logging in
    2. Select Faculty/Staff
    3. Enter your network **Username and Password** and select **SC_MAIN** as your domain. DO NOT SELECT LOGIN
    4. 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
- **Watch this short video:** 5 Tips for Safe Passwords

STEP 2: When needed, there are two options available to reset or unlock your password.

- Visit https://My.Spelman.edu (portal) and click **Faculty/Staff** (same as registration), or
- From your Spelman-owned computer, click **Reset Password/Unlock Account** under the password field. If this link is not available on your login screen, please contact the MIT Service Desk at x5400 for assistance.
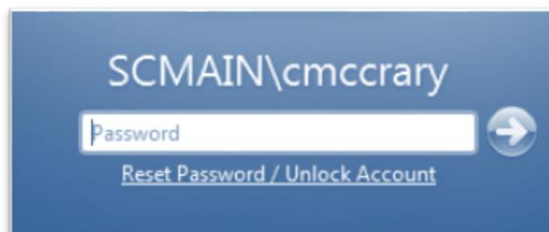
New Project! MIT SERVICE CATALOG

As part of MIT's continual improvement process, we have been examining ways to improve how services are listed and how requests are made for them. Embraced by many IT organizations, a service catalog improves efficiency by providing a list of available technology resources and offerings usually sorted by roles and/or categories. Each service (e.g., Banner account access, classroom equipment, Moodle training) is linked to a request form and documentation.

MIT kicked off its Service Catalog project several months ago. It is a huge undertaking and the first phase should be completed over the summer. This phase will provide a listing of MIT services with descriptions, features, and eligibility by roles.
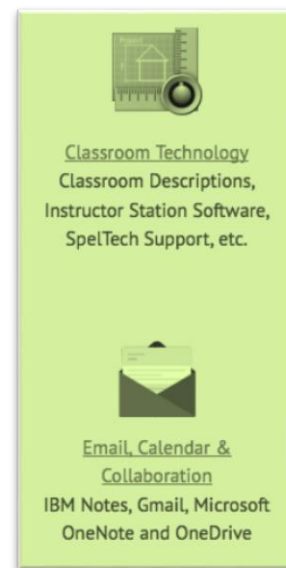
The monthly Campus Tech Updates are archived and posted on the mySpelman MIT Portal.