



IT Matters

Elizabethtown College Information & Technology Services Newsletter - August 12, 2014

Faculty Technology Institute



This year's Faculty Technology Institute is here! On August 18, 20, and 21 the ITS department will provide three half day workshop sessions to help develop skills, and plan for implementation of technology in classrooms. These workshops, which are open to all faculty members, include topics such as Free Tools for Student Assessment, The Pros and Cons of Using Clickers, Blackboard: Turnitin Assignments, and much more! Don't forget to sign up for the workshops now and see the schedule by clicking below.

[See the Full Schedule »](#)

Password Change Reminder



It's that time of year again! Before the beginning of the new semester, you may be prompted to change your password. Just remember to change it on all your devices. If your smartphone or tablet keeps trying to connect to the internet on campus with the wrong password, you will get locked out. You must be sure to change your password on every device you own. Click below to review the criteria for passwords.

[Updating Passwords »](#)

Scantron Machine Relocation



With the renovations in Nicarry nearly complete, the Scantron machine is being moved to the new vending area. This new room is located on the first floor between the stairwell near Hoover and the Men's bathroom.

Spotlight: Brian Helm

Each issue of *IT Matters* will feature a different staff member as a way of highlighting the members of the department and thanking them for their contributions to the ITS team.

This issue's featured staff member is the ITS Director of Client Services, Brian Helm.

From organizing and implementing computer upgrades and software package maintenance to supervising the Client Services team, Brian is an invaluable member

of the ITS staff. The Elizabethtown College graduate (Go Blue Jays!) also oversees the purchasing and replacement of the computer inventory and classroom technologies. From organizing and testing the new Office 365 on campus to coordinating the upgrades of classroom technology, Brian does it all to keep ITS Client Services up-to-date and running smoothly.

To find out more about this talented member of ITS, watch his [Spotlight Video](#).

August Technology Workshops

Technology can change faster than the blink of an eye and the ITS classes and workshops are here to keep you in-the-know. This month features the Faculty Technology Institute and much more. Find out about upcoming classes and workshops by clicking on the training session names or times below.



Office 2013 Getting Started [Tuesday Afternoons](#) and [Thursday Mornings](#)
[Blackboard Introduction for New Faculty](#)
[Atomic Learning Overview](#)

[Sign up for Workshops »](#)

Monthly Tech Tips from the ITS Blog



[Outlook 2013: Using Search to Organize Emails »](#)
[Office 2013: Change the Theme »](#)
[Mobile Security - Podcasts from NPR »](#)

[See all the Tech Tips »](#)

Help Desk Hours

Beginning on August 18th, the Help Desk will be switching to extended hours:



Monday - Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 5:00 pm
Saturday	12:00 pm - 5:00 pm
Sunday	5:00 pm - 9:00 pm

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Contact Us:

Phone: 717-361-3333

Email: helpdesk@etown.edu

Walk-in: Nicarry 108

Online Tickets: helpdesk.etown.edu

Website: www.etown.edu/its

Knowledgebase: Helpsheets and videos for 24/7 tech support
Atomic Learning: On-demand video tutorials on common technology topics