Elizabethtown College Information & Technology Services Newsletter – September 18, 2014

**Best Apps for Instructors**

Did you know there's an app for Blackboard? How about an app that helps create quiz questions for you? There's even one that blocks sites like Facebook and YouTube while you're grading papers. If you didn't know, have no fear! The ITS instructional technologist and technical writer have collaborated to create the Top 10 Apps for Etown Faculty & Staff. Find out how to use technology both in and outside of the classroom by clicking below to read more.

[See the Top 10 »](#)

**VPN**

Did you know that you can connect to the College’s network from home using a VPN, or Virtual Private Network? This means you can access your on campus files from off campus, saving you time and avoiding the hassle of transporting everything on a flash drive that you can easily lose. Find out how VPN works and how to use this valuable work option by clicking below.

[Learn More »](#)

**Spotlight: Karen Eatherton**

Each issue of IT Matters will feature a different staff member as a way of highlighting the many talented workers in the department and thanking them for helping make the ITS Department great.

This issue’s featured staff member is Karen Eatherton, Student Help Desk Supervisor and Client Support Specialist.

One the great faces of the Client Services Team, Karen is one of the resident tech gurus and enjoys working on computers for anyone who calls for ITS help. From ensuring that the Help Desk is running smoothly to helping set up for events, Karen is always striving to provide support for faculty, staff, and students. When she isn't fixing podiums, providing support for classrooms, and managing the loaner equipment, Karen is cheering on her son in Division I basketball. The St. Louis, Missouri native graduated from our very own Etown in '04 (Go Blue Jays!) and is an invaluable member of the Client Services team.

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

Do you really know how to use all the features of the Cisco phone sitting on your desk? How about quick shortcuts for setting up a Word document? Still struggling with Windows 7? Find the answers and more by taking advantage of the ITS classes and workshops available. These offerings are available free of charge and help keep you up-to-date with technology and software. Click on a session below for details and to register.

- **Smarter Easier Faster Windows 7** (Tuesday, Sept. 16)
- **Smarter Easier Faster Word** (Wednesday, Sept. 17)
- **InfoMaker Introduction** (Monday, Sept. 22 - Thursday, Sept. 25)
- **Atomic Learning Overview** (Wednesday, Sept. 24)
- **Office 2013 - Getting Started** (Tuesdays)
- **Office 2013 - Getting Started** (Thursdays)

Sign up for Workshops »

Tech Tips from the ITS Blog

Back again with more helpful information about technology in all aspects of life, this issue of *IT Matters* Tech Tips brings you information on using the zoom features of Excel, turning off the automatic iCloud backups, and how to set up your very own website through the school. Find out more by clicking on the individual links below.

- **Excel – Zoom In and Out**
- **How to Not Backup those Embarrassing Selfies**
- **Faculty and Staff Websites**

See all the Tech Tips »

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Knowledgebase: Helpsheets and videos for 24/7 tech support

Atomic Learning: On-demand video tutorials on common technology topics