



IT Matters

Elizabethtown College Information & Technology Services Newsletter – September 10, 2015

Out with the Old, In with the New



For those who've had classes in Nicarry before, you can probably agree that it wasn't the most modern building on campus. But after the renovations of this summer, it's looking to be one of the more tech-savvy places at Etown. With new classrooms sporting new lighting, interactive projectors and new computer podiums, those who have a class in Nicarry this semester should definitely be excited.

[Learn More »](#)

New Year, New Look at the ITS Help Desk



What could be better than a new semester at Etown? A new help desk to go with it, of course! Over the summer, Nicarry got a major facelift, and looks so much better than the building we left in May.

[See the Change »](#)

Spotlight: Faculty Technical Institute

Three of Etown's esteemed history professors, David Kenley, Oya Ozkanca, and Maire Johnson attended Linda Macaulay's Faculty Technical Institute in Summer 2014. They spent three days learning about how to incorporate technology more effectively into their classrooms. As Etown's Instructional Technologist, Linda works with professors to help them develop innovative tech skills and brainstorm ways to make their courses a little bit more unique. These professors all wanted to provide innovative options for student projects and papers. To learn more about the Faculty Technology Institute and to get a glimpse of what these three professors accomplished after attending, watch their [Spotlight Video](#).



Office 365: Features & Programs

Everyone on campus now has free access to Office 365. Office 365 is the new online suite of Microsoft programs that allow you to work collaboratively with others and from any computer by saving all work online.

[See the Features »](#)

Create Flags in Outlook



When it comes to your email, nothing is more frustrating than an unorganized mailbox. With the mountain of emails that we get each day, it's easy to lose track of important ones, even if they've been flagged as important. The solution? Making a "Flagged Email" folder in your Outlook 2013 mailbox is an easy way to organize these emails and let you return to them quickly later.

[Flagging Email »](#)

Email on the Go: Setting up Email on your Smart Phone



Chances are you've needed to check your email when you're on the go. The problem is, you don't have access to a computer. But fear not! If you configure your email on your smartphone, you can open it easily and quickly. Read the article below to find out how to set it up!

[Get Connected »](#)

Fall Technology Workshops

The following sessions are scheduled in September and October for brief "Cookies and Canvas" sessions in CETL (Nicarry 114):



- September 11, 12:20-12:30: Easily linking to ANYTHING anywhere in a Canvas course
- September 14 and 18, 9:20-9:30: Testing options to allow students with disabilities more time
- September 25, 12:20-12:30: New Canvas Features
- October 2, 12:20-12:30: Discussion board tips and tricks
- October 9, 12:20-12:30 (Fall Break, W is M schedule): Limiting access to content by date
- October 15, 11:00-11:20: New Canvas Features and mention new Canvas UI
- October 21, 12:20-12:30: New Canvas UI Coming Next Week

[Register Here »](#)

Tech Tips from the ITS Blog



[Recent Updates to Canvas »](#)

[Canvas Tip of the Week: Published Content and Unpublished Modules »](#)

[Canvas Tip of the Week: Notification Preferences »](#)

[For Faculty: Videos About Teaching and Learning »](#)

[Recent Updates to Canvas »](#)

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