



IT Matters

Elizabethtown College Information & Technology Services Newsletter – November 30, 2015

Winter-proof Your Tech



With winter approaching us, so is the increased chance that your technology could get damaged or harmed. To find out how to "winter-proof" your technology, click this link!

[Winter-proof »](#)

Tips for Making the Best Tests



Do you get complaints from your students about your tests? Would you like to use Canvas to administer a test online? What about test security and academic integrity? Read this article on how to design and create better tests.

[Best Test »](#)

Spotlight: Database Support

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.

Rather than focusing on one individual employee, we're turning the spotlight to the ITS Database Support group as a whole for this month's newsletter. The brains behind Database Support consist of Steve Wayde, Chris Meck, Jill Petronio, and Eric Heberlig. This talented group deals with much of the behind-the-scenes technology that Etown students, faculty, and staff use every day. They're responsible for anything related to campus card technology, campus camera systems, back-end web and software design, databases, and much more. All of the custom coding behind Jayweb and other campus websites lies in the hands of the Database team. The four of them work with many different departments including Admissions, Dining Services, Human Resources, Financial Aid, Registration, Scheduling, etc. to ensure that all systems and programs are running smoothly and efficiently. If you ever see any of the Database Support team in the halls of Nicarry, be sure to say hi and thank them for all their hard work!

Student Printing



Confused about College printing charges or how to print to campus printers? The article below explains Elizabethtown College's printing policy, and will help clear up questions that students may have.

[Learn More »](#)

Fall Technology Workshops



- Fri., 12/4, 10:50-11:00: Cookies and Canvas: Discussion Board Tips and Tricks (Ncarry 114)
- Mon., 12/7, 10:45-11:00: Cookies and Canvas: Class Communication (Ncarry 114)
- Wed., 12/9, 1:30-2:30: Canvas Basics for Faculty (Ncarry 114)

Users can view the [training workshop schedule](#) and register to attend [Cookies and Canvas](#) and [Canvas Basics](#).

Tech Tips from the ITS Blog

[Canvas Updates - October 2015 »](#)

[Recent Updates to Canvas »](#)

[Canvas Tip of the Week: What-if Grades »](#)

[Laser Pointer Mouse in PowerPoint »](#)

[Snipping Tool »](#)

[Undo/Redo in Office »](#)

[Turning Off Presenter Mode in PowerPoint »](#)

[Instant Math in OneNote »](#)



[Mapping Network Drives to a College PC »](#)

[Try Restarting »](#)

[Undo/Redo for Mac »](#)

[Start Numbering on a Different Page in Word »](#)

[Canvas Tip of the Week: Spring Courses »](#)

[For Faculty: Tips for Making Online Video »](#)

[Converting OneNote Tasks into Outlook Reminders »](#)

[Links Within OneNote »](#)

[Linking to Outside Documents »](#)

[Marking as Unread in OneNote »](#)

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