Faculty Information Technology at Ursuline College

Computer Information Services is the office which supports campus computing. CIS maintains the college network, and applications such as e-mail, ANGEL, and MyUrsuline. When requested, CIS can offer one-to-one or small group tutorials on how to use various programs, such as, ANGEL learning management system or PowerPoint.

Ursuline Login

Computer Information Services CIS provides a login all faculty. Your Ursuline login works for any PC on campus, ANGEL, e-mail, and MyUrsuline.

A Word About Security

At Ursuline we take the security of our data seriously. Faculty and adjuncts are responsible to use the system responsibly and maintain security. As a user, the primary tool you have to maintain your security is your login. Never divulge your password, no matter who it appears is asking. Reputable organizations do NOT email you to ask for your password! When in doubt, don’t.

ANGEL

ANGEL is integrated with the College Jenzabar student records system. Once you are attached to your courses, the system will automatically create a course for you in ANGEL and enroll your students. You will see a list of all your courses on your ANGEL home page. You will also find a link for ANGEL basic training modules!

A word about ANGEL content: the content in your ANGEL course is your responsibility to maintain and backup. For example, if you need to keep a record of your grade books and assignments, you will need to export those to external media before you archive a past course.

MyUrsuline

MyUrsuline is the college’s secure portal where faculty and adjuncts will find official documents from the Jenzabar student records system related to courses and student advisees.

H drive
When applying for your Ursuline login, you are also asked if you’d like network file space (the H drive). The H drive is a hard drive accessible from any computer on campus. It is not accessible via the Internet. We recommend that you secure network file space so that when working at any computer in the classrooms, you can save your work to the H drive. The advantages are several: (1) the H drive is accessible from any computer on campus, including all the classroom computers, so there is no need to copy PowerPoints or other classroom materials to a flash drive or disk; (2) the H drive is regularly backed-up in the Data Center so your data is always secured.

**P drive**

On occasion, you may hear faculty or staff mention that something is available “on the P drive.” The P drive is a public network drive on which forms and other documents useful to the general college community are stored. This drive is accessible from computers on Ursuline’s campus but is not available over the Internet. Examples of the type of materials found on the P drive include: forms for incomplete grades and grade changes, travel expense reports, telephone and office directories for faculty and staff, etc. etc.

**The Student Drive**

Students also have access to network file space for temporary storage of files. Their drive is called the Student Drive and, unlike faculty drive space which is password protected and available permanently, materials saved to the Student Drive are open to anyone on campus with a network login. This means that students (and faculty) can, if they wish, browse through any assignment saved to the Student Drive, including those of other students. Again, the student drive is not accessible from the Internet though it is available from any computer on campus. Files saved on the Student Drive are deleted at the end of the academic year.

**Announcements Folder**

The Announcements folder is a public folder inside the Outlook email system where anyone on campus can post an announcement to the College community as a whole. It is a good thing to check the announcements folder each day.
Computers Assigned to You for Office Use

Each full-time faculty member is assigned a computer for office use. The standard computer assigned to the office is a new PC with Microsoft Office. When requested, CIS will supply a laptop or a Macintosh computer instead of the PC. If there is a cost differential between the standard desktop and the laptop, the school budget will need to cover the difference.

The standard replacement cycle for office computers is four years. Note, adjuncts who do not have an office on campus will not have a PC assigned by the College.

Computer Labs

Computer Information Services CIS maintains three computer labs on campus: Pilla Center PC105 and PC 226, and Mullen MU140. All the labs contain printers, and PC105 and MU140 also have scanners. Computers and scanners, both a flat-bed and dedicated slide scanner, are also available in the Faculty Lounge in Pilla Center PC212 (second floor). The labs are open during regular building hours. Note: PC105 and MU140 also function as computer classrooms and are closed to the public while class is in session. A room schedule is posted by the door.

Classroom Computers and LCD Projectors

All classrooms at the College are equipped with a teacher’s station PC and digital LCD projector, VCR and DVD player. Instructions on how to operate the equipment are provided on laminated cards found on each teacher’s station. Despite the complicated appearance of the equipment, it is actually quite straightforward to use.

If you need help using the equipment the best approach is to make an appointment via the Flowan Help Desk to learn how to use the equipment before you find yourself in class and needing help. Upon request, and with prior arrangement, a Help Desk specialist will meet with you at your classroom at whatever time is convenient for you. For example, if you have a class beginning at 7:00 p.m., if you request it, the technician will meet you there at 6:45 p.m. to help you get started.

Projectors on Cart
The Library Media Center can supply a laptop and projector on a cart if you are having a presentation in a space with no installed equipment. Please contact the Library Media Center.

**Laptops for Loan**

The Library Media Center has Dell Latitude laptop computers for loaning to faculty. For more information on loan policies for the laptops or to make a request to borrow one, please contact the Library Media Center.

**Wireless Internet**

If you carry a laptop or wi-fi enabled phone, Ursuline has open wi-fi access in many locations on campus, including every classroom on campus.

**Computer Resources: Software**

As an employee of Ursuline College, Microsoft extends all faculty "work-at-home" licenses for Microsoft Office and Windows XP Pro. Each school has a copy of the Office program which you can borrow to install at home once you’ve signed the license agreement that accompanies the disks and is kept on file in the dean’s office. That agreement states that the employee must erase the program at whatever point they are no longer employed by Ursuline College.

The CIS home page also has a link for purchasing various software titles at significant discount.

**Faculty Assembly Web Pages**

All members of Faculty Assembly can log in to the Faculty Assembly web site to obtain meeting agendas and meeting reports. You will find the link for Faculty Assembly on the College home page. Note, adjuncts will not normally have access to Faculty Assembly.

**How to Contact Support Flowan Helpdesk**

All users can contact support via Flowan Helpdesk found on college home page. Faculty users have a Flowan login which is their Ursuline e-mail address and default Flowan password, 12345. By logging in to Flowan, users can see additional information related to their case.
Once the request is submitted, user will receive a response back within four to eight hours during hours of 8am to 5pm Monday through Friday.

Telephone numbers and other useful information about Computer Information Services at Ursuline College can be found on the CIS web pages at, www.ursuline.edu/cis.

Other thoughts and concerns should be shared with Director, Computer Information Services, 440-449-4471