

# Computing at the University of Dayton

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## Technology to Support Learning in Community

The University of Dayton has a number of outstanding technology resources available to foster collaboration, teaching and learning. In other words, the technology helps foster learning in community.

UD is nationally recognized for innovation in the use of technology to enhance learning, recruit students and support community-building on campus. The positive impact of technology in teaching, learning and our professional lives is so fundamental and profound that UD has woven information technology throughout the campus. An important aspect of our strategy is that faculty, students and staff have access to and can engage in technology-enhanced learning both in and out of classroom spaces. The use of technology to create collaboration opportunities is a key ingredient for UD's vision of integrating learning and living.



The computer and technology infrastructure at the University of Dayton is centrally managed by UDiT (University of Dayton Information Technologies) ([udayton.edu/udit](http://udayton.edu/udit)). UDiT seeks to help create and sustain an innovative learning environment. Each of the academic units (the College and professional schools) also has IT staff to support the work of faculty and staff within the unit.



Many of the activities associated with E-Learning and faculty development related to E-Learning are housed in the Ryan C. Harris Learning Teaching Center (LTC) on the ground floor of the Roesch Library ([udayton.edu/ltc](http://udayton.edu/ltc)). E-Learning is the application of computer and information technologies to student learning. This can be as simple as a student emailing a question to a teacher, or as complex as delivering a streaming video to students at some remote location.

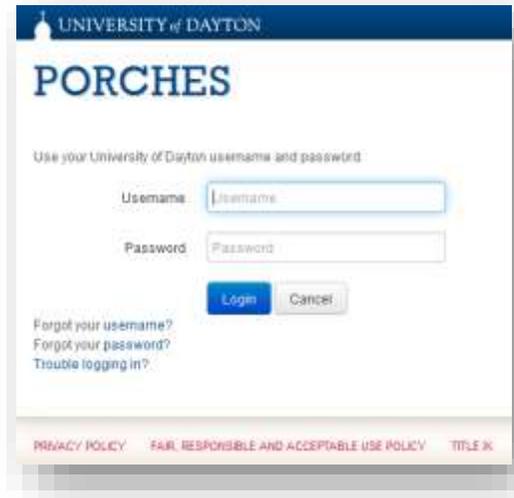
# Computing Accounts and the Network

## University of Dayton Computer Account

Each member of the UD community is assigned a computer account; we will refer to this as your UD username and password. You may hear it referred to as your Novell/LDAP account by anyone at UD before July 2013.

This account provides access to:

- UD's network
- Porches for UD mail and calendar, Isidore, and much more
- Network printers
- Private and shared file storage space on University servers

The image shows a screenshot of the University of Dayton's Porches login page. At the top, there is a blue header with the University of Dayton logo and the word "PORCHES" in large blue letters. Below the header, the text "Use your University of Dayton username and password" is displayed. There are two input fields: "Username" and "Password", each with a corresponding label and a text box. Below the password field are two buttons: "Login" (in blue) and "Cancel" (in grey). At the bottom left, there are three links: "Forgot your username?", "Forgot your password?", and "Trouble logging in?". At the bottom right, there are three links: "PRIVACY POLICY", "FAIR, RESPONSIBLE AND ACCEPTABLE USE POLICY", and "TITLE IX".

## Life of Accounts

- UD faculty and staff accounts are assigned for the duration of employment at the University. These accounts are created/removed based on forms processed through HR and are deleted upon separation from the University.
- UD students are entitled to a UD username and password during their term of enrollment. These accounts are deleted after a student has not registered for classes in two consecutive semesters (fall, spring, or summer). Notification emails are sent to these accounts two weeks before they are disabled. Because accounts are terminated upon separation from the University, we encourage students in their final year to acquire a second email account (Yahoo, Gmail, etc.) for resumes and formal contact information.

## Policies for Using Technology at UD

Faculty, students and staff are allowed to use computer and network resources for appropriate educational and professional purposes. Users of these UD resources must abide by several policies ([udayton.edu/udit/service\\_level\\_resources](http://udayton.edu/udit/service_level_resources)) that guide our ethical and legal uses of these technologies. In recent years, an important emphasis of our computing policy has been the curtailing of illegal file sharing (such as copyright-protected music and video). Instructors are encouraged to share with students the highest possible level of ethics and professional conduct associated with computer use on campus.

## **Porches: UD's Intranet**

*Porches* is UD's internal communication tool. It provides campus information, links to important resources (like your UD mail and calendar, campus announcements, class schedule, class rosters, grading, student profiles, registration approval, advisee information, and HR information) and more. Visit [porches.udayton.edu](http://porches.udayton.edu) and log in using your UD username and password.



## **Banner**

*Banner* is the Enterprise Resource Planning product from Ellucian used by the University of Dayton. Modules within *Banner* serve specific functions including HR, benefits, budgets, advising, registration, personnel management and more. Most faculty and staff will access *Banner* modules by first logging into *Porches* at [porches.udayton.edu](http://porches.udayton.edu).



## **Wired and Wireless Computer Networks**

Most offices and classrooms have at least one wired network connection. These are fast connections that allow computers (desktop or notebooks) to connect to UD servers or to reach the Internet. UD is an Internet2 campus which allows the very highest speeds between UD and other Internet2 sites. To logon and use these resources, you must enter your UD username and password. As some of these systems are not centrally managed, you may have to enter your user name and password more than once as you access different resources. UD also has installed a large number of wireless access points in many classrooms and public spaces. You will also need to logon to access the wireless system. UDsecure is a wireless network especially designed for mobile devices like iPads and laptops to connect to the wireless network that allows you to store your username and password on the device so you do not need to enter it each time the device is turned on. To use UDsecure, you will need to have your device configured with the correct settings – which can be initiated the first time you try to use the UDsecure wireless network. The configuration settings are created by downloading an app from <https://cloud.securew2.com/public/52864/UDsecure>

## **Computer Virus Protection**

UD-managed computers have antivirus software installed to help detect and prevent computer virus infections. Everyone should be vigilant against accidental infections, and take all precautions against losing valuable data. Creating routine backups of important data on your computer is highly recommended. UDit has created a firewall to help prevent virus or worm attacks from the Internet, but it is important to remain alert and install patches when necessary. Make sure your computer(s) automatically install updates. Students and faculty/staff personally-owned machines may use any antivirus product of your choice.

# Email and Calendar

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UD's email and calendaring is powered by *Google Apps*. Access your UD mail and calendar from [porches.udayton.edu](https://porches.udayton.edu)

Email accounts are created in the following format: *username@udayton.edu*

## A Few Reminders about UD Mail

- **Use UD Mail.** Email communications between faculty and students should be sent to and from your UD-provided account. For the purpose of sending and receiving secure messages, Google is considered a "school official" and is compliant with FERPA.
- **Email is *not* a completely secure or reliable means of communication.** While generally very reliable, delivery of mail on time (or at all) to the correct recipient **may not** be 100% guaranteed. Messages pass through many different mail servers before reaching their final destination. At any point in its journey, a message may be accessed and "hacked" at any of these intermediate servers. Fortunately, the very volume of email traffic alone makes this possibility remote, but it is still possible.
- **Your email account is the property of the University.** Similar to your computer itself and the other supplies with which you are provided to efficiently complete your daily work, your UD mail account has been given to you for business purposes. Though it is not common that there is a need to do so, the University is legally permitted to read email from your UD account. You are encouraged to create a personal email account (e.g., Gmail, Yahoo, Time Warner, etc.) for non-work related correspondence.
- **Don't say anything in an email you would refrain from saying in public.** Even though campus-to-campus transmissions are fairly secure, emails can be forwarded, copied, or simply printed. Be aware of this before you hit the "send" button. A sent email cannot be retrieved!
- To keep unsolicited email in your UD mail account to a minimum, Google uses spam blocking. For messages that get past Google's filter, simply flag them as "spam" (<https://support.google.com/mail/answer/6602?hl=en>). Review your Spam label regularly to insure no "false positives" were caught by the program.
- It is common today for computer viruses to spread through emailed attachments. Be sure to clearly label your attached files and explain to your

recipient what is contained within the file. This will enable other users to make wise decisions as to which attachments are safe to open.

## Accessing University Mail from Mobile Devices

The best way to configure mobile access to UD Mail will depend on your smartphone or tablet device. Specific instructions for common mobile devices can be found at: [https://www.udayton.edu/udit/communications\\_collaboration/telecom/mobile\\_devices.php](https://www.udayton.edu/udit/communications_collaboration/telecom/mobile_devices.php)

## Emailing Your Class

You have three options for contacting your class via email: UD Mail, Porches or Isidore (UD's learning management system). Here are the steps needed to send messages to your class roster from UD Mail:



- Login to your UD Mail account
- Click “Compose” to open a new message
- In the “To” field, type the full string for the roster you wish to email (e.g. 16\_FA\_ENG\_100\_01)
- As you type, you will see a list of class rosters appear in the “type-ahead” field below your “To” field. Click to select your roster from the list.
- Compose and send your email message

Once you have mailed to your roster once, it will be prioritized at the top of the “type ahead” field when you send subsequent messages.

If you aren't sure of your course section number, open the apps button (the waffle symbol) and click “Groups” to see a list of your allowed mailing lists.

You will be able to see rosters to which you do not have sending rights. However, if you click “Send” on a message to an unauthorized roster, the message will not be delivered to the class members. Shortly after sending, you'll receive a delivery failure indicating the message was undeliverable.

Add/drops to class rosters will be live in UD Mail after one business day.

If you have additional questions about mailing to your roster, call the IT Service Center at 937-229-3888.

# General Computing

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## UD Software Downloads

A variety of software can be downloaded for free by UD faculty, staff and students ([software.udayton.edu](http://software.udayton.edu)). *Microsoft Office*, *Visual Studio*, and *SPSS* are examples. In all cases, the end user must comply with the license granted by the software company.

## UD Cable TV

UD has its own cable TV network to student residences that distributes a number of regional, national and international cable channels. The channel lineup can be found at [https://www.udayton.edu/udit/accounts\\_access/cable\\_tv.php](https://www.udayton.edu/udit/accounts_access/cable_tv.php)

## Updating your UD Directory Profile

Each academic unit has a Web Manager that is responsible for overseeing their unit's web presence, including the updates to the faculty directory. Each faculty directory entry contains a personal profile explaining a little of your research, teaching and service. This profile can be changed by making changes through your respective unit Web Manager:

Arts & Sciences: Katie Timko, [mtimko1@udayton.edu](mailto:mtimko1@udayton.edu)

Business: Dave Ausdenmoore, [dausdenmoore1@udayton.edu](mailto:dausdenmoore1@udayton.edu)

Education: Jennifer Lewis, [jlewis3@udayton.edu](mailto:jlewis3@udayton.edu)

Engineering: Karen Updyke, [kupdyke1@udayton.edu](mailto:kupdyke1@udayton.edu)

Law: Denise Baker, [dbaker3@udayton.edu](mailto:dbaker3@udayton.edu)

Libraries: Frances Rice, [frice1@udayton.edu](mailto:frice1@udayton.edu)

## Creating Collaborative Websites for Teams

Team-building websites (campus-only use by teams, committees, clubs etc.) can be created with Google Sites for document sharing and collaboration. For details visit [udayton.edu/udit/communications\\_collaboration/googleapps/sites.php](http://udayton.edu/udit/communications_collaboration/googleapps/sites.php)

## Creating Personal Websites

Faculty can create websites for use in teaching a course or for sharing information about their scholarship and other professional activities. Additional details are available at [udayton.edu/udit/communications\\_collaboration/webservices/](http://udayton.edu/udit/communications_collaboration/webservices/).

## Video Conferencing Services

UD provides two powerful video/web conferencing solutions. For business-type meetings, the use of **LifeSize** video conferencing delivers a "face-to-face"-like experience that is better than Skype. For distance learning uses, UD also provides access to **Adobe Connect** – which can be used from within *Isidore*. For more information or to determine your conferencing needs call (937) 229-3888 or visit [https://www.udayton.edu/udit/communications\\_collaboration/conferencing.php](https://www.udayton.edu/udit/communications_collaboration/conferencing.php)

# Learning and Teaching

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## Student Computer Requirement

Undergraduate students entering UD are required to bring a notebook computer with system specifications defined by each academic unit. Because each student owns a notebook computer, faculty can use pedagogical approaches including technology in the classroom.



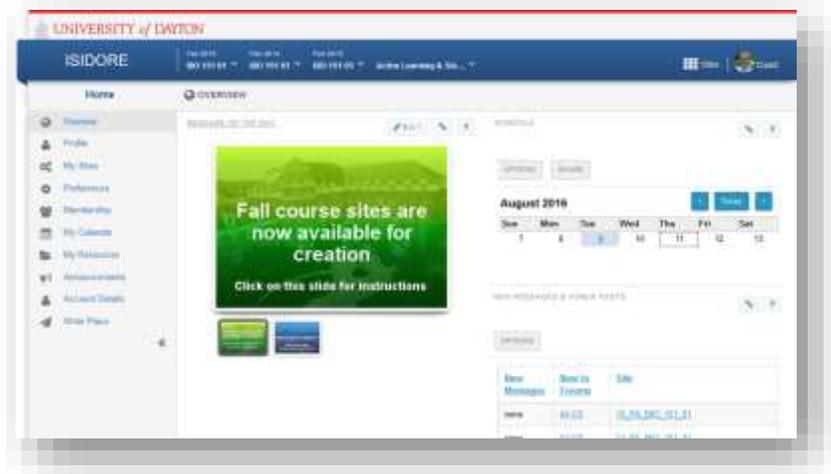
Students can connect to the Internet and work online in many locations throughout the campus, including most classrooms, residential and public spaces. Details of the student computer requirement can be found at [udayton.edu/udit/computing\\_printing/student\\_computer\\_program.php](http://udayton.edu/udit/computing_printing/student_computer_program.php)

## Technology Available in the Learning & Collaboration Spaces

All classrooms are equipped with some form of multimedia equipment. Options include data projectors, DVD players, document cameras, computers and connections for laptops or audio video devices. See the classroom inventory list at [udayton.edu/udit/classroom\\_event/learning\\_collaboration\\_spaces.php](http://udayton.edu/udit/classroom_event/learning_collaboration_spaces.php), or contact a representative of your department. Classroom Support Telephones are located in the hallways of the Science Center, St. Joseph Hall, Humanities Center, Kettering Labs, Frericks, Rike Center and 1700 South Patterson Boulevard building on UD's River Campus. Use these telephones to connect directly to technical support when you require assistance in the classroom. UD houses several computer labs that are usually associated with specific departments and are used to deliver classes using specialized software applications.

## Managing Online Learning with *Isidore*

UD's learning management system is called "*Isidore*" ([isidore.udayton.edu](http://isidore.udayton.edu)). For faculty familiar with Blackboard, Desire2Learn, Canvas or Angel, *Isidore* is an equivalent full-featured E-Learning tool to enhance face-to-face classes or to support distance learning courses. This is a software package that resides on a UD server, where instructors can deliver and manage a wide range of curricular



content and activities. *Isidore* can be used to deliver static content such as a syllabus, study guides and reading materials like a typical website, but its real power is in the delivery of more interactive processes such as online exams, homework

assignments and threaded discussions. Training is highly recommended for instructors and is available from the Office of E-Learning in the LTC and online at [udayton.edu/udit/communications\\_collaboration/e-learning/training.php](http://udayton.edu/udit/communications_collaboration/e-learning/training.php). Please feel free to contact the Office of E-Learning for any training or support issues. They can be reached by phone at 937-229-5039 or [e-learning@udayton.edu](mailto:e-learning@udayton.edu).

## Distance Learning

Courses that are intended to be delivered for distance learning can use any of the software tools and resources listed in this document. *Isidore* is the most appropriate tool for delivering content to students in an asynchronous manner ([isidore.udayton.edu](http://isidore.udayton.edu)). Additionally, UD provides *Adobe Connect* to facilitate synchronous communication connecting all students simultaneously. These E-learning tools are managed by the Office of E-Learning in the LTC ([udayton.edu/udit/communications\\_collaboration/e-learning/index.php](http://udayton.edu/udit/communications_collaboration/e-learning/index.php)). The Office of E-Learning offers many seminars and workshops each year in the LTC. Please check the LTC Newsletter or website ([udayton.edu/ltc](http://udayton.edu/ltc)) for details.

## Plagiarism Detection

*Turnitin.com* is a commercial website that UD leases to provide plagiarism detection for homework assignments. Any assignments submitted within *Isidore* can be automatically forwarded to *Turnitin.com*, to be checked for plagiarism by simply checking a box. Faculty wanting to use this service outside of *Isidore* should follow the instructions provided by the LTC's Office of E-Learning at the following site: [udayton.edu/udit/communications\\_collaboration/e-learning/turnitin.php](http://udayton.edu/udit/communications_collaboration/e-learning/turnitin.php).

## Office of Learning Resources

The LTC's Office of Learning Resources offers a variety of resources for faculty and staff to support student learning, including an accessible syllabus, faculty and student consultations, services for students with disabilities, services for learning support for international students and Universal Design resources ([udayton.edu/ltc/learningresources](http://udayton.edu/ltc/learningresources)).

## Digital Media

The Office of E-Learning, located in the LTC, combines the technologies of multi-media equipment and the expertise of its staff to support teaching and learning. It contains the resources necessary for instructors to create and edit digital media such as lectures, supplemental material or assistance with adding a film or video to view online. Mac and PC-based workstations are available for instructors to work on their own projects with appropriate support on-hand from digital media specialists ([udayton.edu/udit/communications\\_collaboration/media\\_arcade](http://udayton.edu/udit/communications_collaboration/media_arcade)). Professional development opportunities involving digital media are provided in the LTC.



A dedicated *Camtasia* video recording room is also available for creating training videos or desktop-screen capture of PowerPoint presentations using TechSmith's *Camtasia* Studio software. For details see:

[udayton.edu/udit/tech\\_skill\\_enhance/camtasia\\_recording\\_studio.php](http://udayton.edu/udit/tech_skill_enhance/camtasia_recording_studio.php)

Other digital media services of the Office of E-Learning include the following:

- Videotaping & editing (academic only)
- VHS conversion and editing to DVD
- DVD duplication
- Converting video into streaming files for use on web
- Films online for classes

## Electronic Resources for Academic Advising

Academic advising at UD is enhanced by several integrated electronic resources that help provide timely information. Student transcripts and information about course rosters, course descriptions and available sections are available from *Banner* and are accessed from [porches.udayton.edu](http://porches.udayton.edu) (look under the "Faculty" tab).

The screenshot shows the PORCHES website interface. At the top, it says "UNIVERSITY of DAYTON" and "Tools". Below that, "PORCHES" is displayed with "WELCOME DAVID WRIGHT" and "DAYTON, OH 76° F MOSTLY CLOUDY". The main content area is titled "FACULTY" and contains a "Provost News" section with a link to "New Class Schedule - August 2015 (PDF)". A blue arrow points to this link. Below the link is a table titled "Class schedule, beginning August 2015" with columns for days of the week and class times. Another blue arrow points to the "Faculty" menu item in the left sidebar.

**Class schedule, beginning August 2015**

| M           | T           | W           | Th          | F           |
|-------------|-------------|-------------|-------------|-------------|
| 50 min      | 75 min      | 50 min      | 75 min      | 50 min      |
| 8:00-8:30   | 8:00-9:15   | 8:00-8:50   | 8:00-8:15   | 8:00-8:50   |
| 8:05-8:55   | 8:30-10:45  | 8:05-8:55   | 8:30-10:45  | 8:05-8:55   |
| 10:15-11:00 | 11:00-12:15 | 10:15-11:00 | 11:00-12:15 | 10:15-11:00 |

# Support and Training

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## IT Service Center

If you experience technical problems and need help, please contact the IT Service Center in Anderson Hall room 28, or call 937-229-3888 (x93888 from any campus phone). You may also email them at [itservicecenter@udayton.edu](mailto:itservicecenter@udayton.edu) or visit their website at [udayton.edu/udit](http://udayton.edu/udit). The IT Service Center will attempt to solve the problem for you, or connect you with a number of other resources on campus to help you. You will also find that there are individual IT support staff within a department or academic unit to help you.



| <b>IT SERVICE CENTER: WALK-IN HOURS</b><br>Anderson Hall 28 |                   |
|---|-------------------|
| Monday – Friday   | 8:00 am – 5:00 pm |

| <b>IT SERVICE CENTER: WALK-IN HOURS</b><br>Tech Express Desk (Roesch Library – Knowledge Hub) |                   |
|---|-------------------|
| Sunday – Thursday   | 5:00 pm – 9:00 pm |

| <b>IT SERVICE CENTER: CALL CENTER HOURS</b><br>937-229-3888 |                    |
|---|--------------------|
| Monday – Thursday   | 8:00 am – 11:00 pm |
| Friday  | 8:00 am – 5:00 pm  |
| Sunday  | 3:00 pm – 11:00 pm |

Check summer hours at [udayton.edu/udit/help](http://udayton.edu/udit/help)

## Classroom Technology Orientation

Schedule an appointment with a classroom support technologist to review use of classroom audio/visual equipment or test your device or media. Orientation appointments typically take 15 to 20 minutes and can include podium overview, basic AV operation, basic computer operation, connecting a laptop or other device, document camera and DVD operations. Orientation appointments should be scheduled in advance. Two business days or more is recommended to ensure room availability coincides with your availability and that of the technician. Schedule a Classroom Technology Orientation appointment online at [go.udayton.edu/classroomorientation](http://go.udayton.edu/classroomorientation) or call the IT Service Center at 937-229-3888 (x93888 from any campus phone).

## Computer Training

A number of training options are available, from instructor-led workshops, individual consultations, and in-class demonstrations to online tutorials and assessments of computer skills (see [www.udayton.edu/udit/tech\\_skill\\_enhance/it\\_training.php](http://www.udayton.edu/udit/tech_skill_enhance/it_training.php)). Computer application training can also be brought to your classroom or office staff through its “**Take IT to U**” service. With “Take IT to U”, training sessions are offered at your location or within the LTC during a pre-arranged date and time of your choice.

Training support for all of UD’s centrally-supported applications is provided – including *Microsoft Office* applications (*Word, Excel, PowerPoint*), Google Apps and *Windows*. A wide variety of tutorials for these and other applications are available for just-in-time training through our subscription with *Atomic Learning* (see [www.udayton.edu/udit/tech\\_skill\\_enhance/on\\_demand\\_training.php](http://www.udayton.edu/udit/tech_skill_enhance/on_demand_training.php)). Microsoft Office Specialist (MOS) and Internet and Computing Core (IC3) Certifications are also available to help document computer technology proficiencies. For details see: IC3 Certifications -

[http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/IC3\\_Certifications\\_GS4.html](http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/IC3_Certifications_GS4.html) and MOS Certifications -

<http://www.certiport.com/PORTAL/desktopdefault.aspx?tabid=664&roleid=101>

## Faculty Development Opportunities

Faculty are encouraged to participate in the many professional development opportunities offered by the LTC ([udayton.edu/ltc](http://www.udayton.edu/ltc)). Among the many activities of interest to instructors at the LTC, the ones pertaining to E-Learning would include the frequent E-Learning Seminars, as well as the IT Training Seminars, and various workshops.



Questions about this document can be sent to:

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[dwright1@udayton.edu](mailto:dwright1@udayton.edu) or 937-229-4604.

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