

# ITS December Newsletter



## Finals then Winter Break...

As we finish up the first semester of the 2017- 2018 academic year and look forward to a new calendar year, remember that the Client Services and Academic Technology team is here to support your work and help you through any technology challenges. If you have any questions on Moodle, Mahara, Office 365, Lynda, WordPress, CoursEval, Zoom, 3D Printing or other technologies, please stop by during our drop-in sessions; send an email to [helpdesk@plymouth.edu](mailto:helpdesk@plymouth.edu) to schedule an appointment with one of our specialists; or sign up for workshops. Seats are limited for these workshops to 12 participants unless otherwise specified - so that all can get their questions answered. You **must** **EMAIL** [user-workshops@plymouth.edu](mailto:user-workshops@plymouth.edu) to reserve your seat.

## Workshops



### Wordpress Introduction

**Thursday December 7th 9:00-10:00 am**

Session held in Lamson 003

Bret Kulakovich will conduct a guided training on Wordpress for academic program pages. This session builds on the skills gained from previous Skill-Based Workshops on 'Writing and Designing for the Web' held by Corey Hoyt in Academic Affairs; prior attendance is not required. A laptop is recommended for this session. Please **RSVP** by emailing [user-workshops@plymouth.edu](mailto:user-workshops@plymouth.edu), room limited to 25 attendees.



### **Lunch and Learn: Marketing your skills on your electronic resume!**

**Thursday December 7th or 14th 12:00-12:45**

Sessions held in Lamson 102.

Come by to set up a profile on LinkedIn, the business and employment social-networking site. See how to best share your skills, include Lynda.com certificates, and provide an outline of your professional experience. Learn how to network, use LinkedIn Groups, and navigate the site for a better overall experience. Please **RSVP** by emailing [user-workshops@plymouth.edu](mailto:user-workshops@plymouth.edu), room limited to 25 attendees.



### **Moodle Gradebook**

**Wednesday, December 6th 11:00 am - noon OR**

**Wednesday, December 13th 3:30 - 4:30 pm**

Sessions will be held in Lamson OL 114 (main floor of Lamson Library).

With the semester drawing to a close, it's a good time to check that your Moodle Gradebook is configured to make submitting your final grades as easy as possible. Join Katie in this workshop to double-check your Gradebook setup and address any concerns. Please bring a laptop, or let us know if you would like to borrow one from the Information Desk. Space is limited so you **must EMAIL** [user-workshops@plymouth.edu](mailto:user-workshops@plymouth.edu) to reserve your seat.



### **Mahara for Students**

**Wednesday, December 6th 6:00 - 7:30 pm OR**

**Tuesday, December 12th 5:30 - 7:00 pm**

Sessions will be held in Lamson 115.

Need help with Mahara???

Melinda will assist with any questions you have regarding Mahara or give you a basic review. Space is limited so you **must EMAIL** [user-workshops@plymouth.edu](mailto:user-workshops@plymouth.edu) to reserve your seat.

# Drop-ins



## **Borrowing the Right Technology Tools: Drop-in**

***Every Monday in November 5:30 - 7:00 pm***

Our student technician, Gage will hold these drop-in sessions in the Classroom Technology Services (CTS) office on the main floor of Lamson Library (room 101C).

Do you have the right technology for your project or presentation? Not sure? Would you like to learn more about technology available to loan from ITS? Learn some valuable tips on video, audio and tools for great presentations. Stop by the CTS office to learn more! No appointment necessary.

Click [here](#) for the WebCheckout Equipment reservation system



## ***Moodle Drop-ins***

***Every Tuesday 10:00 am - Noon***

***Every Thursday 2:00 - 4:00 pm***

Both sessions held in Lamson 112.

Katie will be available during those times to answer your Moodle questions, help with integrating with Lynda.com or Zoom with Moodle, and to troubleshoot common issues.

Click [here](#) for Moodle resources



## ***Mahara Drop-ins***

***Every Monday 11:00 am - 12:30 pm***

***Every Thursday 1:30 - 3:00 pm***

***Wednesday, December 6 6:00 - 7:30 pm***

***Wednesday, December 12 5:30 - 7:00 pm***

All sessions held in Lamson 115.

Melinda will be available during those times to answer your Mahara questions.

Click [here](#) for Mahara resources.

### **Lynda.com Drop-ins**

**Monday, December 4th, 11th & 18th 3:00 - 4:30 pm**

All sessions held in Lamson 110.

Bret K. will be available during this time to answer your Lynda questions.

Click [here](#) for Lynda.com resources.



### **WordPress Drop-in**

**Monday, December 4th, 11th & 18th 1:00 - 2:00 pm**

**Tuesday, December 5th, 12th & 19th 10:00 - 11:00 am**

Both sessions held in Lamson 110.

Come see Bret K. if you need assistance with updating your department website. Please bring your laptops. If you do not have a laptop, you can borrow one from the Help Desk.



### **Digital Technology Drop-ins**

**Every Wednesday 1:00 - 2:00 pm**

This session is held in Lamson 112.

Erika will be available during this time to answer your 3D printing and scanning or digital technology questions.

**Thursday December 7th & 14th 10:00 - 11:00 am**

This session is held in Lamson 110.

Bret K. will be available during this time to answer your Open Lab questions.

### **Studio Station Demonstration**

**Tuesday, December 5th 11:00 am - 12:00 pm**

**Thursday, December 7th 2:00 - 3:00 pm**

Session held in Studio Station on Main Level of Lamson Library (stop at the Help Desk for directions). Stop by the Lamson Library to see the new production space, featuring equipment to record videos on your USB thumb drive. This new space— just to the right of the circulation desk—features studio lighting, a new camera, a teleprompter, and a mic for audio recording. Record your presentations, blog posts, podcasts and other projects at the touch of a button!

### **Editing in Final Cut Pro and Adobe Premiere**

**Every Tuesday 9:30 - 11:30 am**

This session will be held in 3D Print Lab Lamson 110A.

Join one of our Student Technologists, Matt, for introductory support in Final Cut Pro or Adobe Premiere. Matt can support in adding: a timeline, effective transitions, texts, headers, title cards, small animations, and other overlays. Bring your laptop and your project.



### ***CoursEval Drop-ins***

***Every Friday 2:00 - 3:30 pm***

All sessions held in Lamson 115.

Melinda will be available during this time to answer your CourseEval questions.

Click [here](#) for resource for CourseEval



### ***Office 365 Drop-ins***

***Every Wednesday 2:00 - 3:00 pm***

Sessions held at Information Desk (Help Desk) on Lamson Library's main floor.

Steven will be available during this time to answer all your Office 365 questions.

Click [here](#) to view Office 365 resources.



Need help? Contact the Help Desk

(603-535-2929 or [helpdesk@plymouth.edu](mailto:helpdesk@plymouth.edu))

to make a one-on-one appointment to get a tutorial.

Click [here](#) to view Zoom resources.



Need help? Contact the Help Desk

(603-535-2929 or [helpdesk@plymouth.edu](mailto:helpdesk@plymouth.edu))

to make a one-on-one appointment to get a tutorial.

Click [here](#) for SmartBoard resources.

# News



## **HELP DESK STUDENT OF THE MONTH**

Eric Sauvageau started this semester as the newest Jr. Shift Supervisor at the ITS Help Desk. Eric has worked for the Help Desk for 3 years and has shown great troubleshooting and leadership skills. He has assisted with multiple projects including the website migration project over the summer which helped transfer many department websites over to [campus.plymouth.edu](http://campus.plymouth.edu). Eric is well respected by his peers and has been a great addition to the supervisory team at the Help Desk! Congratulations Eric!