ITS March 2019 Newsletter

We hope you all enjoyed Winter Carnival week! We certainly did have enough snow to make it great. The Information Technology Services (ITS) team is here to support you year round. If you have any questions on Moodle, Mahara, Domain of One's Own (Plymouthcreate), PressBooks, Office 365, Lynda, Zoom, 3D Printing or other technologies, please stop by during our drop-in sessions; send an email to helpdesk@plymouth.edu to schedule an appointment with one of our specialists; or sign up for one of our workshops.

Workshops
Seats are limited for workshops to 12 participants unless otherwise specified so that all can get their questions answered. You must register below by clicking the button to reserve your seat. In addition, please bring your laptop or let us know if you need to borrow one.

Register for Workshops

Learn to Build your Own Website with Domain of One's Own

**Wednesday, March 6th 10:00 - 11:00 am**
Held in Lamson OL 114.
Would students in your course benefit from having their own website to collaborate, blog, or host content? A Domain of One’s Own provides a simplified process for registering a domain and installing applications, so you and your students can focus less on the technology and more on learning outcomes for the course. At this workshop, Katie will show how Plymouth Create encourages the creation, development, and ownership of digital identities. If time allows, she will also provide hands-on training to begin building your own website. Please RSVP by clicking the Register for Workshops button above.
Sessions are appropriate for faculty.

Lunch and Learn: Building your Professional Skill Toolbox using Lynda.com

**Wednesday, March 13th 12:00-12:45 pm**
Held in Lamson OL 114.
Learn how Lynda.com can help you expand your job skills, discover hidden talents, and help you achieve your goals. This workshop will teach you how to map out the steps and identify the skills training available in order to advance your career and document your achievements. Please bring a laptop or check one out from the Information Desk in Lamson Library. Please RSVP by clicking the Register for Workshops button above.
Session is appropriate for all.

Pressbooks at PSU!
Thursday, March 21st 1:00-2:00 pm
Held in Lamson OL 114
Erika will give an introductory session on Pressbooks, the eBook publishing and OER online creation tool now hosted at PSU. In addition, we're launching some new functionality to Pressbooks - come learn about what is new with our 2019 updates!
Click here to learn more about Pressbooks. Please RSVP by clicking the Register for Workshops button above.
Session is appropriate for all.

Drop ins

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.

Pressbooks at PSU Drop-ins
Every Monday 3:00 - 4:30 pm
All sessions held in Lamson 112.
Stop by to learn more about Pressbooks - the eBook publishing and OER online creation tool now hosted at PSU. Erika will be available during drop-in hours, or by appointment. Click here to learn more about Pressbooks.

Mahara Drop-ins
Every Monday 11:00 am - 12:30 pm
Every Thursday 1:30 - 3:00 pm
All sessions will be held in Lamson 115
Melinda will be available to review the new layout of Mahara, show you how to use the different block types within your e-Portfolio, or answer your Mahara questions.
Click here for Mahara resources.

CoursEval Drop-ins
Every Friday 2:00 - 3:00 pm
All sessions held in Lamson 115.
Melinda will be available to show how to retrieve past course evaluations, create a summary report of past evaluations, or answer your CoursEval questions.
Click here for resource for CoursEval.

Qualtrics Drop-ins
Every Tuesday 1:30 - 2:30 pm
All sessions held in Lamson 115.
Melinda will be available to show you how to create a survey, export your results, or answer your Qualtrics questions.
Click here for Qualtrics resources.
All sessions held in Lamson 115. Melinda will be available during this time to answer your Lynda questions. Click here for Lynda.com resources.

**WordPress Drop-in**
*Every Monday* 1:15 - 2:30 pm  
*Every Tuesday* 9:15 - 10:30 am  
Both sessions held in Lamson 112.  
Come see Erika 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:**

**3D Printing, Scanning or Open Labs Drop-in**
*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.

**Studio Station Demonstration**
*Every Friday* 10:00 - 11:00 am or contact Help Desk (603)535-292 or email helpdesk@plymouth.edu to set up an appointment with a specialist.  
Meet at Lamson 112 but session is held in Studio Station on Main Level of Lamson Library. Stop by the Lamson Learning Commons to see the production space, featuring equipment to record videos on your USB thumb drive. This space, just to the right of the circulation desk, features studio lighting, a camera, a teleprompter, and a mic for audio recording. Record your presentations, blog posts, podcasts and other projects at the touch of a button!

**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 with Admin Banner (9) Navigation?**  
Contact the Help Desk (603-535-2929 or email helpdesk@plymouth.edu) to make a one-on-one appointment to get a tutorial.  
Click here to view Admin Banner resources.

**Need help with Domain of One's Own (DoOO)?**  
Contact the Help Desk (603-535-2929 or email helpdesk@plymouth.edu) to make a one-on-one appointment to get a tutorial.  
Click here to view DoOO resources.

**Zoom**
Need help? Contact the Help Desk (603-535-2929 or 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) to make a one-on-one appointment to get a tutorial.  
Click here for SmartBoard resources.**
What is Pressbooks?

Need a way to compile digital, openly licensed resources in a neat package for your course? Try publishing with Pressbooks.

Pressbooks is an easy-to-use software that allows users to create digital textbooks. These textbooks, often called pressbooks, can hold open licenses that allow them to be tailored to a course’s needs. Click here to learn more basic information about Pressbooks.

Creating a Book Cover Page in Pressbooks

You may have noticed an option to add a cover in Pressbooks on the Book Info page. There are specific requirements for the aspect ratio and file size of the book cover image, which can be tricky to get right. Click here if you would like to learn how to make your own cover with Pixlr, a simple, free online image editor!

ITS Student Worker of the Month

Joseph Chase is a senior majoring in Computer Science. He has been with the Help Desk since the start of the Fall 2018 semester. Joseph has been great at gathering information on support calls and trying to solve issues himself before asking supervisors for assistance. He has been learning and retaining the large volume of information and skills needed to provide technical support to students and their parents, and to PSU staff. Great job, Joseph!