

New Faculty Orientation

Thursday, August 13, 2020

Day 2: New Faculty Technology Orientation

Schedule

9:00 – 10:00

Instructional Technology (IT) Support

Mr. Ethan Humphres, Executive Director

- UNA owned devices (PCs/Macs, smart devices, printers)
- Computer Accounts
- Passwords
- Software
- Academic Systems
- VPN
- Online Help: 4865, helpdesk@una.edu, and Library Helpdesk location
- Wifi
- Free Microsoft Office
- Licensing: SPSS, Qualtrics etc.
- Outlook.com/una.edu
- Setting up email on your phone (Exchange server)
outlook.office365.com
- Telephone/Micollab Client

UNA Portal/Banner

Mr. Mitch Powell, Interim Registrar

Ms. Corrie Dalrymple, Associate Registrar

- Class Roster
- Advising
- Scheduling
- Entering Grades
- Course E-mail Lists
- Personal Records
- Campus Services
- Reset passwords (network, e-mail accounts)
- Personal Info – Password Reset Options

10:00 – 11:00

Educational Technology Services (ETS)

Mr. John McGee, Director, Educational Technology Services

- Instructional Technology Support
- Canvas
- Zoom
- Virtual Office hours
- Multimedia Classroom Overview: Synchronous lecturing

1:00 – 4:30

Attend Technology Day Workshops of your choice

Best Wishes for a Successful Career at UNA!

Roar Lions!!

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