

New Faculty Orientation

Thursday, August 12, 2021
Day 2: Technology Orientation

Zoom Link: <https://una.zoom.us/j/99346562453>

Schedule

9:00 – 11:00

Instructional Technology (IT) Support

Mr. Ethan Humphres, Executive Director

- UNA owned devices (PCs/Macs, smart devices, printers)
- Computer Accounts
- Passwords
- Software
- Academic systems
- VPN
- Help Desk: x4865, helpdesk@una.edu, Library Help Desk location
- Wi-Fi
- 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

- Class roster
- Advising
- Scheduling
- Entering grades
- Academic calendar
- Final grades
- Course email lists
- Personal records
- Campus services
- Reset passwords (network, email accounts, personal information, password reset options)

Educational Technology Services

Mr. John McGee, Executive Director, Educational Technology Services

- Instructional Technology Support
- Canvas
- Zoom
- Virtual office hours
- Multimedia Classroom overview: Synchronous lecturing

1:00 – 4:30

Attend Technology Orientation Day workshop of your choice

Best Wishes for A Successful Career at UNA!

Roar Lions!!

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