



# Saint Peter's College

## Information Technology Services

COMMITTED TO PROVIDING THE HIGHEST QUALITY TECHNOLOGY BASED SERVICES AND PRODUCTS TO THE SCHOOL COMMUNITY

WEBSITE: <http://www.spc.edu/TechHelp> Telephone: 201-761-7800

MAY 5, 2010

ITS NEWS VOLUME 1, ISSUE 1

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## Welcome from the CIO!

Dear SPC Community,

On December 2<sup>nd</sup>, 2009, I joined the St. Peter's College community as Chief Information Officer. I am excited to be part of the SPC family and extremely enthusiastic about the future of ITS as it continues to support the educational mission of St. Peters.

Over the next few months you will begin to see some new systems evolve, changes to the ITS website and additional communication about new ITS initiatives, such as this new ITS Newsletter.

I encourage you to visit the ITS website and to read this Newsletter as they will contain important information on the why's and how's of using IT at the College. Please keep a watch out for our Brown Bag Lunches where you will have the opportunity to meet with the ITS staff and have all your questions addressed.

Feel free to stop by my office at 104 Glenwood to say hello. I want to get to know each and every one of you and hear what you have to say about ITS. Your comments and suggestions are welcome as we continue to find ways to serve you better. You can also email me at [dhochstein@spc.edu](mailto:dhochstein@spc.edu).

I look forward to moving our college into the 21<sup>st</sup> century as we embark on new and improved IT initiatives. Enjoy our new publication!

*Dale Hochstein, C.I.O.*

## Custom "Order My Textbooks" link to Barnes and Noble Bookstore Website

Over last summer, students may have noticed something new appear in SPIRIT Online. In a cooperative effort with the Barnes & Noble Campus Bookstore, a link was added to "Register for Classes" and "My Class Schedule" links in SPIRIT Online. When this link is clicked, students will see a new window open on their screen, bringing them directly into the SPC Campus Bookstore website, with their shopping cart pre-populated with the exact textbooks required for their classes.

This was a win-win change. It's a convenience to our students, an assist to our friends at Barnes & Noble, and helps SPC get a leg up on the new Higher Education Act Section 133 regulation, which will require schools to provide textbook information as part of the online registration process.

**BARNES & NOBLE**  
[www.bn.com](http://www.bn.com)

## Blackboard has moved!

On Saturday, January 2<sup>nd</sup>, 2010 Blackboard was successfully moved to a new server and was given two new URLs!

This server has more space and provides a more stable and secure environment which will make for a better user experience. The new URLs for Blackboard are: <http://mycourses.spc.edu> or <http://spccourses.spc.edu>

Great news for faculty! Improvements have been made to the system to eliminate the problems with conversion of 'add/drops' from Datatel to Blackboard.

For any problems or questions related to Blackboard please call or email Renee Evans at 201-761-7806 or [revans@spc.edu](mailto:revans@spc.edu) or the Blackboard 24/7 Helpdesk at 800-630-8513.



## Blackboard

### Faculty Blackboard Lab

On Monday February 8 ITS will begin offering Blackboard lab hours for faculty every **Monday, Wednesday and Thursday from 12-1pm in Pope 202.**

This lab is open to **ALL** faculty. You don't need to make an appointment you can just walk –in and get help with any Blackboard related issue or topic. From embedding videos to organizing your course nothing is too simple to address during the lab hour.

Looking forward to seeing you all during the Blackboard lab hour.

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## HELPDESK

### Frequently Asked Questions

1. Is my username for my email case sensitive?

**Answer:** No

2. Is my password the same for Blackboard, email and Spirit Online accounts?

**Answer:** No they are not. The default password for each of those applications is as follows:

**Blackboard-**  
SPcxxxx (last four digits of your SSN)

**Email** – same as blackboard

**Spirit** – xxxxxx (last six digits of SSN)

3. Where do I go to get my wireless activated?

**Answer:**  
Basement of Loyola Hall

4. How do I login to Spirit?

**Answer:**

1. Go to spc.edu
2. Click on Spirit from the drop down menu under Quick Links
3. Click on the upper right hand tab to login
4. If you have never logged in, the temporary password is the last 6 digits of your social security number. The upper left hand side of the screen should say 'Welcome' and the

## Our Internet is Faster Now!

ITS is pleased to announce that we have disabled our 45 mb connection to the Internet and replaced it with a 100 mb connection. This is a great first step to a more robust and reliable network.

## Improved Telephone System

This past summer we revamped the Saint Peter's College telephone system. As part of the revamping, we switched to a new telecommunications vendor. The new vendor is XO Communications.

This partnership has allowed us to improve (with further improvements on the way) the telephone service to the campus at a significantly reduced cost. It has also allowed us to reap the benefits of greater Internet bandwidth.

So when you hear a XO greeting instead of Verizon, do not be alarmed. You are in the right place and will receive the service Verizon once provided.

For instructions on how to use the phone visit:

<http://www.spc.edu/pages/987.asp>



## Go Green! Energy Saving Tips

Did you know that a monitor in screen-save mode uses almost as much energy as when a computer is in use?

Well, by activating the power-save function on your computer not only saves energy but money as well. To turn-on the power-save function is really easy and should only take 5 minutes or less.

If you have a windows computer:

1. Click on start and go to Settings
2. Click on Control Panel and select Power Options
3. Set 'Turn Off Monitor' to how long you would like your monitor to idle before going into power-save mode.

If you have a Mac Computer:

1. Click on the Apple icon at the top left of your screen and select System Preferences
2. Click on the Energy Saver icon
3. Using the slider, select how long you would like your monitor to remain idle before going into power-save mode.

If you have any questions about activating the power-save function on your computer please call the Helpdesk at 201-761-7800.



## Don't get caught- Safe Computing Tips

Saint Peter's College provides network connections to the Internet, which provides access to highly informative and useful sites. To help protect you from Identity theft and other computer related crimes, follow these tips:

### **Update your operating system and antivirus software.**

Worms and viruses try to exploit security vulnerabilities in software. Microsoft issues critical updates to fix these flaws. Most computers are set to automatically receive Windows updates. If you are not sure that you are receiving the updates please contact the helpdesk at [helpdesk@spc.edu](mailto:helpdesk@spc.edu). It is the policy of the school that all computers connected to the college network must run an antivirus program and keep the virus definitions updated. If you are not sure that your computer is protected by the latest virus definitions, please contact our helpdesk at [helpdesk@spc.edu](mailto:helpdesk@spc.edu)

### **Ignore email attachments, spam and phishing attempts**

Always be cautious when opening email attachments sent by non-SPC email address. ITS makes a special effort to filter spam but we will never catch all of them without filtering some legitimate email as well. The best way to handle spam is to ignore and delete it. Never respond to or click the link near the end of the message to unsubscribe.

## Information Technology Services

### Locations:

Henneberry Hall  
104 Glenwood Avenue  
1<sup>st</sup> Floor  
Rooms 1, 2 and 5

Loyola Hall  
121 Glenwood Avenue  
Ground Floor

Telephone: 201-761-7800  
E-mail: [helpdesk@spc.edu](mailto:helpdesk@spc.edu)  
Website: <http://www.spc.edu/TechHelp>

