



RESOURCE GUIDE

**2016-2017
Edition**

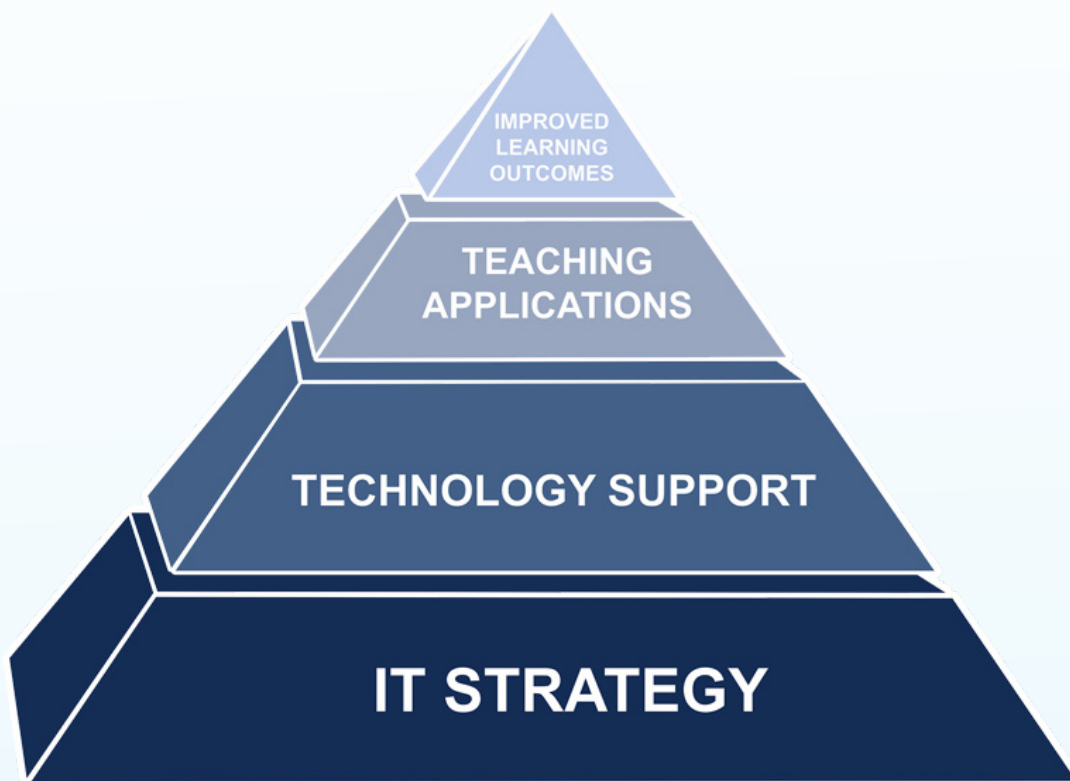
(262) 472-4981 - COBETECH@UWW.EDU



COBE TECH RESOURCE GUIDE

COBE ONLINE EDUCATION AND SUPPORT CENTER

Welcome to the College of Business and Economics and Hyland Hall. As you get comfortable with your new surroundings, there are several things that you will need to do as a new member of the College and University. This guide is intended to help you navigate the many resources on campus to assist you with basic needs.



OUR MISSION:

The Online Education and Technology Support Center is dedicated to training, supporting and developing new technology for the enhancement of teaching and learning in the College of Business and Economics at the University of Wisconsin-Whitewater

WE'RE HERE TO SUPPORT YOU!

ONLINE EDUCATION AND TECHNOLOGY SUPPORT CENTER

SUPPORT STAFF



Dr. Robert M. Schramm

Assistant Dean
(262) 472-4980
schrammr@uww.edu



Peggy Kuchan

Instructional Designer
(262) 472-6945
kuchanm@uww.edu



Joe Kokott

Technology Coordinator
(262) 472-1467
kokottj@uww.edu



Jonathon Kelley

Senior Digital Media Specialist
(262) 472-1558
kelleyjm13@uww.edu



Adam Lynch

Technology Specialist
(262) 472-7155
lynchar29@uww.edu



Welcome to Hyland Hall

TECHNICAL SUPPORT & ONLINE MEDIA ASSISTANCE

The College of Business and Economics is fortunate in that we have a college help desk supporting faculty and staff technology questions. Please contact CoBE Tech first with any technology questions.

(262) 472-4981
cobetech@uww.edu

COBE TECH SUPPORT HOURS

Monday through Friday: 7:45 a.m. to 4:30 p.m.

Saturday: Noon to 4:00pm (*when class is in session*)

Sunday: 4:00pm to 8:00pm (*when class is in session*)

Student supervised hours are Monday through Thursday 4:30 p.m.-7:00 p.m. as well as weekends when classes are in session.

HOW TO SCHEDULE IN THE COBE TECH MEDIA STUDIO

Option 1: Schedule the media studio through <http://cobetech.simplybook.me>

Option 2: Call us at extension 4981 or at 262-472-4981

Option 3: Email us at cobetech@uww.edu

Option 4: Stop in to our office located at 3001 Hyland Hall

-Have a primary and backup time and date in mind

-Have an idea of the type of recording you would like to do

ICIT CONTACT INFORMATION

Some campus issues such as password resets and guest accounts can only be handled by central IT (iCIT).

You may contact iCIT at 472-4357 (HELP)

Setting Up Your Net-id and Password

The University of Wisconsin — Whitewater controls access to various campus technologies by issuing staff and students net-ids. For faculty and staff, the net-ids usually consist of the first seven letters of the individual's last name followed by the person's first initial. If you are unsure of what your net-id, is check the campus directory or navigate to <https://my.uww.edu/netid.aspx>. Here you may enter your staff id number and the first two letters of both your first and last name. The net-ids, accompanied by a private password, will be used to access campus enterprise systems such as: email, the campus account management system called WINS, the campus course management system called Desire2 Learn (D2L), and the campus classroom recording system.



Resetting Your Net-id Password

The passwords that accompany these university-granted net-ids must be kept in private. The university will never ask for your password, and any emails requesting personal or password information should be treated as suspicious and reported to the Campus Helpdesk at helpdesk@uww.edu. iCIT requires passwords be reset at least once every 180 days. Users will receive email notices as the deadline approaches.

Net-id passwords may need to be reset for a variety of reasons, and there are two ways to go about doing so. The first method can be used if resetting an initial university granted password or an expired password.

The steps to do so are as follows:

1. Open an Internet browser and go to <https://password.uww.edu>.
2. Click Login and enter your username and password.
3. Click Login again. If you are resetting an expired password, please skip to step 5.
4. Enter your answers to the 3 challenge questions listed and click Submit. These may be used to recover or reset a forgotten password.
5. Enter your expired (or initial) password as the old password.
6. Enter your new password twice to ensure accuracy. This password must meet each of the requirements listed at the top of the password reset page.
7. Click Submit, and your password will be reset.

FORGOT YOUR PASSWORD?

If you have forgotten your password and cannot remember the answers to the challenge questions, you will need to call the campus Helpdesk at (262) 472-4357 and complete the following steps:

1. When the phone prompts begin, enter 2, 2, 2, and finally 1.
2. Enter your seven-digit staff id number and confirm it by pressing 1.
3. Enter your birthday using the form MM/DD/YYYY and confirm it by pressing 1.
4. Enter the last four digits of your social security number and confirm it by pressing 1.
5. Your password will then be reset to a randomly generated number. Please write this number down, as it will be used later in the process. You may force the system to repeat the number by pressing 1.
6. Once your password has been reset, you will need to complete the previously mentioned reset process at <http://password.uww.edu>, omitting step 4.

Passwords may be changed both on and off campus. When changing a password on campus, please be sure to have your computer connected to UW-Whitewater's network via an Ethernet cable. Upon logging into your computer the first time since resetting the password, the new password should be synced with the network systems. If off campus, you may update your changed password by connecting to VPN first. However, the preferred method is utilizing a hardwired connection on campus.

SETTING UP PHONE & VOICEMAIL

UW-Whitewater also offers personalized voicemail. Each staff member with access to a Cisco VoIP phone has access to voicemail. Any voicemails that are received may be played back through campus email or through the phone. CoBE Tech strongly encourages users to access voicemail through the campus email system for ease of use.

The instructions to set up voicemail for the first time are fairly simple. All you need to set up your Cisco voicemail is to press the envelope button on your Cisco phone. You will then be prompted to enter your pin number and then press the pound key (#) to confirm it. The default pin number for new staff members is 800500. Once you have entered the default pin number, the automated phone system will then walk you through recording your personal message and setting up your voicemail account.

We recommend that users change their voicemail pin number from the default to protect their privacy. This can be done by logging in at <http://voicemail.uww.edu>, choosing Messaging Assistant, and moving the mouse over Passwords to select Change Pin. Users may also update their personal information at this site, such as how their name shows up in caller id and phone contacts. The Web Inbox allows you to access your voicemails even when you are away from your phone for those of you that choose not to have your voicemails emailed.

Accessing Voicemail Off-Campus

Users may access voicemail email. If you need to utilize the voicemail system and do not have access to your email, please use the following procedure:

1. Call your campus phone number (example: 262-472-1234)
2. When your greeting starts playing, press (*)
3. When prompted for your ID, enter your phone extension and press # (example: 1234#)
4. When prompted, enter your pin and press # (example: 800500#)
5. You should now be in your voicemail system and can use the Cisco voicemail commands to access your voicemails

Complete phone information may be found at <http://www.uww.edu/icit/services/phones>

SETTING UP EMAIL AND CALENDAR

The University of Wisconsin-Whitewater provides email and calendar using Microsoft Exchange services. This service can be accessed through either Microsoft Outlook or Online Web Access (OWA), which is located at <https://post.uww.edu>. Both staff members and students have the ability to use this service to create personal calendars and to schedule appointments with other users.

Microsoft Outlook for PC or Mac is preconfigured on your faculty or staff machine.

PC users will be able to access the full-featured version of OWA by browsing to it using Internet Explorer. This version allows those that choose not to use Microsoft Outlook to set up rules that can help better organize your email messages as well as to help recover emails that were accidentally deleted. Other browsers such as Safari, Mozilla Firefox, or Google Chrome can access OWA but with limited features.

Mobile Access

Mobile access to campus email is possible with the Apple iPhone as well as most Android, BlackBerry, and Windows phones. The instructions for setting up Microsoft Exchange on the iPhone and Android devices are located at

<http://www.uww.edu/icit/services/mobile-devices>



4,500
videos are active
in online classes

TIMOTHY J. HYLAND HALL

OPENED ON SEPTEMBER 2, 2009

Campus ID Card

Your Hawkcard is your UW-Whitewater ID. To obtain your initial HawkCard, visit the Hawkcard office in room 250 of the University Center. For additional information about the uses of your Hawkcard, please visit the Hawkcard webpage at <http://www.uww.edu/uc/hawkcard>.

Your photo for your Hawkcard will be taken at the University Center. If you have other photo needs or wish to have a professional photo taken, please contact CobeTech to schedule a photo session.

Once you have your Hawkcard, this id can be used as a “debit” card, and also as electronic access to various resources in Hyland Hall and elsewhere on campus. Please see below for more information.

- Staff Purple Points

Purple Points is a program where a faculty or staff member can load money onto his/her university ID card and use the card as a “debit” card at various locations on campus and around Whitewater. Money can be deposited through automatic payroll deductions, cash or check deposits made at the Hawkcard office (located in the University Center), or via the Hawkcard website. For more information, please visit the Hawkcard office in the University Center, Room 250 or visit the Hawkcard website: <http://www.uww.edu/uc/hawkcard/purple-points>.

- Printing, Copying and Scanning in Hyland Hall

Multi-function printers are available throughout Hyland Hall and are available for faculty use. Access is provided once an employee id is swiped through the card reader.

- Electronic Access to Resources

Faculty and staff who are members of the College of Business and Economics will have their Hawkcard id “assigned” to Hyland Hall – allowing 24/7 electronic access to the building, office, department office and respective lounge. Faculty and staff should request additional access to Hyland rooms through their department supervisor.

Faculty may request that students have access to rooms through e-Access by selecting Hyland Room/Copier Access Request from the following link: <http://www.uww.edu/cobe/cobefacultystaff>, Then click on “Hyland Hall Access” on the right side of the screen.

All student access is reset on or around June 1 each year.

PARKING PERMITS

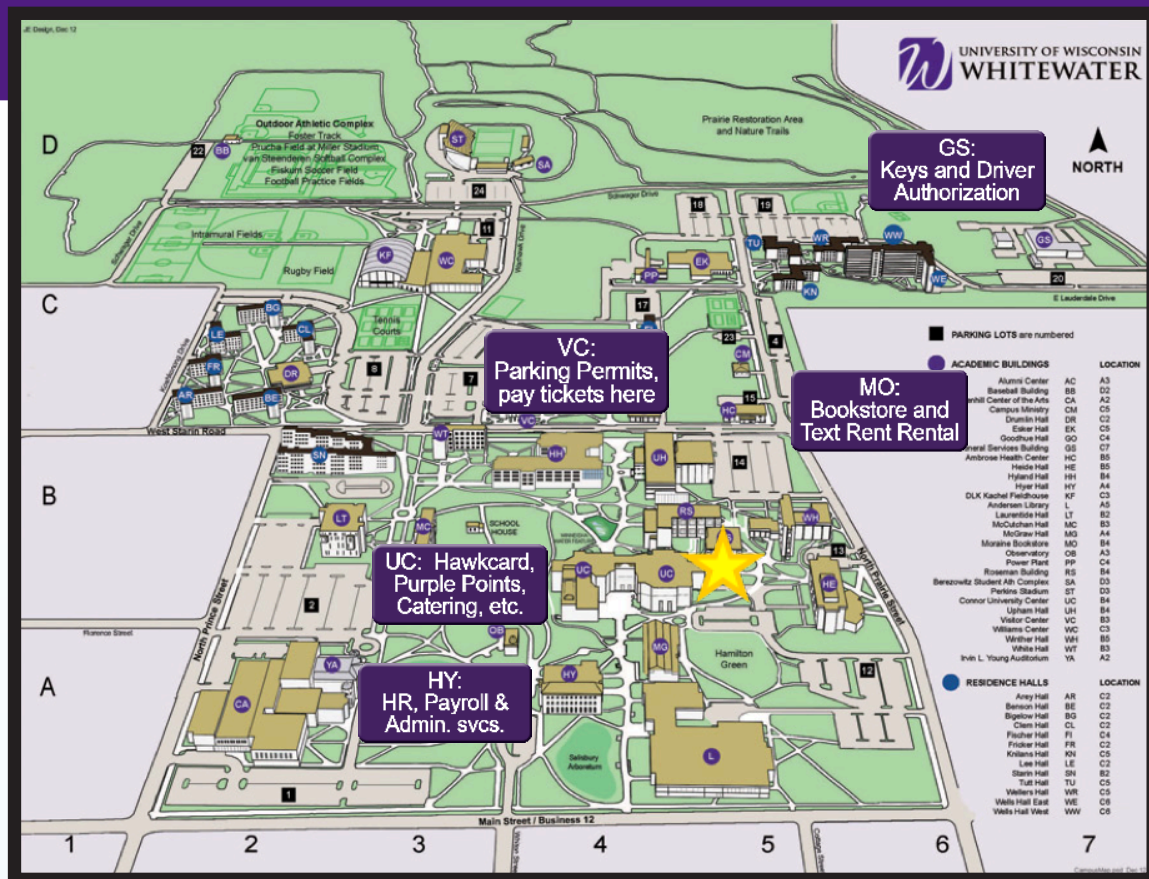
Staff parking on campus are required to purchase a staff parking permit. Staff permits are valid for parking in all unrestricted stalls and are valid 24 hours a day. Staff parking permits may be purchased directly or through payroll deduction and are valid from July 1 - June 30 each year. For more information on campus parking policies, please visit Parking Services in the Visitor's Center or visit:

<http://www.uww.edu/adminaffairs/parking/facstaff.html>

REQUESTING FP&M WORK

If you are in need of minor construction, hanging of pictures, etc in your office, please contact the ADA for your department or Dr. Schramm in the CoBE Tech department.

CAMPUS MAP



Textbook Rental

UW-Whitewater runs a textbook rental system to reduce student book expenses. Faculty and staff must request textbooks for their classes well in advance of the semester. The link to the faculty and staff page for textbook rental information is: <http://www.uww.edu/textbookrental/faculty-info>

Textbook Purchases

*Note: If you are going to require students to purchase a textbook or other materials for a course, this needs to be communicated in advance to students enrolling in the course as well as in the course syllabus, the WINS course description and other documentation.

Work at Home Software

The University offers free Symantec anti-virus software as well as a subscription to Microsoft Office 365. You may also purchase a local copy of Microsoft Office for \$9.75 as well as several other work at home discounted software. The college does not pay for software installed on personal machines. <http://www.uww.edu/icit/4u>

University Driver Authorization

It is a requirement of the University Self-Funded Liability Program that anyone driving on behalf of the university must have a Driver Authorization Form on file in the Risk Management and Safety Office, prior to departure. Drivers, whether using personal or university vehicles, must be actively employed or an active student of the university. All UW-Whitewater employees should familiarize themselves with the university and State of Wisconsin authorized driver policy and procedures, located at the following link: <http://www.uww.edu/adminaffairs/riskmanagement/vehicle-and-driving>

All employees must fill out a Driver Authorization Form. An employee holding an out of state license, or those employees who have held a Wisconsin license for less than two years need to follow the additional instructions listed on the web page listed above.

ONLINE EDUCATION AND TECHNOLOGY SUPPORT CENTER



TECHNOLOGY RESOURCES

Network, Wireless and Internet

CoBE faculty and staff can access the campus network in multiple ways: 1. Wired access, 2. Wireless access, 3. Virtual Private Network.

Wired Network Support

Wired network connectivity is the standard method of connecting stationary equipment such as desktop computers, printers, etc. to the campus network. Wired connectivity is provided for university owned equipment.

Campus Wireless

The UWW campus has a secured wireless network which requires user authentication. You can find wireless set up instructions at http://www.uww.edu/icit/services/network-connectivity#tab_TrainingDocumentation.

Remote Access to Campus Network (Virtual Private Network)

Remote access to the UW-Whitewater computer network and storage is available through VPN access, provided by iCIT. A virtual private network allows you to access files from campus network drives (G: H: and T). Instructions for downloading and installing the VPN client to your machine and for connecting to campus resources are available at the following location: <http://www.uww.edu/icit/services/access/remote.html>

Password Changing

UW-Whitewater passwords are required to be changed every 180 days. Users receive system notifications when passwords are near expiration to prompt them to change passwords. Users may change passwords or setup password challenge questions on the password management page at <https://password.uww.edu>

Anti-Virus

The campus provides Symantec Endpoint Protection for all campus computer systems. Under the current licensing agreement, UW-Whitewater students and employees may download a copy of Symantec Endpoint Protection for use on their personal computer at no charge. <http://www.uww.edu/icit/4u/free-antivirus>

Spam Filtering -- Ironport

Ironport is an enterprise spam filtering tool that filters, quarantines and discards mail that is likely to be spam. For more information on Ironport or to obtain instruction on activating Ironport on your university email account, please visit the following iCIT web page: http://www.uww.edu/icit/services/spam-filtering#tab_

WRDS

As a UW-Whitewater CoBE faculty or staff you have access to the Wharton Research Data Services (WRDS) program. WRDS is an online tool that provides users with one location to access over 250 terabytes of data across multiple disciplines including Accounting, Banking, Economics, Finance, ESG, and Statistics. WRDS data is compiled from independent sources that specialize in specific historical data. Some sources include CRSP, S&P Global Market Intelligence, NYSE, and Thomson Reuters, and more specialized sources such as BoardEx, FactSet, Hedge Fund Research, Markit, Ravenpack and GSIOnline with more added regularly to meet the growing needs of our clients. WRDS provides a state-of-the-art interface to a variety of databases, simplifying extraction and increasing productivity.

Online SAS Suite

WRDS is also currently testing out an online SAS suite which allows users to use the powerful SAS software for free from any computer with a valid account, no install required. CoBE Tech appreciates any feedback from users of the SAS suite so that it can evaluate using the online interface for all faculty or in labs for classes. If you would like to use this suite please let Adam Lynch know so that he can follow up with you to obtain feedback.

Sign Up

Any UWW faculty, staff, or students (Masters and Doctoral) can request access to WRDS by filling out the form at: <https://wrds-web.wharton.upenn.edu/wrds/?register=1>. Accounts can also be requested for an entire class if you wish to use any of the data or software in a class. Bachelor students can only gain access using this method.

Class and Masters student accounts will automatically be disabled during school breaks (winter and summer).

All accounts will be subject to an approval by Adam Lynch to ensure that requestors qualify for access. WRDS accounts are not affiliated with UWW so users will need to setup a separate username and password.

More information and an online demo can be found at: <https://wrds-web.wharton.upenn.edu/wrds/>

EQUIPMENT RESERVATIONS

CoBE offers free equipment rentals for school related purposes to faculty and staff. Only faculty and staff may reserve and check out CoBE equipment. The campus AV checkout program offers additional equipment rental to faculty and staff.

Equipment Loan

CoBE Tech also provides loaner equipment to staff members in the college. This can be especially helpful when CoBE technicians are performing maintenance on your primary machines. A simple signature is all it takes to check something out. The list of loaner equipment includes:

- *Windows Laptops*
- *Apple Laptops*
- *Apple iPads*
- *Audio Recorders*
- *Digital Cameras*
- *Video Cameras*
- *Projectors*
- *Projector Screens*

AV Checkout

Additional equipment is available for checkout to both faculty and students through the campus AV Checkout program. For more information on this program or to request equipment, please visit:

<https://av-checkouts.uww.edu/>



HYLAND HALL COMPUTER SOFTWARE AVAILABLE BY CLASSROOM AND LAB

Each classroom computer and each computer lab has a standard suite of software installed. The software is a combination of standard university software, software that has been adopted as a standard for the College of Business and Economics and also specialized software that is needed to support specific programs and courses.

Faculty and staff should review the software that is assigned to the classrooms and computer labs where their courses are taught, and should identify any new software requirements in advance to ensure the software will be available for the next semester. For fall semesters, new software requests should be completed by April, and for spring semesters, requests should be completed by the preceding October. Please forward all software requests to the department supervisor, who will communicate with CoBE Tech.



COBE PC LAB/CLASSROOM BASE

7Zip, Acrobat XI Pro, Dreamweaver, Illustrator, Fireworks, Photoshop, InDesign, ALEKS, Aptana, Audacity, FSReader, GlassFish, Chrome, SPSS, iTunes, KompoZer, Office 2013, Project 2013, Visio 2013, Firefox, MySQL Connector, MySQL Workbench, NetBeans, ProcessModel, Quickbooks Premier Accountant Edition 2014, LockDown Browser, RFM, Sassafras K2 Client, Sata 13, Symantec Endpoint, TurningPoint, VLC, WIDS 7, WinPcap.

HH3101 ADDONS

MIT App Inventor, ArcGIS, Eviews, Kodu, Matlab, RapidMiner, Alice, Mongo DB, MorningStar Direct, Windows Movie Maker, SAS, SPSS Modeler, ARGUS Developer, ARGUS Enterprise, MorningStar Excel API.

HH3100

ArcGIS, Eviews, SPSS Modeler, Matlab, MorningStar Direct, ARGUS Enterprise, RapidMiner, SAS, ARGUS Developer, MorningStar Excel API.

HH3106

Android, MIT App Inventor, Eviews, Kodu, PuTTY, XAMPP, VMware vSphere, RapidMiner, Mongo DB, Alice, Qlik View, Windows Movie Maker.

HH2202\HH4011

MorningStar Direct, MorningStar Excel API, Bloomberg Office Tools, Bloomberg Professional.

HH3202

MIT App Inventor, ArcGIS, Eviews, Kodu, Matlab, RapidMiner, Mongo DB, Alice, Qlik View.

HH3011

3DSSPP.



DIGITAL SIGNAGE

Hyland Hall emphasizes the use of digital signage for announcements and event communications. There are simple formatting templates provided for each signage choice.

All signage will be posted throughout the building, including the large 16-Screen located in the atrium.

In order to make the most of your posting, please follow these guidelines:

1. Start with a template or save a file that you create in the proper orientation and size. Templates can be downloaded from <http://www.uww.edu/cobe/aboutthecollege/digitalsignage>
2. Design your announcement with photos, graphics, and text.
 - Avoid extreme color combinations.
 - Keep text simple, short, and to the point.
 - Do not include more than four photos on an announcement.
3. E-mail your final submission to kelleyjm13@uww.edu no later than noon on the Friday before you'd like it posted.
 - Include "Digital Sign" in the subject line.
 - Include the dates you would like the announcement to be displayed and the organization it is for.
4. Subject to approval from the College we allow University departments and College of Business and Economics student organizations to advertise on the Hyland Hall signage system.
5. CoBE Tech reserves the right to correct or alter your signage if it does not match our quality expectations.

Paper Advertising

In a campus-wide effort of going green, we provide the above option for paperless advertising. Please use these digital resources we provide for you. Paper announcements, table tents, flyers, etc. are NOT to be left around Hyland or taped to walls & fixtures. Bulletin boards in study halls are provided for paper announcements. Paper announcements that do not follow this policy will immediately be taken down and recycled.

LEARN CLASSROOM TECHNOLOGY

Hyland Hall's classrooms are equipped with state of the art technology geared towards enhancing education in the classroom.

This equipment includes:

- Desktop Computer
- Touchscreen Crestron System Control Unit
- Document Camera
- Ceiling Mounted Projector
- Ceiling Mounted Speakers
- VoIP Telephone (local calls only)
- Wireless Clicker (Slide Advancer)

The rooms' technology is controlled by a Crestron touch-panel found on the instructor's desk. This unit controls which source is projected, audio volume controls, and the raising and lowering of the projection screen. Faculty may use the classroom computer or their laptop computer. The laptop computer can be used by connecting with the available HDMI or VGA and audio cables found at the instructor desk.



Classroom Microphones

All classrooms have lapel microphones which will transmit to the ceiling speakers. Instructors may choose to use the microphones to communicate to larger classes or for voice capturing purposes. The microphones are located in the desk drawer which can be accessed by swiping your HawkCard over the card reader next to the Crestron touch panel. Extra batteries are included in the drawer.

Classroom Technology Support

If problems ever arise in a classroom, CoBE Tech offers immediate classroom support. Please do not hesitate to call the CoBE Tech office by pressing the CoBE Tech extension button on the phone at the instructor desk.

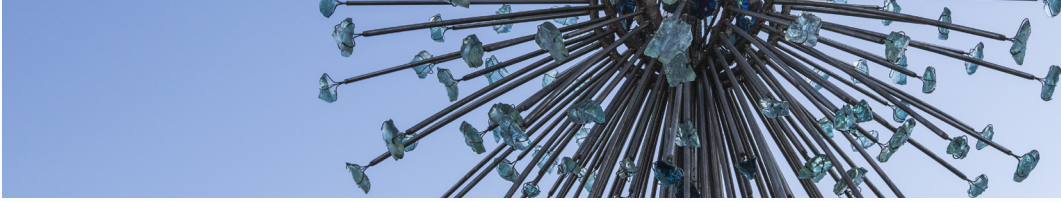


WebEx

WebEx is a virtual conferencing software tool, that lets you collaborate - in real-time - with people for whom it would be impossible, or inconvenient, to gather in one place for a traditional, face-to-face meeting. WebEx is web-based, so there is no software to download and install, or configure.

To access the WebEx Quick Reference Guide, view training videos or obtain other documentation, visit:
<http://www.uww.edu/icit/services/webex>

CRESTRON TOUCHSCREEN TRAINING FOR CLASSROOM TECHNOLOGY CONTROL SYSTEM



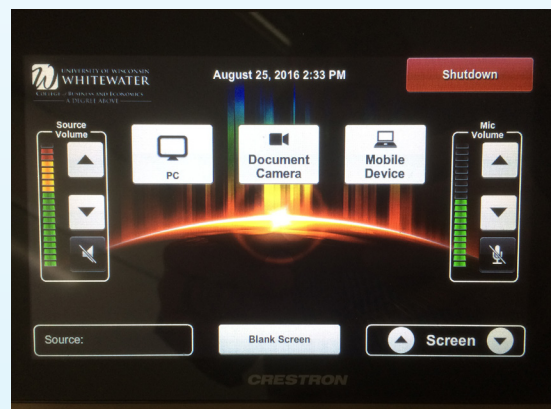
Crestron Touchscreen Training for Classroom Technology Control Systems

1. Touch the screen once to wake the system up
2. A new screen will appear once you touch the screen to wake it up, touch the screen again to begin
3. System will power on (*a small loading menu will appear and a few clicking noises will occur*)
4. Touch any of the buttons on the top of the screen including the Laptop, PC, or Doc Cam button in order for the projector to turn on
5. Adjust the volume of the microphone and computer using the touch panels arrows on the left and right side
6. Make sure the system is not muted if you are having trouble hearing something
7. Click on the blank screen button on the bottom left hand corner to make the projector produce a blank screen at any time
8. Press the blank screen button again in order to resume
9. Touch the laptop/mobile device button in order to connect your personal laptop to the projector in the classroom (*Cables are provided in the desk compartment in order to hook your laptop up to the projector*)
10. Touch the PC button in order to connect the classroom pc to the projector in the classroom
11. The Document Camera is a tool to display papers, drawings, handwritten notes, objects, or anything else you would like to project onto the screen; Make sure to push the power button on the right hand side of the unit to turn it on and off; Additional lighting available on the side of the camera (*can be turned on and off*)
12. Shut down the equipment before leaving the room

Old Systems



New Systems



DESIRE2LEARN, KALTURA & WINS

Desire2Learn (D2L)

As a means of communicating course work and other news more effectively to students, UW-Whitewater enables instructors to use the Desire2Learn (D2L) course management system. Instructors may post news, videos, syllabi, assignments, grades, discussions, tests, quizzes and much more to their class D2L page for members of the class to view.



If you have any issues or questions about D2L, please stop by our CoBE Tech office and ask for Peggy Kuchan or Dr. Schramm. You may also reference D2L training videos at https://wiki.uww.edu/dept/instructional/index.php/D2L:Instructor_Video_Tutorials

Also, the campus LTC (Learning Technology Center) periodically holds training classes on D2L. To view class options or to sign up, visit <https://my.uww.edu/> Sign in with your net-id, and then you will be able to view and sign up for various training classes.



Kaltura

Kaltura is a video recording app located within D2L which allows both faculty and students to directly upload and record videos and other content to D2L. You can access Kaltura in D2L by going to a D2L post and selecting “Insert Stuff” and “My Media.”

Full Kaltura support can be found at: <http://www.uww.edu/cobe/cobefacultystaff/teachingandlearning>

WINS

WINS is the Student Administration System utilized at UW-Whitewater. Students can register for classes, access their schedules, unofficial transcripts, etc. WINS is also the venue where instructors can view class rosters, enter grades, view advising reports, and complete grade change requests.



To Access WINS, visit the following page: <https://uwwins.uww.edu/psp/uwwins/?cmd=login> To obtain more information on the WINS system and view tutorials, visit the following page from the UW-Whitewater Registrar’s site: <http://www.uww.edu/registrar/wins/how-to/instructor-advisor>

Student Project Room and Recording Studios

Located in Hyland Hall rooms 3004, 3100A, 3100B, 3102 and 3104 the College of Business and Technology offers five student project rooms with recording capability. Students may utilize these rooms to work on group projects or to record presentations. By following the simple step-by-step directions, students can create recordings on their flash drives to be viewed, shared, or edited. These rooms include a computer and camera.

Camtasia Software

CoBE Tech has purchased a multi-user license of Tech Smith's Camtasia Studio software to be used by staff members in the College. This software allows faculty to create voice-over screen capture presentations right from their desks. If you would like to try Camtasia, please contact Peggy Kuchan or Dr. Schramm. Tutorials for Camtasia may be found at:

<http://www.techsmith.com/tutorial-camtasia.html>.



TECHNICAL SUPPORT & ONLINE MEDIA ASSISTANCE

Clicker Classroom Response System

To enable better student interaction within the classroom, UW-Whitewater offers a clicker classroom response system. Using TurningPoint and Response Ware technology, instructors are able to include interactive question slides either within Power Point presentations or as stand-alone questions. Students may then answer these questions by selecting their answer on their personal clicker. More information about our clicker classroom response system can be found at <http://www.uww.edu/icit/services/clickers>.

Blogs

With technology now being used as a primary method of communication, the university has offered to host blogs for any faculty members or approved student organizations that request one. These blogs can be easily updated using WordPress. To learn more about or to request a blog, please go to <https://blogs.uww.edu>.

LanSchool

LanSchool software is installed in all of the Hyland computer labs. This software gives instructors and presenters greater command of the audience's attention by allowing them to blank screens, limit application usage and web browsing, and screen share. This helpful software can also offer real time polling and allows instructors to send messages to all or individual students. You are required to have a LanSchool statement in your syllabus if you use a computer lab in Hyland Hall for any of the class meetings. The statement and explanation of LanSchool can be found at http://www.uww.edu/cobe/facstaff/documents/lanschool_overview.pdf.

COMPUTER SETUP

COMPUTERS FOR FACULTY & STAFF

Replacement computers

Full-time CoBE Faculty and staff are assigned a computer for work use. In general, faculty and full-time staff computers can be replaced after four years. Part-time staff are assigned a gently used computer.

If you are a faculty member who is a Mac users, please contact Technology Coordinator Joe Kokott directly for a consultation at kokottj@uww.edu.

Old equipment must be turned in at time of upgrade and when leaving employment at UW-W.

File and Folder Storage

Faculty and staff have several options available for data storage. Selecting the best storage medium depends upon who needs access to the data, how the data will be used, and also the size of the data.

Below is a summary of data options. If you need help better understanding data storage options and/or how to access various storage, please contact CoBE Tech for support.

Local Storage

Please do not store documents and other data on your local hard drive. The campus does not have a process in place to backup individual hard drives in the event of a failure. Consequently, users should save all important university documents to one of the centrally managed storage options that are regularly backup up and available from other devices via VPN.

Network Drives

Most campus employees will be given at least three network drives.

- G:\ An individual's network drive where he/she can store information accessible only to the assigned individual. On a Mac, access is based off first letter of NetID
- A-G: data1.uww.edu, H-M: data2.uww.edu, N-S: data3.uww.edu. T-Z: data4.uww.edu
- H:\ A department's network drive that is accessible to everyone in the department and intended for sharing documents needed to be accessed by multiple individuals. On a Mac: dept.uww.edu
- T:\ The T drive is a series of different folders where multiple individuals and/or departments need to share access to resources -- mostly for projects and cross-department shared files. Access to folders on the T drive is assigned based upon need and supervisor's approval. On a Mac: shared.uww.edu
- To learn more about the network drives available to you and best practices of what to store on the various network drives, please refer to the iCIT documentation at: <http://www.uww.edu/icit/services/file-storage>

Google Drive

An additional on-line file storage service offered by the University of Wisconsin - Whitewater is Google Drive. This service may be reached at <https://docs.google.com/a/uww.edu>. Google Drive allows you to create and store files, collaborate in real-time on projects, and present presentations. More information and tutorials may be found at <http://www.uww.edu/icit/training/googledocs.html>.





PROFESSIONAL DEVELOPMENT

In order to assure the continued development and excellence of its personnel, the University of Wisconsin - Whitewater employs a program to invest in professional development and professional travel opportunities. This program is not intended to be used as support for research materials, supplies, or equipment; separate funding should be sought for these research expenses.

A campus-funded Professional Development Fund pool will be made available on an annual basis to each UW-Whitewater division for distribution during the fiscal year. Faculty, Academic Staff and Classified Permanent and Project employees are eligible to receive funds to be used toward professional development. At a minimum, faculty will be eligible for funding of \$1,000, academic staff \$500, and University Staff \$250 in professional development funds.

For information regarding the availability and procedure to request Professional Development funds, please visit: http://www.uww.edu/acadaff/facstaff/pd_plan

Travel and Profile Creation – University Credit Card

For information regarding authorized university travel, creating a travel profile and requesting your university credit card, please visit the following link: <http://www.uww.edu/adminaffairs/finance/accounting-services/travel>

Sexual Harassment Training

It is the responsibility of university employees to ensure a safe and healthy work environment for all. This includes preventing illegal forms of harassment, including sexual harassment. For more information and for a link to training materials, please visit:

<http://www.uww.edu/adminaffairs/hr/employee-training-development/preventing-sexual-harassment>

CLASS CLIMATE FACULTY DIRECTIONS

Class Climate is the software selected by UW-Whitewater for course evaluations. Within the College of Business and Economics, faculty and academic staff select 10 evaluation questions from the Class Climate question list (link provided below). In addition 5 college core questions will be added to each evaluation.

Please choose your 10 faculty questions and submit the document to your administrative department assistant. You may identify the same questions for multiple courses. The course section has no bearing on this document. Your selected questions for a specific course format will remain forever unless you submit another document indicating a required change.

Special Notes:

You can view the Class Climate Schedule at:
<http://www.uww.edu/icit/services/academic/evals/index.html>

A list of potential questions from Purdue University can be found at:
<http://www.uww.edu/cobe/facstaff/classclimate.html>

If questions are not selected, 10 default questions will be used. The default questions can be viewed at: <http://www.uww.edu/cobe/facstaff/classclimate.html>

By default, all online course faculty will receive a list of students who completed the survey within one day after the survey completion date, as noted on the Class Climate Schedule. Other faculty may request student participation lists when they submit their questions to their administrative department assistant.

Common questions and answers about the Class Climate online evaluation process can be found at:

http://www.uww.edu/icit/services/academic/evals/class_climate.html

The service-level agreement for Class Climate can be found at:
<http://www.uww.edu/icit/policies-agreements/class-climate>

If you have any questions, please contact your administrative department assistant or email the Class Climate administrator at evals@uww.edu.

For faculty information on course evaluations, please visit:
<http://www.uww.edu/cobe/facultystaff/courseevaluations>

Colleges and Employers (NACE)
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5 - It's Everybody's Business



EMPLOYEE LEAVE REPORTS & SELF SERVICE

Employee Self Service

Employees can access HR, Payroll and Benefit information at <https://my.wisconsin.edu>.

Once you select the Whitewater campus and log in with your Net-ID, you will be able to view leave reports, payroll information, review benefit options and also update personal information. For more information, contact the UW-Whitewater Human Resources department.

Employee Leave Reports

Employee leave reports are to be filled out each month. All unclassified employees who earn sick leave are required to submit monthly leave reports, even if no leave is used. Employee leave reports are filed electronically and automatically routed to supervisors for approval.

The link to the online instructions is: <http://www.uww.edu/documents/uww/ess-unclassified.docx>

EMERGENCY INFORMATION

Dialing 911

911 can be dialed from university phones by dialing either 911 or 9911.

Link to Emergency Procedures

Campus emergency procedures can be reviewed at: <http://emergency.uww.edu/Topics.aspx>

UW-Whitewater Police Non-Emergency

In the event of a non-emergency, use the following contact information for UW-Whitewater Police:

PHONE: (262) 472-4660

EMAIL: police@uww.edu

or visit their web page at: <http://www.uww.edu/adminaffairs/police>

Explanation of Campus Emergency Communications Procedures

In the event of an emergency, information can be communicated over the campus phone system. Information and updates regarding emergency information may also be found at the campus emergency web page: <http://emergency.uww.edu/Index.aspx>

Inclement weather information

In the event of inclement weather, all campus activities are assumed to be held unless otherwise communicated from the Chancellor's office. In the event of cancellations, the university website will be updated and information will also be relayed through the campus radio station (FM 91.7 MHz), Channel 19 TV Station, broadcast e-mail and a designated list of campus officers.





UNIVERSITY OF WISCONSIN
WHITEWATER

COLLEGE of BUSINESS AND ECONOMICS

