

# IT SYSTEMS

Dunwoody has several IT systems to help you manage your classes and share information with the rest of the college. As with other IT functions, you can get help with them or suggest improvements through the IT Service Desk. Refer to the Employee Handbook for Dunwoody's Information Technology Policies (<https://catalog.dunwoody.edu/catalog-student-handbook/student-rights-responsibilities/information-technology-policies/>).

## LaunchPad

LaunchPad (<http://launchpad.dunwoody.edu>) is your starting point to access all of Dunwoody's systems. LaunchPad is accessible on and off-campus and from any device. There is a mobile application called "Classlink" available in the iOS App Store and the Google Play Store. The following resources can be accessed through Launchpad.

## Faculty Filing Cabinet

All faculty have access to the Faculty Filing Cabinet on LaunchPad (<https://launchpad.classlink.com/dunwoody/>). This folder contains links to important faculty resources such as the Barnes & Noble Book Adoptions Portal, Simple Syllabus, Course Evaluations, and other helpful files and forms.

## IT Resources in LaunchPad

For information about technology resources at Dunwoody, including training and documentation, visit LaunchPad (<https://launchpad.classlink.com/dunwoody/>) and click on the Student, Staff, or Faculty IT Resources link. This page has guides and resources regarding common technology access and protocols, such as setting up a Microsoft Team, setting up email on your phone, printing at Dunwoody, and VPN access to college systems. You may also point students to this resource if they are experiencing individual technical issues on their Dunwoody device.

## Integrated Information System (IIS) Reports

Dunwoody created IIS, available through LaunchPad (<https://launchpad.classlink.com/dunwoody/>), to extend the abilities of core IT systems and provide access to cross-system metrics and reports. Assistance for IIS is available at the IT Service Desk. The Dunwoody VPN is required to access these reports off-campus.

## Staff.Dunwoody & Sharepoint

Dunwoody's intranet sites, Staff.Dunwoody (<https://dunwoody0.sharepoint.com/sites/staff/default.aspx>) and Sharepoint ([https://dunwoody0.sharepoint.com/\\_layouts/15/sharepoint.aspx](https://dunwoody0.sharepoint.com/_layouts/15/sharepoint.aspx)), are where you will find information about the College, various departments, and where you go to share and find shared documents.

## On-Campus Printing

Dunwoody's printer system allows you to print to any printer on campus. Use the print dialogue box in any application and select Dunwoody Pharos as your printer. You'll then use your ID badge to authenticate and release print jobs at any printer on campus available for general use. At this time, there is no direct charge to your department for printing.

IT is responsible for maintaining this system and monitors the printers for errors. Contact the IT Service Desk if you have problems retrieving print jobs, if a printer is malfunctioning, or needs more paper.

## Microsoft 365

Dunwoody provides Microsoft 365 licenses for all students and employees. This software suite automatically updates ensuring students and employees always have the latest version of Word, Excel, PowerPoint, OneNote, and Teams to create, organize, and collaborate anytime, on your computer, tablet and/or phone. Students and employees also receive 1TB of storage with OneDrive with automatic device syncing.

## Canvas

Canvas is Dunwoody's learning management system (LMS) for all credit courses. You will access Canvas through LaunchPad (<https://launchpad.classlink.com/dunwoody/>). Canvas is populated with enrollment information by PowerCampus three times per day.

At a minimum, all faculty members, whether teaching on campus or online, must use Canvas as the repository for instructional materials delivered as part of a credit course. Faculty members are strongly encouraged to add deadlines to all assignments which populate your students' Canvas calendar.

All faculty members are responsible for ensuring the accessibility of the content shared in their Canvas courses.

The minimum expectation for **on-campus** courses in Canvas is:

- Announcements to send course-level communications.
- Syllabus, required to be published through Simple Syllabus
- Organizational method for course materials [by module: day or week(s) or by topic: by job or file]
- Digital versions and submissions of assignments
- Digital versions and submissions of tests, quizzes, and other assessments
- Assignment and assessment scores recorded in Gradebook
- Feedback including rubric scores, inline annotations, and assignment comments on digital versions
- Grading scale is aligned with expectations set on the course syllabus

The minimum expectation for **online** courses in Canvas is:

- Course Home Page
- Weekly Announcements
- Welcome Week Module with Day 1 Activity
- Syllabus, required to be published through Simple Syllabus
- Organizational method for curriculum [by module: day or week(s)]
- Module overview page which provides a description of the module work and lists the outcomes
- Digital description outlining each learning activity, course material, discussion boards, assignments, tests, quizzes, and other assessments, to account for appropriate contact hours for each week (*see Dunwoody's Credit to Clock Hour Policy* (<https://catalog.dunwoody.edu/faculty-handbook/academics/credit-clock-hour-policy/>); *Code of Federal Regulations Title 34 600.2 Academic Engagement* (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/subpart-A/section-600.2/>) *definition*)
- Digital submissions of learning activities, course material (if applicable), discussion boards, assignments, tests, quizzes, and other assessments
- All assignment and assessment scores recorded in Gradebook

- Feedback including rubric scores, inline annotations, and assignment comments on digital versions
- Grading scale is aligned with expectations set on the course syllabus
- Microsoft Teams meeting link: required if teaching a synchronous online course, optional for online office hours or other uses
- **AND** incorporate appropriate levels of regular and substantive interaction (see HLC Regular and Substantive Interaction definition ([https://www.hlcommission.org/General/glossary.html#:~:text=regular%20and%20substantive%20interaction%20\(Based,and%20competency%2Dbased%20education%20offerings\)\)](https://www.hlcommission.org/General/glossary.html#:~:text=regular%20and%20substantive%20interaction%20(Based,and%20competency%2Dbased%20education%20offerings))))

## My.Dunwoody & Attendance

My.Dunwoody (my-dot-dunwoody) is a student and faculty portal to Dunwoody's student information system, PowerCampus. Faculty members will mark timely course session attendance in My.Dunwoody. While My.Dunwoody is available through LaunchPad (<https://launchpad.classlink.com/dunwoody/>), most faculty will access attendance through a link in the related Canvas course. Watch this video (<https://dunwoody.instructuremedia.com/embed/cf37bbf6-e77e-4fc3-b2e0-923985ff986a/>) on how to record attendance at Dunwoody.

## Simple Syllabus

Faculty are required to submit a syllabus through Simple Syllabus for each course they teach in a given term. You can access Simple Syllabus through your Canvas course or LaunchPad (<https://launchpad.classlink.com/dunwoody/>). The template format of Simple Syllabus notes all required sections, includes help text on the sidebar, and offers faculty the flexibility to add custom components. The Office of Instruction provides syllabus support (<https://dunwoody0.sharepoint.com/sites/FacultyDevelopment/SitePages/Syllabus-Support.aspx>) for faculty.

### EdTech and Emerging Technologies

Faculty members are encouraged to develop a curriculum that stimulates inquiry and promotes engagement. The use of technology can assist with this goal and can enhance the classroom experience.

Educational technology, known as "EdTech," is supported through Dunwoody's Center for Innovation in Technical Education (CITE) to complement your teaching and student learning experience, whether you teach on campus or online. CITE provides consultation and training for a suite of EdTech tools that integrate innovative technological approaches to teaching and learning. The center also provides a variety of faculty development opportunities related directly to EdTech throughout the year.

EdTech at Dunwoody is guided by the EdTech Collaborative. Faculty can engage with the EdTech Collaborative on Microsoft Teams (<https://teams.microsoft.com/l/team/19%3a6ERLp3n4ge5pEyAr1T7X-P2SWJGMM7crARgKtrKMTkg1%40thread.tacv2/conversations/?groupId=9bdf990b-8f6d-4a1b-97b7-3d692c393a8e&tenantId=33b985f1-1b99-4741-b69c-46b998d9b18>) directly or use Join Code: 3aq3cfa in Teams.

CITE provides group and 1:1 training on the following Dunwoody IT-supported approved educational technology:

- Flip (formerly Flipgrid)
- Kahoot

- Canvas Studio (ARC)
- Respondus Monitor
- Lockdown Browser
- Camtasia (department approval required)
- Canvas
- MS Teams, as integrated in Canvas for scheduling an online class meeting (<https://community.canvaslms.com/t5/Canvas-Admin-Blog/Microsoft-Teams-Meetings-in-Canvas/ba-p/256340/#toc-hId-1973544613>)
- Microsoft 365 Office Suite, as Collaborations (<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-Microsoft-Office-365-collaboration-as-an/ta-p/629/>) in Canvas

When using EdTech at Dunwoody, the faculty's responsibilities include:

- Notifying students of all EdTech used in the course on the official course syllabus.
- Ensuring students' privacy while using any educational technology.
- Adhering to accessibility guidelines, see the most current Web Content Accessibility Guidelines (WCAG) standards (<https://www.w3.org/TR/WCAG21/>), Quick Reference (<https://www.w3.org/WAI/WCAG21/quickref/>), or learn about Accessibility Fundamentals (<https://www.w3.org/WAI/fundamentals/>).

## Emerging Technologies and Unsanctioned EdTech

See IT policies (<https://catalog.dunwoody.edu/catalog-student-handbook/student-rights-responsibilities/information-technology-policies/>) regarding the use of additional cloud technologies or other software that is not approved by the College. This may include external wikis, YouTube, WordPress, Issuu etc. If you are not sure about a cloud technology, check with IT or connect with CITE to learn how you might help bring a new technology to campus.

### The following are guidelines to consider when using technology in curriculum delivery:

- When using videos or downloading content, be sure that the copyright allows the use of video or images for academic purposes
  - *Not sure of copyright? Check with Marcus Seraphine (mseraphine@dunwoody.edu), Head Librarian.*
- I want to use innovative software or technology that is not listed above, but it doesn't require IT to install it, and it's free.
  - *Not sure if the technology you wish to use is a Dunwoody-approved product? Connect with IT.*
- The EdTech Collaborative recommends the Rubric for eLearning Tool Evaluation (<https://teaching.uwo.ca/pdf/elearning/Rubric-for-eLearning-Tool-Evaluation.pdf>) (Anstey, L. M. & Watson G. P. L., 2018, Centre for Teaching and Learning, Western University) as a tool to determine the appropriateness of new EdTech for your classroom.
- All material uploaded online is copyright of Dunwoody College