Welcome to Technology Update

Welcome to the first edition of College of the Canyons Technology Update. The college’s monthly publication will keep you up-to-date with important milestones in our college’s technological evolution. We will attempt to cover items of interest including important technology announcements, training classes, tips, tricks and new software. In addition, each month we will spotlight a staff member from the Information Technology department or a campus employee whose contributions have helped to further the use of technology at the college. Technology Update is published by the Information Technology Department but anyone is welcome to submit articles and/or ideas to be included. We hope that you find the information we present both informative and useful.

Master Plan Update Underway

The Technology Master Plan documents the vision for technology advancement at College of the Canyons. The Plan is reviewed annually by the Technology Committee to monitor progress towards the stated goals and is updated every five years. The current plan is set to conclude at the end of 2010-11. The Technology Committee has begun the process of updating the Plan for 2011-2016. Anyone interested in contributing to the revision of the Technology Master Plan can contact Jim Temple at jim.temple@canyons.edu. A copy of the current Technology Master Plan can be found on the college’s website.

http://www.canyons.edu/offices/PIO/masterplans.html

Fall Patches for Datatel

Twice a year, once in the fall and once in the spring, the MIS department applied patches and updates to our Datatel (CISAR) system. The patches and updates are necessary to implement new enhancements to the system, fix existing bugs and update information to comply with legal mandates. This year, we have tentatively scheduled the patch installation for Saturday, October 23. During the patch installation and initial testing, the system (Datatel and Web Advisor or “My Canyons”) will be unavailable. The time it takes to install the patches and test the system varies so the MIS department will send out an email once the system is back up. We will be posting messages on My Canyons and on the District’s web site to let people know about the outage.
Technology Tips and Tricks

As part of our monthly newsletter, we will be including some tips and tricks to help you better understand and use the technology the college provides. Each month will be something different based on calls from users, recent training classes or just new things that we find in the course of using the system.

**Turnitin.com**
College of the Canyons maintains a site-license for the plagiarism prevention program, Turnitin.com. Turnitin allows you to submit student essays and papers electronically to the turnitin.com website where they will be compared to millions of other papers and published documents. At the end of the comparison, turnitin will provide you with a summary that will identify how much of the paper contains other people’s work without proper citations.

If you are interested in using Turnitin.com, please contact your department chair for the access information.

**Personal Technology Purchases**
As a member of the College of the Canyons faculty and staff, you are eligible for discounts on certain technology purchases. Vendors like Apple, Microsoft and Dell offer discounts to employees on several items that they sell. For more information check out the Computer Support Website at: [http://www.canyons.edu/offices/css](http://www.canyons.edu/offices/css)

Click on “Personal Technology Purchases”.

**Booking a Meeting Room in Outlook**
Many of you are not aware that several of the meeting spaces are bookable through Outlook. In order to view the room calendar and book a room, simply:

1. Click on the File Menu in Outlook
2. Select “Open Other Users Folder”
3. Change the folder type to “Calendar”
4. Click on “Name” and search for entries that begin with “Room...”

Once you find the room you are looking for click “OK” and it will open the calendar. From there you can block out time to use the room. **NOTE:** Please make sure to include your name and extension in the subject so you can be contacted if there is a problem with the room or the reservation.

**Captioning & Instructor Stations**

Section 508 of the Americans with Disabilities act details out requirements for technology to be accessible to persons with disabilities. One of those requirements deals with the captioning of media. Any media that will be shown as part of a class must be captioned and the captioning must be turned on while the media is being displayed.

Over the summer and continuing into the fall semester, Computer Support working with DSP&S has been activating the closed caption option on the instructor computers and projectors in all classrooms. We know that, in some instances the captioning is distracting and can cover up areas of the media being played but it is a legal requirement that the college must comply with.

Distance Education recently received a grant to caption instructional media. If you have media for your class that needs to be captioned, please contact the Distance Education office at extension 3600.

Questions about ADA compliance should be directed to Scott McAfee, Accessibility Coordinator. Scott’s office is in DSP&S and he can be reached at extension 3356.