September 2015

**Upcoming Events—Fall Technology**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Start Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9</td>
<td>Datatel WEBUI 4.5 Requisition Training</td>
<td>10:30 am</td>
<td>BONH-106</td>
</tr>
<tr>
<td>9/14</td>
<td>Technology Committee</td>
<td>3:15 pm</td>
<td>PDR 2</td>
</tr>
<tr>
<td>9/17</td>
<td>Datatel Stand Up</td>
<td>9:30 am</td>
<td>PDR 1</td>
</tr>
</tbody>
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*See Professional Development for a complete list of workshops.*

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**Student Ed Plan**

By Jim Temple

This fall, as part of our Title V Grant, College of the Canyons will be rolling out an online Comprehensive Student Educational Plan (SEP). The online SEP will allow all of our students to develop their educational plans online, trying several different scenarios until they find the one that best fits their needs. The SEP can then be submitted to one of our counselors, who can review and “Archive” or “Approve” the plan. Not only is this an excellent tool for our students to assist them in planning their time here at COC, the plans will provide important information to Academic Affairs that will help develop future schedules with classes students have planned to take. The SEP will be accessible by students through MyCanyons, and marketing material will be developed to promote this new planning option for our students.

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**Computer Support Update**

By Hsiwen Hull

It’s been a busy summer here in Computer Support land, with some new projects and initiatives, replacement computers in the hundreds, and our own staff transitioning to new departments on campus. First, the sad news. In March, Justin Hunt, one of our liveliest help desk staff members, left us for Student Services. It was a loss for the department, but he’s already making some great contributions as one of two new Student Services coordinators. Brian Weston successfully competed to become the new Director of Distance Education and Accelerated Learning. Brian will be missed, and I know he’s got some big shoes to fill, but he’s definitely the right man for the job.

Now, the good news. Our staff finished replacing more than 200 student computers and nearly 70 full-time faculty and staff computers, with more being scheduled during the fall semester! In addition, keep an eye out for additional FLEX workshops for our new Untethered Teaching and WebEx in the Classroom. Finally, in conjunction with PIO, we are installing new digital signage displays that will be popping up around the campus. The digital signage content will be maintained by PIO and is designed to help share important events, information and programs that affect the student community. As always, if you need help, we’re just a phone call away at Ext. 3953/3533, or email us at helpdesk@canyons.edu.

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**Information Technology Fall Hours**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Valencia</td>
<td>Monday-Thursday – 7 am to 9 pm</td>
</tr>
<tr>
<td></td>
<td>Friday – 7 am to 5:30 pm</td>
</tr>
<tr>
<td></td>
<td>Saturday – On Call</td>
</tr>
<tr>
<td>Canyon</td>
<td>Monday-Thursday – 7 am to 7 pm</td>
</tr>
<tr>
<td>Country</td>
<td>Friday – 7 am to 4:30 pm</td>
</tr>
<tr>
<td>MIS</td>
<td>Monday-Friday – 7 am to 7:30 pm</td>
</tr>
</tbody>
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For Technical or Audio Visual Assistance

Dial:
x3953 (Valencia)
x3533 (CCC)

Or Email: helpdesk@canyons.edu
508 Compliance
By Scott McAfee

As College of the Canyons launches into the fall 2015 semester, follow these QUICK TIPS on how to create accessible Microsoft Word-based documents.

1. Make sure you are using LAYERED headers in your document. Your document title should be set to HEADER 1 (NOT the title header!), while all sub points should be set to HEADER 2 (and 3, 4, 5, etc.).
2. Make sure you are using a font within the SANS SERIF family (Helvetica, Avant Garde, Arial, and Geneva, to name a few)
3. For tables, right-click on your table and access the properties. Select the ROW tab, and check the box for “repeat as header row at the top of each page.”
4. Use the bullet/number feature in the MS Word ribbon for lists.
5. For images, embed text-based descriptions in the descriptions field (NOT TITLE!) under the images properties.

If you follow these steps, your documents should be accessible! HAVE A GREAT SEMESTER!
For more information, visit http://www.canyons.edu/Offices/DSPS/Pages/Resources.aspx

Website Conversions
By Mike Gunther & Pete Hernandez

Your faculty website is an important asset for communicating with your students and facilitating the learning process. In an effort to make the latest in web technology available to your website, the college implemented Microsoft SharePoint as a replacement for the old and dated web service. SharePoint has made a host of new features available to the college’s websites, not the least of which is a content management system that allows website authors to edit their websites from any computer, without having to install any software. In order to take advantage of these new features, your website must be migrated from the old web server to the new SharePoint server. Computer Support Services is currently offering website migration assistance to faculty who still need to move their sites. CSS can provide FLEX credit-eligible training on the new SharePoint system, as well as provide assistance in the migration of your website content. This assistance is for a limited time while funding is available. Please be sure to contact the Help Desk and schedule an appointment to speak with a CSS representative who can work with you to address your specific needs.

Windows 10
By Hsiawen Hull

So, after much fanfare and anticipation, Microsoft has released its latest next-generation operating system, Windows 10. The release occurred on July 29, and for those of you who already have licensed copies of Windows 7, 8 and 8.1, Microsoft took a slight departure from its usual pay-for-upgrade policy and released this as a free upgrade! So, what’s the catch? So far, I have found only one. If you want to take advantage of ALL of the new features of Windows 10, you will need to sign up for a Microsoft account and subscribe to Office 365. The integration of the Microsoft account allows you to manage safety features, create accounts on all of your computers, and even migrate from device to device in the same home and still be able to access all your data. As of now I’ve performed about 12 upgrades to different PCs, laptops and tablet devices with "minimal" issues (driver upgrades mostly). The actual upgrade process is painless, and requires almost no user input. After answering a couple of questions, you just set it and forget it! Windows 10 is an ALL IN step for Microsoft, with versions for Windows Phone, Xbox and mobile devices running Windows RT later this year. If you’ve been hesitant to upgrade, Microsoft has added a pretty robust rollback feature. If you run into any issues, Microsoft allows for a downgrade to your previous operating system within 30 days, and the process is nearly as simple as the upgrade. It’s a process that I’ve also tested a couple of times. You can get the upgrade at: http://www.microsoft.com/en-us/windows/windows-10-upgrade

Claudia Kirby
Claudia came to College of the Canyons in 2007 as a volunteer with the Computer Support Services department, and she cut her teeth by working with our staff to deploy computers in Hasley Hall. At the end of the summer, Claudia was hired as a college assistant and, in 2010, became a member of the classified staff. Claudia is a no-nonsense technician. She is often compared to Saturday Night Live’s “Nick Burns, Computer Guy” character, especially when heard shouting “MOVE” to a fellow technician in the office. In addition to her regular technician duties, Claudia is tasked with maintenance and support of faculty/ staff office computers and has the enviable job of sending out the emails letting you know when a new computer is coming your way! Claudia and her wife Kim have been residents of Santa Clarita for 12 years, and both are College of the Canyons alumni. Their 5-year-old daughter Emily attended the Early Child Education Center here at College of the Canyons. Claudia and her family enjoy camping, fishing and NASCAR! What you may not know about Claudia is that one of her favorite things to do with her daughter is to spend 12-hour days visiting the happiest place on earth, Disneyland! Unfortunately, we can’t confirm the rumors that she goes dressed as a Disney princess.

September IT Birthdays!

Derek Lund
Noris Lee
If you see them on campus, please wish them a Happy Birthday!