Technology Tools for Students

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Event Agenda

- NU’s @u.northwestern.edu Service
- Northwestern’s Course Management System
- CAESAR
- NUIT Web Site
NUIT Student Tech Talk

NU’s @u.northwestern.edu Service
Section Agenda

• Account Management
  – Alias
  – Account password

• @u.northwestern.edu Settings
  – Forwarding E-mail
  – Default Sender
  – Labels and Filters

• Google Apps
  – Google Docs: sharing a document
  – Google Calendar: creating and sharing
• @u.northwestern.edu Portal Page
  – URL: u.northwestern.edu
• Click on “Manage Nicknames”
• Log in using NetID and password
Nickname Management

• Create/Remove Nicknames
  – Every account can have up to 2 nicknames
  – Add Nickname
    • Come up with an available nickname (eg Xyz)
    • E-mail sent to xyz@u.northwestern.edu will be directed on your default mail account
  – Remove Nickname
    • Click the “Remove” button next to the nickname
Account Password

- Used for:
  - Logging in with Account Username on the @u.northwestern.edu Portal
    - Remember to use default account username (FirstLast20XX)
  - Logging in with mail client
@u Settings

- Log in from the @u.northwestern.edu Portal Page
- Click on Settings at the top right corner
Forwarding

- “Forwarding and POP/IMAP” tab in Settings
- Click on “Add a Forwarding Address”
  - Type in the address to forward to
  - A confirmation e-mail will be sent to the address
- Select “Forward a copy of incoming mail” balloon
  - Use the drop down to select your forwarded address
  - Whether you want to leave, mark as read, archive, or delete the original e-mail
Default Sender

- "Accounts" tab in Settings
- Click on "Add another email address you own"
  - Type in the name and e-mail address to add
  - A confirmation e-mail will be sent to the address
- Selecting which account to send from
  - Make default by clicking on "Make Default" button
  - Select from the "From" bar dropdown menu when composing an e-mail
Filters and Labels

- Labels can be manually added to e-mails but often smarter to create a filter
- Create a Label
  - “Labels” tab in Settings
  - Type name of new label in “Create a new label” field
  - Click on “Create”
• Create a Filter
  – “Filters” tab in Settings
  – Click “Create a new filter”
  – Filter using the following categories:
    • From, To, Subject, Has the words, Doesn’t have
  – Examples:
    • From: xyz@listserv.northwestern.edu
    • Subject: Project XX
    • Possibilities are endless—use “Test search” to test
  – Click “Next”
Filters and Labels (Cont.)

- Choosing the Action—some popular ones
  - Mark as Read
  - Apply the Label (select using dropdown)
  - Never send it to Spam
  - Click “Create Filter” and you’re done!
NUIT Student Tech Talk

Northwestern’s Course Management System for Students
Section Agenda

- Student-Created Groups
- Navigating the Discussion Boards
- Using the Blog Feature
- Customization
Groups

• Instructor must enable this option
• Once enabled, students may create open enrollment groups
• Group Features include:
  – Discussion Board
  – Blog
  – Wiki
  – File Exchange
  – Collaborative chat tools
Discussion Board

• A collection of forums

• Structure:
  – Discussion Board
    • Forums (theme)
      – Thread (Specific topic, guiding question or statement)
        » Individual Posts
        » Comments on posts

• Instructor sets up the Forums
• Students create Threads (if allowed), posts, and comments
Discussion Boards: Collecting Threads

To Collect a Thread:

• Collecting Threads allows users to sequentially view all of the Thread content on one page.

1. Click on the appropriate Forum.

2. Check the box next to the Threads that will be collected, OR check the box next to the flag to collect all of the Threads.
3. **Click Collect.**
Discussion Boards: Additional Options

- **Allow Anonymous Posts**: Users can post to the Forum without revealing their Usernames. If Forums allow anonymous posts, they cannot be graded.

- **Allow Author to Delete Own Posts**: Users can delete all their own posts or just posts without replies. Deleted posts cannot be recovered.

- **Allow Author to Edit Own Published Posts**: No record of the original post is kept.

- **Allow Post Tagging**: Tagging is a way to add metadata to posts to make them easier to retrieve in searches. To tag items in a Forum, first select them and then click **Collect**. For faster Discussion Board page loading, do not allow Post Tagging.

- **Allow Users to Reply with Quote**: This setting is enabled by default. When users click **Quote**, the message they are replying to is included in the post.
Discussion Boards: Additional Options

- **Allow File Attachments**: This setting is enabled by default. Attaching large files will slow down the Discussion Board.
- **Allow Members to Create New Threads**: This setting is enabled by default. If Threads are graded, members cannot create new Threads and members cannot post anonymously.
- **Subscribe**: Subscriptions to Threads and Forums are sent to users by email. Once a subscription option is selected, users can select:
  - **Include body of post in the email**: The entire post is sent in the body of the email message.
  - **Include link to post**: A link to the post is sent in the body of the email message.
- **Allow Members to Rate Posts**: Users can rate the quality of the post.
Blog Feature

• Works similarly to Discussion Board, but not as layered
• Found in tools section
• Instructor initiates the blog
• Students make posts and can comment
Customization

- Drag and Drop in home screen
- Change colors
- Add and Delete Components

- If instructor has enabled, can drag and drop within courses
CAESAR and the NUIIT Web site
Section Agenda

• **CAESAR**
  - Guest Access
  - Student Center
  - Personal Portfolio
  - CTECs, Student IDs, and Holds

• **NUIT Web Site**
  - Software pages
  - Get Connected pages
  - Where to find tech support
  - Applying for a job in NUIT
• **Guest Access**
  – Add multiple guest accounts to share access
    • Can activate and deactivate accounts from main screen
  – Control access to CAESAR modules
  – Input personal information and passcode
  – Change password
    • Login is NetID + '#' + 1, 2, etc (ex. abc123#1)
  – Make sure to 'Save' changes

• **Student Center**
  – Search: look for classes
- Enroll: select schedule to enroll
- My Academics
  - Schedule in calendar view and itinerary
  - Course history
  - Transcripts
  - Degree process
  - Advising
- Links to financial aid, bills, and work study
- **Personal Portfolio**
  - Personal, contact and demographic information
CAESAR

- NU CTECs
  - Rate classes, professors, and research the same for future classes
    - Access based on response
- View Student ID
- View Holds
• **Software page**
  - Login with NetID and password
  - Office, Symantec, Microsoft OS, Mathematica/SPSS, Endnote X4, Cisco VPN

• **Guides (Get Connected)**
  - Mobile devices
    - Android, Blackberry, iPhone, Palm
    - **Chart** of compatibility
    - Information for wireless, mail, and VPN
• **Guides (Get Connected)**
  - Network setup
    • Wireless, Ethernet and VPN
    • Mac OS X 10.3-10.6
    • Windows XP, Vista, and 7
    • NUTV
  - E-mail clients
    • Outlook, Apple Mail, Thunderbird
    • Listservs
• **Finding support**
• **Jobs**
Questions?

• You can contact the NUIIT Support Center anytime with additional questions
  – 847-491-HELP (4357)
  – consultant@northwestern.edu
  – www.it.northwestern.edu/supportcenter/

• Follow us on Twitter!
  – @NU1HELP
  – http://twitter.com/NU1help