Information and Learning Resources for Faculty 2014-15

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Updated versions are posted on the website at http://www.sunyit.edu/facultyresources
Library and User Services Information for Faculty
http://www.sunyit.edu/facultyresources

Library Information

Welcome!
The staff and faculty at the Cayan Library would be happy to assist you with your research needs and with making your teaching experience at SUNYIT a successful one.

Faculty Services
You can find helpful information about Cayan Library and its services at our webpage at: http://sunyit.edu/library Check out the Faculty Portal at http://www.sunyit.edu/library/faculty or call us at 315-792-7245.

Research Help – Contact the Reference Desk at 792-7251
If you have a student who needs help finding reliable, suitable sources for papers and projects, or if you need assistance with your database searching or research in general, feel free to contact a reference librarian.

Library Instruction Sessions – Contact a librarian at 792-7246
One of our librarians will tailor a session to your students’ needs. All we need from you is a copy of your syllabus and your assignment(s). The session can be held in our second-floor library classroom or in yours. Please schedule early. Library instruction is also available for online courses.

Reserves – Contact K. Cieslak at 792-7248 or cieslakl@sunyit.edu
We can place our material (book, DVD, VHS tape) or your personal material on Reserve in the library. You can choose to have it circulate for 2 hours, 1 day, 2 days, or one week. Please print, complete and sign a form that can be found at: http://www.sunyit.edu/pdf/library/reserve.pdf

Interlibrary Loan – Contact R. Foster at 792-7318 or fosterr@sunyit.edu
If you cannot locate a book in our catalog or articles in our databases, we can obtain it from another library. You can order, check the status, and renew online at: http://www.sunyit.edu/library/interlibrary_loan
Articles can be sent to you via e-mail. You will be notified when your item is available via e-mail.

AskUs 24/7 – Virtual reference help any time that you need it at: http://www.sunyit.edu/library/ask_a_librarian

APA/MLA Citation Styles – The library has a copy of the latest edition of the manuals in our Reference collection and another on Reserve at the Circulation Desk. We have handouts available on the Cayan Library webpage under Research Guides that include basic information on these styles. Please contact Ron Foster at 792-7318 for more information.

Ask A Librarian – There are four ways to contact a librarian for information at http://www.sunyit.edu/library/ask_a_librarian

Circulation – Faculty members can circulate up to a total of 30 items for a semester. Exceptions include DVDs that circulate for 4 days and AV material that circulates for 2 days.

Copyright – When a faculty member places an article or chapter in his/her course, he or she is responsible for obtaining copyright permission from the copyright holder. If you have questions about copyright, please contact a librarian at 792-7246.
**DVDs** - The library has a collection of popular DVDs that can be checked out for 4 days. There is a limit of two DVDs per patron at one time.

**Hours** – Please visit [http://www.sunyit.edu/library/hours](http://www.sunyit.edu/library/hours) for the current hours. Hours vary during the breaks and exams.

**Suggest A Book** – If you feel that the library should own certain items, please contact R. Foster at 792-7318 or fosterr@sunyit.edu. There is also a form available on the library's webpage at: [http://www.sunyit.edu/apps/form/?resource=lib_suggest_a_book](http://www.sunyit.edu/apps/form/?resource=lib_suggest_a_book)

We have a very limited budget, but faculty recommended items take priority.

**Textbooks** – The library does not purchase copies of textbooks. Our budget does not allow for this. If you wish to, you may place a copy of your textbook on Reserve to help your students. We cannot place instructor review copies on Reserve.

**User Services Information**

User Services provides support for campus computers, network resources, and computer accounts. The staff offices and the Help Desk service counter are located in Cayan Library.

**IT Help Desk** – [http://www.sunyit.edu/its.helpdesk](http://www.sunyit.edu/its.helpdesk)

Phone: 792-7440

E-mail: helpdesk@sunyit.edu

Web system: [http://helpdesk.sunyit.edu](http://helpdesk.sunyit.edu) (login with SITNet ID)

**Hours** – Please visit the IT Help Desk for current hours at [http://www.sunyit.edu/its/helpdesk/](http://www.sunyit.edu/its/helpdesk/)

**SUNYIT E-mail** - SUNYIT e-mail is the official electronic communication channel for the college. Students are required to SUNYIT e-mail for college related communications with offices, staff and faculty. Refer to [Official SUNYIT Communications](http://www.sunyit.edu/its/email) for more information. **Do not send confidential information like passwords, Social Security Numbers, grades via e-mail.**

**Individual Workstations** – Please contact your department chair or program coordinator for more information about your computer options.

**Computer Labs** – [http://www.sunyit.edu/its.labs](http://www.sunyit.edu/its.labs)

Open computer labs (both Windows and Macintosh) are available for students to use. Some departments have their own specialized computer labs as well. Please contact your department chair or program coordinator to find out more about departmental labs. Classroom labs are also available. If you need to have your class in a computer classroom and have not been scheduled in one, please contact the Registrar's office.

**Classroom Instructor Stations** – Most classrooms on campus have an instructor station and projector. Many also have multimedia capability to enable you to connect your laptop to the presentation system as well as via a standard VGA and mini-stereo plug for your particular laptop. Connections instructions are provided in each room. Before classes begin, you are encouraged to visit your classroom and try out the equipment to make sure you have everything you need.

**Online Collaboration Tools** – Collaborate provides a comprehensive online learning and collaboration platform designed specifically for education. If you are interested in using this tool, contact the IT Help Desk.
**ANGEL Learning Management System** – [http://sunyit.sln.suny.edu](http://sunyit.sln.suny.edu) or [http://angel.sunyit.edu](http://angel.sunyit.edu)

The Open SUNY Network operates and manages the ANGEL LMS system used by SUNYIT for courses. Campus specific operations are managed and supported by the Registrar’s office and ITS departments.

- Spring 2015 ANGEL courses will be available to faculty on December 1, 2014.
- Students are added to rosters of online and hybrid courses seven days before the term begins, and to traditional courses on the first day of the term. ANGEL rosters are updated with student enrollments three times daily.
- Send requests to add participants who are not on the official course roster to John Lasher, FERPA Officer, for approval.

**Instructional Technology Services** – The instructional technologist works with faculty to integrate technology into the classroom -- both actual and virtual/online -- that will enhance student learning and make classes more dynamic. You are welcome to stop his office, or e-mail him or submit a service request at [http://helpdesk.sunyit.edu](http://helpdesk.sunyit.edu), Kevin Volo, 792-7167, L146 Cayan Library, volok@sunyit.edu.

Services available include:

- Work collaboratively with faculty to support learning through the use of technology.
- Partner with faculty in how to they can use technology to enhance student learning.
- Support online and hybrid courses through the use of the course management system (ANGEL), development of audio-visual learning objects, and exploring new technologies.
- Provide instructional design services to faculty developing and refreshing online and hybrid courses.
- Coordinate training efforts for faculty and students in the use of technology.
- Manage and support the institution’s online synchronous learning environment (Collaborate).
- Develop tutorials and other training materials.
- As requested by faculty, assist in assessing effectiveness of course materials for online and hybrid classes.
- Coordinate and deliver faculty training and development events with User Services, Open SUNY Education and the SUNY Center for Professional Development (SUNY CPE). Details about scheduled events are sent to faculty via SUNYIT e-mail.

**TechEd Faculty Workshops** – Throughout the semester we will be offering several workshops that cover a variety of topics, from how to use social media in the classroom to course development. We will also be offering several classes that cover the mechanics of using the college learning management system. The schedule of workshops run by Open SUNY Education and SUNY CPE that faculty can sign up for will be posted.

You can find the schedule of classes in several places. They are:

- **Technologist Blog** – [http://sunyittechnologist.wordpress.com/](http://sunyittechnologist.wordpress.com/)
- **My Calendar** – [http://sunyit.edu/instructional_technology/calendar](http://sunyit.edu/instructional_technology/calendar)
- **Faculty Announcements Blog** – [http://tinyurl.com/mukft4z](http://tinyurl.com/mukft4z)


The technologist blog is updated weekly, and contains tutorials on Angel, Collaborate, other new and existing educational technologies, as well as fun videos and articles. On the blog you can also find interesting ideas on how to integrate social media into your class.
Contacting the Right Help Desk

<table>
<thead>
<tr>
<th>Contact</th>
<th>IT Help Desk</th>
<th>Open SUNY Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>For What</td>
<td>SITNet ID, SUNYIT E-mail, Banner, Blogs, Citrix, Classroom computer consoles, computer labs, campus network connections including wireless, office equipment, campus telephone connections, free software, employee discounts on hardware and software.</td>
<td>ANGEL or Collaborate used for courses. <strong>Always</strong> use your SUNYIT e-mail address when emailing and submitting a ticket so you are identified with SUNYIT. Links to the Open SUNY Help Desk are available within ANGEL.</td>
</tr>
<tr>
<td>Phone</td>
<td>(315) 792-7440</td>
<td>1 (800) 875-6369, option 1 (toll free in US) (518) 320-1889 (direct)</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:helpdesk@sunyit.edu">helpdesk@sunyit.edu</a></td>
<td><a href="mailto:OpenSUNYHelp@suny.edu">OpenSUNYHelp@suny.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.sunyit.edu/its/helpdesk">http://www.sunyit.edu/its/helpdesk</a></td>
<td><a href="http://open.suny.edu/support/contact-us/current-students/">http://open.suny.edu/support/contact-us/current-students/</a></td>
</tr>
<tr>
<td>Online ticket</td>
<td>helpdesk.sunyit.edu</td>
<td>Online (Footprints) ticket</td>
</tr>
<tr>
<td>Hours</td>
<td><a href="http://www.sunyit.edu/its/helpdesk">http://www.sunyit.edu/its/helpdesk</a> Hours subject to change.</td>
<td>Mon- Thurs 8 AM - 9 PM, Fri 8 AM- 5 PM Sat 10 AM - 5 PM, Sun 1 PM - 9 PM Eastern Time Changes posted on ANGEL login page.</td>
</tr>
</tbody>
</table>

Guide to Computer Accounts and ID Numbers

SUNYIT members are assigned several unique numbers and IDs that are used for different purposes. This guide provides information about each of them.

<table>
<thead>
<tr>
<th>Identifier</th>
<th>What It Looks Like</th>
<th>How To Find Yours</th>
<th>How It Is Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Number</td>
<td>9 alphanumeric character string that begins with a capital letter, usually U, followed 8 digits. (e.g. U00009876)</td>
<td>It is displayed in the upper right corner in Banner. Contact your department secretary for the number.</td>
<td>It is your primary identification in Banner used to locate your records.</td>
</tr>
<tr>
<td>SITNet ID</td>
<td>The letters are lowercase (e.g. brownab99, not BROWNAB99)</td>
<td>Banner's Personal Information menu has an option to &quot;Display SITNet ID&quot;</td>
<td>It is used to login to SUNYIT's computer and network resources.</td>
</tr>
<tr>
<td>ISO Number</td>
<td>16 digit number beginning with 50812827</td>
<td>Printed on SUNYIT Card.</td>
<td>Door access to on-campus facilities, Dining Hall, Vending Machines (contact College Association for more information)</td>
</tr>
</tbody>
</table>
Official SUNYIT Communications

Official notifications from the college and service providers are sent to students, faculty and staff by the following methods:

**SUNYIT E-mail** - SUNYIT e-mail is used for *official communications* with students, faculty and staff for business that is specific to you as well as broadcast announcements about changes in hours and services, cancellations and other official notifications. It is not trapped by SPAM filters, is supported by the IT Help Desk, and is accessed from the SUNYIT website and [http://email.sunyit.edu](http://email.sunyit.edu). Check it often and use it to send all college related e-mails.

**Postal Mail** – Some *confidential* communications like refund checks and employment correspondence are sent through the US postal service. Your mailing address in Banner is used to contact you by postal service. Make sure you keep it up-to-date in Banner. The link to update it is under the "Personal Information" menu.

**Phone** - Please keep your phone numbers in Banner up-to-date as they are also used to contact you.

**Announcements** - Announcements are used to inform you about events, workshops, training and other topics of interest. They are accessible on the SUNYIT website and from the ANGEL login page.

**ANGEL Public Announcements** – Announcements for ANGEL users are posted in the Public Announcements area on the ANGEL login page. They include schedule maintenance, contact information for the help desks and tips for using ANGEL.

### Web Resources with SITNet ID Authentication

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Login page or URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGEL</td>
<td>Learning management system used for courses.</td>
<td><a href="https://sunyit.sln.suny.edu">https://sunyit.sln.suny.edu</a></td>
</tr>
<tr>
<td>Banner</td>
<td>SIS for course registration, class schedules, rosters, grades, contact info, etc. (315) 792-7262 (Registrar’s Office)</td>
<td><a href="banner.sunyit.edu">banner.sunyit.edu</a></td>
</tr>
<tr>
<td>Citrix</td>
<td>System with software applications that can be run over the Internet. Requires installation of a small program on your computer.</td>
<td><a href="citrix.sunyit.edu">citrix.sunyit.edu</a></td>
</tr>
<tr>
<td>Library Resources</td>
<td>Off-campus users need to login to use the library’s journal databases and online resources.</td>
<td><a href="www.sunyit.edu/library">www.sunyit.edu/library</a></td>
</tr>
<tr>
<td>IT Support ticket</td>
<td>Online ticket system used by the campus IT Helpdesk.</td>
<td><a href="helpdesk.sunyit.edu">helpdesk.sunyit.edu</a></td>
</tr>
<tr>
<td>Email</td>
<td>SUNYIT e-mail system used for “official” electronic communications.</td>
<td><a href="email.sunyit.edu">email.sunyit.edu</a></td>
</tr>
</tbody>
</table>