



Information Technology Services

A Primer for Faculty 2011-2012

ITS is located at: 1119 6th Ave. (The Forum), Grinnell, Iowa 50112-1690; Tel: 641-269-4901

Hardware & Software

Information Technology Services (ITS) provides each faculty member with a desktop computer capable of running Windows, Mac OS or (in Math/CS) Linux. We aim to have as homogeneous an environment as possible to allow the best hardware and software support for the campus community.

Computing runs in a highly networked fashion. We currently have widespread licenses for the following: Microsoft Office Suite, most Adobe products, several Macromedia products, SPSS, SAS and Minitab. Available software can be viewed at:

www.grinnell.edu/its/software/

File Storage

We strongly encourage you to store data files in your network storage area, which is maintained by the ITS Network team. Network storage disks are backed up each business night by ITS, which offers you reliability, accessibility and security as well as insurance against lost files due to a hard disk crash.

New faculty members are given a network storage quota of 200MB. As you place more files in your network storage area, you may find that you need additional space. Increases are obtained by contacting the ITS main office with your request. Faculty may set permissions to folders or files so that they can be accessed by other faculty members or academic support staff, allowing for customized file sharing. Your academic support staff can assist you in setting permissions for your folders and files and in mapping a network drive to your network storage area.

E-Mail

Exchange 2010 provides mail to a variety of email clients and via web browser at: **mail.grinnell.edu**

Technology FAQ:

Technology FAQs: **www.grinnell.edu/its/faq/**

Curricular Technologies:

The College employs Curricular Technology Specialists (CTS) who work with faculty in the Fine Arts, Humanities, Sciences and Social Studies. The Curricular Technology Specialists work in partnership with one another, librarians, information technology staff, and academic technical support assistants in providing support to faculty in the integration of technology into teaching for the enhancement of student learning.

The CTS group supports individual or departmental curricular development projects using technology, designs and conducts faculty development workshops on instructional uses of technology, and assists faculty in implementing curricular projects with computers and multimedia equipment. More information on the CTS group is available at:

www.grinnell.edu/offices/curriculartechology/

PioneerWeb is a course management tool used by faculty to store course materials and encourage beyond-classroom discussion. Learn more about PioneerWeb by contacting a member of the CTS group.

Technology Support

ITS staff can help you install standard software on your computer. Specialized software needs may be requested through your ITS Support Team: **<http://www.grinnell.edu/offices/its/directory>**

Academic support staff can provide substantial support for standard productivity (including web) applications. Information about your academic support staff is available at:

www.grinnell.edu/offices/dean/acadsupport

This pamphlet was prepared by the ITS and CTS staff and members of the Offices of the Dean of the College and College Services. Send feedback to William Francis, Director of Information Technology Services, at francisb@grinnell.edu or ext. 4901.

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Working from Off-Campus

Grinnell is currently served by a number of Internet service providers. Windstream, Inc. provides DSL service and a wireless point of service within the wider City of Grinnell area.

Mediacom, Inc. provides cable modem service in Grinnell.

Check your local telephone directory for providers' contact information. Follow this link for information about how to use the Internet from home to access your email or files (using FTP) on the campus server:

www.grinnell.edu/its/remote/

Grinnell College is a subscriber to the Microsoft Campus Agreement, and offers college employees the option to license the Microsoft Office package on their home computers for a minimal cost (some restrictions apply). Contact the ITS main office at ext. 4901 to learn more about this program or visit:

www.grinnell.edu/its/homeuseprogram/

Beginning in 2002, ITS installed a number of wireless access points on the Grinnell College campus. Today, wireless access is available nearly everywhere on campus.

Classroom Computers and Presentation Equipment

Many classrooms and other instructional spaces on campus contain networked computers, and nearly all have a digital projection system. See the full list of classroom technology resources at: **www.grinnell.edu/its/resources/**

In addition, the Audio-Visual Center includes language and learning laboratories, a media based classroom, and diverse facilities for media preparation and presentation. For more information about the A-V Center, call ext. 3121 or visit:

www.grinnell.edu/offices/avcenter/

Three carts of PC laptops with wireless network capability are available for in-class use. One cart of 12 PCs can be reserved for use in Alumni Recitation Hall (ARH) and Carnegie classrooms by calling the A-V Center at ext. 3121. The other two carts, both with 12 PC laptops, can be reserved for use in the Noyce Science Center by calling the Science Office at ext. 3172.

A Creative Computing Lab is located in the Forum Building at 1119 6th Avenue. The lab houses high-end multimedia equipment for use by faculty and students. Contact ITS at ext. 4901 to learn more about the lab or to schedule a visit.

Technology Resources

ITS HelpDesk :: ext. 4400 or **<http://help.grinnell.edu>**

ITS Web Site :: **www.grinnell.edu/its/**

Online Faculty Resources ::
www.grinnell.edu/its/faculty/

ITS Front Office by Telephone :: ext. 4901

ITS Staff :: **www.grinnell.edu/its/staff/**

Curricular Technology Specialists ::
www.grinnell.edu/offices/curriculartechology/

Web-based Email from On- or Off-campus ::
<http://mail.grinnell.edu/>

ITS e-mail instructions ::
www.grinnell.edu/its/email/

Technology-capable Classrooms ::
www.grinnell.edu/its/resources/

Audio-Visual Center ::
www.grinnell.edu/offices/avcenter/

PioneerWeb - Course Management, Discussion ::
<https://pioneerweb.grinnell.edu/>