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Marshall University Information Technology

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Student Office 365 Free Student Advantage

Technology

The Marshall University Office of Information Technology is glad to announce a new program called Office 365 Student Advantage which Microsoft has just recently made available. This program allows universities to offer Microsoft Office 365 software licensing to currently enrolled students for no additional charge. Marshall University has enrolled in the program and the Office of Information Technology expects to be able to provide access in January 2014.

According to the information provided by Microsoft, the Office 365 ProPlus® software includes the familiar and full Office applications such as Word, Excel, and PowerPoint and offers the ability for these to be installed locally on up to five (5) devices and available offline. For Apple Mac OS this also includes Microsoft Office for Macintosh 2011. Office Mobile for iOS and Android will also be available.

Office 365 Student Advantage will make it easier for students to get access to the latest version of Microsoft Office and better prepare themselves for the tools used in modern day workplaces. Today, Student Advantage is available to more than 35,000 educational institutions worldwide.



With time-saving features and a clean, modern look across all programs, school assignments and personal projects can get done even faster. Plus, students can save documents in the cloud on SkyDrive to access virtually anywhere.

Office 365 is compatible with Windows 8, Windows 7, Windows Server 2008 R2, or Windows Server 2012. It does not run on Windows XP or Vista.

Info

To learn more about Student Advantage, visit <http://office.com/education>.

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Did You Know...

If the MU datacenter was a single machine it would have 200 CPUs, 3TB of RAM and 160TB of disk space.

LyndaCampus Access to lynda.com

Technology

LyndaCampus provides the university with unlimited, cost-effective, organization-wide access to the vast lynda.com library of instructional videos. It allows students, faculty and staff to learn the latest software, at their own pace. It gives users of any skill level the ability to watch bite-size tutorials for immediate problem solving or take comprehensive courses from start to finish.

LyndaCampus promotes digital literacy across all academic and administrative departments. It also provides a virtual help desk, offers mobile device training, and helps boost team or student performance.

For Students

- Explore hundreds of topics in multimedia, design, web development and social media
- Build presentation, time management and research skills

- Perform independent study
- Expand a resume and prepare for the workforce
- Get immediate answers to technology questions

For Faculty

- Integrate technology into the classroom
- Supplement curricula and textbooks
- Map content to syllabi
- Embrace the flipped classroom model
- Pursue professional development

For Staff

- Keep pace with technology
- Support the daily workflow
- Reduce help desk calls
- Explore custom learning paths
- Get immediate, just-in-time answers to questions

Features

- Shareable course playlists to support individualized learning
- Mobile device access
- Searchable course transcripts for quick answers
- Integration options, including single sign-on
- Bookmarks for favorite sections and easy reference
- Downloadable exercise files that reinforce retention
- Certificates of completion
- New courses added every week at no additional cost
- Detailed reporting at the user, group, and course levels
- Privacy and security – FERPA, COPPA, and TRUSTe compliant

IT Training & Development Planned for This Academic Year

Online Learning

The MUOnLine Design Center is continuing its training and development partnership with Human Resources and the Center for Teaching and Learning. We will continue to offer on demand courses in specific software, such as Camtasia Relay and Blackboard IM, that contribute to an integration of technology in the classroom.

These training dates can be found on the Human Resources Training registration page. Since the introduction of the Quality Matters rubric to our university, we have offered a two-course series for faculty on

integrating the Quality Matters ideas into the classroom. The first course is a hands-on workshop that focuses on Quality Matters and Pedagogy. The second course starts with a workshop, then moves online to cover utilizing the technology in the classroom and Blackboard to meet the Quality Matters standards. The Quality Matters rubric has also been adopted as the basis for the approval and creation of new e-courses.

In addition to development and our day-to-day assistance for faculty, we have moved media from an unsecured streaming server,

to a secured Ensemble server that allows us to create playlists and date restrictions on media used in the classroom. We participate in Blackboard Office Hours chat about known issues and updates. We also participate in Blackboard's Bug Squad, an online group that affords us votes to use toward prioritizing the importance of known issues with the Blackboard Support Team.

EndNote Citation Management Software

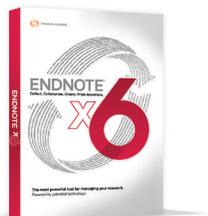
Libraries

EndNote® is a reference citation management software packaged provided by the Marshall University Joan C. Edwards School of Medicine. As you research and develop research projects or papers, *EndNote* tracks your bibliographies in the citation format you specify such as APA,

MLA, and others. The software helps your research flow easier while maintaining an effortless list of sources consulted or cited.

EndNote is licensed for installation on both university- and personally-owned PCs for Marshall faculty, staff and students throughout the university. Students and

faculty can download the *EndNote* software client free via the library's homepage, www.marshall.edu/library.



Summon, Your Library's Google-like Search Experience

Libraries

Marshall Libraries recently introduced Summon® which greatly reduces the time students and faculty need to spend doing research. Summon provides a Google-like search experience by using a single search box to search all Marshall Libraries holdings in every format - digital and print, audio and video, single articles and entire e-journals, and everything in-between.

Search results are delivered in a relevancy-ranked list so the most relevant results appear at the top of the list. Valuable information is

conveniently displayed within the results list, allowing for quick appraisal. This data includes abstracts, item location, online full text availability, and more. Results may be limited to scholarly and peer reviewed materials, plus citations may be quickly cut and pasted citations in your preferred style. Summon was funded jointly by generous support from the MU Schools of Medicine and Pharmacy.



Library Research Guides or LibGuides

Libraries

Marshall Libraries also recently upgraded our research guides, or LibGuides. The LibGuides tool is a versatile application for any library that delivers research methods, resources, and contacts directly to students.

Academic libraries use it for course and research guides, and as an aid in Library instruction. Public libraries create research portals, book club pages, guides for job-seekers, young readers, and local teachers. Special libraries create customized

research guides for their patrons. School libraries help prepare students for college-level research methods and tools.



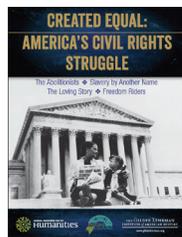
Our new LibGuides Content Management System will help us customize and group our LibGuides to better meet needs of our students and faculty. Look for one created specifically for your assignment topic or class via the library homepage today!

Created Equal: America's Civil Rights Struggle

Libraries

Marshall University is one of over 400 institutions across the country selected to receive a grant that includes a free copy of the "Created Equal: America's Civil Rights Struggle" film set. The grant components include four DVDs featuring *The Abolitionists* (nominated for Emmys in 2013), *Slavery by Another Name*, *The Loving Story*, and *Freedom Riders* (received an Emmy in 2012) and \$1,200 programming stipend." The "Created Equal: America's Civil Rights Struggle" project is made possible through a major grant from the

National Endowment for the Humanities, as part of its *Bridging Cultures* initiative, in partnership with the Gilder Lehrman Institute of American History. Dr. Majed Khader is the grant administrator and director of the Morrow Library who spearheaded this project to provide this enriching opportunity to the MU community.



Office 365: Question and Answers

Q: How do students download Office 365?

A: After the institution has provisioned its Office 365 tenant and provided students with login information, students will be presented with a "Get started with Office 365" window that includes an install software and connect it to Office 365 option for both PC and Mac and instructions to setup Office 365 to work on your tablet mobile device. Activation is handled automatically, so there is no need for a key.



Q: Who provides customer support for the student downloads of Office 365?

A: Students should seek support via their institutions' help desk or via the Office 365 Community option - i.e. ask questions on the online forums.

Q: Will the Office 365 for student license expire and need to be added and renewed every year?

A: Yes, as part of the standard annual renewal process, customers will need to confirm / update accurate counts for all of their subscription licenses.

Q: What happens when a student graduates?

A: A student's Office 365 subscription obtained through his/her institution ends upon graduation.

Marshall Digital Scholar Collection Highlights

Libraries

The Marshall Digital Scholar (MDS) program accessible via the library webpage serves to collect, preserve, and provide global access to the scholarly and creative work of faculty, students, and alumni of Marshall University, as well as university publications, images, recordings, archives, and special collections, in order to promote discovery, research, and collaboration across disciplines and institutions. Each week we highlight a new entry in the MDS database and share noteworthy collections with our users. Some of our new collections include the following additions:

The *Mirabilia* and *Chief Justice*: Marshall College/University Yearbooks Online

Go back in time and experience Marshall College through the eyes of the classes of 1908 through 1933 in the college yearbook, then known as the *Mirabilia*. During a short absence due to the lack of funding during the Depression, the yearbook returned in 1940 as the *Chief Justice*. In 1954, the mascot, *Marco*, appears for the first time and can be seen throughout the pages of this year's publication and subsequent annuals. The yearbooks are available to all users in PDF format. Look for yourself or friends and family among the class compilations,

Marshall student groups, Greek or athletic team photos. So far the MDS team has imported digitized yearbooks through 1967. Keep checking back as additional years are added to the MDS collection.

Each week we highlight a new entry in the MDS database...

Recitals – Digital Preservation Team

The Marshall University Libraries in collaboration College of Arts and Media, School of Music and Theatre are in the process of creating digital preservation plan for legacy recordings of the department. To date there are 474 recordings on various legacy formats ranging from reel to reel audio tape to digital audio tape. The department also has 100gb of born digital recordings that are considered orphans, as their identity metadata was not added to the file. The Music and Digital Services Librarian, Thomas Walker, has put together a digitization team including senior members of the School of Music and Theatre, David Castleberry, Vicki Stroehrer and Elizabeth Reed-Smith. The team will

study the digitized department programs and assess the necessity for digitization of specific recordings. This will be done before any actual digitization of audio is completed as many of these recordings are in deteriorating condition. So, there will only be one shot to digitize before the master is rendered unplayable. The assessment will be determined based on performer, rarity of piece, and period. The intent is to start with digitized programs and work from oldest forward. While the team is working on that, the music and digital Services librarian will continue to research and match orphan works to the hard copy recital programs obtained from the department.

Recital Programs - MDS

As of July 31, 2013 there are 184 Department of Music and School of Music Theatre recital programs added to MDS. All of these contain Library of Congress subject headings, keywords, and optimized character recognition .pdf files to facilitate Google searching. These recital programs date back to 1966. Jane Martin, and Thomas Walker have digitized programs back to 1964. These programs are being added to MDS as we speak with the intent of adding recording to as many as possible.

Why You Should Learn Office 365

Technology

At the end of the 2013-2014 school year, more than 2.6 million college students are expected to graduate faced with a highly competitive job market. According to a 2013 study by Harris Interactive and Chegg, fewer than two of five hiring managers find college students or recent graduates are prepared for a job in their chosen fields. It is clear that schools have an opportunity to both educate students and prepare them for a highly competitive global workforce.

According to a 2013 study by IDC, employers are looking for candidates that

“Microsoft Office skills were sought after five times more than any other productivity tools.”

– blogs.office.com

have 20 specific skills for high-growth, high-wage occupations. Coming in at number three on this list is proficiency

with Microsoft Office, with proficiency with PowerPoint and Word specifically highlighted at number 11 and number 13 on the list. In fact, Microsoft Office skills were sought after five times more than any other productivity tools. Even Google's own job postings require competency with Microsoft Office tools.

Because Office is such a highly valued skillset with employers, students who use Office 365 will have the most up-to-date versions of the productivity tools they need to excel in the classroom and the workforce.

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