



Microsoft Office 365



Microsoft Office365 (www.wpunj.edu/365) is now available for faculty and staff. Office365 offers the option of creating Word, Excel, PowerPoint, and OneNote documents using a web browser on-line and storing files in the cloud using OneDrive (formally SkyDrive).

The ability to use a web browser to edit and create documents on-line allows for mobility and easy access to documents that are safely stored. These documents may be shared with WPU faculty, staff, and students, as well as colleagues that do not have WPU Accounts. The ease of sharing with anyone, at any time, ensures an easy set-up for collaborative work and communication. While control of documents are retained by the owner, they are also WPU assets and can be managed by WPU Information Technology staff if necessary, consistent with University policy. However, it is important to note, once documents are deleted by the “owner” or the owner’s WPU account is removed, the documents cannot be recovered. (cont’d. on page 2)

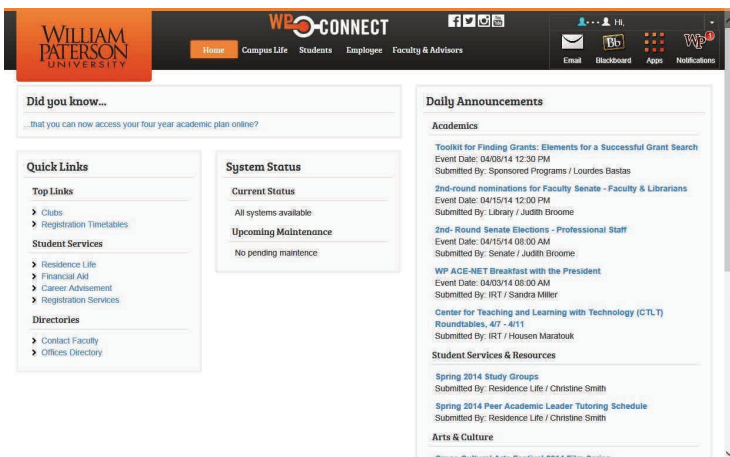


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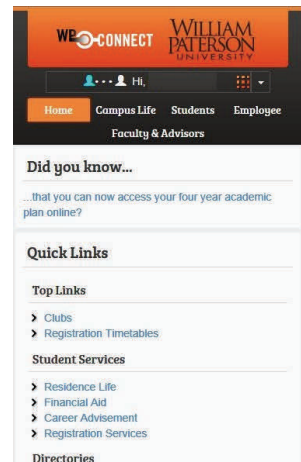
Contact IRT
(973)720-2659
www.wpunj.edu/irt

Coming Soon: A New WPconnect



Exciting news! We’ll be releasing a redesigned WPconnect portal during the summer. The new WPconnect will have a fresh, new look that will tie in visual elements of the new William Paterson website while also leveraging newer web technologies including mobile-optimized viewing.

Here’s a sneak peak at the new design on desktop and mobile devices. Expect to see the new design in the early summer.





(cont'd. from page 1) Microsoft Office 365 is an excellent tool offering collaborative and mobility options, but it is not intended to replace Blackboard document submission and sharing, Group Files ("K Drive"), User Files ("U" drive) and "My Documents". When deciding on which technology tool to use, consider the following:

Blackboard document submission and sharing: Course material and student submissions should be maintained in Blackboard. Students and Faculty are automatically added to the course following registration and password protection limits the content to the course members. It is not necessary for the content owner to establish sharing, it is automatic. Submissions by students are time stamped assuring deadlines are adhered to. All course content and student assignments and tests are stored in one location for ease of use by the student and class assessment activities and are maintained over time.

Group Files: Content is maintained on William Paterson University's file storage network and backed up locally. Files, though "owned" by the individual who created the file, will remain even if the owner's account is removed. Group Files should be used for department content that is an integral part of business operations that needs to be shared with members of a division, department, or group. The use is more availability than collaborative.

The files are available remotely via VPN Access (see: https://itwiki.wpunj.edu/index.php/VPN_Remote_Access) editing and saving is not as easy as Office365 and the application to edit and create files must exist on the device used to access the content, running VPN. It is possible to recover, with some time limitations, a file that was inadvertently deleted once it was stored via the backup process.

User Files: Content is maintained on the William Paterson University file storage network and backed up locally. Files are owned and maintained by an individual, but may be easily redirected to another user when the user leaves the University or incapacitated. It is a safe location for documents that a user maintains and references on-campus and remotely via a Virtual Private Network (VPN) connection (see: https://itwiki.wpunj.edu/index.php/VPN_Remote_Access). It is possible to recover, with some time limitations, a file that was inadvertently deleted once it was stored via the backup process.

My Documents: When using an on-campus Windows PC documents are redirected to the University file services and backed-up via a nightly process affording the same protection offered to User Files. However, the documents may not be accessed remotely without a VPN connection.

Documents on a Laptop are not redirected to University file services and backed-up. Laptop users may lose file(s) if the local drive is damaged or if a file is deleted by mistake. It is recommended that Laptop users keep important files in Office365, Group, or User files. Because of the danger of data loss or exposure if a theft occurs it is not acceptable to store sensitive, protected, or confidential University data on Laptop computers.

Office365: Excellent for ad-hoc collaboration and cloud accessibility. Microsoft Office Documents may be edited and saved in a web browser without the need for Office Applications on the local device. If Office Applications (especially Office 2013) are available on the local device, documents may be easily created and edited on the local device and saving on the cloud is transparent.

What's missing for collaboration is any sense of versioning and team sites. There's no track changes functionality in the Office Web Apps—yet—so you'll still need to use the desktop applications for that kind of use. That said, track changes information is saved within Office documents, so you can "round trip" them between the desktop and the web and not lose that information. The comment capability is available for Web Applications and will "round trip". Team sites can be implemented but the process has not been put in place at this time.

Office365 should not be considered a permanent storage location. When the collaborative process or need for cloud editing is no longer necessary for a document that becomes a University resource or asset, it should be stored in group folders or user files.

It is important to note that when accessing Office 365 or storing documents using Office365 Information Technology Acceptable User Policies (www.wpunj.edu/it/policies) apply the same as when using any other WPU technology resources.

Quality Matters: A Faculty-Driven Online/Blended Course Quality Program



The Center for Teaching and Learning with technology is proud to announce the university-wide subscription to the Quality Matters (QM) program for assuring excellence in online and blended education. QM is a faculty-centered system which employs peer review as a means of building and maintaining quality of online and blended courses.

The fundamental principles driving the QM program is a faculty-driven peer review process emphasizing collaboration, collegiality, and continuity. It is centered in best practice standards developed through experience and research, resulting in instructional design principles designed to promote student learning. The evaluation process centers on the course, **not** the instructor. The emphasis is on continuous improvement: instructors are **not** evaluated.

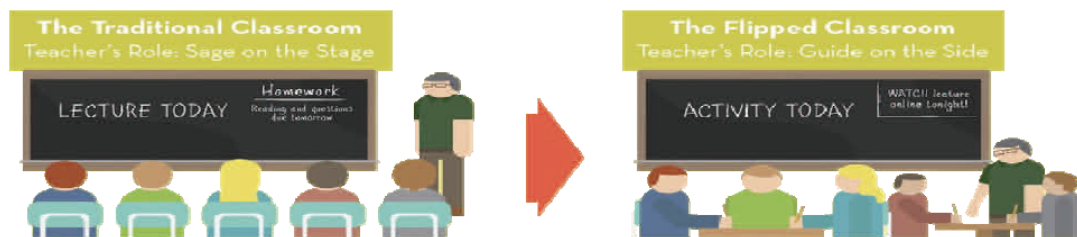
The Quality Matters program promotes exceptional course design through the application of a detailed rubric using peer review, feedback, and revision. The rubric centers on standards of course overview, learning objectives, assessment, instructional materials, learner engagement, course technology, learner support and accessibility.

Who benefits from the Quality Matters program? Students, who inherit online courses designed to meet commonly recognized standards of excellence. Faculty who already teach online get the opportunity to re-examine their courses, and faculty who might have been apprehensive about going online will receive the help they need to make the leap. And the university gains an improved reputation for online education, drawing more students to the school and producing confident, successful, and employable graduates.

For more information about Quality Matters email Robert Harris (harrisr@wpunj.edu) or review the Center for Teaching and Learning with Technology webpage: www.wpunj.edu/ctlr/.

Flipped Classes

One of the buzz words in higher education is Flipped Classes. Pioneered by Aaron Sams and Jonathan Bergmann, high school chemistry teachers, Flipped Classes first started by creating a set of annotated video lessons made available online for students who missed classes. While absent students appreciated the opportunity to watch what they missed, those who had not missed the class also received benefits from the recorded video by reviewing them over and over again if something was unclear from the lessons. Instructors soon realized that if all lessons were available online, they could use class time differently. As a result, they radically transformed the way they taught by having students watch the pre-recorded video lessons at home BEFORE classes with some learning activities to ensure watching, and then students worked on in-class activities such as problem solving, project based learning, etc. Students were able to get questions answered in class without “running out of time” and reached a much deeper level of understanding of the material.



Does this sound interesting to you? Join IRT in a CTLT roundtable to discover the mechanics of flipped classes, available video recording tools, and design principles for implementing a flipped class format into your curriculum. Contact Denise Giummarra at giummarrad@wpunj.edu or x2659 for details.

Adobe Creative Cloud

The Adobe Creative Cloud Work At Home (WAH) offer is only available to qualified (currently employed) faculty/staff as long as WPU maintains an active Adobe Enterprise Term License Agreement (ETLA). All Creative Cloud subscriptions via this offer are not renewed automatically. At the end of the 12-month subscription, qualifying (currently employed) WAH faculty and staff must renew their Creative Cloud subscription via the Adobe web portal.



- 1) Logon to WP Connect and Click on the “Adobe Work At Home” link under Employee Applications to access the reseller site. Reentering your WPU username and password may be required.
- 2) Obtain a redemption code through a third party reseller (Kivuto Solutions). The current price is \$9.75.
- 3) Visit the Adobe Creative Cloud Site to establish a subscription by creating an account.
- 4) Download the Adobe Creative Cloud Software. Entering the redemption code obtained from the reseller will be required.
- 5) Install the desired applications.

Media Services Update



Skype kits are available for loan to faculty and staff from Media Services. Skype is a popular communication tool for search committee interviews, committee meetings and conversations with colleagues from off-site. A CTLT Workshop: Real-time Communication and Collaboration with Skype is scheduled for Monday, April 21st at 12:30pm as well as by appointment.

Equipment loans through media services can be scheduled by contacting the www.wpunj.edu/helpdesk. A few faculty/staff laptop loaners are available, but each person must log in with their university credentials if leaving the campus. This ensures that he/she can connect to the wireless network properly as well as log in to the laptop from off campus. However, because the new Computer Replacement Program now greatly encourages faculty/staff to go mobile and receive a laptop rather than a desktop, having your own laptop will make your life much easier.



If you have problems with the podium equipment or projector in any classroom, please call Media Services immediately at 973-720-2984. Our staff is able to remotely check the status of the projector and podium equipment and can often resolve the issue right over the phone. If needed, we will send a technician to the room to help. If you have questions about the equipment or would like to schedule a training session, please submit a www.wpunj.edu/helpdesk ticket.



We now have over 4,700 streamed videos on our portal, NJVID, for your use. Assistance on accessing and using NJVID to create clips, playlists and uploading your own videos is available. All titles are located in the William Paterson Collection at www.wpunj.edu/njvid. If you need additional titles added to support your classes, contact your departmental library selector or Jane Hutchison, x2980.

Microsoft Office 365 For Students

ANNOUNCING THE ARRIVAL OF:



Students can now have Microsoft Office software on their own personal computers which means that they will always be compatible with faculty computers. Students can download a copy by going to [WPU ITWiki under Microsoft Office 2013](#).

Students are now able to create, edit, and share their Office files from any browser. They can even share and work on docs at the same time as others and avoid versioning hassles later. Office 365 does an excellent job of showing who is concurrently authoring a document and the specific changes each author makes. Office 365 is in the cloud so students can get to these applications and files from virtually anywhere – PC, Mac, and select mobile devices. All are updated automatically! Find out more about Office 365 at [WPU ITWiki under Microsoft Office 365](#).

Office 365 is available to all undergraduate and full-time graduate students. Any further information, check it out on the [WPU IT Wiki page](#) or contact the [Help Desk](#).

MS Office 2013 Now Available for Campus PCs

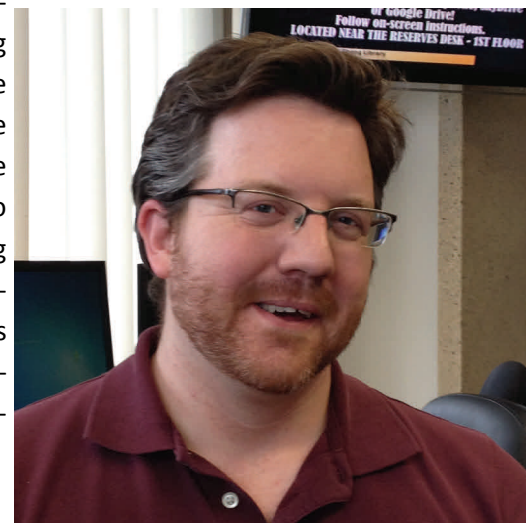
Please Welcome Bill O'Donnell

Office 2013, the newest version of the Microsoft Office suite, has been made available to University faculty and staff members as an optional install on their University issued desktops and laptops. Office 2013 features an updated interface and cloud-based options, like saving documents directly to OneDrive for Business and sharing it with others. Documents created in Office 365 can be opened in Office 2013 to allow for document editing using the full functional application, all without the need to download and re-upload the document. Any documents made in either Office 2010 or 2013 will be compatible with each other.

During the Summer of 2014, Office 2013 will become the standard word productivity suite on lab computers. It is our intention to make Office 2013 the University default by Fall 2014 for faculty and staff.

For help installing Office 2013 on your campus PC, please see the University IT Wiki Article titled "Microsoft Office 2013" at www.wpunj.edu/itwiki.

Bill joins IT as an AV and Network Design Engineer in the Media services unit. Bill comes to us from Lockheed Martin. In his last job duties he supported the 379th Air Expeditionary Wing as a Video Operations Engineer. At William Paterson, Bill will be supporting Instruction & Research Technology in defining proper classroom instructional technology to enhance teaching capabilities. At the same time Bill will be working with Enterprise Network Services to ensure future building plans are properly documented as well as providing room for expanded communications needs.





Philo—IPTV for Resident Students

Philo, the innovative Local Area Network (LAN)-based television service for colleges and universities, today announced it is now available to students at William Paterson University. This new service provides on-campus students the opportunity to stream live television programming including sports, news and popular television series directly to their devices anywhere on campus. The service newly includes the ability to DVR hours of entertainment. Those who do not live on campus may still use the service while on campus to watch non-premium, broadcast, channels.

“College students, like those at William Paterson University, increasingly look to their computers and mobile devices for all media – homework, music, and, television”
The launch of Philo’s service at WPUNJ marks the first time LAN-TV has been available to colleges and universities in the state of New Jersey. WPUNJ joins Harvard, Yale, and more than a dozen other schools taking the innovative step to provide their students with the benefits of LAN-TV.



Philo’s service will replace William Paterson University’s existing coax cable infrastructure, saving the school general maintenance costs and the expense of pulling cable to new locations and buildings. Unlike many other online video streaming services, Philo operates within the private campus data network, meaning that students all over campus can watch without straining the school’s bandwidth. Given that college students are increasingly consuming video content on their laptops and mobile devices, Philo’s online live TV service brings students what they want to watch how they want to watch it.

“William Paterson University is committed to providing our students with the highest quality of residence life and keeping up with the latest advances in technology to benefit our campus. Philo is an excellent addition to William Paterson University. It enriches our students’ residential life experience with the entertainment and educational content they are looking for, while lowering our costs by using our existing and one data infrastructure.” said Eric Rosenberg, William Paterson University, Chief Information Officer.

“College students, like those at William Paterson University, increasingly look to their computers and mobile devices for all media – homework, music, and, television,” said Philo CEO Christopher Thorpe. “At Philo, we’re reinventing the TV experience so that students can watch what they want, on any device, anywhere on campus. We’re delighted that William Paterson University is joining the Philo family to deliver high quality, cost-effective television to its students.”

To start enjoying Philo, students log in at www.wpunj.edu/tv. Philo instantly validates students’ university credentials so there’s no wait to get started. Students can watch live television from a range of devices, as well as use Philo’s DVR features to schedule and watch recorded programs on their personal computers.

New password guidelines

Effective immediately, all new user accounts and any time an existing user changes their password, individuals will be required to meet stronger password complexity requirements. See below for the new password requirements.

Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters. Passwords must be at least six characters in length and contain characters from at least three of the following four categories:

- o English uppercase alphabet characters (A–Z)
- o English lowercase alphabet characters (a–z)
- o Base 10 digits (0–9)
- o Non-alphanumeric characters (for example, !, \$, #, %)