



Spring, 2016

## What's in a reboot?

A computer reboot can be compared to a good night's rest for a human: Necessary to be healthy, necessary to be productive, and perhaps a little time consuming, but always a good idea when you're tired and cranky.

⇒ Necessary to be healthy –Since computers are prime targets for hackers, companies like Microsoft & Apple release updates regularly. These updates aim to PROTECT your computer from the latest vulnerabilities but require a reboot to take effect. Don't let your computer get sick! Reboot on a regular basis to make sure current updates are installed.



⇒ Necessary to be productive – This may sound counter-intuitive, but rebooting forces you to close everything and SAVE all unfinished work. This is a good benefit for those of us who are procrastinators at heart.



⇒ Perhaps a little time consuming – Yes, we know that rebooting can be annoying. However, if you compare it to the human equivalent – SLEEP – it's quite fast in comparison. Did you know that the average human spends 25 years sleeping?

⇒ Always a good idea when you're tired and cranky – If your computer is running slow, or you are having strange problems, try rebooting first. It's a great catch-all troubleshooting idea. This tip also applies to any appliance including software, phones, iPads, or any tech device that is acting funky. Reboot before you troubleshoot!

Rebooting may not be exactly the same as sleep, but next time you're powering down for the night think of your computer and make sure it gets all the reboots it needs.

Sources: <http://distractify.com/old-school/2015/01/07/astounding-facts-about-how-we-actually-spend-our-time-1197818577>

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[www.wpunj.edu/irt](http://www.wpunj.edu/irt)

### VHS Phase-Out

VHS has had its day. According to Wikipedia, the VHS VCR first arrived in 1977. In March, 1997, the DVD triggered the market share decline of VHS. In March of 2007, the FCC mandated ATSC tuners in all new TVs and major electronics makers began to end production of standalone units for the US.

So, the bottom line is that VHS is clearly phasing out. IRT's Media Services is trying to convert the VHS collection to either DVD or streaming video. This is a slow process as we are checking on licensing permissions and/or Section 108 of Copyright Law (which provides for "Limitations on exclusive rights: Reproduction by libraries and archives"). We already have over 2,000 VHS titles withdrawn. If there is a particular title that you want to keep, please let IRT know (x2659). Classroom VCRs will no longer be available after Fall, 2017. Any questions, please contact IRT, x2659.

# Upgraded Test Scanning Procedure



Information Technology User Services is modernizing its process for test scanning through elimination of the use of Scantron answer sheets. In doing so, User Services is introducing a new style of answer sheet and a streamlined process for obtaining them. Beginning in the spring 2016 semester, new general purpose answer sheets, will be available from Print Services (Building #37 on the campus map). Rest assured that the number and purpose of available answer choices and fields are the same as the outgoing form.



Step-by-step instructions on how to request copies of the General Purpose Answer sheet can be found on the IT Wiki. Visit [www.wpunj.edu/itwiki](http://www.wpunj.edu/itwiki) and search WebCRD, then click the heading, "Request the General Purpose Answer Sheet." In an effort to reduce our carbon footprint in alignment with the Strategic Plan, please specify the exact number of answer sheets needed at a given time. This will aid in reducing unnecessary paper and toner consumption, and the need to store spare copies. The cost of answer sheets will be charged to Information Technology directly. If you have any questions, please contact Laurie Nyulassy at x3960.

## New IT Staff: Please Welcome

### Lou Nunez—User Services

Identity Access Management Coordinator (IAMC)

Lou will be responsible for role provisioning, account security administration, development of account process design and procedures, regular account auditing and cleanup, and provisioning of user facing storage resources such as Office 365 Sites and user folders. Lou brings over 30 years of experience dealing with a variety of Information Technology issues to User Services. Before moving to academia, Lou spearheaded the conversion of sea water systems blueprints at General Dynamics to digital formats and trained fellow engineers in the use of CAD. He has worked in the Information Technology Department at Stevens Institute of Technology for over 24 years, starting in Operations, and rising to User Services Support Desk Supervisor.

Lou has earned a Bachelor of Engineering with a concentration in Mechanical Engineering degree from Stevens. He later earned a Master of Science in Information Systems and a Graduate Certificate in Professional Communications, also from Stevens. He is active in Clifton ToastMasters and has completed 8 marathons.



### Mike Milling—IRT

Mike began at William Paterson University in 2006 as a Student Technology Consultant working in the Broadcast, Production and Support department of IRT. In BPS, Mike assisted with Studio lighting rebuilds and equipment upkeep. In 2009, he completed his studies at WPU with two bachelor's degrees and a certificate from the University Honors College in humanities.

Not long after graduation, a part-time position opened up in IRT in the Media Services Department. It was there that Mike began to work with Damon Weber, Classroom Technology Services. Damon helped Mike develop his understanding of audio visual systems and Mike has gone on to receive certification in Extron A/V Associate, Extron Configurable Control Systems for Higher Education Graduate, HD Base T Expert Installer, Crestron DMC Designer 4K, Crestron DMC Technician 4K, Crestron DMC Engineer 4K. In December, Mike moved into the full-time position for Media Services/Classroom Technology Support where he has a more "visible" position assisting students and professors in IRT's Media Services office in the Cheng Library. He continues to support in the installation of upgrades, maintenance and repair of classrooms.



# Apple TV Security in Your Dorm Room

Apple TVs have become a popular device to watch streaming content on a television. Apple TVs also support AirPlay and AirPlay Mirroring, protocols which can be utilized to wirelessly stream content from one's iPhone, iPad, or iPod touch. Though Apple TVs are intended to be used in a personal home environment, Information Technology understands that students may wish to utilize them in their dorm rooms.

Due to the personal, one-to-few nature of Apple TVs design, when utilizing one at William Paterson University it is strongly suggested that residents take a number of security precautions to ensure the most reliable and secure connection possible. For this reason, Information Technology recommends enabling AirPlay Onscreen Codes. Enabling Onscreen Codes means that people will only be able to utilize AirPlay to a display that they can see. To enable AirPlay Onscreen Codes, select the Settings app, then AirPlay. Ensure AirPlay is On, the Onscreen Code is on, and Password is off. Henceforth, whenever someone attempts to AirPlay, the Apple TV will display a four-digit code that be must entered on the source device.

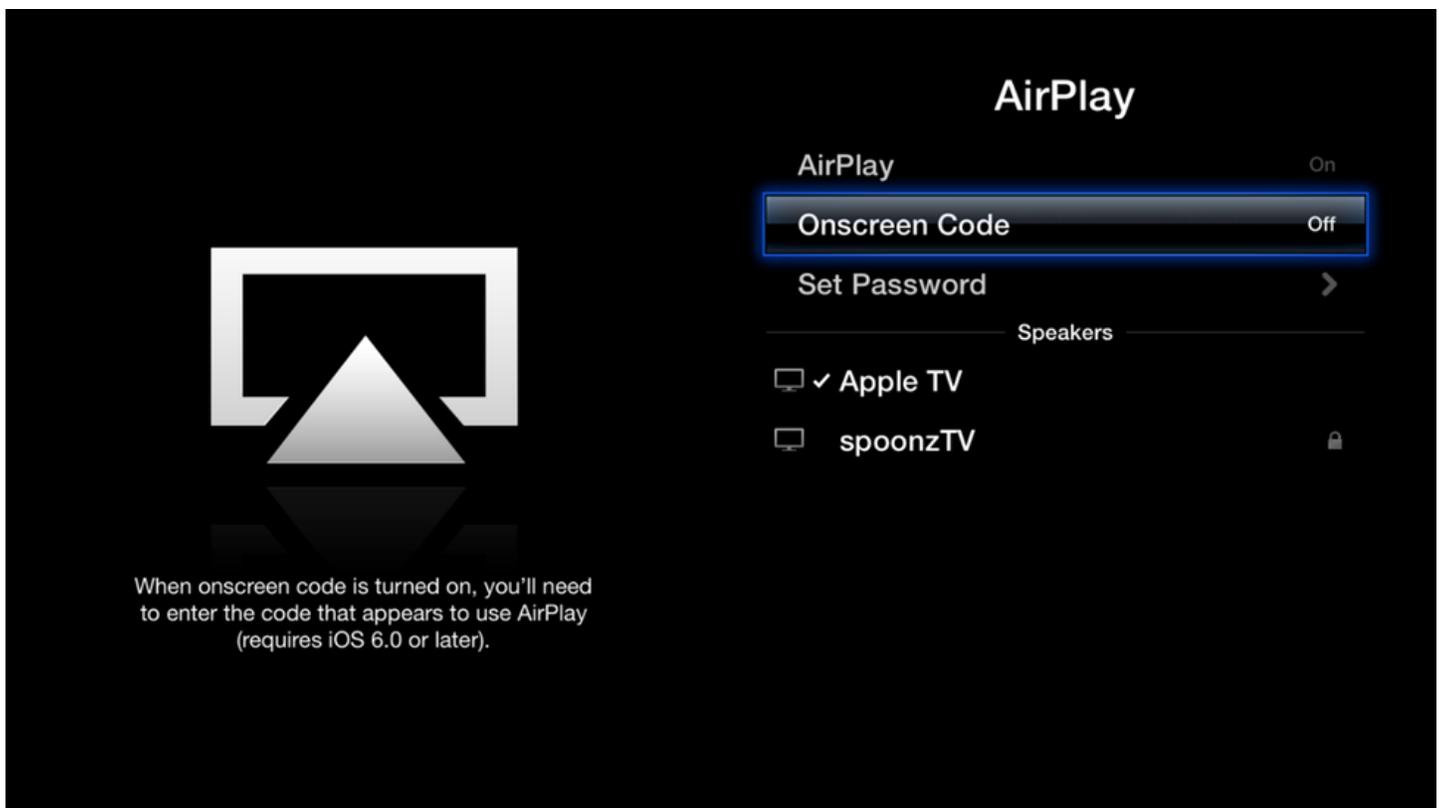


Image Sources:

<http://apple.eipstech.com/airplay/onscreen-code>

## Network Storage – Why and How

**(Read this to understand where your documents are located as you save and how safe they are)**

Nearly every activity performed on a University computer involves the storage of data. A common example is creating a document in Microsoft Word and saving it in a specific location. If you choose to use a network location, you will gain several key advantages:

- Safety & Security
- Ease of Access
- Enhanced collaboration

We begin with Safety and Security because those are very important topics in today's computing environment. When you place a document or other University-related file onto the network, systems are in place to scan for viruses and other malware in real-time. This keeps your computer as well as the University as a whole safe from real and potential threats. In addition to this, network storage is backed up and secured on a regular basis.

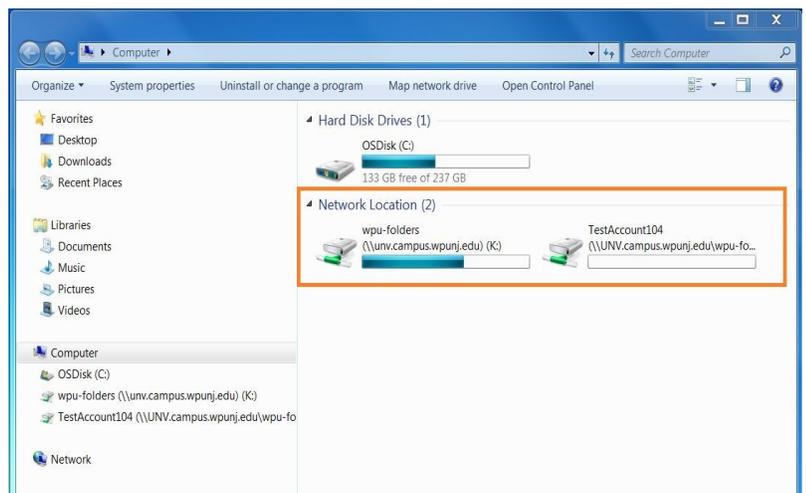
When you save to a network location, your files are accessible from virtually anywhere. This is a huge advantage to saving files on a local computer. You can start working on a file in your office, continue later on a mobile device, and then put the final changes on from home.

The use of a network location also makes it easier to collaborate on projects. Long gone are the days where files needed to be sent via email back and forth. With Groups folders on the K: drive, Office 365, and Blackboard, you can collaborate on documents without the need to make multiple copies or filling up peoples' inboxes. You also know that you are all working on the most recent document.

University network storage is accessible from on and off-campus and from both Mac and PC platforms. Below is a guide to accessing the K: and U: drives from various platforms and devices.

### Windows Desktop

Windows desktop computers on campus are automatically connected to the K: (group share) drive and U: (individual user) drive upon login. The 'My Documents' folder is redirected to the user's U: drive, which means that documents saved to 'My Documents' are saved directly to the network. Accessing these locations on a Windows computer is simple: From the desktop, click the start button and click "Computer" on the right hand side of the window. The file explorer window that appears will list both K: and U: drives under "Network Location."

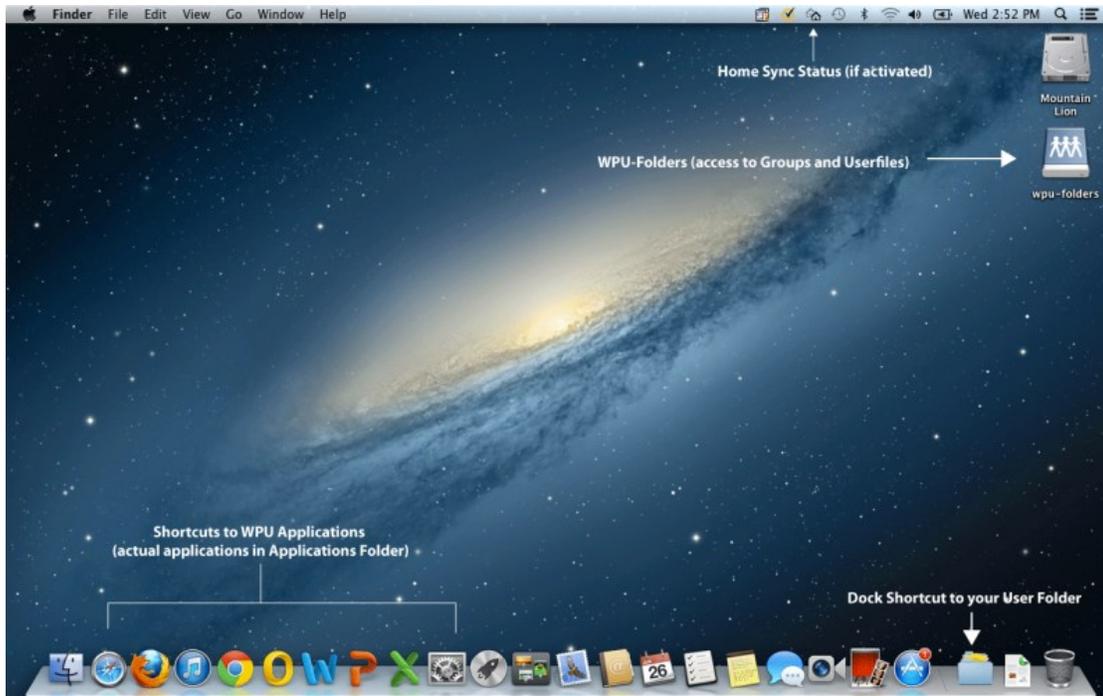


## PC Laptops

On campus laptop users will be able to access their K: and U: drives in the same way as desktop users – automatically upon login. However, off-campus use of Windows laptops will require a VPN (Virtual Private Network) connection in order to access these drives. Please see the ITWiki article that outlines [VPN Remote Access](#) for specific instructions about connecting to the University's network environment from off-campus.

## Mac Users

Similar to Windows users, Mac users located on campus are automatically connected to their K: and U: drives upon login. These folders can be accessed directly from the desktop by clicking the 'wpu-folders' drive to navigate the K: drive or selecting the shortcut at the bottom right-hand portion of the dock.



Unlike Windows desktop users, MAC users must remember to store files on their u: drive. Laptop Mac users who are off-campus will need to be connected via VPN in order to access these drives. Instructions for connecting to the VPN can be found on the [VPN Remote Access – Max OS X](#) ITWiki article.

## Use Cases

When determining which network locations to save certain files, it is important to consider the use case of these documents.

The U: drive is good for documents you do not intend to share with other users in your department or work group.

The [Office 365 – One Drive for Business](#) service provides advanced collaboration abilities and the ability to collaborate ad-hoc with individuals who may not be in the same department or work group.

The K: drive provides access to files for a specific division, department or group.

Blackboard allows faculty members to share course files directly with their students. For a detailed outline of the document user cases, please visit the ITWiki article on [Document Collaboration and Share Use Cases](#) or the Microsoft 365 Article in the [Spring 2014 IT News](#).

Information Technology highly encourages all University personnel to take advantage of network storage for all University related data. Anything you create or collaborate on should be kept safe and remain accessible. If you have any questions, please refer to the IT Wiki at [www.wpunj.edu/itwiki](http://www.wpunj.edu/itwiki) or feel free to call one of our Help Desk representatives.



The Center for Teaching and Learning with Technology (CTLT) is proud to introduce Enhancing Your Traditional Course with Blackboard and Beyond, a new foundational course that has been designed to provide you with a base of skills and knowledge in course design and delivery. Participants will leave this workshop better prepared to make effective use of Blackboard and other technologies in reshaping their traditional courses. Based on recent studies on effective ways in which to deliver the course content and actively engage students, this workshop will introduce practical tips on using Blackboard course tools and other technologies in a hands-on immersion workshop that will allow faculty to immediately start making use of the skills they are learning and improving upon.

#### Schedule:

09:00 – 09:30	Welcome and Introduction Course Design vs. Course Delivery
09:30 – 10:30	Art of Asynchronous Communication
10:00 – 10:45	Break
10:45 – 12:00	Assessment and Grade Center
12:00 – 12:30	Lunch
12:30 – 01:45	Bringing the AV experience to Your Students
01:45 – 02:00	Course Design and Wrap-up

Please note that this is a one-day Institute. Our first offering is **Monday, August 29th, 2016**. If you would like to participate, please contact Tony Krucinski at [krucinskit@wpunj.edu](mailto:krucinskit@wpunj.edu) or call x2659.

#### Broadcast, Production & Support Services (BPS), IRT— 2016 HIGHLIGHT

#### February 19th - Distinguished Lecture Series: Grammy Award-winning singer and activist Angelique Kidjo

A special request was made to share this event with our students at Mercer County College. After all, wouldn't it be nice if they, too, could enjoy this dynamic speaker even if they were unable to travel the distance? Once the appropriate permissions were acquired, BPS set up the Tricaster 8000 and three cameras to switch, record and stream this event to our campus at Mercer County College.

Watch this wonderful event [here](#).

