

## Technology at Simmons College

### Top 10 Things New Faculty Should Know

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1. **Help Desk:** [my.simmons.edu/technology/helpdesk](http://my.simmons.edu/technology/helpdesk) – The Technology Help Desk can assist you with computer hardware or software, such as configuring an office computer to print to a department printer, installing software, resetting passwords, etc. With any technology related question, a call to the Help Desk is a good way to start. Help is available through the above web site, or by dialing 617-521-2222
2. **Computing Environment:** Simmons gives you access to a PC or Macintosh computer with an Internet connection. The software available is listed at [my.simmons.edu/technology/helpdesk/software](http://my.simmons.edu/technology/helpdesk/software). You may store files on a file server that is accessible anywhere on or off campus, as well as print files to a printer designated for your department. For more information about accessing the file server, please visit [my.simmons.edu/technology/helpdesk/fileserver](http://my.simmons.edu/technology/helpdesk/fileserver).
3. **Classroom Environment:** Simmons has created an environment where every teaching space is potentially a technology-enabled space. Most teaching spaces have a projector, instructor computer, VCR/DVD, and ports that allow you to connect a laptop to the projector and the Internet. If you need immediate technology support during an event or class, call x2765 from the phone in the room. With 3 days notice, you may request that equipment (e.g. document, video, or still cameras) be delivered for classes by visiting Media Services or by filling out the forms at [my.simmons.edu/technology/media/request-forms](http://my.simmons.edu/technology/media/request-forms). In addition, if you want to use software other than what is pre-installed in the classrooms, you must fill out a software request form found at [my.simmons.edu/technology/support/software-install-request](http://my.simmons.edu/technology/support/software-install-request).
4. **Course Management (Simmons eLearning):** [my.simmons.edu/elearning](http://my.simmons.edu/elearning) – eLearning is the web-based course management software (based on WebCT Vista) used by Simmons. It can be used to post syllabi, assignments, and other course materials; receive assignments; administer online quizzes; and link directly to online journal articles through the library. It is also useful for student group work, online discussions, and real-time chat. eLearning training is available through Academic Technology (see #10 below).
5. **Simmons Email:** [my.simmons.edu/technology/helpdesk/email](http://my.simmons.edu/technology/helpdesk/email) – Every community member at Simmons has a Simmons email account, which is accessible through the Web and other means. The College policy is that official Simmons information will be sent to Simmons email accounts and that you should use your Simmons email for communication with faculty, staff, and students. Off-campus, you may access email through a Webmail client by going to [email.simmons.edu](http://email.simmons.edu).
6. **Academic & Administrative Resource Center (AARC):** [aarc.simmons.edu](http://aarc.simmons.edu) – The Center is web-based software for you to enter student grades, and view your class rosters, advisees, and course schedule.
7. **Username/Passwords:** [my.simmons.edu/technology/helpdesk/username-password.shtml](http://my.simmons.edu/technology/helpdesk/username-password.shtml) – You have a single username and password for access to resources #4-6 above, and to the MySimmons portal. The same username, but a different password is used for computer access (in offices, classrooms, and the file server, including remote access). A wealth of online databases and other resources are available to you through the Simmons library web site at [my.simmons.edu/library](http://my.simmons.edu/library).
8. **Voicemail:** [my.simmons.edu/technology/helpdesk/phone.shtml](http://my.simmons.edu/technology/helpdesk/phone.shtml) – Call Pilot is the voicemail system used at Simmons. This handy online guide will help with the basic operations of recording an outgoing message, setting up a personal verification statement, and retrieving messages. The Help Desk can assist you with requesting changes to phone or voicemail setup.
9. **Faculty, Staff, and Student Technology Training:** [ptrc.simmons.edu](http://ptrc.simmons.edu) – You may sign up for free technology training workshops on applications ranging from office productivity to Web design. If you want students to learn software for a course, you should contact [ptrc@simmons.edu](mailto:ptrc@simmons.edu) to discuss training options including request a custom workshop. Please submit custom workshop requests 4 weeks prior to the semester of delivery.
10. **Academic Technology:** [my.simmons.edu/technology/ptrc](http://my.simmons.edu/technology/ptrc) – Training is by no means the only way in which Academic Technology encourages and supports the use of technology for improving teaching and learning at Simmons. AT sponsors technology workshops, faculty lunch discussions, special events, and one-on-one consultations regarding teaching and learning with technology. You may apply for grants for projects that incorporate technology into the curriculum. Please contact Braddlee, Director of Academic Technology and the PTRC, for more information at 617-521-2665 or [braddlee@simmons.edu](mailto:braddlee@simmons.edu).