EMPLOYEE NEWS & INFORMATION

SEPTEMBER 2022

INFORMATION TECHNOLOGY SERVICES
St. Cloud State University

ITS Newsletter Archives

Information Technology Services' series of monthly emails to all employees aimed at improving communications with campus about tips, information, technology updates and services offered in ITS.

Bring Your Own Device (BYOD) Classroom Planning

In support of faculty members who are interested in using their own devices while teaching, ITS is exploring classroom configurations that make this a reality and will be working with faculty members to gather feedback about the updated spaces. There are several benefits to a BYOD classroom model such as providing a comfortable teaching and learning experiences, reduce technology costs, and increase technology flexibility. These changes will be made in select classrooms so that those who enjoy a simpler and more predictable classroom experience can continue to do so.

IT Partnership Highlight: Student Printing Improvements

In partnership with the Student Technology Fee Committee, ITS has expanded student printing capabilities across campus. The improved HuskyPrint service now offers upgraded printers to provide faster and more reliable printing. All lab computers now offer color printing and some offer the ability to print 11x17 documents.

Learn more about HuskyPrint on the Knowledge Base.

Use Bookings for Easy Appointment Scheduling

All faculty and staff now have access to Bookings, a tool within Microsoft Office 365 that offers an efficient way for others to book appointments with you. Bookings integrates directly with your Outlook calendar and can be customized to meet your scheduling preferences.

Learn more about Bookings through the Knowledge Base and contact us if you would like to request training on this tool.

Visit Us at Mainstreet!

ITS is hosting two tables during Mainstreet, HuskyTech and Esports.

Our HuskyTech team will host a table to market the technology support, service and sales we offer for our campus community. The Esports team will attend to share information about St. Cloud State's growing program that includes opportunities for all Huskies in casual and competitive gaming, academic programming, camps and more!

IT Security Tip: Protect Sensitive Data

As many of our campus community members return to campus, we want to share the importance of securing sensitive data on your computers and on physical documents. Remember to:

- Always lock your workstation when you step away from your office or computer.
- Avoid printing sensitive information, especially in public areas.
- Clear sensitive, nonpublic information from your desk (e.g. sticky notes, papers, printouts, etc.)
- When participating in virtual meetings that could be considered sensitive, use headphones to prevent others from hearing unauthorized information.
- Keep laptops, tablets and smart phones in sight, especially in unsecured areas.
- Put documents into Shred-It boxes when they are no longer needed.

IT Support for Start of the Semester

Along with the rest of campus, ITS has been in full-swing helping students, faculty and staff prepare for fall semester. We extended HuskyTech's hours for the start of the semester, sent out IT information, tips and resources to our campus community, and prepared technology behind-the-scenes to ensure lab computers, printers and more were ready to go! If you are in need of technology support, please contact us as soon as possible. We are here to support you!

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