

# ST. JOHN'S UNIVERSITY'S GUIDE TO FACULTY TECHNOLOGY RESOURCES

INFORMATION FOR NEW FACULTY

VERSION 2017-08-15-001

The latest version of this guide may be found at:

<http://facpub.stjohns.edu/~estudio/WelcomeFaculty/facultytechguide.pdf>

Periodic updates to this document will be stored at the same location.

Please provide feedback to [stjtechguide@stjohns.edu](mailto:stjtechguide@stjohns.edu)

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## INTRODUCTION

The Office of Information Technology of St. John's University has prepared this resource guide to help faculty members understand the variety of teaching and learning technologies available at the University.

This document is structured into three major sections

- Describes the University's overall academic technology landscape at a 30,000 foot level
- Lists some of the typical faculty activities during a semester from the context of the aforementioned technologies
- Provides extensive links to how-to information for the activities and features mentioned in the previous sections

The eStudio is a founding member of the Center for Academic Innovation, provides workshops on a variety of topics, one-on-one consultations, and Academic Technology Support. They are available to help you quickly and easily use St. John's University's technology.

## THE LANDSCAPE

The University possesses a wide variety of technology systems, places, and services. This chapter provides an overview of the University's resources. More detail about most of the following can be found in subsequent chapters. The resources are organized into the following sections:

- Electronic Mail
- Places to Bookmark
- Places for Learning
- Computing Devices
- Communicate via the Network
- Software
- Collaboration and Storage Places
- Faculty Support and Technical Consultation

### E-MAIL (ELECTRONIC MAIL)

Faculty members are issued a @stjohns.edu electronic mail account on the University's Microsoft Exchange 2013 server. It can be accessed through a variety of methods:

- Using Microsoft's Outlook
- using a browser (<https://owa.stjohns.edu>) or
- using a mobile device (smartphone or tablet)

All students are issued @stjohns.edu electronic mail accounts on Microsoft's Office 365 system. They can also be accessed using a variety of methods; browsers and mobile device connections are most prevalent

**The University recommends that faculty use their @stjohns.edu email accounts to correspond with students' @stjohns.edu email accounts.**

### PLACES TO BOOKMARK

Almost anything you want to do is available and accessible anywhere in the world you can find an internet connection. Some of the major facilities are listed below.

**Note: Almost all of the systems are accessible via standard internet connections from on or off campus. A few of these systems require authentication. More information about accounts and passwords is contained in the "Your St. John's Computer Identities" section on page 17.**

The easiest place many people start is the University's main website: <http://www.stjohns.edu>, because it is very easy to remember the url. It has links to MySJU, webmail and other servers. Alternatively, you can start from MySJU: <http://mysju.stjohns.edu>.

The following diagram illustrates the linkage between some of the University's websites.



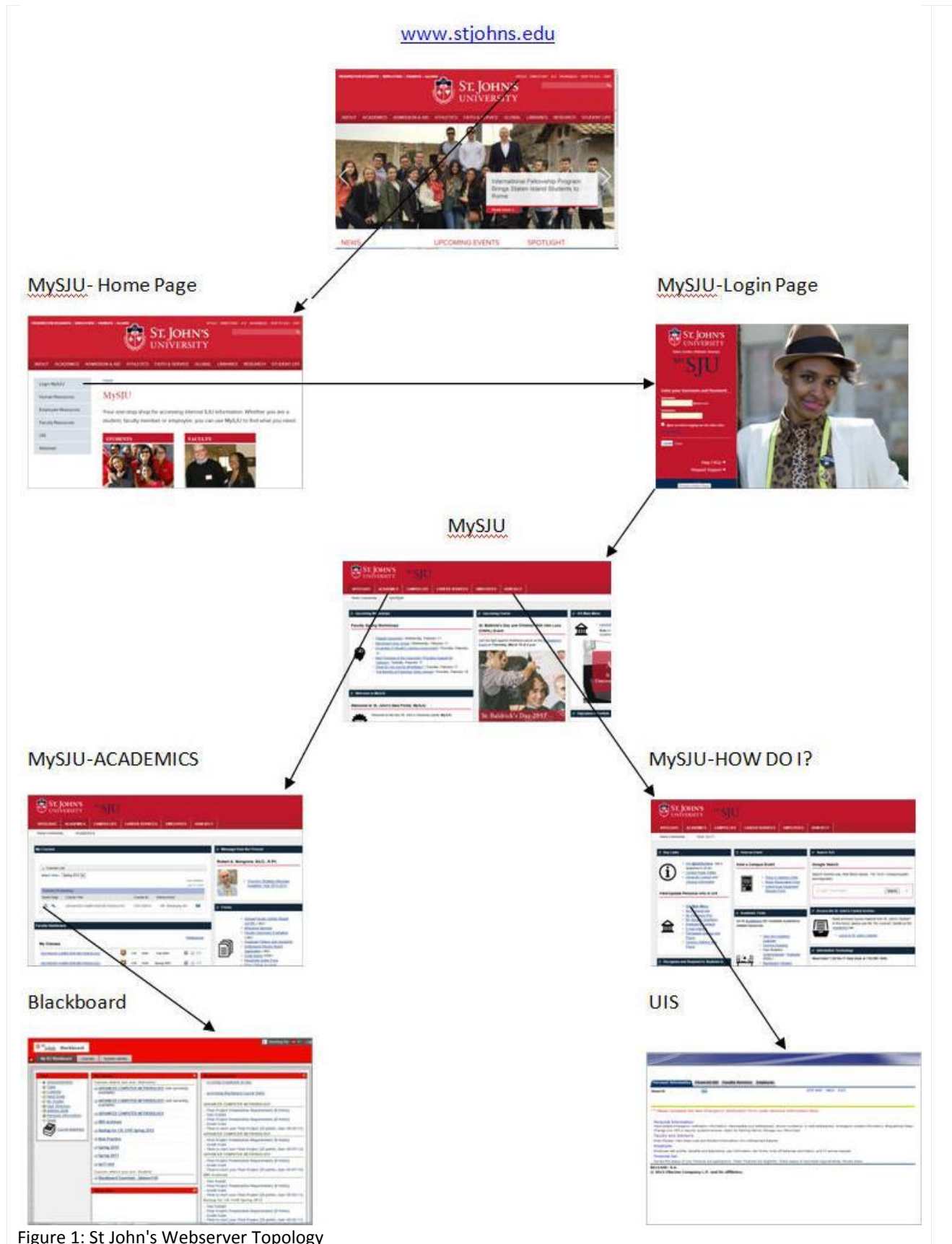


Figure 1: St John's Webserver Topology

### UNIVERSITY WEBSITE ([HTTP://WWW.STJOHNS.EDU](http://www.stjohns.edu))

The University's website contains general information about St. John's for current faculty, students, employees, prospective students, and alumni.

- Information about St. John's; Campus maps, directions
- Course Catalog
- Directory (At the top right part of the screen, select "Directory")
- Links to the MySJU, UIS, Library resources, RedStormSports, WebMail, etc.

### MYSJU ([HTTP://MYSJU.STJOHNS.EDU](http://mysju.stjohns.edu))

(or directly through <http://mysju.stjohns.edu>)

MySJU is your portal to most of the other University systems which require authentication. It is based on Ellucian's Luminus platform.

Use MySJU:

- As a basic learning management tool: Set up your course; add links to other resources
- Optionally link it to Blackboard where you have more comprehensive course management tools. Some faculty members use it as a simple Learning Management System.
- To get information. Announcements, FAQs (Frequently Asked Questions)
- To connect to UIS and Blackboard without having to retype your ID and password
- Link to other resources such as the Library or Bookstore to reserve/order books for your classes

### BLACKBOARD (ACCESS THROUGH MYSJU)

Blackboard is the University's Learning Management System. It is based on Blackboard's Blackboard Learn 9.1 system. Blackboard is used to:

- Give students access to Course Content
- Create and deploy Tests
- Collect Homework
- Link to other information resources (ex: YouTube)
- Link to material from book publishers
- Collect assignments through anti-plagiarism software
- Link to Panopto (lecture capture)
- Link to VoiceThread (collaboration with different media)
- Link to Poll Everywhere (classroom response system)

### CUNIVERSITY INFORMATION SYSTEM - UIS (ACCESS THROUGH MYSJU)

(Or directly from <https://apollo.stjohns.edu>)

The University Information System (UIS) is your link to administrative resources. It is based on Ellucian's Banner system. Use UIS for:

- Access Student Roster with/without photos

- Mid-Term and Final Grade submission
- Electronic Grade Book
- Early Alert
- Personal Information (emergency contact, parking permit, campus address, permanent address)
- Employee Actions (Pay Information, Tax Forms W-4, W-2, Benefits and Deductions)

**LIBRARY RESOURCES ([HTTP://WWW.STJOHNS.EDU/LIBRARY](http://www.stjohns.edu/library) )**

- Catalog of the University’s library
- Access to many external subscription based online resources

**FACULTY ELECTRONIC MAIL ([HTTPS://OWA.STJOHNS.EDU](https://owa.stjohns.edu))**

Faculty and administrative electronic mail runs on Microsoft’s Exchange 2013 software.

**PLACES FOR LEARNING**

Technology is available at a multitude of locations around campus.

**CLASSROOMS**

All classrooms are technology enabled. They have wireless and wired internet service, a computer with access to the full suite of software titles, projector or large display device, speakers, and are laptop ready.

Starting in spring 2016, there are 134 Enhanced New Classroom available on Queen’s campus. Here are their locations:

D’Angelo Hall (14)	All classrooms
Sullivan Hall (8)	All classrooms
St. John’s Hall (40)	All classrooms
Marillac Hall (72)	All classrooms

The major difference between the Enhanced New Classroom and the regular classroom is that the Enhanced New Classrooms are FULLY DIGITAL and now have the ability to wirelessly present any content using any mobile device via Apple TV and Airmedia. In addition, all classrooms are now equipped with the following:

- A. Confidence monitor
- B. Rear camera for lecture capture and web conferencing
- C. Computer touch screen
- D. Document camera
- E. Podium microphone and lapel for lecture capture and (voice lift –not all classrooms-)
- F. HDMI and VGA Inputs for courtesy laptops (PC/MAC)
- G. Apple TV

## H. AirMedia

High definition video conference sessions can be established on most of our campuses for campus to campus classes/meetings or for connectivity with outside organizations. Two classrooms (Queens D'Angelo Room 310 and Staten Island DaSilva Room 208) are designed for intercampus classes. Each is equipped with front and rear cameras and additional large monitors to view the audience in the other room. Portable video conference equipment is available in Queens, Manhattan, and Rome, for on request sessions.

## COMPUTER LABS

Recognizing that some students may need access to academic software titles for their class work, the University provides computers with a full suite of software titles at various locations on all campuses. The main computer lab locations also have black and white as well as color printers. Printing can be initiated from the lab computers or from their laptops. **Please note that these computers cannot access faculty file servers or faculty H drives (Home Drive).**

The lab locations are:

- Queens: Marillac Hall, Sullivan Hall, and the Dr. Andrew J. Bartilucci Center
- Staten Island: DaSilva Hall
- Manhattan: 2<sup>nd</sup> Floor Library
- Oakdale: Miguel Hall

## GENERAL USE COMPUTERS

Additional computers are available for general use in other locations around campus, they are: D'Angelo Center 2nd Floor Concierge, St. Augustine Library and PC Lab in room 308, Admission Welcome Center. **Please note that these computers cannot access faculty file servers or faculty H drives (Home Drive).**

## DISCIPLINE SPECIFIC LABS

Several departments have established rooms with unique computer equipment and software. Some of the labs are:

- Computer Animation Lab
- Financial Information Lab
- Pharmacy Lab
- Fine Arts

## COMPUTING DEVICES

All new incoming full time undergraduate freshman and transfers students who have satisfied their financial obligations to the University are eligible to participate in the Academic Computing Initiative. All students that participate in the Academic Computing Initiative Program are charged a Laptop Usage Fee each semester until they graduate. This fee includes the on-site support services, 4 year extended warranty, 4 year accidental damage protection, and 3 years of theft on the laptop. Detailed specifications can be found in the attached link.

[www.stjohns.edu/laptopinfo](http://www.stjohns.edu/laptopinfo)

## NETWORK

All faculty and students may use the University's internal campus network. Wired jacks for faculty use are provided in faculty offices. Wireless access is available for faculty and students in all learning areas (classrooms), dining halls, and many outdoor areas.

Faculty and students are also provided with accounts on the University's Microsoft Active Directory network. This account is needed to use any of the lab or general use computers throughout the campus.

## SOFTWARE

Over 90 software titles are available on the University's Computer Lab, public area, and classroom computers.

## COLLABORATION AND STORAGE PLACES

There are a variety of places to store information. Among them are:

- Blackboard
- MySJU
- Microsoft OneDrive
- Professor Share
- Home (H:) drive
- Facpub

For [details](#), see page 32

## FACULTY SUPPORT AND TECHNICAL CONSULTATION

- For classroom assistance, contact classroom support. The phone number is located by the classroom phone. A full list of phone numbers is on page 38.
- For other assistance, contact faculty support – Information Technology: 718-990-5000.

## THE SEMESTER: FROM START TO FINISH

This chapter outlines some of the normal faculty activities performed during each semester to provide some context for the various services and facilities described in the previous chapter.

### AT THE BEGINNING:

#### SET UP YOUR COURSES

Before you set up your course, decide if you want to use MySJU or Blackboard as your primary Learning Management System.

- For MySJU, log on to (<http://mysju.stjohns.edu>) and then select the “ACADEMICS” tab. The courses you are scheduled to teach should be listed. To use MySJU, click on the wrench icon and select Luminis Site. To use Blackboard, selected Blackboard. **(If you don’t see your course on MySJU, contact [estudio@stjohns.edu](mailto:estudio@stjohns.edu)).**

MySJU without Blackboard	MySJU with Blackboard
<ul style="list-style-type: none"> <li>• Upload your syllabi</li> <li>• Create links to material</li> <li>• Upload files for students</li> </ul>	<ul style="list-style-type: none"> <li>• Activate MySJU’s course link to Blackboard, and then click the course name to go to Blackboard</li> <li>• Click on the Blackboard link on the top to go to Blackboard</li> </ul> <p>(While in Blackboard)</p> <ul style="list-style-type: none"> <li>○ Upload syllabi</li> <li>○ Update course links</li> <li>○ Upload files for students</li> <li>○ Import course content/cartridges from publishers</li> </ul>

Note: All Blackboard course shells are automatically generated for all courses.

#### SPECIFY BOOKS FOR YOUR CLASS

Login to MySJU and access the ACADEMICS tab. Then click on the link Order Books.

#### REVIEW YOUR CLASS ROSTER

View your roster via UIS. (Select “Faculty Services tab” on UIS). Select “Detail Roster with Photo”. This roster is automatically updated as students register or drop from your section. It contains the student name, school, major, year, phone number, and email address. The roster can also be downloaded to your computer.

#### SEND YOUR CLASS AN EMAIL

There are multiple ways to do this. Both MySJU and Blackboard maintain up to date student records. **It is recommended that you use student’s @Stjohns.edu email address.**

- Using UIS
- Using Blackboard
- Using Exchange via Outlook or OWA

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## ADD LINKS TO EXTERNAL MATERIAL

- Using MySJU ([Details](#) on page 22)
- Using Blackboard

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## SHARE DOCUMENTS WITH YOUR STUDENTS

There are a variety of ways to share files:

- Post the file in MySJU
- Post the file in Blackboard
- Copy the file to FacPub
- Leave the file on One Drive
- Leave the file on the Professor Share

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## CONFIGURE ELECTRONIC GRADE BOOK

If you use Electronic Grade Book to define the grading criteria for the course in advance, the system will automatically calculate a grade based on your marking, Note that you may override the calculated grade.

For [details](#) see page 23.

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## DURING THE SEMESTER

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### TEACHING IN A CLASSROOM

Almost all classrooms are technology ready with projectors, speakers, internet, computers with University software, AND the ability to connect a laptop to the projector. [Details are in the Podium Instructions PDF](#)

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### COLLECTING HOMEWORK

Multiple techniques are available:

- Have email sent to your @stjohns.edu email account 20mb attachment size limit
- Submit through Blackboard.
- Submit to Professor's Share. Details are on page 32.
- Ask students to store the file on their OneDrive and send you a link.

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### SUBMITTING MID-TERM GRADES

From MySJU, select the UIS tab and then in the Employee/Faculty UIS Links Section, select Mid-Term grades, select the Term; Submit; Select the course with CRN; Submit.

Alternatively:

Login to UIS, select Faculty Service Services, then select Mid-Term Grades, select the Term; Submit; Select the course with CRN; Submit

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### EARLY ALERT

If you have any concerns about an undergraduate student's:

- Academic Progress
- Attendance

- Change in demeanor or appearance
- Poor attitude/disruptive classroom behavior
- Personal, financial or residence life concerns
- Need for tutorial assistance

Report your concern or the incident to the student's advisor by logging in to MySJU, select the UIS tab, in the Employee/Faculty UIS Links section, select Detail Class List, select the Term; Submit; Select the course with CRN; Submit; Select the Early Alert link next to the student's photo; complete the form and submit the alert.

## END OF THE SEMESTER

### SUBMIT FINAL GRADES

Final grades are submitted through UIS. Login to MySJU, select the UIS tab, In the Employee/Faculty UIS Links section, select Enter Final Grades, select the Term; Submit; select the course with CRN; Submit.

### STUDENT COURSE EVALUATION

At the end of the semester, your students will receive an e-mail with links to a confidential survey of your class. The University encourages all students to complete the survey.

## GETTING HELP

For assistance during your classroom session, please call classroom support from the classroom phone. A full list of contact numbers is on page 38.

If you are not sure of the room number, you can find it at the lower left corner of the monitor or on top of the classroom phone.

For any other assistance, please contact Information Technology x5000 or 718-990-5000.



## YOUR ST. JOHN'S COMPUTER IDENTITIES. WHAT USER NAME AND PASSWORD DO I USE?

Multiple computer accounts are currently created for you. We understand the complexity this creates and continue to develop ways to consolidate these accounts.

### (1) LOGGING INTO YOUR NETWORK ACCOUNT/UNIVERSITY LAPTOP/LAB COMPUTER

**User Name:** First seven letters of your last name and the first initial of your first name. If another employee has the same last name and first initial, then your User Name could contain a digit.

User Name Example: (Jane Smith) smithj, (Matthew Sullivan) sullivam; (Jade Smith) smithj1

**Password:** Initially Sj+the 8-digit number on your Storm card. You may change your password by typing CTRL, ALT, DEL at the desktop computer on campus. Choose change password and enter a new password. For your security, we strongly recommend that your new password should be at least 8 characters long and contain at least one UPPERCASE character, one lowercase character and one digit (0-9). You can include multiple UPPERCASE, lowercase or digits, but you should include at least one of each e.g. Basket27. Your network username and password and your email username and password are synchronized when you change your network computer password.

### (2) LOGGING INTO MYSU

**User Name:** Your email name, which is the same as your network user name

**Pin/Password:** Initially, your six-digit date of birth, which you should change to another 6-digit pin/password that you will remember. Change password by going to **UIS**, Personal Information.

### (3) LOGGING INTO UIS OUTSIDE OF MYSU UIS SERVICES TAB

**User Name:** Your X number from your pay stub or your Social Security Number.

**Pin:** Initially, your six-digit date of birth, which is changed to another 6-digit pin/password that you will remember. Your MySJU password and your UIS PIN are always the same.

Tip: Use MySJU to jump into UIS and Blackboard

### (4) LOGGING INTO BLACKBOARD 9.1

**User Name:** Your email name (without the [@stjohns.edu](mailto:stjohns.edu)), which is the same as your network user name

**Pin/Password:** Same as UIS

### (5) LOGGING INTO OUTLOOK WEB ACCESS

URL: <http://owa.stjohns.edu>

Username and password is the same as your network account ([see Item 1 above](#)).

### (6) LOGGING INTO REMOTE ACCESS - VPN

Username and password is the same as your network account ([see Item 1 above](#)).

### LOGGING INTO FACPUB ACCOUNT

(Full Time faculty get an account automatically, Part Time faculty need to email [estudio@stjohns.edu](mailto:estudio@stjohns.edu) to request an account)

Your St. John's Computer Identities. What User Name and Password Do I Use?

To go to your facpub account, double-click on the **Computer** icon on the desktop. Type <ftp://facpub.stjohns.edu> into the address bar, and press the Enter key. For Mac, open a browser and type <ftp://facpub.stjohns.edu> into the address bar, and press the Enter key.

Username and password is the same as your network account (see Item 1 above).

Your facpub folder is used to store htm files that can be accessed from Web and MySJU as links. The name of your facpub folder is your user name. Some faculty may have to include a ~ before the user name when including it in a web address. Sample Web address for file: <http://facpub.stjohns.edu/username/filename.htm>

**Summary of User Accounts**

System	Username	Password	Uses
	<networkname> composed of first seven letters of your last name and the first initial of your first name.	Initially Sj+the 8-digit number on your Storm card	Podium, University Laptop, Computer Lab, General use computers, network printers
Faculty email (Exchange)	<networkname>	Same as network	Faculty email
MySJU	<networkname>	Same as UIS	
UIS	<X number>	(six digit number) default is birth date	<i>When you log into UIS for the first time, please change your UIS password to another 6-digit number</i>
Blackboard	<networkname>	Same as UIS	
OneDrive	<networkname>@live.stjohns.edu	Different from Network. Default is Sj+the 8-digit number on your Storm card	

## ELECTRONIC MAIL

Faculty, administrators, and staff employees use in-house Microsoft Exchange electronic mail accounts. Students' e-mail is hosted at Microsoft's Office 365 facilities.

Electronic mail for faculty and administrative staff uses Microsoft's Exchange 2013, hosted on the Queens campus. Access is supported through:

- Microsoft's Outlook client application
- Microsoft's Entourage client application
- Various mobile phones and other devices
- Web-access (OWA – Outlook Web Access)

OWA, as compared to Outlook, provides comparable access to Exchange. In addition to inboxes and folders, calendar, address books, and distribution lists are available.

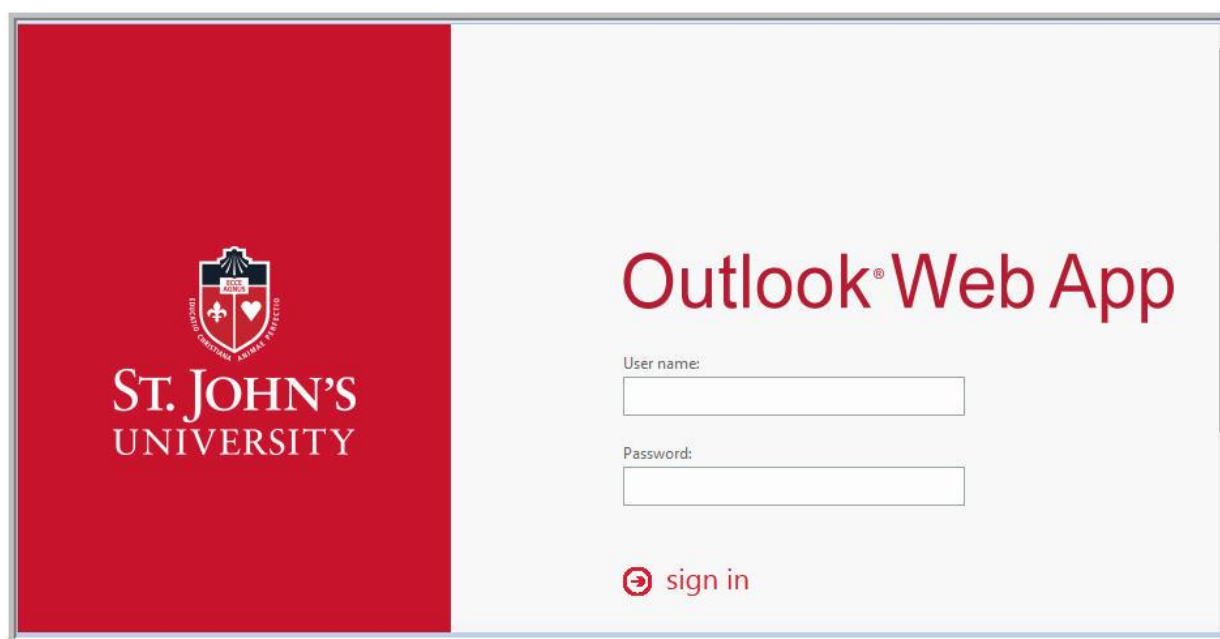
Off-campus Outlook and Entourage access requires a software program called VPN to establish an encrypted network connection over the internet.

Faculty mailboxes are provisioned for 500mb. If you exceed the 500mb space, mail will be received up to 750mb to give you time to clean up your mailbox.

Hints to manage your mailbox space:

- Empty the deleted items folder
- Examine your Sent Items folder
  - Remove large attachments
  - Delete some Sent Items
- Archive mail you would like to retain
- Empty your junk email folder

Web-based mail access is also available via OWA (Online Web Access) <http://owa.stjohns.edu>.



## PLACES TO BOOKMARK

This chapter discusses several Internet addresses that you might want to save for future use.

### MYSJU

The centerpiece of St. John's academic facilities is the web portal: MySJU (<http://mysju.stjohns.edu>). It is an integrated gateway (Portal) to all web-based services for all St. John's University students, faculty, administrators, and staff. Its electronic tools allow you to manage and distribute files and syllabi; create announcements, online communities and student groups; post messages and chat online; collect assignments electronically and communicate with all students and much more. The portal displays announcements, provides access to the courses that you are teaching, access to Blackboard(the University's Learning Management System), Library information, UIS for administrative functions (e.g. , Faculty Detail Schedule, Faculty Schedule by Day and Time, Detail Class List, Detail Roster with Photo, Summary Class List, Export Roster(Exports roster in comma delimited text format - use this to import to Excel), and Enter Mid-Term or Final Grades.) Figure 2 on page 21 illustrates the linkage between systems.

MySJU is automatically updated with Banner registration changes so both the Student and Faculty views represent the current class enrollment. This permits you to communicate with your class via e-mail without having to deal with enrollment or email address changes.

The main MySJU tab pages are:

- YOUR HOME
- ACADEMICS
- CAMPUS LIFE
- CAREER SERVICES
- EMPLOYEES
- HOW DO I?

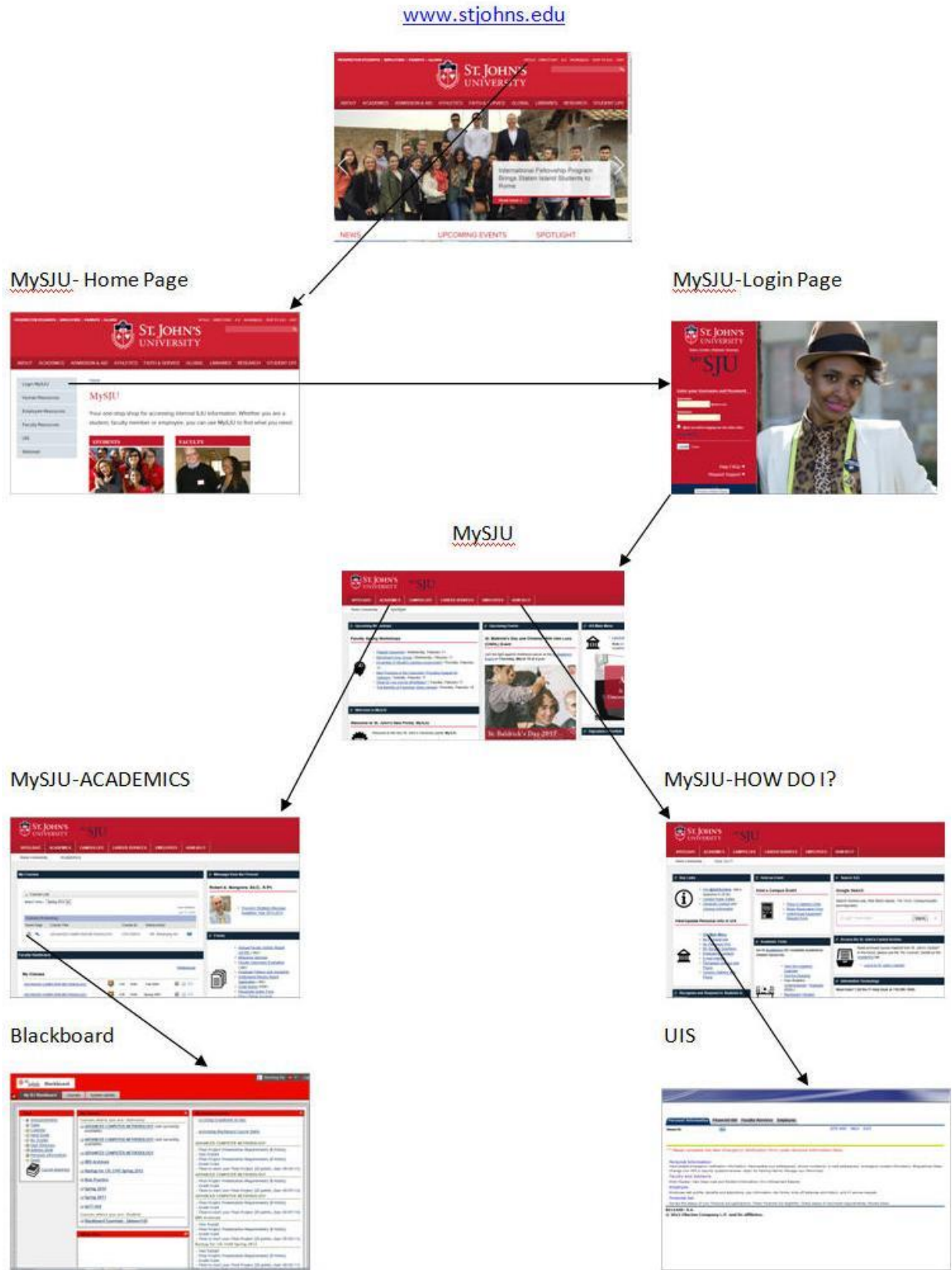


Figure 2: Webserver Topology

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## TYPICAL ACTIVITIES

- Login MySJU ([Details](#))
- Activate your MySJU course ([Details](#))
- Add Files to MySJU course ([Details](#))
- Activate Blackboard course from MySJU ([Details](#))

**Note:** Starting in the fall 2016, the default course home page in MySJU will be set to Blackboard.

## BLACKBOARD:

St. John's Learning Management System is Blackboard. Blackboard is an online "course management system" that can be used as a supplement to traditional, in-classroom courses, or as a way to conduct and manage online courses. Blackboard provides students access to their courses with a single login. Because it is web-based, it also makes course materials readily available to students any time they wish. Blackboard is also helpful to the faculty since it allows them to expand coverage of their subjects by including technology such as web links, video and audio as well as making courses more interactive for the students.

Blackboard course shells are automatically generated for all courses. Once defined, rosters are automatically synchronized with Banner's student registration records.

Blackboard can be accessed in two ways:

- Log in from MySJU login page
- Access with smart mobile devices

There are Blackboard workshops available for faculty, from entry level to advance.

Please call Information Technology ext. 5000 or email [estudio@stjohns.edu](mailto:estudio@stjohns.edu) if you have any questions or concerns.

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## TYPICAL ACTIVITIES

- Course Administration
- Create/Grade Discussion Forums, Blogs, Wikis, Journals, Turnitin Assignments (Turnitin is an anti-plagiarism tool)
- Document distribution
- Create/Deploy Assignments and Tests
- Grade Assignments, Tests, Blogs, Wikis, Journals in one MySJU location (the Grade Center)
- Create Tracking Reports / Monitor student activity in course
- Use Blackboard as a supplement to traditional face-to-face courses
- Conduct and manage fully online courses

**Blackboard Workshops and consultation is available at the eStudio.**

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## ONLINE LEARNING

The Office of Online Learning and Services (OLS) support excellence in online teaching and learning to further the education mission of the University. OLS oversees online faculty development, implementation of hybrid and fully online courses and programs and facilitates optimal learning experiences for online students.

All of our online learning programs are supported by a full range of online student services such as online registration, advisement, financial aid, library resources, campus ministry and much more. Our online courses are

of the same high caliber and as academically challenging as those taught in our classrooms, and the credits earned are identical.

To learn more about the Office of Online Learning and Services, please visit us at <http://www.stjohns.edu/academics/online-learning>.

## UNIVERSITY INFORMATION SYSTEM (UIS)

UIS provides browser based access to the University's administrative system, Banner. It can be accessed through the UIS tab in MySJU or by logging in directly to <https://apollo.stjohns.edu>.

Typical activities:

- Access personal/employee information; change PIN, Emergency Contacts, etc.
  - Storm Card – Manage your Storm Card
  - Employee – w-2 tax, pay stub, direct deposit breakdown, etc.
- Access academic functions (UIS Tab: “Faculty and Advisors Main Menu” )
  - Detail class list with photos, exportable roster
  - Early Alert - communicate concerns about a student's academic performance or behavior to the Freshman Center or Dean's office
  - Grade submission
    - Mid-term Grades
    - Final Grades
  - Faculty Detail Schedule
  - Faculty Schedule by Day and Time
  - View Final Grades from Academic History
    - View Final Grades for course as posted in Academic History
  - Electronic Gradebook
    - Use Grade Scale Definition to create grade scale
    - Use Grade Components to assign grade scale and enter components to be graded
    - Use Electronic Gradebook by Component to enter marks for course components
    - Faculty may request the creation of an exact copy of their grade scale and all components from a prior semester.

**PAF**

The Personal Action Forms (PAF) is a workflow system created using SharePoint to support the electronic routing and tracking of faculty tenure candidate documents to the appropriate chair for review and approval. Once completed, the document is forwarded to the College Committee for review and, after approval, sent to the University Planning Committee. These Tenure Action Approvals are voted on during weekly meetings held in the Spring semester by the University Personnel Committee. The electronic system resulted in a reduction of these weekly meetings in addition to the expected reduction in paper related costs.



## PLACES FOR LEARNING

St. John's University is continually investing in purpose-built buildings and facilities to provide stimulating learning spaces that are more than just physical classrooms. This section describes the learning spaces of various sizes and configurations, our classrooms with podium technology, general computer labs and specialized Learning Environments (labs). Learning spaces are available on the various University campus locations. All academic software is accessible from these learning spaces.

St. John's students have access to facilities that consist of seven computer laboratories, over 200 multimedia classrooms, computer classrooms, and Library patron computers. Deployment of desktop computers to these facilities now totals over 1,000 Intel-based workstations and over 125 high-end Macintosh computers.

The Queens campus has 13 dedicated computer classrooms and Staten Island has 6 that house both Intel Pentium and Macintosh computers. The Oakdale campus has 2 computer classrooms, the Manhattan campus has 2 combination computer labs/classrooms with the latest Intel-based hardware and the Rome campus has one of the same. Each computer classroom at all five locations provides students with individual computers through which they are able to participate in hands-on training, and a faculty station which enables demonstration of software. Individual instruction for how to use the equipment in both multimedia and computer classrooms can be obtained through both our Classroom Technology Support and E-Studio.

## CLASSROOM TECHNOLOGY

149 classrooms were recently upgraded with the latest standard technology configuration installed in a podium. The instructor can use the Windows or Macintosh computer installed in each podium and project the computer's screen at 1024x768 resolutions to a large screen. The computer's audio output is connected to wall mounted or ceiling speakers. Network connectivity provides access to the internet and to academic servers. DVD movies may be played from the Windows computer. A connection cable for USB devices is also available. If desired, a laptop can be used instead of the podium computer. Connections to the projector, speakers, and electrical power are available at the podium.

Student and faculty wireless service is available in all classrooms. The hardware in the classrooms is reviewed for performance and is maintained in a 3 year replacement cycle.

High definition video conference sessions can be established on most of our campuses for campus to campus classes/meetings or for connectivity with outside organizations. Four classrooms (Queens D'Angelo Room 310, Staten Island DaSilva Room 208, Manhattan, and Rome) are designed for intercampus classes. Each is equipped with front and rear cameras and additional large monitors to view the audience in the other room. Portable video conference equipment is available in Queens, Manhattan, and Paris for on request sessions.

Details on the following can be found in [Podium Instructions PDF](#):

- Using the Podium Desktop
- Podium Controls
- Using your laptop in the classroom

For classroom assistance, contact classroom support. Phone numbers are listed near the classroom phone.

## STUDENT COMPUTING LABS

### GENERAL COMPUTER LABS

Contain more than 300 Intel workstations and over 30 high end Macintosh computers. The university has many Intel (R) Core (TM) 3.4 GHz platforms with CDRW/DVD drives and 8 GB of RAM matched by multimedia monitors, Windows 7 operating system (OS), the MS Office 2010 Professional suite as well as many other Windows-based applications.

All the computers are connected to the St. John's University computer network, UNIX servers, and EMC CIFS servers. Macintosh computing resources consist primarily of Mac Pros, with 4 gigabytes of RAM, and running MAC OS X – Mountain Lion.

Designated laptop work areas are available for St. John's students in most of the St. John's University computer lab facilities. Students can bring in their laptops and connect to the network, email and use the printing equipment. Both black and white and color printers are available in the computer labs for student use.

### COMPUTER ANIMATION LAB – COLLEGE OF PROFESSIONAL STUDIES

Students learn animation techniques that can be applied in making digital feature films and commercials emphasizing computer graphic imagery.

This lab supported by contributions from the Dr. Deckinger family, is used as a classroom/lab for student research and project work. The space has also evolved into a vital hub for student development of print and web portfolios; which has aided upper classmen and graduates in securing academic internships and industry positions. There are WACO drawing tablets to select computer positions in Animation/Advertising Lab for enhanced student class support. Special computer microphones were added to the Animation/Advertising lab environment. This is for use by students in class lessons to create various voice-overs and sound effects to projects.

### FINANCIAL INFORMATION LAB – THE PETER J TOBIN COLLEGE OF BUSINESS

This lab brings real-time news, market information, financial data and industry-class analytical tools to our students and faculty members. This type of facility enables our students to learn about and live in financial markets and business environments and situations throughout the world. Three screens run simultaneously: One captures CNN and news of major corporate mergers; another downloads historical stock data and a third with a faculty member and student team using this information to make decisions about a specific business case.

### PHARMACY LAB

St. John's College of Pharmacy and Health Sciences became one of the first Colleges of Pharmacy in the United States to partner with medication management company Talyst, Inc., where students are trained to use the technology in the laboratory.

### WRITING CENTER

The Writing Center was founded in 2006 as a place for students to discuss their writing with trained writing St. John's consultants.

In addition to providing one-to-one consultations with students, the Writing Center sponsors readings and presentations by students and faculty, as well as faculty conversations about writing pedagogy and research methods.

### SMARTBOARD

Smartboard is an Interactive whiteboard which supports interaction with multimedia content. It enables notes to be written and saved in digital ink, for subsequent distribution to students, thus providing a visually engaging experience for students. The classrooms that have Smartboards are: Sul 207, 304 & 313, SJH 111A, and Batilucci Center 121/122 (One big room).

## TOUCH SCREENS

A touch-screen monitor senses touch and can be used to input data or issues commands to a computer or other device. All classrooms in D'Angelo Center, Sullivan Hall and St. John's Hall have podium touch screens.

## STUDENT RESPONSE SYSTEMS

Clickers provide students review questions that are reflective of their understanding and transform question and answer into an interactive and engaging learning environment. This is used by the School of Education and the College of Pharmacy and Health Sciences.

## LIBRARY

The St. John's University Libraries commit themselves to the teaching and learning processes by providing content-based information resources, instructional services, and other support in the most effective formats for University programs and student and faculty research. The Libraries provide the foundation for the University's mission of academic excellence and lifelong learning.

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## TURNITIN

This cloud based service checks for possible plagiarism by comparing submitted papers to several databases. It scans its own databases, and also has licensing agreements with large academic proprietary databases. Turnitin is integrated with BlackBoard.

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## DATABASES

The library has subscriptions with over 200 resources that cover a wide variety of subject areas and contain many scholarly and full text articles.

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## CAMPUS GUIDES

Campus Guides (<http://campusguides.stjohns.edu>) offers faculty the ability to create course-guides; These guides allow you to organize web-based resources for your courses (including direct-links to databases and articles), to host password-protected e-reserves, and to upload files from Word, PowerPoint, Excel, or files from similar suites, as well as PDFs and Images. (Max 20MB per file). Faculty can also assign students the role of editor/ contributor in order to collaborate on a guide as a part of coursework.

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## LIBRARY CATALOGS

The links below are active.

[Databases A - Z](#)

[ePeriodicals by Title](#)

[Video Collections](#)

[Government Documents](#)

[Academic Podcasting Initiative](#)

[eBooks eTexts](#)

[eReference Shelf](#)

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SERVICES:

[Interlibrary Loan](#)

[Reference](#)

[Circulation](#)

[Course Reserves](#)

[Research Instruction](#)

[Online Learning](#)

[Instructional Materials Center](#)

[Media Center](#)

[Quiet Study and Group Study](#)

[University Archives and Special Collections](#)

## COMPUTING DEVICES

### FACULTY:

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#### COMPUTERS

Full-time faculty laptops or desktops are defined to the University's Microsoft network. The Microsoft Office suite is installed on them. Starting in Fall 2016, faculty laptops will have Microsoft Office 2013 with Windows 10 or be MacBook Pros with Microsoft Office 2016.

Faculty personal laptops and devices can be added to the University's wireless network with SJUMobile.

**Go to the wireless setting in your laptop, select SJUMobile, and enter your Network login information. Click Connect.**

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#### FACULTY PRINTING

Please contact the Information Technology at x5000 or 718-990-5000.

### STUDENT UNIVERSITY LAPTOPS

See Student Technology on page 36.

## COMMUNICATE VIA THE NETWORK

### WIRED AND WIRELESS NETWORK ACCESS

The Information Technology department provides wireless network services in academic and study areas throughout the St. John's University campuses to complement the laptop program.

Classrooms, study halls, libraries, Residence Hall lounges, and many outdoor areas have wireless service. Additionally, the wireless service is compatible between all campuses with the exception of the Law School.

### VPN (VIRTUAL PRIVATE NETWORK) – CONNECTING TO THE UNIVERSITY RESOURCES WHILE OFF CAMPUS:

Virtual Private Network (VPN) will provide St. John's University faculty with the ability to expand beyond our University campus locations and accommodate the needs of remote employees, distant offices and personal preference.

The goal is to provide a mirror image of your campus work experience at any off-site location (i.e. home or office). VPN uses "virtual" connections to provide accessibility to your network drive from your laptop. VPN will improve productivity and provide tremendous benefits to St. John's University faculty members:

- Extend geographic connectivity; office drives are accessible from any off-campus location
- Ability to access your H: drive from an off-campus location
- Ability to access your Shared Folders from an off-campus location
- Access to Outlook Email Client and all email folders

### INTERNET

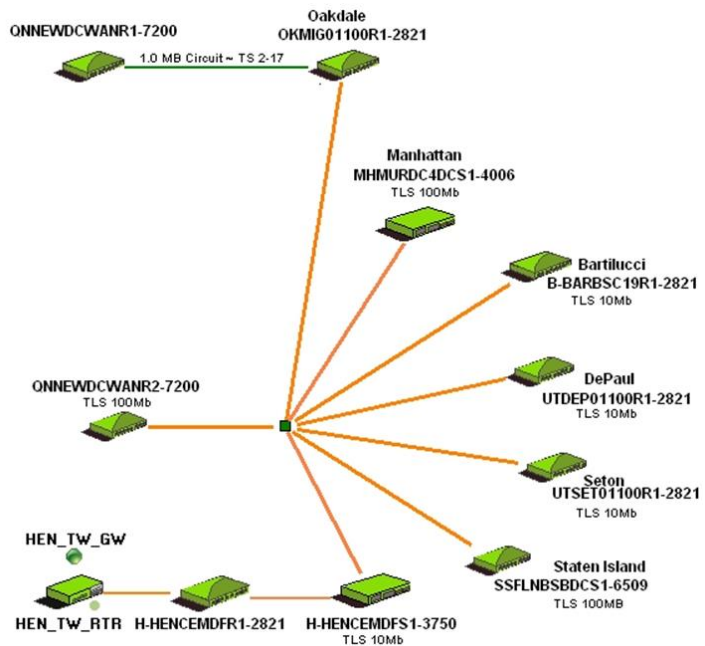
The University's internet service is provided by two ISPs, Cogent (200mbps) and Time Warner Cable (300mbps), via two physically diverse circuits on the Queens campus. Dynamic address reconfiguration in the event of a failure of either circuit is accomplished using BGP. All New York campuses and buildings receive their internet service through these Queens circuits. Queens Residence Hall and student wireless traffic uses the Time Warner circuit. All other traffic, including classroom service uses the Cogent circuit.



This internet traffic is managed using a Bluecoat Packeteer appliance. This device permits the University to reserve capacity for classroom podium computers.

## INTERNAL NETWORK

The University's 4 New York campuses and 5 buildings surrounding the Queens campus are inter-connected using Verizon's TLS service. While most of the internal network traffic is to/from the internet, the internet network provides remote locations with access to the University's internal web services as well as to shared file servers. All of the New York locations use the Queens Network facilities as their gateway to the internet.



## WEBEX / VIDEO CONFERENCING

Webex:

Cisco WebEx is now available to all St. John's University staff, faculty, and students. Use WebEx to hold online virtual meetings for your daily meetings, classes, group work, and even webinars.

There are three Centers you need to know about:

WebEx Meeting Center—Great for daily, weekly, even monthly meetings.

WebEx Training Center— Great for holding training sessions and classes.

WebEx Event Center— Great for guest speakers and lectures, large communications meetings and webinars.

Here's how you do it. Simply, follow the links below to get started:

[WebEx for Faculty and Staff](#)

Video Conference:

Over the last few years, the University has broadcast the Commencement exercise to other large rooms on the same campus. More recently, the Commencement exercise was available via the internet to a limited number of family members who could not physically attend.

To date we have used this technology for special events. Equipment has been installed since 2011 to enable classrooms in Queens, Staten Island, Manhattan, and Rome to participate together as one class.

### Academic Software

St. John's University's computer labs and classrooms include over 90 software titles which have been requested by faculty members to meet courses' requirements. Included are titles on Windows and Macintosh systems. Each desktop platform, Windows and Macintosh, include necessary titles for the particular location. The available software is updated to reflect the changing courses' curriculum each semester. Faculty requests the software titles and, after appropriate approvals, the software is updated in the computer labs and classrooms.

With the similar software configuration installed in podium and computer labs for each campus, the Faculty can train / demonstrate the software using the podium computers in the classrooms. Students can complete their assignments using computers in the computer classrooms and/or labs as well as, at times, their laptops. The list of software titles can also be accessed by clicking on the link Software

Titles. <http://facpub.stjohns.edu/~estudio/software/softwarelist.pdf>

If your course require a software title not on this list, or you need software for your computer, please contact the eStudio

## COLLABORATION AND STORAGE PLACES

Faculty needed the means in which to store course content and homework received from students during the semester. Outside of the storage spaces that are provided by learning management systems, Information Technology provides various alternatives for faculty to store content.

### BLACKBOARD

For more information, please contact the Information Technology at x5000 or 718-990-5000.

### MYSJU

For more information, please contact the Information Technology at x5000 or 718-990-5000..

### OFFICE 365

Information Technology provisioned all faculties with Microsoft Office 365 accounts. OneDrive in Office 365 allows users to upload files anytime/anywhere to cloud-based storage and access them from a Web browser. The service offers 1TB of free personal storage, with individual files limited to 50 MB. A Silverlight-based tool can be installed to allow drag-and-drop uploading.

### FACPub (FACULTY PUBLICATIN ON WEB FOLDER)

FacPub is a web service that allows faculty to create and post web pages and content that can be viewed publicly on the internet. Any faculty member can request a 75MB FacPub account. Additionally, faculty can request StuPub accounts for student projects. Please contact eStudio if you're interested in using FacPub.

### PROFESSOR'S SHARE

A windows based file server called \\s-qnew175apps\175apps was established as a place for faculty to leave files for students. It also supports the collection of homework assignments – (students can leave files but cannot change or see what other students have submitted.) Note that while students need to be on campus to access this server, through VPN, faculty members can access the server files remotely. Please contact eStudio for more information.

### HOME DRIVE

Every Professor is provided an **H:/ Drive** network drive space to store their data / document files. Faculty can access their H:/Drive while off-campus using VPN.

The following table summarizes these capabilities.

FEATURES	BLACKBOARD	MYSJU	ONEDRIVE	FACPUB	PROFESSOR SHARE DRIVE
Organizing files with folders	Yes	Yes	Yes	Yes	Yes
Downloading files	Yes	Yes	Yes	Yes	Yes



Collaboration and Storage Places

Ziping files and folders	Yes	No	Yes	No	Yes
Sharing files and folders with others	Yes	No	Yes	No	Yes
Space available	Server Dependent	50 MB Per Course	1 TB	75 MB	Server Dependent

## SUPPORT AND TECHNOLOGY CONSULTING

### ESTUDIO

The eStudio focuses on the support and training of faculty members on the use of technology that they could use in their teaching. The eStudio location is in the Library Room 110 on the Queens Campus. Services are also available in DaSilva Hall on the Staten Island campus.

Workshops alone were not enough to teach faculty members how to use a tool in their teaching. eStudio associates are available to provide one-on-one assistance in finding the comfort level needed to use a technology tool confidently in and out of the classroom. The staff does research on software applications that can be used in the academic environment.

E-Studio – Queens  
(718) 990-5000  
estudio@stjohns.edu

#### Hours of Operation

Monday - Thursday, 8:30 a.m. - 4:30 p.m., 4:30 - 6:00 p.m. (By appointment)

Friday, 8:30 a.m. - 3:00 p.m.

### PORTABLE PROFESSOR

The Portable Professor program was named to promote access to technology both in and out of the classroom. This program is available for all faculty members. The workshops provide lessons on use of technology tools in teaching and research. Workshop offerings include numerous topics to engage our students.

Check Out Our Portable Professor™ Emerging Technologies Workshops for all Faculty members!  
All Faculty members can continue to take advantage of our Portable Professor™ program. Whether you have participated in our workshops before or are a first-time user, we offer several basic and advanced topics designed to enhance the teaching/learning process.

The workshop schedule can be found from this website: [Portable Professor Program](#)

For further information, please contact the Information Technology at x5000 or 718-990-5000. .

Group workshops for faculty are also provided by the eStudio staff.

### CLASSROOM SUPPORT

Hours of operation during the semester:

Before the first scheduled class through after the end of the last scheduled class.

## NON-ACADEMIC TECHNOLOGIES AND SERVICES

### SERVICE AND SAFETY

- Campus Notification System - University Information screens are located at various locations on our campuses. The content is managed by the Marketing and Communications department.
- Emergency Notification System - Since 2007, Public Safety has used MIR3 to send emergency messages and campus closing alerts via text messages and phone calls to all students, faculty, and administrators according to the emergency contact information registered in Banner. We recommend that all faculty review their emergency notification information at least once a semester.
- Classroom Phones - A phone is installed in every classroom to make it easier for faculty members to contact Public Safety, facilities or IT Classroom support. Caller-id information for each phone is defined with the room location to facilitate Public Safety assistance. Important phone numbers are posted near each telephone.
- Public Address System - All buildings on campus are tied to a public address system for emergency announcements. The public address system is tested during periodic fire drills tests.

### PRINTING AND DISTRIBUTION

Printing and duplication services are available on all campuses. Please work through your department to contact Printing and Distribution.

## STUDENT TECHNOLOGY

### E-MAIL

#### *STUDENT:*

To give the students better service, student email was moved to Microsoft's Office365 for education service on January 6<sup>th</sup>, 2009.

- 25 GB of mailbox space
- Outlook-like user interface
- Windows mobile support – email on phone and other devices

There are currently over 30,000 student accounts. The Microsoft's Office365 for education service is free of charges for higher education institutions.

### OTHER STUDENT SERVICES

In addition to e-mail, students using their @my.stjohns.edu account have access to OneDrive and Office Live. OneDrive provides each student with 1TB of cloud space. Office Live is a suite of Office Web Applications that provides a user access to documents online that can be edited and shared online.

### STUDENTS: UNIVERSITY LAPTOPS

All new incoming full time undergraduate freshman and transfers students who have satisfied their financial obligations to the University are eligible to participate in the Academic Computing Initiative. All students that participate in the Academic Computing Initiative Program are charged a Laptop Usage Fee each semester until they graduate. This fee includes the on-site support services, 4 year extended warranty, 4 year accidental damage protection. Detailed specifications can be found in the attached link. [www.stjohns.edu/laptopinfo](http://www.stjohns.edu/laptopinfo)

### STUDENT LAPTOP REPAIR SERVICES

Student Laptop Repair Services are located on various St. John's campuses. Services offered range from basic to complex problem resolution. If a laptop cannot be repaired in a reasonable amount of time, a pool of loaner laptops are available.

### PRINTING

Print stations are distributed in various locations (Computer labs, Libraries, Da Silva Hall) around our campuses. Students can direct printing to them from the various public machines or from their laptops using "Wireless Printing." The Pharos system assesses a print charge per page and this is deducted from the student's Stormcard print allowance.

### YOUR STUDENT'S COMPUTER IDENTITIES

#### E-MAIL ADDRESS

Students' email is firstname.lastname##@my.stjohns.edu. Example [john.smith16@my.stjohns.edu](mailto:john.smith16@my.stjohns.edu). The 2 digits stand for the year the student entered the university.

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#### STUDENTS' USER NAME FOR WINDOWS ACTIVE DIRECTORY

Students use this identity in our computer labs, wireless printing, and Sharepoint (<http://gateway.stjohns.edu>)

**Username:**

Students can use their St. John's University email address: [John.doe16@stjohns.edu](mailto:John.doe16@stjohns.edu) **(Note that @stjohns.edu is used instead of @my.stjohns.edu)**

**Alias for Username:**

First letter of their first name with first four letters of their last name and the last three numbers of their X id. (Social Security was used previously). Name is the exact name the student used on the Admissions form.

**Default Students' Password for either format name:**

Sj+8-digit number on the Storm card or the one assigned at orientation

## CONTACT INFORMATION

### General Technical Support:

- 718-990-5000

### Classroom Support:

- Queens – 718-990-5845
- Staten Island – 718-990-4427
- Manhattan – 718-990-5127
- Oakdale - 718-990-7726
- Bartilucci Ctr- 718-990-5845
- Rome - +011-39-06-393842-62
- Paris - +011-39-06-393842-62

### Faculty Support: eStudio – Library Room 110 on Queens Campus

- Hours: Monday - Thursday, 8:30 a.m. - 4:30 p.m., 4:30 - 6:00 p.m. (By appointment)  
Friday, 8:30 a.m. - 3:00 p.m.
- Phone: (718) 990-5000
- E-Mail: [estudio@stjohns.edu](mailto:estudio@stjohns.edu)
- Team Members:
  - Eric Alvarado
  - Gary Young
  - Jim Swike
  - Louise McKenzie
  - Reshma Chan
  - Shezhang Wu
  - Nicholas Skrotzki