

TECH SERVICES FOR STUDENTS

An Overview of Campus Technology

Student Technology Center Workshop Series

RELATED WORKSHOPS

- Overview of SacCT
- Free Student workshops at:
<http://www.csus.edu/irt/STC/workshops/index.html>

OBJECTIVES

- To teach students about the wide variety of technology resources available at Sacramento State and the terminology used to refer to those resources.



TODAY'S AGENDA

- Cloud Services
- Sac State Account
- IRT Service Desk
- My Sac State
- Student Technology Center
- Computer Labs
- More Services

SAC STATE ACCOUNT/PASSWORD

- Access pass to campus Cloud Services:
 - My Sac State, Email, SacCT, Printing, Wireless Access, personal webpage, etc.
- Create/Verify Sac State Account @ mysamlink.csus.edu
- Passwords expire after 1 Year
- Reset/Change password, set up security questions @ password.csus.edu



INFORMATION SECURITY



- Change password at least once a year
- Update anti-virus software
- Use secure & supported applications
- Don't open suspicious e-mail attachments
- Back up data
- Music and File Sharing
 - Digital Millennium Copyright Act 1998
 - Digital Rights Management

www.csus.edu/irt/is/

www.csus.edu/irt/is/copyright/index.html

Teach



Collaborate



Develop

WHAT IS THE CLOUD?

- The cloud is composed of web applications you access over the internet. For example:
 - Web Based Email
 - Gmail
 - Yahoo
 - OWA
 - Web Based Storage
 - Google Drive
 - Drop Box
 - iCloud
 - Web Based Application Sharing
 - Google Docs

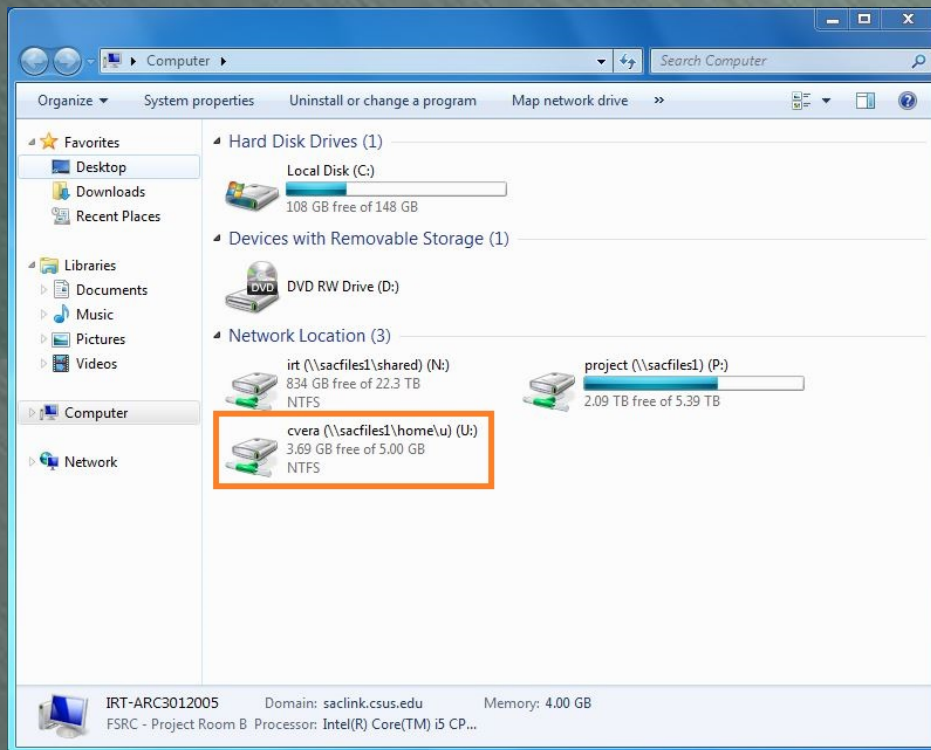
SAC STATE CLOUD SERVICES

- Services include:
 - My Sac State, PrintSmart, SacFiles, Sac State Email
- Requires Internet connection
- Access 24/7



SACFILES

- 10 Gb secure file storage
- Access from any on campus computer or from off campus
- Storage and Files available as long as Sac State account is active



IRT SERVICE DESK

Teach ◆ *Collaborate* ◆ *Develop*

WHAT WE DO

- Link you with Technology
- Student Delivered – Staff Managed
- Assistance with Sac State Account, Password Reset, SafeConnect and SacCT!



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Develop

WHERE ARE WE LOCATED?

- Contact us (916) 278-7337,
@ AIRC 2005
- AIRC Building 24/7 Access
to Tech Resources: SD, Lab
2004, STC 3007, STCG
3008, TLC 3012
- Between Library,
University Union and The
Well
- Email us at:
servicedesk@csus.edu



www.csus.edu/irt/ServiceDesk

MY SAC STATE

Student Technology Center Workshop Series

MY SAC STATE – CURRENT TABS

- Home
- Student Services
- Library
- Campus life

The screenshot displays the MySACSTATE website interface. At the top left is the logo "MySACSTATE". On the top right, there is a user greeting "Welcome, CrysseL." and navigation links for "Help", "Site Map", "Sac State Homepage", and "Sign Out". Below the logo and navigation links is a horizontal menu with five tabs: "Home", "Student Services", "Staff Services", "Library", and "Campus Life". The "Home" and "Library" tabs are highlighted with orange boxes. Below the menu, there are three main content panels. The first panel, "MySacState Messages", lists several messages with dates and titles. The second panel, "Images of Sac State", features a video player showing a woman's face. The third panel, "Systems Notices", contains a message stating "There are no announcements at this time." and a link for "CMS HR/SA Employee Access".

Welcome, CrysseL. [Help](#) [Site Map](#) [Sac State Homepage](#) [Sign Out](#)

MySACSTATE

Home Student Services Staff Services Library Campus Life

Select Skin

MySacState Messages

All Messages (3 unopened/4 total)

04/22/2013
Student Elections - April 23rd & Apr...
from Office of the Vice President for Student Affairs

04/18/2013 Fall 13 Registration Fee Info!
from Student Financial Services

04/09/2013
Let's Fact Chat!
from Sacramento State Financial Aid Office

Images of Sac State

Made at Sac State: Sasha Asghari, Physics Graduate

Systems Notices

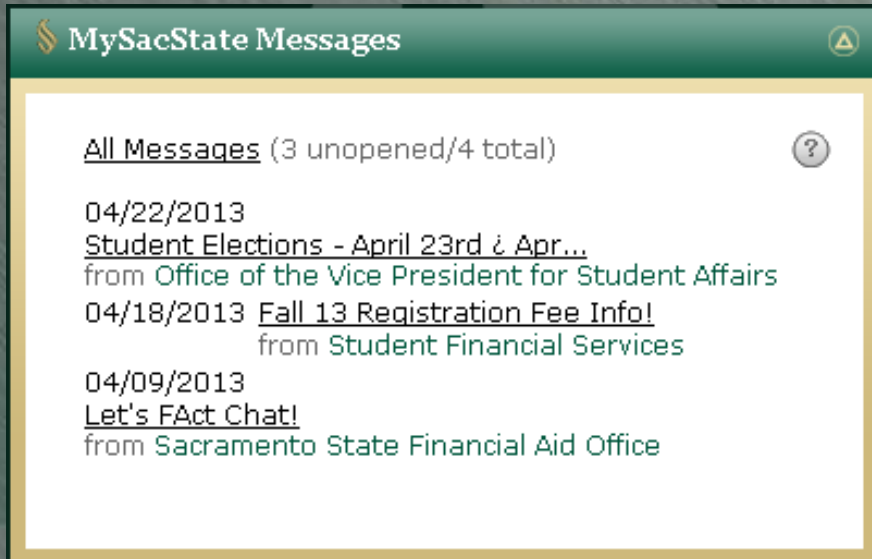
There are no announcements at this time.

CMS HR/SA Employee Access

» CMS HR/SA Access

HOME TAB

MESSAGING



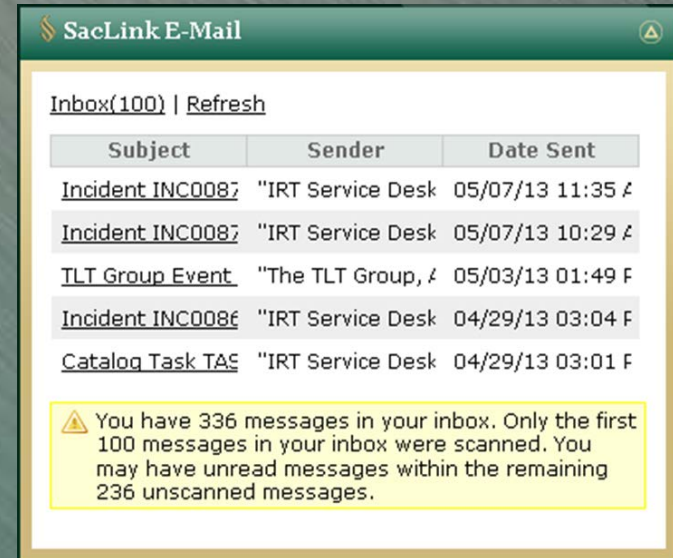
MySacState Messages

[All Messages](#) (3 unopened/4 total)

04/22/2013
[Student Elections - April 23rd & Apr...](#)
from [Office of the Vice President for Student Affairs](#)

04/18/2013 [Fall 13 Registration Fee Info!](#)
from [Student Financial Services](#)


04/09/2013
[Let's FACT Chat!](#)
from [Sacramento State Financial Aid Office](#)



SacLink E-Mail

[Inbox\(100\)](#) | [Refresh](#)

Subject	Sender	Date Sent
Incident INC0087	"IRT Service Desk	05/07/13 11:35 A
Incident INC0087	"IRT Service Desk	05/07/13 10:29 A
TLT Group Event	"The TLT Group, A	05/03/13 01:49 F
Incident INC008f	"IRT Service Desk	04/29/13 03:04 F
Catalog Task TAS	"IRT Service Desk	04/29/13 03:01 F

 You have 336 messages in your inbox. Only the first 100 messages in your inbox were scanned. You may have unread messages within the remaining 236 unscanned messages.

Sac State Messages

- One Way
- Records Date/Time Stamp
- Official Information

Sac State Email

- Can reply, etc.
- Official Information

STUDENT CENTER

- Register for Courses
- Pay Fees
- View/Print Class Schedule
- View grades and unofficial transcripts
- View To Do items & Holds
- View Financial Aid
- Accept/Decline Awards

The screenshot displays the Student Center interface with the following sections:

- Academics:** Includes links for Search, Enroll, My Academics, and Sac State Scheduler. A "This Week's Schedule" table shows a class: COMS 500-01 THE (31000) in Room: TBA. A dropdown menu shows "other academic..." with a search icon.
- Finances:** Includes "My Account" with an "Account Inquiry" link and a dropdown for "other financial...". The "Account Summary" shows a "Total Balance" and "Currency used is US Dollar." A link for "*Important Student Fee Information" is also present.
- Financial Aid:** Includes links for "View Financial Aid", "Accept/Decline Awards", and "Satisfactory Acad Progress".
- Search:** A "SEARCH FOR CLASSES" button is located in the top right.
- Holds:** Shows "No Holds."
- To Do List:** Shows "No To Do's."
- Enrollment Dates:** Features an "Enrollment Appointment" section with text: "You may begin enrolling for the Fall 2013 Regular Academic Session on May 8, 2013." and a "details" link.
- Advisor:** Shows "Program Advisor" as "None Assigned".



PURCHASE YOUR TEXTBOOKS



SACRAMENTO STATE
THE HORNET BOOKSTORE

Robyn Sysavath

Enrollments for Spring 2013

PSYC204	34348
PSYC500A	35800
PSYC209	34349

Order Spr 2013 Text Books

- Required & recommended textbook information readily available at click of button
- Links to Hornet Bookstore
- Purchase textbooks easily

Course Material(s)

PSYC: 204: 01
1 Required Material(s) and 1 Recommended Material(s)

Choose - Please select from the following...
Select 1 of 2 Choices

CHOICE 1

Using Multivariate Statistics
Author: Tabachnick
Edition: 8th

<input type="radio"/> Buy New [In-Stock]	\$190.00
<input type="radio"/> Buy Used [In-Stock]	\$142.50
<input checked="" type="radio"/> Rent Used [In-Stock] Due Date 05/24/2013	\$94.91

CHOICE 2

Using Multivariate Statistics, 6/e (Digital Edition)
Author: Tabachnick
Edition: 8th
Print ISBN: 9780205849574
Access: Web
Format: CAFEscribe Format
Rental: 100 Days
[Click for Details](#)

<input checked="" type="radio"/> Rent Digital [In-Stock]	\$92.25
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SacCT

- System to access online courses
- Access through My Sac State or sacct.csus.edu
- Preview list of courses in SacCT
- Go to course homepage when you click on course link name
- Prepare computer to access SacCT
- Attend SacCT Overview Workshop through STC

The screenshot displays the SacCT user interface. At the top, there is a navigation bar with 'My SacCT' and 'Courses' tabs. Below this is a 'Personalize Page' button. The main content area is divided into several sections:

- Tools:** A vertical list of links including Announcements, Calendar, Tasks, My Grades, Personal Information, Send Email, User Directory, Address Book, and Goals.
- My SacCT Courses:** A section titled 'Courses where you are: Student' listing several courses:
 - Captioning Training Center:** Instructor: Crissel Vera;
 - FSRC Student Training Center:** Instructor: Crissel Vera;
 - IRT Student Course:** Instructor: Crissel Vera; Announcements: Test Posted, Assignment Due August 30th, Textbooks and and Other Materials, Welcome to the IRT Student Course!
 - SacCT 9.1 Student Orientation:** Instructor: Matthew Kay, Raymond Pinax, Yazmin Vera, Mark Wilson;
- My Announcements:** Contains a 'SacCT Maintenance' alert for Wednesday 8/14 and an 'Email Fraud Alert'.
- My Tasks:** Lists tasks such as 'Study for Quiz Due 9/30/2011', 'Buy Textbooks', and 'Complete Accessibility Training'.
- My Messages:** Shows a message from the 'IRT Student Course' with 2 unread messages, last updated on August 14, 2013.
- Report Card:** A table listing courses and their grades:

Course	Grade
DEV-8891-VER01: SacCT 9.1 Student Orientation	-
DEV-FSRC-CV: FSRC Student Training Center	-
DEV-IRT-TRAINING: IRT Student Course	20.00
DEV_SCT_CV: Captioning Training Center	-
- On Demand Help and Learning Catalog:** A section with a link to learn more about Blackboard Learn through the On Demand Learning Center.



STREAMED VIDEO

- Video based eLearning
- Watch live online or lecture archives
- Install required video players/plugin
- Troubleshooting non-working video



www.csus.edu/irt/videostreaminghelp

Teach



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STUDENT SERVICES

ONECARD

- OneCard used for
 - Hornet Bucks, Library Services, Commuter Pass, Printer Card, Free Admission to Athletic Events, Discounts, Photocopier Use
- 24/7 access to OneCard Hornet Bucks account
- No Separate sign in required
- View balance statement, make a deposit etc.



FINAL EXAM SCHEDULE

- Direct Link to semester exam schedule
- Updated based on academic year
- Final exam Date and time depends on day and time your class is offered in semester

MY HOUSING

- Link to Housing Application Portal
- Apply for On-Campus Housing online
- Review personal housing information




STUDENT SERVICES

Home Student Services Staff Services Library Campus Life

[Select Skin](#)


OneCard




» [OneCard Services](#)

Statements starting 5/24/2011, Hornet Bucks Deposit, Suspend Lost/Stolen OneCard

Images of Sac State



Catalog/Schedule of Classes



» [Course catalog](#)

» [Searchable Class Schedule](#)

» [Section List by Subject](#)

GPA Calculator

GPA Calculator

Select Number of Courses 3

Grade	Grade Value		Units		Grade Points
Select	0	x	0	=	0
Select	0	x	0	=	0
Select	0	x	0	=	0

Calculate GPA Reset Form


Student Services

- » [Academic Advising](#)
- » [Admissions and Outreach](#)
- » [Career Center](#)
- » [Educational Opportunity Program](#)
- » [eRefund Enrollment](#)
- » [Fees](#)
- » [Financial Aid](#)
- » [Office of the University Registrar](#)
- » [Peer and Academic Resource Center \(PARC\)](#)
- » [Student Success](#)
- » [Student Financial Services Center](#)
- » [Transcripts](#)

Related Links for Students

- » [Academic program information for Sac State](#)
- » [ASSIST \(CA public college agreements\)](#)
- » [College of Continuing Ed](#)
- » [Degree Evaluations](#)
- » [Financial Aid](#)
- » [Final Exam Schedule](#)
- » [Graduate Students](#)
- » [International Students](#)
- » [My Housing](#)
- » [My Training Center](#)
- » [Online Parking Services](#)
- » [Sac State Scheduler](#)
- » [Student Activities](#)
- » [Student Financial Services Ctr](#)
- » [Teaching Credentials](#)
- » [Undergraduate Students](#)


Accessibility Information for Students



» [Services to Students With Disabilities](#)

» [High Tech Center - Alternative Media Unit](#)

Getting Around Sac State



- » [Calendars](#)
- » [Campus Directory](#)
- » [Dining Services](#)
- » [OneCard](#)
- » [Transportation & parking services \(UTAFS\)](#)

SacCT Resources for Students

- » [SacCT Problem Report](#)
- » [Service Desk](#)

For general help on SacCT SacLink issues, to get a SacLink account. Call (916) 278-7337

- » [Open University Help](#)

https://my.csus.edu/uPortal/render.userLayoutRootNode.uP7uP_root=root&uP_reload_layout=true&uP_sparam=t...targetAction parameter&uP_sparam=selectedID&selectedID=ouP_cancel_target=true&uP_sparam=mode&mode=view

LIBRARY

- Preview library items checked out and fees owed
- No separate sign-in required
- Search books, articles, journals
- View Office Hours and help information
- Off Campus – (check if SSO applies)

The screenshot displays the University Library website with a dark green header and navigation menu. The main content area is divided into several sections:

- My Library Account:** Shows "Money Owed: \$0" and "Items Checked Out: 2" with a "View My Account" link.
- Library Research:** Features the "OneSearch" logo, a search input field, and a "Search" button. Below it, it says "Find books, articles, media, digital collections, and more." and includes a link "What is in OneSearch?".
- Library Images:** Displays a photograph of a modern library building at dusk.
- Help Using the Library:** Includes "Online Support" with links for "Ask a Librarian (email)", "Chat with a Librarian 24/7", "Research Guides", and "Plagiarism Information for Students & Faculty". It also lists "Phone Support" with "Research Assistance" and "Help with your Library Account" phone numbers, and "More Phone Numbers".
- Library News & Announcements:** Lists recent news items such as "OneSearch e-Shelf Unavailable", "Free public lecture: The Political Implications of the Greek Debt Crisis and the New Political Landscape in Greece", and "Library Research Workshops now available".
- Library Information:** States "Today's hours are 7:15 am - 7:00 pm" and provides a link to the "Library Schedule of Hours".
- Library Services:** Offers links for "Request Materials From Another Library", "Library Instruction Request Form", and "Library Services and Resources for Faculty".



CAMPUS LIFE

- Track your use of the WELL and Check Interactive Campus Usage Map
- Access your Student Health Records through Student Health Portal
- Get Athletics, calendar, scores and news for campus sports
- Get your Campus News - The State Hornet

CAMPUS LIFE

Athletics

Sports | Media / Social | Schedule | News

Men's

[Baseball](#) | [Basketball](#) | [Cross Country](#)

[Football](#) | [Golf](#) | [Soccer](#) | [Tennis](#)

[Track & Field](#)

Women's


[Basketball](#) | [Cross Country](#) | [Golf](#)

[Gymnastics](#) | [Rowing](#) | [Soccer](#) | [Softball](#)

[Tennis](#) | [Track & Field](#) | [Volleyball](#)

[Athletics Website](#)

Spotlight



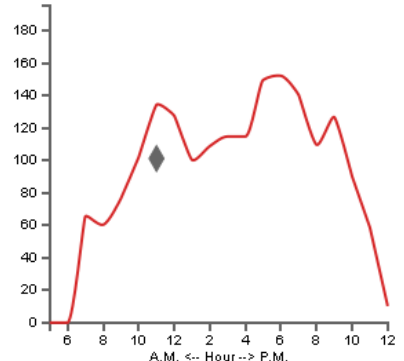
The WELL / Campus Recreation

Campus Usage | Info | Personal Usage | Calendar

Click on the boxes to highlight an individual day.
Diamond is today's current check-in count

Sun
 Mon
 Tues
 Wed
 Thur
 Fri
 Sat

Average Checkins Per Day Per Hour



[The WELL Website](#)

The State Hornet

- CSU campuses may see reduced police force in upcoming years
If the California State University police union and the California State University administration cannot come to an agreement soon, CSU campuses throughout the state may see a reduced police force in
- Sac State's Joe Sheley is upcoming permanent president of CSU Stanislaus
Former Sacramento State Provost and Vice President for Academic Affairs Joe Sheley is in the process of becoming the permanent president of CSU Stanislaus.
- Men strut their stuff for a cause
More than 600 men 'click-clacked' around Capitol Mall Saturday to raise money and awareness for those who have

University Union

Info | Social | Events | Services

<p>Building Hours</p> <ul style="list-style-type: none"> M-Th: 6:30 A.M. - 11 P.M. F: 6:30 A.M. - 9 P.M. Sat: 8 A.M. - 8 P.M. Sun: 10 A.M. - 11 P.M. 	<p>Contact Info</p> <p>Phone: (916) 278-6997</p> <p>Need to Contact the University Union?</p>
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[University Union Website](#)

Associated Students, Inc.

Student Gov. | [About](#) | [Services](#) | [Events](#)

SIGNING OUT

- My Sac State access to student and personal information
- Access to all services with one sign-on
- Sign out to keep information safe

STUDENT TECHNOLOGY CENTER

Teach ◆ *Collaborate* ◆ *Develop*

STC MISSION

- The mission of the Student Technology Center is to *teach* students the technology needed to complete their coursework, *collaborate* with faculty on the use of technology in courses and *develop* the professional skills of our Student Staff.

Teach



Collaborate



Develop

STUDENT TECHNOLOGY CENTER



- Tech Resource for Students @ AIRC 3007
- Access specialized software and hardware
- Large Scale printing
- Collaborate with Faculty to Design Custom Workshops



www.csus.edu/irt/stc

Teach



Collaborate



Develop

STUDENT TECHNOLOGY CENTER (CONT.)



- One-on-One or Group Tutoring
- Expert Help for software
- Free Workshops Office
 - Adobe
 - iLife
 - Multimedia
 - SPSS

www.csus.edu/irt/stc

Teach



Collaborate



Develop

STUDENT TECHNOLOGY CENTER GROUP ROOM

- Dynamic and Collaborative Learning space @ AIRC 3008
- Work in groups, use group tables, large monitors, show me cables
- Laptops available for checkout to use during visit
- Attend free Technology Workshops/Workshop Collaborations
- Helpful Student Staff



Teach



Collaborate



Develop

COMPUTER LABS

Teach ◆ *Collaborate* ◆ *Develop*

OPEN COMPUTER LABS

- AIRC 2004:
 - 24/7 except Friday (7pm-10am closed)
 - Group Study Rooms
 - Equipment Checkout
 - Lost and Found
- Mendocino Hall
- Folsom hall
- Library 2000:
 - Open during Lib Hours
- Other unscheduled labs

www.csus.edu/irt/labs



EQUIPMENT CHECKOUT



- Read/Sign Loan Agreement Use Policy
- OneCard needed to check out/check in
- Laptops (4 hr.)
 - Check out @ Library User Services Counter, ASI Business Office

EQUIPMENT CHECKOUT (CONTINUED)

- VGA Cords, mini-audio cables, & Mac VGA Adapters (4 hr. or 1 day by request)
- Flip Camera (3 days)
- Dry Erase Markers
- Return equipment 1 hr. before close of business
- Receipts emailed



HIGH TECH CENTER LAB

- Located @ AIRC 2011
- Supported Lab Environment
- Assistive computer hardware/software, equipment
- For Students with Disabilities
- Need SSWD Referral



www.csus.edu/sswd

Teach



Collaborate



Develop

MORE SERVICES

Teach



Collaborate



Develop

PRINTSMART

- Lab Printing
- Mobile Printing
- Free print allowance for registered students
- ~35 PrintSmart Stations Across Campus



www.csus.edu/irt/printsmart

Teach



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Develop

SOFTWARE DOWNLOADS

- Software available from Hornet Bookstore or Vendor
- Download Freeware
- Valid Sac State Account Required
- Log-in to Software Distribution Site:

Software Services

Learn more about the button categories below

Student
 ITC
 Fac/Staff University Owned
 Fac/Staff Personally Owned

Manufacturer	Title ↑	Version	PC/Mac	Access	Student Price (estimated)	Fac/Staff Price (estimated)	How to Obtain
Adobe	Acrobat Professional	X	Mac-PC	<ul style="list-style-type: none"> Installed in the open campus computer labs. Not included in the standard computer image for faculty and staff computers. Purchase to install on a personally-owned computer. 	\$62.99	--	Download
Adobe	Acrobat Reader	X	Mac-PC	<ul style="list-style-type: none"> Installed in the open campus computer labs. Included in the standard computer image for faculty and staff computers. No cost to install on a university-owned computer. No cost to install on a personally-owned computer. 	Free	--	Download
IBM	AMOS	18	Mac-PC	<ul style="list-style-type: none"> Not included in the standard computer image for faculty and staff computers. Free to install on personally-owned computers. 		--	Request
Google	Chrome	Current	PC	<ul style="list-style-type: none"> Installed in the open campus computer labs. No cost to install on a university-owned computer. No cost to install on a personally-owned computer. 	Free	--	Download
Adobe	Design Premium	CSS	Mac	<ul style="list-style-type: none"> Installed in the open campus computer labs. Not included in the standard computer image for faculty and staff computers. Purchase to install on a personally-owned computer. 	\$352	--	Download
Adobe	Design Premium	CSS	Mac-PC	<ul style="list-style-type: none"> Installed in the open campus computer labs. Not included in the standard computer image for faculty and staff computers. Purchase to install on a personally-owned computer. 	\$352	--	Download
Adobe	Dreamweaver	CSS	Mac-PC	<ul style="list-style-type: none"> Installed in the open campus computer labs. Not included in the standard computer image for faculty and staff computers. Purchase to install on a personally-owned computer. 	\$124.95	--	Download
Thomson Reuters	EndNote	x5	PC	<ul style="list-style-type: none"> Installed in the open campus computer labs. Included in the standard computer image for faculty and staff computers. No cost to install on a university-owned computer. No cost to install on a personally-owned computer. 	Free	--	Install

www.csus.edu/irt/Software

Teach



Collaborate



Develop

WIRELESS NETWORKING



- Available most areas on campus
- Sac State Account Required
- Connect via SacLink Secure

www.csus.edu/irt/wireless/index.html

Teach



Collaborate



Develop

TECHNOLOGY SELF HELP

- 24/7 Self Help
- FAQ's: www.csus.edu/irt/FAQ
- Detailed answers, steps, links
- IRT Service Desk

CONNECT TO OUR SOCIAL SPACES



facebook.com/sacstateIRT



twitter.com/sacstateIRT



youtube.com/sacstateIRT



instagram.com/sacstateIRT

RESOURCES FOR FURTHER ASSISTANCE

Student Tech Center

AIRC 3007

www.csus.edu/irt/stc

916-278-2364

stc@csus.edu

Service Desk

AIRC 2005

www.csus.edu/irt/servicedesk

916-278-7337

servicedesk@csus.edu



Teach



Collaborate



Develop