

# Instructional Technology & Teaching Tools

Instructional Tech Support Reed offers several resources to assist teaching:

Trina Marmarelli

x5531

marmaret@reed.edu

## mLab

The mLab is a space with resources and services in support of the use of technology in teaching and scholarship. These complement existing CIS offerings through in-depth help, hands-on support and cutting-edge gear.

They are supplemented by Instructional Technology Services

**[tsg.reed.edu/mlab](http://tsg.reed.edu/mlab)**

Find out more information by emailing **[its@reed.edu](mailto:its@reed.edu)**

## Moodle

Moodle is Reed's learning management system. It provides easy-to-use tools that help you build interactive course websites where your students can download documents, access course materials, participate in discussions, work collaboratively, submit assignments and much more! **Reach Team Moodle at [moodle@reed.edu](mailto:moodle@reed.edu)**

## AV Services

Audio-Visual Services is a part of CUS. They provide sound and video equipment as well as classroom projection training and support. Find out more at: **[tsg.reed.edu/av](http://tsg.reed.edu/av)**

To schedule a projection classroom for a course, **contact Sarah Sharp at x7294**, [sharps@reed.edu](mailto:sharps@reed.edu). For one-time use of a projection classroom, **contact CEP at x7522**

## Other Resources

Reed subscribes to Lynda.com which offers software training: **[tsg.reed.edu/lynda](http://tsg.reed.edu/lynda)**

# Reed's Computing Policies

Faculty and staff are expected to respect copyright laws such as the DMCA, to take reasonable steps to protect Reed-owned computing equipment and to ensure that the sensitive data they deal with is secure.

Review our policies with the links below:

Our theft policy: **[tsg.reed.edu/policy-theft](http://tsg.reed.edu/policy-theft)**

Our data policy: **[tsg.reed.edu/policy-data](http://tsg.reed.edu/policy-data)**

Our user agreement: **[tsg.reed.edu/policy](http://tsg.reed.edu/policy)**

Copyright Information: **[tsg.reed.edu/copyright](http://tsg.reed.edu/copyright)**



# Basics and Safe Computing

## Google @ Reed

Reed offers Google Apps for Education such as mail, calendar, and unlimited storage with drive.

Go to: **[tsg.reed.edu/google](http://tsg.reed.edu/google)**

To access your e-mail:

**[mail.reed.edu](mailto:mail.reed.edu)**

To setup automatic class mailing lists:

**[tsg.reed.edu/autolist](http://tsg.reed.edu/autolist)**

To review your email address:

**[iris.reed.edu/email\\_prefs](http://iris.reed.edu/email_prefs)**

To create groups for sharing:

**[tsg.reed.edu/googlegroups](http://tsg.reed.edu/googlegroups)**

## Storage and Software

Your Reed Google account gets you

**unlimited** space in Google Drive  
**[drive.reed.edu](http://drive.reed.edu)**

For a list of software available to Reed-ies, visit **[downloads.reed.edu](http://downloads.reed.edu)**

If you need specialized hardware or software, CUS is happy to help!

Find out more:

**[tsg.reed.edu/allocations](http://tsg.reed.edu/allocations)**

CUS cares about your data and uses CrashPlan to automatically back up your important documents. Up to 5 computers per user can be backed up.

Find out more: **[tsg.reed.edu/crashplan](http://tsg.reed.edu/crashplan)**

For software maintenance, CUS uses Managed Software Center on all allocated Macs. Updates contain important security patches and should be installed regularly.

Find out more: **[tsg.reed.edu/msc](http://tsg.reed.edu/msc)**

## Data Security

Phishers attempt to steal your personal information by tricking you with official looking e-mails and replica websites. CIS will never ask for your password and you should never share it, in an e-mail or otherwise.

Learn how to spot a phish and what to do when you encounter one:

**[tsg.reed.edu/phish](http://tsg.reed.edu/phish)**

If you work with confidential data, you are required to take steps to keep it secure. FileVault encryption is enabled on your Reed Mac to protect your data.

Find out more:

**[tsg.reed.edu/securedata](http://tsg.reed.edu/securedata)**

**[tsg.reed.edu/filevault](http://tsg.reed.edu/filevault)**

Separate and secure passwords for each account is your best defense against phishing and essential to the protection of your data. Longer pass phrases are now encouraged instead of shorter passwords. The more complex with a mix of upper/lower case, digits, and special characters the better. We recommend using a password management tool such as 1Password so you don't have to re-use passwords or even remember them! Contact CUS if you're interested.

Bad Password:

p4\$w0rd!

Better Passphrase:

cowpoke-mimosa-chapbook-thyme



GAME OVER



Questions? Comments? Concerns?  
Computer User Services  
is here to help!

#### CUS Help Desk

x7525 (503-777-7525)  
Mon-Fri: 8:30 am to 5pm and  
Student Workers from Sun-Thu: 5pm to 12am  
[cus@reed.edu](mailto:cus@reed.edu) [reed.edu/cis/help](http://reed.edu/cis/help)

#### Audio-Visual Services

x7711 (503-777-7711)  
[av-services@reed.edu](mailto:av-services@reed.edu)  
Mon-Fri: 8:30am to 4:30pm  
Available Sat and Sun by request  
For In Class Projection Emergencies: **x4646**

#### Computer Hardware Shop - ETC 114

x7277(503-777-7277)  
[chs@reed.edu](mailto:chs@reed.edu)  
Mon-Fri: 8:30 am to 5pm  
[tsg.reed.edu/hardwareshop](http://tsg.reed.edu/hardwareshop)

#### Computer Store - ETC 116

x7253 (503-777-7253)  
Mon-Fri: 8:30 am to 5pm  
[mac-purchase@reed.edu](mailto:mac-purchase@reed.edu)

#### Special Request/Service Concerns:

Tony Palomino  
Director of CUS  
[palomint@reed.edu](mailto:palomint@reed.edu)  
x6622 (503-788-6622)

#### If all else fails:

Marty Ringle  
Chief Information Officer  
[ringle@reed.edu](mailto:ringle@reed.edu)  
x7254 (503-777-7254)



# Reed College Technology Survival Guide

Faculty Edition

2017-18



## What's New?

The library is now using EZProxy to enable community members to access library e-resources from off-campus. EZProxy works through a special prefix to the URL and requires no browser configuration. Resources on the Library catalog and database webpages are set up already to use this new URL. We recommend updating your bookmarks to the new setup as soon as possible. For more information, visit [tsg.reed.edu/proxy](http://tsg.reed.edu/proxy)  
For questions, e-mail [library-er@reed.edu](mailto:library-er@reed.edu)

This year's Techonology Survival Guide is brought to you by Trevor Soucy, Trey Carpenter, the minions at the CUS Help Desk, and all of Computing & Information Services