Arts Computing Office (ACO) Lunchtime Information Session - Spring 2016

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Arts Computing lunch sessions (https://uwaterloo.ca/arts-computing/lunchtime-sessions)
Responsive Arts web sites
SharePoint documentation
New student email and Office 365 update
Portal app (new!)
WatSAFE
 Updates
>  Windows 10 and Office 2016
>  Office 2016 at uWaterloo
>  Room booking change –Winter 2017
>  Other updates
What is responsive web design?

- Web site is displayed optimally (and differently) on desktop, tablet, smartphone (see Information Systems and Technology site)

Responsive web in Arts

- Faculty of Arts move to responsive - complete!
- Political Science planned move for August
- Arts Computing Office site in August/September
- English and German sites are working toward their responsive launch in September/October

More information about responsive web design at uWaterloo
Faculty of Arts site
  > Walk through
  > Menu and Information Architecture (IA) changes

Next steps/preparation info
  > Basic preparation: site cleanup pre-migration
  > Internal links (use node #)
  > Wendy/Megan will be in touch with all other Arts department site managers to plan their migration schedules
» To improve the SharePoint experience and to assist new SharePoint users

» SharePoint help resources

» Existing SharePoint courses and course notes
New student email and Office 365 update

» New undergrad students (first year and transfer students), starting in Fall 2016 will begin using Office 365 for their email

» Email address for new students
  > Userid@uwaterloo.ca will be forwarded to their Office 365 email address: userid@edu.uwaterloo.ca
Office 365 features-1

» Email
  > 50GB individual mailbox quota
  > 150MB email message size limit (25MB per file attachment)

» Fully integrated email, calendar, tasks, and contacts (available on multiple devices)

» Feature-rich web interface

» Additional Office 365 features:
  > Access to Office 365 - Office Online apps: Word, Excel, PowerPoint, or OneNote in a web browser
  > A subscription-based service: local installation of Microsoft Office on up to five (5) of personal PCs, Macs, tablets, and phones
  > Yammer (like Facebook)
Office 365 features-2

» Integration with OneDrive (online document storage), which includes:
  > 1TB of personal storage space accessible from anywhere

» Collaboration: share documents with others, sync desktop/online files so they are always up-to-date
Office 365 – what’s next?

» Fall 2016 – Self service migration available to current undergraduate students

» Winter 2017 – Staff and faculty access to Office 365 ProPlus (including Microsoft Office for up to 5 personally owned computers)(not for email)

» Winter 2017 – Investigate migration of alumni to Office 365

» More information including timeline for deployment
Office 365 demo & more

» Log in and demo

» More information
  > Office 365 at uWaterloo & frequently asked questions
  > Getting started with Office 365
What is Portal?

> Mobile-friendly communications tool for current students that pulls in information that students need (also available to faculty and staff)
>
> Delivers targeted information based on faculty, program, undergraduate or graduate career etc.

Portal won first place (Gold) for being the best website by the Canadian Council for Advancement of Education (CCAE) in June 2016:

> Recognized for excellence in development and responsiveness
*New* Student Portal App coming soon

- Scheduled to be released in Fall 2016
- Test the beta version of the portal app

Portal App will deliver many of the same personalized, timely and informative tools as the website, as well as:

- Push notifications: get alerts for a variety of your upcoming events, deadlines, bus arrivals etc.
- Calendar synchronization: synch your Portal calendar with your default mobile calendar. All of your dates in one place!
- Single-sign on: with Portal app, you'll only have to authenticate once!

Details coming soon at the [Portal web site](http://www.portalwebsite.com)
In the meantime....

> Portal is mobile-friendly, so it will automatically fit to any screen size
> Steps to create a Portal shortcut on your smart phone
  + Visit the Student Portal Frequently asked questions page
  + In the ‘Accessing Portal’ section, click on
    – ‘Is there a Portal app?’
As of February 2016, Portal became available to faculty and staff.

Just-in-time information of interest to faculty and staff:
- Real-time Grand River Transit (GRT) schedule, WatCard balance, crowd reporter (e.g. Tim Hortons), important academic dates, campus news/events, food outlet hours (locations, specials, etc.)

Using Portal will help you understand how it works, so you can promote it to students.

Think about online content you can integrate into portal for students.
Getting started with Portal

» Login to Portal Waterloo with WatIAM/Nexus credentials

» For more information, visit the Student Portal web site

» The Portal team welcomes feedback!
WatSAFE is an app that provides quick and convenient access to campus safety and emergency resources

» Keeps you connected and informed of major campus emergency events

» Developed with UW Police Services and the Safety Office
Use the app to familiarize yourself with the University of Waterloo’s emergency procedures.

Some features it provides are:

- In-app alerts and push notifications to keep you informed of major campus emergency events
- Emergency contact information
- A (personal) safety toolbox (includes a flashlight and alarm)
- Safety and emergency resources
- Campus maps and much more
Features in WatSAFE

» Safety tool box
  > Flashlight, alarm, report suspicious behaviour, personal safety guide and emergency procedures

» Campus safety and security
  > Campus resources such as uWaterloo Police, Working Alone Guideline, uWaterloo Shuttle Service, and Safety Office website

» Support resources
  > Counselling services, Health services, Waterloo Region Crisis Supports, Sexual assault resources, AccessAbility Services and Conflict Management & Human rights

» Twitter
  > Live tweets such as weather conditions, emergency notifications etc.
Getting started with WatSAFE

» Download the app
  > iPhone: App Store
  > Android: Google Play
  > BlackBerry: BlackBerry App World

» Open app on your smart phone
  > Choose your uWaterloo campus
  > About/Preferences icon: Push notifications, click Enable Notifications
  > Browse the other icons for useful safety information
    + Example: Safety toolbox contains Flashlight and Loud alarm

» For more information, visit the WatSAFE website
Updates
Windows 10, Office 2016

Windows 10

- Deployment will likely be late fall or winter term (in phases, likely starting with labs)

Office 2016 - Windows

- Available now as an optional install on Nexus managed machines (except Psychology)
- Will be installed on all managed Nexus machines (except Psychology) by September 19th
- Labs will be updated between Spring and Fall terms, after exams
- Laptops/non managed machines – consult Arts Computing helpdesk

How to install Office 2016 – Windows

- Start button > All Programs > Microsoft System Center
- Choose Software Center
- Under the Available Software tab, select Office 2016 check box and choose to install from the options in the bottom right corner
- The install takes approximately 1 hour in our tests
Office 2016 Mac deployment

» Office 2016 - Macs
  + Available as an optional install
  + All new Macs already have Office 2016
Deployment and help details
  > Will be communicated well in advance

New term: ‘apps’= the program/application
  > E.g. Word or Excel are now referred to as ‘apps’

Office 2016
  > Very similar to Office 2013
  > See Winter 2016 lunch session
  > See what’s new in the Office 2016 apps (Microsoft page)

Windows 10
  > Documentation coming soon!
After upgrading to Office 2016, there have been a few minor issues to be aware of.

**General Issues**

- Office shortcuts in the task bar have been known to be deleted on upgrade.
- The display in Outlook is reverted to default in Office 2016.
- **Solution**: Re-add the desired shortcuts and configure the Outlook display.

**Issues solved by re-boot**

- PowerPoint: letters appear on top of each other in titles.
- Word:
  - Spell/accessibility checker issues.
  - Error “There is insufficient memory or disk space. Word cannot display the requested font.”
Room booking change – Winter 2017

» Please contact the Arts Scheduling Officer (Julie Mulvey) to book the following rooms for Winter 2017 and later
  > ECH 1205  (Mac lab for digital media)
  > ML 109    (Language lab)
  > ML 113    (Language lab)
  > PAS 1237  (general use bookable lab)

» Why the change?
  > To bring more consistency and transparency to bookings for courses that need technology
  > Priority and access for these rooms is not changing (ECH will remain a digital media lab, and the ML labs will remain dedicated to language learning)
Other Updates

» Robert Park has returned to the Associate Dean of Arts (Infrastructure and Technology), following his sabbatical

» New newsletter – focus on new students
  > Includes Office 365 information
Questions?

» Thank you for attending!
» Comments/questions/feedback may be directed to:
  > Lisa Tomalty, ltomalty@uwaterloo.ca
  > Dawn Keenan, dkeenan@uwaterloo.ca
  > Lunch session feedback