Spring 2018 Lunch Session

William Lewis, IST Account Representative to Faculty of Arts
Cynthia Persaud, ACO Technical Writer (co-op student)

https://uwaterloo.ca/arts-computing/lunchtime-sessions
Agenda – Spring 2018 ACO Lunch Session

- University of Waterloo Campus Map
- Services offered by the Arts Computing Office (ACO)
- Feedback on the Arts Computing Office services
- Updates:
  - ACO News postings – check here when something isn’t working
  - Lynda.com: IST-WCMS playlist
  - Power BI
  - Printing
- Please provide feedback on this session
  - https://uwaterloo.ca/arts-computing/arts-computing-office-aco-lunch-session-feedback
CAMPUS MAP
Introduction to the University of Waterloo Campus Map

- The University of Waterloo Campus Map is an accessible, mobile friendly campus map that has information on:
  
  - Transit stops
  - Emergency information
  - Accessibility
  - Sustainability
  - Directions
  - Parking
  - ATMS
  - Construction sites on campus

- The University of Waterloo Campus Map can be accessed through the Portal web, and through the Uwaterloo Portal app that is available on Google Play and on the App Store
  
  - Portal web: https://portal.uwaterloo.ca/Index#/Home
  - The University of Waterloo Campus Map website: https://uwaterloo.ca/map/
The homepage on the University of Waterloo Campus Map

Virtual tour of buildings

Indoor Maps

Tatham Centre

Arts Lecture Hall
Emergency Information on the University of Waterloo Campus Map

In the event of an emergency, call 9-1-1 or Campus Police at extension 22222 or (519) 888-4911.

Download the WebSAFE app to receive emergency alerts and notifications.

**Automatic External Defibrillators**

**Help Lines**

**Places**

**Transit**

**Information**

**Parking**

**Accessibility**

**Sustainability**

J.G. Hagey Hall of the Humanities (HH)

1st floor hallway across from room 116 by the payphone, near the Theatre Centre

AED Information (UW Safety Office)

Directions from here
Directions to here
Add as next destination

116
Parking on the University of Waterloo Campus Map

Visitor parking

Meter Parking

Short term parking

Motorcycle parking

Accessible parking

Permit parking

Spring 2018 ACO Lunch Session
Information on the University of Waterloo Campus Map

Visitor Information
- Turnkey Desk
- Visitors Centre
- Police Services
- Parking Services

Construction Sites
- SLC/PAC Expansion Project
- University of Waterloo Ion Stop
- Engineering 7
- St. Paul’s University Campus Expansion

Photospheres
- 360 degree photos

Fire Pits
- Laurel Creek Fire Pit
- Columbia Lake 1 Fire Pit
- Columbia Lake 2 Fire Pit

ATMs
- Scotiabank
- CIBC
- BMO
Options in the University of Waterloo Campus Map

- Colour/Black and White PDF
- Directions to Campus
- Parking Information
- Toggle Basemap
- Questions about UW

Spring 2018 ACO Lunch Session
SERVICES OFFERED BY THE ARTS COMPUTING OFFICE (ACO)
## Services offered by the Arts Computing Office (ACO)

<table>
<thead>
<tr>
<th>Category</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Software</strong></td>
<td>• Software assistance</td>
</tr>
<tr>
<td><strong>General Computing Help</strong></td>
<td>• Desktop and laptop assistance</td>
</tr>
<tr>
<td></td>
<td>• Purchasing advice for faculty and staff</td>
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<td></td>
<td>• The Computer replacement program</td>
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<tr>
<td><strong>Labs</strong></td>
<td>• Software for lab and courses</td>
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<td></td>
<td>• Lab bookings</td>
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<tr>
<td><strong>Printing and Scanning</strong></td>
<td>• Using the Xerox Copier/WorkCentre</td>
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<td></td>
<td>• Setting up an email address list on the Xerox</td>
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<tr>
<td></td>
<td>• Printing and releasing a secure print job</td>
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<tr>
<td><strong>Computing accounts</strong></td>
<td>• Email and calendar support</td>
</tr>
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<td></td>
<td>• Computing from home</td>
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<tr>
<td></td>
<td>• Mailing list setup and management</td>
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<tr>
<td><strong>Web services</strong></td>
<td>• The Waterloo Content Management System (WCMS) support</td>
</tr>
<tr>
<td></td>
<td>• Websites for research</td>
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<tr>
<td><strong>Training</strong></td>
<td>• One on one consultation</td>
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<td></td>
<td>• Training courses</td>
</tr>
</tbody>
</table>
FEEDBACK QUESTIONS
Feedback questions

1. From the list of services offered by the Arts Computing Office, which ones were you unaware of?

2. What is one thing that the Arts Computing Office can do to create a better experience for you?

3. What services would you like the Arts Computing Office to offer or offer more of?
UPDATES
ACO News – Where to look when something isn’t working

- [https://uwaterloo.ca/arts-computing/news](https://uwaterloo.ca/arts-computing/news)

- Provides information on:
  - Updates
  - Maintenance
  - Reminders
  - Delays
  - Services that are not available
  - New websites on campus
Example News Postings

• Advisory on WCMS availability
  • https://uwaterloo.ca/arts-computing/news/wcms-during-mc-power-shutdown-august-17-31

• Notice of Outage
  • https://uwaterloo.ca/arts-computing/news/pocketnexus-down-july-19
**Lynda.com: The IST-WCMS Playlist**

- Playlist on Lynda.com titled University of Waterloo WCMS.
  - [https://www.lynda.com/SharedPlaylist/558fffc5cd4949af86dfde90e1d6ead](https://www.lynda.com/SharedPlaylist/558fffc5cd4949af86dfde90e1d6ead)

- Informative tutorials on videos such as:
  - What is responsive design?
  - Learning to write for the web
  - Understanding links
  - Elements every webpage should have
  - Making forms as painless as possible
  - Simple, consistent, and standard design
  - Accessibility in content strategy
  - Writing for information exchange
What is Power BI?

- The Power BI app is now available with your Office 365 account (free license only)

- Power BI is a collection of software services, apps, and connectors that work together to turn unrelated sources of data into coherent visually immersive, and interactive insights.

- Power BI is simple and fast – capable of creating insights from an Excel spreadsheet or a local database.

- Power BI is robust and enterprise-grade, ready for extensive modeling, real-time analytics, and custom development.
The parts of Power BI

- Power BI consists of a Windows Desktop application, an online Software as a Service (SaaS), and apps available on iOS devices, and Android devices. These three elements are designed to let you create, share, and consume business insights in the way that serves them, or their role more effectively.
Accessing Power BI

1. Go to https://portal.office.com
2. Enter your email as username@uwaterloo.ca
3. You will be redirected to Waterloo’s sign in page
4. Enter your WatIAM password and click Sign in
5. Once your logged into your Outlook account under Apps, click on Power BI and you will be logged into Power BI.
Printing a secure print job

- A secure print job does not automatically print. It is held at the printer and can only be released at the printer with the set passcode.

1. Select the Xerox machine and then click on Printer Properties to open the Xerox Printing Preferences window.

2. Under Job Type, select Secure Print.

3. In the Secure Print window, enter a password twice and click OK twice.
Releasing a secure print

1. On the printer go to **Job Status**

2. Select your WatIAM userid

3. Click the **Print job**, and then select **Release**

4. Type in the passcode and then press **Enter**
Introduction to Print and Retail Solutions

- The Write Stuff store in South Campus Hall (SCH) is now going to be a print and copy centre
- Consolidating products/services to make it more convenient
- The new Print and Retail Solutions location in South Campus Hall will be completed by September 1\textsuperscript{st}.
- Place an order to have material delivered at no cost:
  - Place order through the University of Waterloo Bookstore under Stationery: http://www.bookstore.uwaterloo.ca/home.html#stationery
  - Place order through contacting Gary Peters at gpeters@uwaterloo.ca or x32251
Printing services available in South Campus Hall

- Large format printing
- Colour printing/copying
- Black and white printing/copying
- Binding
- Poster printing
- Laminating
Changes to how a print job can be submitted

Current formats

- NMS eAccess:
  - https://sandstone.uwaterloo.ca/AvNet/avlogin.asp
- Online requisition form:
  - https://info.uwaterloo.ca/newmediaservices/newreq/index.php
- Stop by in person to place an order

What’s coming

- Currently piloting a web to print system
- Will end up replacing some of the systems that exist
THANK YOU FOR ATTENDING
Questions

- Thank you to our guest speaker Jaime Philip
- If you have any questions after the session, please contact:
  - William Lewis (rwlewis@uwaterloo.ca)
  - Keith McGowan (kmcgowan@uwaterloo.ca)
- Please provide feedback on this session
  - https://uwaterloo.ca/arts-computing/arts-computing-office-aco-lunch-session-feedback
- Notes from today’s lunchtime session will be posted on the ACO web site
  - https://uwaterloo.ca/arts-computing/lunchtime-sessions