ACO Lunch Session
Spring 2019

Presented by: William R Baer, William Lewis, Jackie Li
Arts Computing Office
Agenda – Spring 2019 ACO Lunch Session

- Ergonomics
- Computer Rollover Program
- Who’s Who in ACO
- Updates
  - Windows 7
  - Exam Scanning
  - Faculty/Staff email
  - Office 365 ProPlus
Office Ergonomics

- The study of:

  - Working Health
  - Working Environment
  - Working Equipment
OFFICE SET UP

- Shoulders relaxed
- Back support
- Arm support
- Thighs horizontal
- Feet flat on the floor
EXERCISES

- Shoulder roll
- Upper arm stretch
- Low back stretch
- Back/side stretch

EXERCISES

OFFICE SET UP

RESOURCES
WORKSPACE INSPECTION:

UWaterloo Safety Office

Workspace inspection:
Faculty & Staff Computer Rollover Program

- ACO has begun the transition to a 5-year rollover for following reasons
  - Apple & Dell service life-cycle now closer to 6-years; IST switched to 6-year rollover
  - New budget constraints to continue offering capable computers
- Faculty will have a soft-launch into the 5-year rollover
  - Memo on the soft-launch released this afternoon (CC to administrative staff)
- Administrative Assistant, Manager or Co-Ordinator interviews
  - ACO Director will connect to gather your valued input on your department computer needs
  - Consider items like your requirements (speed, memory, graphics); portability; audio devices
Nevil Bromley

- [https://uwaterloo.ca/arts/about/people/nevil-bromley](https://uwaterloo.ca/arts/about/people/nevil-bromley)
- Windows
- Department share and administrative privileges
- WatIam and account creation
- Network Printers
Scott Paterson

- https://uwaterloo.ca/arts/about/people/scott-paterson
- Windows
- Software packaging (for teaching, labs, etc.)
- Help Desk (direct all coop tasks, etc.)
Sherry Hartung

- [https://uwaterloo.ca/arts/about/people/shartung](https://uwaterloo.ca/arts/about/people/shartung)

- Course Evaluation process, online setup and results distribution to departments.

- Purchasing of computer equipment and software. Ensuring proper Finance and Office of Research processes are followed when purchasing on behalf of a faculty member, e.g. when to use start-up/research grant funding versus FPER.

- Arranging new computers for new faculty, and determining eligibility of Arts Faculty Rollover Program for faculty and staff.

- Booking PAS 1237 for one-off bookings, e.g. mid-terms and exams.
  - (Julie Mulvey schedules the classes and labs each term in PAS 1237)
Jameson Schildroth

- [https://uwaterloo.ca/arts/about/people/jschildr](https://uwaterloo.ca/arts/about/people/jschildr)
- Windows support
- Electronic exam support
- Skype meeting support
Sean Speers

- https://uwaterloo.ca/arts/about/people/sean
- Mac support and infrastructure (software deployment, monitoring)
- Unix systems administrator: emails lists, web sites outside WCMS, research, VMWare, backups
- Web applications development
Herbert Balagtas

- [https://uwaterloo.ca/arts/about/people/hbalagta](https://uwaterloo.ca/arts/about/people/hbalagta)
- Hardware/Software support (Mac/Windows)
- Web Development
- Online Faculty Hiring support
William Lewis

- [https://uwaterloo.ca/arts/about/people/rwlewis](https://uwaterloo.ca/arts/about/people/rwlewis)
- SharePoint and Teams
- Exchange (email/calendar)
- Account Representative for IST services
Associates

- Todd Marshall-Taylor
  - https://uwaterloo.ca/arts/about/people/todd-marshall-taylor
- Lab and classroom support (ML 109, ML 110, ML 113, ML 101, ML 117)
- Room bookings (ML 109, ML 113, ML 117)
- Printer connections to office workstations
Co-op Students

- Computing Assistant
  - Jayden Lam [https://uwaterloo.ca/arts-computing/about/people/acocoop1](https://uwaterloo.ca/arts-computing/about/people/acocoop1)
  - Cameron Hinton [https://uwaterloo.ca/arts-computing/about/people/acocoop3](https://uwaterloo.ca/arts-computing/about/people/acocoop3)

- Technical Writer/Help Desk Assistant
  - Jackie Li [https://uwaterloo.ca/arts-computing/about/people/acocoop2](https://uwaterloo.ca/arts-computing/about/people/acocoop2)
Bill Baer

- [https://uwaterloo.ca/arts/about/people/bill-baer](https://uwaterloo.ca/arts/about/people/bill-baer)
- Business solutions & analytics
- Business case support
- Policy development & interpretation
Windows 7 end of life and move to Windows 10

- Windows 7 reaches end of life on January 14, 2020
- Most machines have been upgraded to Windows 10
- If you have a university-owned machine at home with Windows 7, contact ACO Helpdesk to schedule an update
Exam Scanning

- IST is phasing out the Scantron machine used to scan bubble sheets used for multiple-choice response sheets
- A new solution called Akindi is being rolled out
- Exams are set up in the Akindi web interface
- Exams can be scanned on any scanner/photocopier
- Integrated with Learn
- Look for training and info sessions throughout the fall term
Faculty/Staff email consultations

- A project has started to investigate moving faculty/staff email to the cloud
- Proposal would see faculty/staff email in the same environment as the student “edu” mail
- Would continue to use familiar tools including Outlook, web mail, and smart phone apps
- Email servers themselves would be located in a Canadian Microsoft data centre
- Web site being launched today with space to ask questions
- Consultations will be held during the Fall term
- https://uwaterloo.ca/office-365-employee-email
Office 365 ProPlus

- There is a newer version of Office associated with Office 365
- Same desktop applications (Outlook, Word, Excel)
- Improves ability to collaborate in real-time
  - E.g. autosave
- Gets more frequent updates and new features without waiting for a new version
- Some technical issues need to be worked out before rolling out broadly
QUESTIONS
Questions

- If you have any questions after the session, please contact:
  - William Lewis (rwlewis@uwaterloo.ca)
  - Bill Baer (bill.baer@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