

Open an ITS Service Request

<u>Email ITS Service Desk</u>

864.388.8234

ITS Resources Guide

System	Description	Faculty	Staff	Students
	Banner is the software solution	Х	Х	
Banner	developed by Ellucian that is used to			
	manage Lander business operations.			
	Banner can be accessed through			
	MyLander. Access the Banner webpage for			
	more information.			
	Bearcat Web provides access to	Х	X	X
	employee information, class lists, course			
	catalog information, and student			
Bearcat Web	academic history information. Preferred			
	access to Bearcat Web is through			
	MyLander. Access the Bearcat webpage for			
	more information.			
Blackboard > collaborate	Blackboard Collaborate Ultra is a simple,	Х		
ULTRA	convenient and reliable online learning			
Blackboard	solution for video conferencing and			
Collaborate	interactive classroom collaboration.			
	Blackboard Learn is Lander's course	Х	Х	Х
Bb	management system and is used to			
Blackboard	provide online components of classes.			
Blackboard	The preferred method to access			
Learn	Blackboard is through MyLander. Access			
	Blackboard webpage for quick links, and			
	login instructions.			
	Blackboard & Software Training and	Х		
~ <u>_</u>	Support – Contact the ITS Service Desk			
_	for Blackboard training and support.			
Blackboard &	Access Blackboard webpage for quick			
Software Training &	links, and login instructions. Access			
Support	training sessions webpage for recorded			
	training sessions.			



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<u>~</u>	Provided by Blackboard, this service is	Х	X	Х
\ <u> </u>	available 24 hours, seven days a week			
24/7 Blackboard	and provides dedicated help for			
Help Desk	Blackboard and third-party tools in			
	Blackboard such as Respondus Lockdown			
	Browser, Turnitin, Echo360, etc. You can			
	access the Blackboard 24/7 Help Desk by			
	calling (864) 388-8243 or by visiting			
	Lander University's dedicated Blackboard			
	Help portal: <u>Lander University BBHelp</u> .			
	Classroom Streaming can be	X		
	accomplished using Echo360 and			
Classroom	Blackboard Collaborate Ultra. Echo360 is			
Streaming	a lecture capture and ad-hoc recording			
	tool. Blackboard Collaborate Ultra is for			
	video conferencing and collaboration.			
	<u>Computer Commons</u> provides access to			X
	computers, printers, scanners, and			
Computer	collaboration spaces located in the lower			
Commons	level of Jackson Library.			
	Echo360 is a lecture capture system,	X		
echo	which allows the recording of classroom			
	lectures, meetings, speeches and other			
Echo 360	events. You can record any combination			
	of audio, video, and information on your			
	computer screen and easily publish your			
	recordings to Blackboard. Contact the <u>ITS</u>			
	Service Desk or open an ITS Service			
	Request.			
⋨ FollowMe°	"Follow Me Printing" provides ability to			Х
Follow Me	send documents from any campus			
Printing	computer to appropriate print queue.			



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System	Description	Faculty	Staff	Students
gradescope	Gradescope is a suite of tools designed to accommodate a common grading	Х		Х
	workflow. Students or instructors scan			
	and upload their homework or exams.			
Gradescope	Instructors create a living rubric that			
Gradosopo	allows for speedy grading of large			
	courses.			
	Infobase Learning Cloud is a free service	Х	Х	Х
(A) Infobase	available to all Lander students, faculty			
LEARNING CLOUD	and staff, and provides professional			
Infobase Learning Cloud	development video tutorials. To access			
Cloud	Infobase Learning Cloud, login with your			
	full Lander University username &			
	password.			
	Instructional design and hybrid class	Х		
	delivery methods assistance – Contact			
Instructional	the <u>ITS Service Desk</u> or open an <u>ITS Service</u>			
Design	Request for instructional design and			
C	hybrid class delivery methods assistance.			
•	ITS Service Desk provides technology	Х	Х	Х
	support, located in the lower level of			
•	Jackson Library. Contact the ITS Service			
ITS Service Desk	desk for assistance with technology			
	issues. Visit the <u>ITS Homepage</u> , submit an			
	ITS Service Request, email the ITS Service			
	Desk or call 864-388-8234 for assistance.			
	Lander Alert provides emergency	Х	Х	Х
	communications via email and text			
	messages including safety alerts, severe			
	weather warnings, and weather-related			
Lander Alert	closings and delays. Use link in MyLander			
	to sign up for Lander Alert. For more			
	information access <u>Lander Alert web page</u> .			
	Lander Email provides official	Х	Х	Х
O	communication from the university.			
Lander Email	Lander email can be accessed within			
	MyLander, or by typing			
	https://outlook.com/lander.edu in a web			
	browser. For more information access			
	<u>Lander Email information</u> web page.			



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System	Description	Faculty	Staff	Students
Laptop Repair	Laptop and PC Setup and Repair – Open a Service Request with ITS, email the ITS Service Desk or call 864-388-8234 for PC setup and repair.	х	Х	
Microsoft Forms	Microsoft Forms is a tool that can be used to create surveys. Login to your Office365 portal to access Forms in the App panel.	х	х	
Microsoft Teams	Microsoft Teams is a teleconferencing and collaboration tool, all students, faculty and staff have accounts and access to this software through Lander, and it can be downloaded for use on laptops, phones or tablets.	X	X	х
MyLander Portal	MyLander Portal – MyLander provides access to Bearcat Web, Blackboard, Banner, Lander email, activity schedules, resources, and more. Access MyLander from Lander's home page or by typing http://mylander.lander.edu in web browser. Click for additional MyLander information.	х	х	х
Network and Wireless Access	Network and Wireless Access is provided to Lander employees or students with a valid Lander account. Bearcat Wireless access is provided in all of Lander's buildings and residence halls and in some outside areas.	х	Х	х
New Technology Purchases	New Technology Purchases – ITS provides assistance to university departments for the procurement of technology equipment which includes desktop computers, laptops, monitors, printers, scanners, mobile devices (iPads), etc. Open a Service Request with ITS, email the ITS Service Desk or call 864-388-8234 for new technology purchases.	х	х	
Office 365 ProPlus	Office 365 is provided to faculty, staff and students at no additional cost. Download and install Microsoft Office Pro Plus desktop applications (Word, Excel, PowerPoint, Access).	х	х	х



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System	Description	Faculty	Staff	Students
OneDrive	OneDrive – All employees with Lander accounts are provided 1 TB of OneDrive Cloud storage recommended for weekly backup of all critical file/folders.	х	Х	
pronto Pronto	Pronto provides a communication hub within Blackboard courses that is mobile device friendly with the Pronto App. Access Pronto in Blackboard Tools to get started.	Х		
S E D N A Sedona	Sedona is a faculty activity database which allows the input of teaching, research, service, experience, development, credentials, and assessment records.	х		
SMART Classroom Design and Support	SMART Classroom Design and Support – Classrooms are equipped with podiums, video projectors, DVD players, and laptop connections to allow you to share teaching resources with your class. Some classrooms come equipped with computers, others require a laptop. For more information visit the SMART Classrooms webpage.	х		
Testing & Security	Testing & Security – LockDown Browser & Respondus Monitor. Lockdown Browser is a custom web browser that secures the testing environment within Blackboard. Respondus Monitor is an added feature of LockDown Browser, using a student's webcam and video analytics to prevent cheating during non-proctored exams.	х		х
TRACS	TRACS (Technology Resource Assistance Center for Students) provides support for student laptop support & network access issues, located in the lower level of Jackson Library.			X
turnitin 🕡	Turnitin.com is a plagiarism detection/prevention service and can be accessed through Blackboard.	Х		