Technology Guide for Faculty

Central IT Services

Supporting Faculty computers (hardware, software, maintenance and upgrades), networking, Web, phones, Email, and other college systems

631-451-HELP (4357)

http://www.sunysuffolk.edu/About/CIS.asp

http://www.sunysuffolk.edu/About/1482.asp

Educational Technology Unit

Supporting Classroom Computers

Ammerman Campus

Paul Basileo: 631-451-4854

http://department.sunysuffolk.edu/AcademicComputingCenter-Ammerman_A/index.asp

Eastern Campus

Helen Wittmann: 631-548-2607

http://department.sunysuffolk.edu/AcademicComputing_E/index.asp

Grant Campus

Peter DiGregorio: 631-851-6331

http://department.sunysuffolk.edu/EducationalTechnologyUnit-Grant_G/index_8966.asp

SCCC Email

You are provided an SCCC email account, which is an official means of communication from the college, which you access through your MySCCC faculty portal and then by clicking on the email tab on the right of the page. You may also access your email directly through https://mailhost.sunysuffolk.edu logging in with your SCCC credentials.

Rule of thumb: *Always* use the **BCC**: line (Blind Carbon Copy) for all of your students' email addresses when sending emails to your class, and not the **To:** line, so as to keep email information private from other students.

SCCC My Documents

Did you know that you can access the files in your '**My Documents**' folder **from home**? Using any of these links, https://roam.sunysuffolk.edu**, or** https://roameast.sunysuffolk.edu **or** https://roamwest.sunysuffolk.edu **(Include the 's' in http)**, login using your SCCC credentials when prompted, then click on your campus link and then select your personal folder.

Wireless Access

To register to obtain access to SCCC's wireless network while on campus, login to your MySCCC portal and on the Employees tab, click on Employee and then click on '**Wireless Access / Getting Connected**' in the right-hand column. Click on 'Acceptance Confirmation' to proceed and you may register up to two devices for wireless access. Contact the Academic Computing Center on your campus to troubleshoot any problems.

Electronic Classrooms

There is electronic equipment available in most every classroom, including computers, projectors, Smartboards, and DVD/VHS players. Each campus has an Educational Technology Unit (ETU) that you should contact if the technology is not working. Each campus will explain its service request system. While the technology is not working, call the Media Services department on your campus to deliver a smart cart which has a computer, a projector and a VHS/DVD player.

Meanwhile, *always* have a backup lesson plan that does not include using the technology!

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Blackboard

Office of Instructional Technology

The Office of Instructional Technology (OIT), Open SUNY, Blackboard Learn, and MySCCC contain a list of Blackboard Learn resources for faculty and student use.

Please visit the following sites:

Faculty: http://scccoit.com/blackboard

Students: http://scccoit.com/students

Faculty & Students:

http://suffolkonline.open.suny.edu/

https://help.blackboard.com

http://scccoit.com/blackboard

Log into MySCCC and select **Suffolk Online**

Teaching & Learning Center

The TLC is a faculty-managed facility designed to enhance teaching and learning excellence for full and part-time professional staff. The centers, located on each of the three campuses, provide opportunities for faculty and staff to connect with one another. By providing a variety of forums for faculty to confer on teaching issues, the centers encourage cross campus peer interaction, sharing and mentoring. To learn how to enhance teaching and learning, clicks on the TLC links below:

Ammerman

http://depthome.sunysuffolk.edu/Selden/TLC/

Eastern

http://depthome.sunysuffolk.edu/East/TLC/

Grant

http://depthome.sunysuffolk.edu/West/TLC/

IT Guidelines & Procedures

http://www.sunysuffolk.edu/About/IT_Guidelines.asp

Webpage Information

The college provides some web page hosting for faculty. For additional information, see the Help Center available within the Faculty/Staff portal. To get started fill out the form at : http://www.sunysuffolk.edu/Administration/IT/help/forms/RequestWebFldr.pdf

Online Directory

http://www.sunysuffolk.edu/OnlineDirectory/onlinedirectory.asp

Libraries

http://www.sunysuffolk.edu/Students/library.asp

Schedule your class to meet in a computer lab

Each lab has PCs/MACs with various curriculum-based software. Contact the Academic Computing Centers on each campus.

Ammerman: Huntington Library, 631-451-4181

Eastern: Orient Building 235, 631-548-2612

Grant: Sagtikos Computer Center 141, 631-851-6280

Purchase Technology or Software

Contact Campus ETUs (See front)

Reserve a Smart Cart

Contact the Media Services Department

Ammerman: 631-451-4189

Eastern: 631-548-2542

Grant: 631-851-6742

Reserve a Electronic Classroom for the semester

Contact the Academic Chair of your department

Created by Liz Foley - Fall 2014