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YOUR ACCOUNTS

EMAIL

Login
Your seminary provided email account is a Google Apps account. You can access this account by visiting the Gmail login page: www.gmail.com.

Username: Your FULL email address (i.e. abc012@calvinseminary.edu)
Password: Possibly the same password as your Active Directory account, if you set up multiple accounts with the same password.

Mailing Lists
There are three main mailing lists for the Seminary community: Faculty, Staff & Students. By default, employee email accounts are added to the Faculty or Staff email lists, respective to your position. The purpose of these mailing lists is for official Seminary-related information.

E-News
The Seminary E-News email is sent to these lists twice per week during the school year (Tuesday & Thursday), and once per week during the summer (Tuesday). The E-News will contain important information for the life of the Seminary community, so please read this email thoroughly. You do not want to miss an event because you didn’t read through your E-News. Staff, faculty and students are invited to submit content for the E-News and must submit the request to enews@calvinseminary.edu no later than 8:30 AM on the morning of the E-News release.

ACTIVE DIRECTORY / NETWORK ACCOUNT

Every employee is provided an Active Directory account that allows access to a number of systems:
1) to be able to log into your office computer/laptop
2) to be able to log into a classroom/meeting room presentation computer
2) to be able to log into the Website/SemLink
4) to be able to access the Eduroam wireless network

**NOTE: Your Active Directory password is required to be changed every year. Your password must be a minimum of 12 characters.**
CANVAS

Canvas is the web-based Learning Management System (LMS) used for course content delivery at Calvin Seminary. Course instructors and assistants are assigned a Canvas account. To access Canvas, visit cts.instructure.com and use the same username used for your other accounts. The login screen may seem like it is asking for your full email address as the username. Ignore that and just use your simple username. (e.g. “semit” instead of “semit@calvinseminary.edu”).

CHANGING PASSWORDS

We recommend setting a universal password for your main accounts (email, Active Directory, Canvas). Stop by the IT Office and use the Password Change Kiosk next to the Helpdesk. You will need your ID card to swipe in the card reader. Because your Active Directory password expires every year, you will receive a reminder email when that password is about to expire.

** Because the Password Change Kiosk allows you to change all your passwords at the same time, your password will need to meet the guidelines of your Active Directory account and be at least 12 characters long.

OTHER SOFTWARE ACCOUNTS

Depending on your position, you may need access to other software programs that require a login, like Education Edge (our Student Information System), Raiser’s Edge, and Sage Fund Accounting. The IT Office will work with you regarding these accounts and make sure you have the access you need.

LIBRARY

Seminary employees are granted an account with the Hekman Library on the campus of Calvin College. To log into the library account on-line, use the 14-digit number by the bar code on your Seminary ID card as both the username AND the password. You can also find login instructions under the “Calvin Seminary” link on the library login screen.
THE BASICS

OFFICE TECHNOLOGY

The IT Office provides you with a computer to facilitate the performance of duties of your position. Typically, this comes in the form of a Desktop PC, which can be configured with 1 or 2 monitors. You can also choose to be provided a laptop (PC or Mac) if that is more advantageous for your job responsibilities. Other accessories (webcam, microphone, scanner, etc.) can be provided, as necessary and by request.

The IT Office is glad to work with you on an individual basis to make sure you are properly equipped. If you are ever concerned about the performance of your technology or feel that an upgrade or change in equipment is necessary, please contact the IT Office and we will schedule a time to address your need.

You are welcome to connect your own personal devices (phones, laptops, tablets, etc) to the wireless network but, for security purposes, we ask that you refrain from plugging those devices into the wired network via a network cable.

Purchasing of new computer hardware is typically handled by the IT Office. If your department or program has its own budget for technology, we ask that you keep the IT Office informed of your purchasing plans in case we need to provide additional support (network, printing, etc). We are always available for consulting and are glad to handle the final purchase, if desired.

SOFTWARE

Every seminary computer is equipped with Microsoft Office (Word, Excel, Powerpoint, Publisher) as well as other common programs such as Adobe Reader, web browsers, and virus protection. Other programs are provided based on position and responsibility. Please contact the IT Office if you would like to utilize additional software packages that haven’t been provided to you.

OFFICE AT HOME

Current seminary employees are eligible to participate in Microsoft’s Home Use Program which enables you to get a licensed copy of Microsoft Office for use on your home computer for only $9.95! To purchase, go to https://hup.microsoft.com. You will need to enter your seminary email address to verify eligibility. In the purchasing process, you will need to enter a program code for Calvin Seminary, which is: 40FA2E3103. This purchase will provide you with a download link, but you will also have the option to purchase a physical installation DVD for a small additional fee. If you have any questions about this process, please contact the IT Office.
**REMOTE FILE ACCESS**

Seminary employees are able to access F Drive (personal) and G Drive (general) network files from remote locations. To access these files, please follow these instructions:

1) In a web browser, navigate to [www.calvinseminary.edu/remoteaccess](http://www.calvinseminary.edu/remoteaccess).
2) When prompted for your credentials, use your Seminary username and Active Directory password.
3) Once logged in, the default view displays your F Drive (labeled “Home drive”) files. You can find the G drive using the navigation panel on the left.
4) Download the files that you are interested in as there is no real-time editing capabilities with this system.
   a. To download the files: highlight the file that you want and then click the **Download** button in the top menu bar. Remember that you will need to upload the file back to the server if you made any changes and want them reflected on the original version.
   b. To upload the files and save them in the F Drive, use the **Upload** button in the top menu bar.
5) Please remember to logout of this system when you are done as it provides access to confidential information. The **Logout** button is at the far right of the top menu bar.

**VPN**

VPNs or Virtual Private Networks provides more-advanced remote access to the Seminary network. Employees who may require this kind of access should contact the IT Office.

**WIRELESS (WiFi)**

The on-campus wireless network “eduroam” can be accessed throughout the seminary building as well as much of the greater Calvin campus. To access this network, choose “eduroam” from the list of available wireless networks and enter the following when asked for credentials:

**Username:** your full seminary email address (i.e. abc012@calvinseminary.edu)
**Password:** the password used for your Active Directory account.

If you have troubles connecting to the network, stop by the I.T. Office for assistance.

There is also a Calvin Guest network that is available for guests visiting the seminary. Access is gained by connecting to the network, opening a web browser and following the instructions.
SEMLINK -- semlink.calvinseminary.edu

SemLink is a website created to provide resources quickly and easily to current students, faculty and staff. If you see any errors or missing links, please let the IT Office know as soon as possible. Please note that this website is active and, therefore, users can request the addition of content or the correction of errors. Please contact the IT Office for any changes you would like to see.

Menu
To navigate the SemLink website, hover over the options at the top of the screen, you may see sub-menu options. Please be aware that the options appearing in the sub-menu may not be a complete list of everything available for that category. Clicking on the category itself (e.g. Academics & Registration) will bring you to a page that contains all of the possible resources under that topic.

Quick Links
Every page of SemLink includes a section of Quick Links. This section has links to the most commonly used resources at the Seminary. On the home screen, the Quick Links section is found at the bottom of the page. On most other pages, you can find the Quick Links on the right side of the page.

I.D. CARDS

Every employee receives a Seminary ID card. This card is incredibly important and should be taken with you at all times. With your ID card, you can:

1. **Access the Seminary building** – The exterior doors to the seminary unlock at 7:00 AM Monday through Friday and lock at either 5:30 PM (W, F) or 7:15 PM (M, T, Th). Employees are granted 24x7 access.

   To access the building when the doors are locked, hold up your ID card to the card sensor by the door. The system works with a proximity chip in your ID card. The sensor should beep when it reads your card, prompting you for your 4-digit pin number, which is the 4-digit month and day of your birth. For example, if your birthday is September 7, your pin number would be 0907. Once your pin number has been entered, the door will unlock.

2. **Access the Calvin College Fieldhouse** – Most of the card readers at the Fieldhouse will utilize the proximity chip in your ID card. However, certain locations may still have a stripe reader. Your card is equipped with a mag stripe for that purpose. If your card will not read correctly at the Fieldhouse, please let the Seminary IT office know.

3. **Check out books at the Hekman Library** – The library uses the bar code on the back of your ID card for checking-out books. Also, if you wish to log into the library’s website (library.calvin.edu), you will need to use the 14-digit number under the bar code for both your username and password.

   PLEASE NOTE: Spouses of employees may also receive a Seminary ID card. This card will allow them access to the College Fieldhouse and the library. Spouses of faculty and staff should stop by the I.T. Office to get their card.
EMERGENCY NOTIFICATION (RAVE)

Calvin Seminary utilizes an emergency notification system to alert faculty, students, and staff in the event of emergencies. The Rave Message System is activated by the Calvin College Campus Safety and notifies staff, students, and faculty about events such as campus closures, severe weather warnings, fire, natural gas leaks, campus wide outages and/or utility failures, violent crime behavior and bomb/other imminent threats. The Emergency Notification System is tested on the first Friday of each month as close to 12:00 Noon as possible.

By default, all employee emails are part of our emergency notification system. If you would like to receive text messages to your cell phone as well, please add your cell number to the Contact section on the Bio 1 screen of your record in SIS. If you do not have access to SIS, please ask the IT Office to add it for you.

A/V RESERVATIONS

For smaller meetings or events, you may need to simply borrow equipment rather than schedule full A/V support from the IT Office. If you need to reserve equipment for any reason, including activities off-site, the IT office can loan it to you free of charge. Here are some items that are available:

- LCD Projector
- Laptop
- MP3 Recorder
- Video Cameras & Tripods
- Conference Phones

To make a reservation, go to the Technical/IT page on SemLink and choose the “Reserve AV Equipment” link. Once logged in, you can choose the dates and times and what equipment you need. On the day your reservations begins (or in some cases, the day before) stop by the IT Office to pick up the equipment.

NOTE: Equipment can be checked out for a maximum of 1 week. If you need more time, contact the IT Office.

PRESENTATION COMPUTERS

Most classrooms and meetings spaces in the seminary building are equipped with a presentation computer. You will need your username and Active Directory password to log onto most of these computers. When you log in, you should have access to your F: and G: drives from the network file server.

** Please do not save any files to the C: drive of these computers. Each time they’re rebooted, they are wiped clean and brought back to their original state, meaning that any saved files will be deleted

** When you are finished using a computer, please reboot or shut down the machine.
PRINTING

The IT Office will install printers on your seminary provided computer. Usually we limit the installation to printers that are near your office. We will provide access to at least one color printer. If you wish to have a printer installed that you don’t currently have access to, please contact the IT Office.

FAX / EMAIL / SCAN

Sending a Fax (Faculty Workroom, Mailroom, Student Center Workroom)

- Touch the Fax icon.
- Use the keypad on the MFD (Multi-Function Device / Copier) and enter a “9” followed by the number you’re faxing to. Long distance calls require a “1” before the area code.
- If you wish to change the resolution of the scan, use the Quick Setup tab.
- Press the Start button (green button) to fax. If you’re using the document feeder, the machine will scan all pages automatically. If you’re scanning from the glass plate, it will scan one page and ask you if your scan is complete or if you need additional pages.

Scan to Email

- Touch the Send icon.
- Press the Email Addr Entry button.
- Follow the instructions to add one or more email addresses.
- To change resolution or color settings, use the Quick Setup tab.
- Press the Start button (green button) to scan. If you’re using the document feeder, the machine will scan all pages automatically. If you’re scanning from the glass plate, it will scan one page and ask you if your scan is complete or if you need additional pages.

Scan to USB

- Connect your memory device (USB) to the USB slot on the right side of unit.
- Select Removable Memory from the menu
- Press the Store File button.
- Press the Start button if all the options are good. If you’re using the document feeder, the machine will scan all pages automatically. If you’re scanning from the glass plate, it will scan one page and ask you if your scan is complete or if you need additional pages.
CANVAS

Nathan Bierma, our Educational Technologist, will do a 1-on-1 coaching session with new faculty to get them acquainted with Canvas. He also has other handouts and tutorials that can be utilized to understand Canvas better. Below are quick links to some basic instructions for Canvas:

Profiles
Upload a photo and enter a bio to help your students get to know you: [www.bit.ly/canvas-teacher-profile](http://www.bit.ly/canvas-teacher-profile)

People
See who’s in your class and get links to each student’s bio: [www.bit.ly/canvas-teacher-people](http://www.bit.ly/canvas-teacher-people)

Announcements
(Each student will receive an e-mail notification to read the announcement.)

Files

Syllabus

Assignments

Discussions

Modules

Grading

Learn More
**COURSE CAPTURE SYSTEM (ECHO360)**

By default, all courses are set to be captured via our course capture system (Echo360) if the course takes place in one of the following classrooms: 140, 141, 142, 240, 241, 175 (Auditorium) and 275 (Upper Room). If you don’t want your class to be captured (all semester or just specific class dates), please contact the IT Office and we can make the appropriate changes.

All course captures will include:

   a) video from the in-room camera
   b) the computer feed if any presentations are made to the screen
   c) audio from in-room microphones and from computers/DVD players, if used

Where to find captured classes
In Canvas, when viewing a specific course look for the “Echo360 ALP” option on the left side of the screen. On the Echo360 page, there is a section titled “Course Echoes”. If classes have been captured for that course, they will be displayed under that section. If no captures are showing, and you think they should be, contact the IT Office.

How to view captured classes
To view a capture, simply hit the play button for that capture.

How to use captured classes
Most captures will show two screens: a camera feed and a computer feed. If the presentation computer was not used during class, then the computer feed may not show up at all. These screens can be moved around a resized however you want.

Controls for playback (pause, forward, backward, play speed) can be found at the bottom of the screen.

The Apps panel can be found on the right side of the screen, and offers these tools:

   Scenes: You can jump around the capture by clicking on the available thumbnails.

   Bookmarks: You can set time-stamped bookmarks during the capture if you want to remember an important part of the class.

   Discussions: Start a discussion with other class members. This is also time-stamped to a specific part of the class capture.
CONTACTING I.T.

Phone: 957-6111

Email: semit@calvinseminary.edu

Office Hours: 8 AM – 4:30 PM, Monday – Friday