



December 2023

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December Technology Workshops

UITS offers a variety of **free online workshops** for faculty and staff. Register and join in [OwlTrain](#).

Date	Time	Topic
Thursday, 12/7	10–11 a.m.	D2L Gradebook
Tuesday, 12/12	2–3 p.m.	D2L Gradebook
Friday, 12/15	10–11:30 a.m.	Omni CMS

Check out our [Spring 2024 technology workshop schedule](#).

Adobe Users: Reminder to Renew Licenses

If you checked out an Adobe license for the fall semester, your license will be valid until December 15; to avoid a disruption in access to Adobe products, you can renew your license beginning on that date. You will receive an email reminder from noreply@kivuto.com with a link you can follow to renew your license.

If you have never checked out an Adobe license and would like to have one for spring, go to desktopsoftware.kennesaw.edu and follow the steps on page 4 of this newsletter to check out a license.

If you currently have an Adobe license and choose not to renew it, we strongly encourage you to save your Adobe content to Microsoft OneDrive because your Adobe cloud storage will become inaccessible once your license expires.



SoftChalk Users: Reminder of Update

Before the Spring 2024 semester, SoftChalk will move to the Enterprise SoftChalk Cloud platform. This new environment provides . . .

- **Single sign-on** for simplified secure access to develop, share, and edit content anywhere from a connected device using your KSU credentials.
- **Integration with D2L** and an option to connect content and report scores to the D2L Grade Book.
- **The option to share and use editable content** with colleagues in the centralized SoftChalk content repository.
- **Lesson customization** using the SoftChalk Theme Builder.
- **Expanded storage space** for your SoftChalk content.

UITs will email SoftChalk users with additional details, including key dates and instructions.

Cybersecurity Tips for the Holiday Season

Cybercriminals don't take a break in December; in fact, they may try harder than ever to steal your data. Follow these tips to stay safe online:

1. **Set passwords to lock your personal and work devices**, or enable other security methods such as using fingerprint recognition to log in.
2. **Only browse trusted sites that begin with "https"** (Hypertext Transfer Protocol Secure) because they encrypt your data and shield you from cyberattacks.
3. **Always use a VPN when you are using public WiFi** to access any of your personal or work accounts, including email.





KSU Document Management: Teams vs. OneDrive

Have you ever wondered which application to use when creating, storing, and sharing KSU documents? You may be surprised to learn that Teams is the superior choice for managing files used by multiple people because, unlike in OneDrive, content in Teams is not tied to individual users. When an employee leaves KSU, content in their OneDrive folders disappears.

Interested in learning more about using Teams to manage documents and interact with your team? Check out this article: [Microsoft Teams Interface](#).

Teams vs. OneDrive Comparison Chart

FEATURES	TEAMS	ONEDRIVE
Cloud-based collaborative platform	✓	✓
Can be accessed from anywhere	✓	✓
Integrated with Microsoft 365	✓	✓
Enables file sharing within KSU	✓	✓
Ideal for storage of a single person's files	✗	✓
Facilitates communication with team members about projects in real time	✓	✗



How Can Employees Download Software?

This year, UITS adopted a more modern and user-friendly platform for downloading software applications at KSU. This upgrade is part of our ongoing effort to streamline processes and ensure that KSU faculty, staff, and students have easy access to university resources.

Follow these steps to use the new platform:

1. Go to desktopsoftware.kennesaw.edu.
2. Log in with your KSU email and password.
3. Choose the software you plan to use for work.
4. A button on the top-right reads **Add to Cart**, **Get Instructions**, or **Get Access**.
 - a. If the button says **Add to Cart**, click it to add the software to your cart, then view your cart and check out.
 - b. If the button says **Get Instructions**, click it to open instructions for installing the software.
 - c. If the button says **Get Access**, click it to be directed to an external site where you can access the software.

For questions or assistance, contact the KSU Service Desk at 470-578-6999 or service@kennesaw.edu, or check out the [KSU Status Page](#) for updates.

How Can Employees Re-Assign IT Equipment?

As long as the technology is assigned to you or your department, and is not designated as life cycle replacement (LCR), you can reassign the technology to other people or departments. (LCR can only be moved to the supervisor of the employee assigned the technology.)

Follow these steps to re-assign technology:

1. Go to service.kennesaw.edu/technology.
2. Select **Service Request** and log in to the application.
3. Under the category **IT Equipment Services**, select **Re-Assign IT Assets**.

This service is completed instantaneously unless moving help is requested.

For details, check out the Knowledge Base article: [Re-Assign Equipment](#).

To see a list of equipment assigned to employees, [follow these steps](#).



Spring 2024 Technology Workshops

Elevate your tech skills in 2024! All faculty and staff are invited to join our online technology workshops. *Register and join in [OwlTrain](#).*

Date	Time	Topic
Tuesday, 1/9	10–11 a.m.	D2L Gradebook
Tuesday, 1/16	10–11 a.m.	Adobe Express
Wednesday, 1/17	10–11 a.m.	Adobe Photoshop Express
Thursday, 1/18	10–11 a.m.	Adobe Rush
Tuesday, 1/23	2–3 p.m.	Organizing your Outlook Inbox
Friday, 1/26	10–11:30 a.m.	Omni
Tuesday, 1/30	10–11:30 a.m.	Excel: Foundations
Wednesday, 1/31	10–11:30 a.m.	Excel: Tables, Charts, & Pivot Tables
Thursday, 2/1	10–11 a.m.	Excel: Functions & Formulas
Friday, 2/2	10–11 a.m.	Excel: Power Query
Tuesday, 2/13	2–3 p.m.	Get it Together—Tech Tips & Tricks
Tuesday, 2/20	2–3 p.m.	D2L Gradebook
Friday, 2/23	10–11:30 a.m.	Omni
Tuesday, 2/27	10–11 a.m.	Microsoft Forms
Tuesday, 3/5	2–3 p.m.	Canva
Tuesday, 3/19	2–3 p.m.	Qualtrics
Friday, 3/22	10–11:30 a.m.	Omni
Tuesday, 4/2	2–3 p.m.	Adobe Express
Wednesday, 4/3	2–3 p.m.	Adobe Photoshop Express
Thursday, 4/4	2–3 p.m.	Adobe Rush
Tuesday, 4/9	2–3 p.m.	AI with Adobe
Tuesday, 4/16	2–3:30 p.m.	Excel: Foundations
Wednesday, 4/17	2–3:30 p.m.	Excel: Tables, Charts, & Pivot Tables
Thursday, 4/18	2–3 p.m.	Excel: Functions & Formulas
Friday, 4/19	2–3 p.m.	Excel: Power Query
Tuesday, 4/23	10–11 a.m.	Organizing your Outlook Inbox
Friday, 4/26	10–11:30 a.m.	Omni





Coming in 2024: Windows 11

Windows 11 is coming to KSU! In Spring 2024, faculty and staff will have the option of upgrading to Windows 11. *Details and instructions will be in the February 2024 issue of CIO Insight.*

Between the Spring and Summer 2024 semesters, all KSU computers in classrooms and labs will be upgraded to Windows 11. By the end of the Fall 2024 semester, all KSU computers must be upgraded to Windows 11.

The benefits of upgrading to Windows 11 include enhanced security. While there are changes in the interface in Windows 11, many applications—including Outlook and Office—remain unchanged. As always, the KSU Service Desk will provide support for faculty and staff as you acclimate to the new system.

UITS Contact Information

Do you need immediate assistance with KSU-supported technology? UITS is here for you.

Contact the KSU Service Desk

470-578-6999

service.kennesaw.edu/technology

Service Desk Walk-Up Counters:

Kennesaw: Pilcher Building, Room 106

Marietta: Academic Building, Lower Level



KSU Status Page

Subscribe to the KSU Status Page to receive text or email updates on the status of KSU technology maintenance, outages, and updates. Visit status.kennesaw.edu and click the blue text that reads "Subscribe To Updates."

