

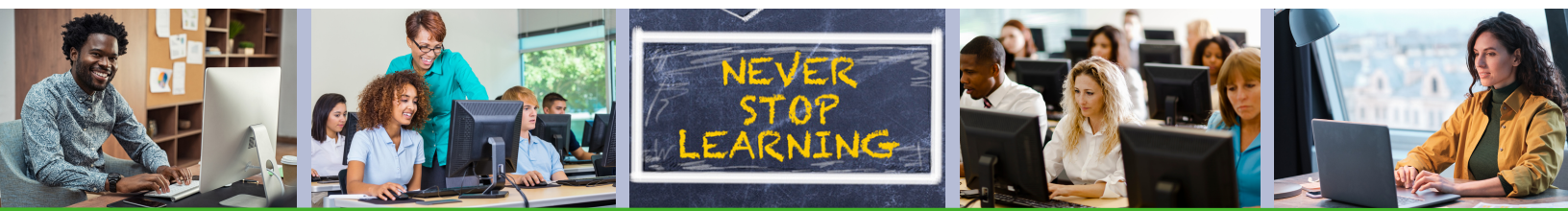


November 2023

In this issue:

Individual and Group Technology Training	2
November Technology Workshops	2
The Purpose of “[External]” Email Tags	3
How to See a List of IT Equipment Assigned to You	3
SoftChalk Update	4
Knowledge Base: A Key Resource for Tech Info	5
UITS Contact Information	5
KSU Status Page	5





Grow Your—and Your Group's—Technology Skills

Did you know that you, your colleagues, and your students can all benefit from UITS's **FREE** technology training? Faculty and staff can . . .

- Attend UITS's [free technology workshops](#).
- [Schedule one-on-one technology training sessions](#) to master KSU-supported technology or have specific questions answered.
- [Schedule group technology training sessions](#) for KSU groups (including undergraduate and graduate classes).

November Technology Workshops

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

Date	Time	Topic
M, 11/6	2–2:30 p.m.	Bookings 🔗
T, 11/7	2–3 p.m.	Excel 1: Foundations 🔗
W, 11/8	2–3 p.m.	Excel 2: Tables & Charts 🔗
Th, 11/9	2–3 p.m.	Excel 3: Pivot Tables 🔗
F, 11/10	2–3 p.m.	Excel 4: Advanced Functions 🔗
M, 11/13	2–2:30 p.m.	OneDrive 🔗
T, 11/14	2–3 p.m.	Adobe Express 🔗
W, 11/15	2–3 p.m.	Photoshop Express 🔗
Th, 11/16	2–3 p.m.	Adobe Rush 🔗
F, 11/17	10–11:30 a.m.	OMNI 🔗
M, 11/27	2–3 p.m.	Organizing Your Inbox 🔗

Check out the complete [Fall technology workshop schedule](#).



UITS FAQ

NEW

What Is the Purpose of “[External]” Email Tags?

Since 2019, KSU has marked emails as “[External]” if they do not originate internally from KSU email servers or from University System of Georgia mail servers. This helps ensure that employees remain vigilant when handling messages from potentially unknown senders. This is extremely important because we manage sensitive information, including research outcomes and student data.

Additionally, this practice aligns with industry best practices and cyber liability insurance coverage requirements and is one of the most effective safeguards against targeted phishing where an attacker attempts to impersonate an internal user or department.

Thank you for helping keep data at KSU secure!

How Can Employees See What IT Equipment Is Assigned to Them?

Faculty and staff can view a list of IT equipment assigned to them or their department or division by following these steps:

- 1) Go to service.kennesaw.edu/sp and log in using the link in the top-right corner.
- 2) Select **Assets** at the top on the right.
- 3) Select **Personal**, **Departmental**, or **Divisional** as desired.

To export your results, click on the pancake symbol at the top of your list and select the preferred export (e.g., “Export as Excel”) to download the list.





SoftChalk is Moving to the Enterprise SoftChalk Cloud Platform

The Enterprise SoftChalk Cloud platform is a new environment that provides . . .

- **Single sign-on** for simplified secure access to develop, share, and edit content anywhere from a connected device using your KSU credentials for improved security.
- **Integration with D2L**, and an option to connect the content and report the 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.

Transition Schedule for SoftChalk Users:

- **Nov. 6**—Faculty sharing their D2L course template(s) should notify the other instructor(s) that they should delay copying the template to their Spring 2024 section(s) until January after SoftChalk links are updated.
- **Dec. 14**—After grades are posted, the SoftChalk files will be migrated to the new platform, and SoftChalk users will be sent directions for updating the SoftChalk links in D2L.
- **Jan. 2 & 3**—SoftChalk users should follow the directions from UITS to update the SoftChalk links in their D2L course templates and notify others using the course template about the update.
- **Jan. 4 & 5**—Faculty using the updated course templates may copy them into their Spring 2024 course sections. Any faculty who accidentally copied a course template prior to the SoftChalk links being updated may use the course reset form [here](#) to reset the entire D2L course, or they can follow the UITS directions to update the links within their own course section(s).

Additional questions about this SoftChalk update?

Contact the DLI Main Line at 470-578-7550 or [submit a request to meet one-on-one](#) with an instructional designer. DLI will be available to support SoftChalk users with this transition Dec. 18–20 and Jan. 2–5.





Knowledge Base: A Key Resource for Tech Info at KSU

UITs's Knowledge Base is a free resource filled with concise articles to address your technology-related questions. Knowledge Base features a user-friendly interface and a wide range of resources.

Check out the Knowledge Base to learn . . .

- How to use the Outlook Scheduling Polls feature [🔗](#)
- How to Access the D2L Media Library [🔗](#)
- How to order technology equipment for new employees [🔗](#)
- How to produce a video in Camtasia [🔗](#)
- *And more!*

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."

