



Order Technology Directly From Our Catalog!

Save time fulfilling your technology needs by ordering directly from the [UITS Service Portal](#) (login required). Items purchased now can be charged to the FY24 budget year.

Note: All purchases must be approved by your department's budget manager.

Can't find what you need in the UITS Service Portal?

If the item that you are looking for is not in the catalog, UITS is happy to help you obtain a quote through state-approved vendors. Please submit the [Quote Request for Technology](#) form (or search for "quote" while logged into the portal) and provide as much detail as possible. We will contact you if clarification is needed and will provide you with a quote and a UITS Approval.



Already have a quote and need approval from UITS?

If you have obtained a quote without our assistance, UITS Approval is needed to complete the purchasing process. Please submit the [UITS Approval Request Form](#) so we may review your request and provide you with what is needed to proceed with your purchase.



Classroom LifeCycle Replacements

This summer, UITS is completing Life Cycle Replacements (LCR) for computers and audiovisual equipment in 25 computer labs and classrooms. Lecture Capture hardware will be available on all new upgrades. An additional 21 LCR upgrades will be completed before the end of 2023 for a total of 311 classrooms with Lecture Capture enabled. (71% of all classrooms).





New Secondary Instructor Role in D2L

For the Summer 2023 term, we are piloting a new full D2L/Brightspace instructor role called Secondary Instructor. To improve the course evaluation process, the current D2L Instructor role must be reserved only for the instructor of record, as listed in Owl Express. The new Secondary Instructor role is an exact copy of the Instructor role with identical permissions; however, Secondary Instructors will not be evaluated by students at the end of the semester. To prevent human error, the instructor of record will no longer be able to add additional D2L participants as Instructor; however, the instructor of record may enroll a colleague as one of the following:

- Secondary Instructor (NEW) – A new piloted role identical to the D2L Instructor role with permission to contribute to course design and student grades; however, this role is not evaluated by students at the conclusion of the semester.
- Non-Edit Instructor – A role for TAs or other participants who need to contribute toward grading but not toward course design.
- Non-Grade Instructor – A role for participants who contribute to a course design, cannot see hidden content, and do not see/manage grades.
- View_Copy Instructor (NEW) – A role for participants who cannot edit a course or view student data, but who have access to the course content for the purpose of viewing or copying into another course shell including hidden content.

If you have a unique course section where a D2L Secondary Instructor needs to be evaluated by students at the end of the semester, please send a request for assistance to CourseEvals@kennesaw.edu by the midterm to ensure students evaluate the appropriate individuals.



Ricoh Printer Updates

During the week of July 31st, UITS in collaboration with Campus Services, will perform an upgrade to the Ricoh servers resulting in a window of 2-4 days where printing, copying and scanning will be unavailable on all Ricoh machines. Once the work is completed, [KSU Print](#) (My Print Center) will require single sign-on.



The [Campus Print shop](#) will be able to assist with any print jobs during the downtime. Please visit their website for details.

FIRST
friday
FIRST
FIRST
PILCHER 243 | 10AM-2 PM



KENNESAW STATE UNIVERSITY
UNIVERSITY INFORMATION TECHNOLOGY SERVICES

First Friday is here! Join us June 2nd! Need technology help? Swing by [First Fridays](#) each month (the first Friday of each month) between 10 AM and 2 PM for assistance from the UITS Training Team. Get personalized one-on-one help from one of our trainers in Pilcher 243. Check [HERE](#) for our updated workshop schedule.

Have you Subscribed to the KSU Status Page?

Subscribe to the [KSU Status Page](#) for updates (via text or email) on campus technology maintenance, outages, and updates. Visit status.kennesaw.edu and click the blue "Subscribe to Updates", fill in your information and the tools about which you'd like to be notified.



Reminders from the Service Desk



- Always remember to re-start your computer regularly! This will help your computer run more smoothly.
- Remember to regularly update your browsers to help prevent any issues.
- Be wary to open emails with attachments you aren't expecting.

