INFORMATION TECHNOLOGY SERVICES
ST. CLOUD STATE UNIVERSITY

EMPLOYEE NEWS & INFORMATION
MAY 2019

www.stcloudstate.edu/its

Information Technology Services' series of monthly emails to all employees aimed at improving communications with campus about tips, information, technology updates and services offered in ITS.

IT Informational Sessions

Join us at the Staff Development Conference on Wednesday, May 15th, for IT-related sessions. ITS staff will be leading presentations about:
- Skype for Business
- Windows 10
- OneNote
- Office 365 Transition

The conference schedule is located on the HR SharePoint site (login with your StarID and password).

End-of-Semester Reminders

To help you stay informed about some upcoming technology changes and plan ahead for next semester, here are a few reminders:
- Contact your technician to schedule an upgrade to Windows 10 (if you haven't already)
- Visit the Office 365 project site and watch for communications
- Contact your technician early regarding hardware or software requests for next semester

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Partnership Highlight

The Digital Automation team partnered with Strategic Enrollment Management leadership to prioritize the top strategic student-facing forms to be digitized:
- Registration Petition
- Assessment for Prior Learning
- Change of Residency Status for Tuition
- Academic Policy Exception
- Entrance Counseling/Master Promissory Note Reminder

These forms are focused on SEM key areas such as Admissions, Financial Aid, Registrar's Office and University College. ITS will be working with the owners of these forms to get them automated utilizing existing campus tools and publishing an RFP this summer for a permanent solution.

Funding Available to Caption Instructional Materials

Captions help students who are hard of hearing, improve comprehension for English Language Learners and those with cognitive challenges, and support viewing in sound-sensitive environments.

To request captions for instructional materials for summer/fall 2019 and spring 2020, please fill out the online captioning request form or contact captions@stcloudstate.edu for more information.

Did You Know?

You can save time by quickly and easily importing your D2L Brightspace Gradebook into ISRS/E-Services. Instructions are available via How to set up D2L Brightspace gradebook to import into ISRS (login with YourStarID@minnstate.edu and password).

If you need further assistance, please contact D2L@stcloudstate.edu.

Contact HuskyTech for technical services, support and sales.

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