

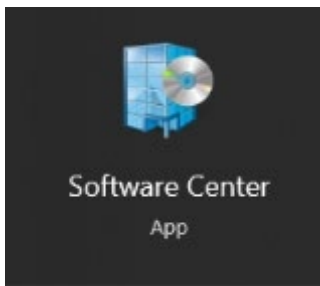


[ITS Newsletter Archives](#)

*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.*

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### Windows Device Users: Upgrade to Office 2021 by October 9th



As of October 10th, 2023, Microsoft will discontinue support for previous desktop versions of Microsoft Office (this includes all versions prior to Office 2021). Faculty and staff using Windows devices should upgrade to Office 2021 as soon as possible through the [Software Center](#) so that you can choose a convenient time to upgrade. Windows devices that haven't been upgraded as of October 10th, 2023, will be automatically updated, which may cause the update to happen at an inconvenient time.

Contact [HuskyTech](#) if you need assistance with this upgrade. Please note that MacOS devices have already been upgraded to Microsoft Office 2021.

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### Continuing Discussions About Artificial Intelligence in Higher Education



In partnership with SCSU Online, ITS co-hosted a panel discussion about artificial intelligence (AI) tools in education during Convocation. Esteemed panelists from multiple disciplines across SCSU led engaging discussions around responsible, ethical and secure use of AI in teaching and learning.

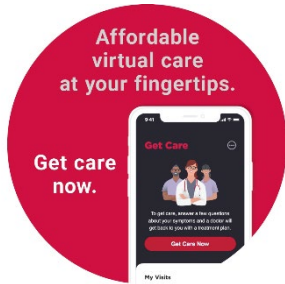
Faculty and staff are encouraged to join continued AI discussions on the following Mondays from 2pm-2:30pm in Miller Center 218:

- September 18th, 2023
- October 16th, 2023
- November 13th, 2023
- December 11th, 2023

Check out the [Knowledge Base](#) or contact [scsu\\_online@stcloudstate.edu](mailto:scsu_online@stcloudstate.edu) to learn more about AI.

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## IT Partnership Highlight: SCSU Medical Clinic eCare

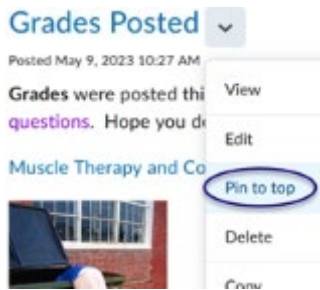


ITS recently supported the Medical Clinic's implementation of their new telehealth service, [SCSU Medical Clinic eCare](#). ITS provided project management, technical implementation and website branding services throughout the development and launch of the eCare service.

SCSU Medical Clinic eCare offers eligible students the ability to be treated for most common conditions virtually, without having to go into a provider's office. Faculty and staff are encouraged to share this new service with their students.

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## IT Support Tip: Pinning Announcements in D2L Brightspace



Instructors can pin announcements within D2L Brightspace that will allow the selected announcement(s) to always display first (at the top) of the Announcements section. This can help bring attention to important information to students.

For detailed information and instructions, see the [Announcements article \(#1045\)](#) within Minnesota State's Knowledge Base.

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## IT Security Tip: Secure Sensitive Data



As many of our campus community members return to campus, we want to remind you of the importance of securing [sensitive data](#) on your computers and on physical documents. Remember to:

- Always lock your workstation when you step away from your office or computer.
- Avoid printing sensitive information, especially in public areas.
- Clear sensitive, nonpublic information from your desk (e.g. sticky notes, papers, printouts, etc.)
- When participating in virtual meetings that could be considered sensitive, use headphones to prevent others from hearing unauthorized information.
- Keep laptops, tablets and other smart devices (phones, watches, etc.) in sight, especially in unsecured areas.
- Put documents into Shred-It boxes when they are no longer needed.

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## IT Modernization Highlight: CAP Server Upgrade

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ITS is currently upgrading our CAP (Consolidated Access Point) server, which is a server that several people on campus use to analyze data and run reports. This modernization effort will improve the speed, security and reliability of the server.

Those who use this server are being contacted directly with more information. Contact [its@stcloudstate.edu](mailto:its@stcloudstate.edu) for any questions about this modernization effort.

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