Doane College

Technology Handbook

for Students and Faculty

Get Connected
@DOANE.COLLEGE

Contents

Getting Started

Doane College is committed to the use of technology within and outside of the classroom. There are many technology resources available to students and faculty of all three Doane campuses including: PC computing labs, Macintosh labs, classrooms enhanced with technology such as LCD projectors, laptops, and televisions, a course management system, online student information access, a life-long email account, updated commercial and course-specific software, and access to a wide variety of hardware and software available to purchase for personal use.

What is this guide for?

The *Technology Handbook* will give you valuable information on the technology resources available to use as a student or faculty member of Doane College. Please scan the guide for important terms and learn how to get started with your personal accounts. Familiarize yourself with what it contains and learn about the technology policies and procedures of Doane College.

Just Getting Started at Doane?

To help you get started with the technologies available to you as a Doane student or faculty member, refer to the following as a list of basic things to know during your time at Doane.

- **Memorize your Doane user id and password**
- **Check your Doane email frequently for important announcements**
- **Familiarize yourself with the information available on WebAdviser, Doane's web interface that allows you to access your personal information contained in the college's administrative database**
- **Review the College's Appropriate Use Policy (AUP) on the last pages of the handbook. It contains your rights and responsibilities as a user of Doane technology equipment.**

How to Get Help If You Need It

Assistance on the Lincoln Campus
Phone: 402.466.4774
In Person: Doane-Lincoln building, first floor

Help Desk on the Crete Campus
Phone: 402.826.8411
Email: helpdesk@doane.edu

Getting the Most Out of this Guide

Look for these icons for a quick visual reference to important items:

Important – pay attention here, you'll need to know this!

How to – gives you the steps necessary to do something

Resources at Doane

Doane User ID and Password

After being admitted as a student or being accepted as a faculty member, you received a letter containing your Doane user id and password. If you're a student, this information was mailed to you at the address you provided. Memorize your user id and password; you will need it to access the computer labs at Doane, your Doane email, Blackboard course management system, library databases, and WebAdviser. If you haven't received your user id or password, please contact the Technology Specialist.

User ID

Your user id is usually your preferred first name – dot – your last name. This may not be the case if you had a maiden name or changed your name since the user id was created. Please refer to your letter for your user id.

Ex: **thomas.tiger**

Password

Your password is initially set to a capital letter 'D', lowercase 'c', followed by your birthday in six digits – MMDDYY.

Ex: If Thomas' birthday were July 11, 1872, his password would be **Dc071172**

Changing your Password

Go online to: **www.doane.edu/password** and follow the on-screen directions carefully. Your password can also be changed within WebAdviser; please review the section on WebAdviser to log in and change your password there.

A Doane College password must:
- be 6-8 characters in length,
- contain NO part of your name (not your first name, not your last name, not your initials),
- have an Uppercase letter
- have a lowercase letter, and
- have a number

Things to remember about your password:
- Keep your password secret
- Don't use personal information in your password
- Don't use your Doane login information with external websites
- Don't store your password in an obvious or insecure location

Please Note:
1. *This does not change your Blackboard password; please review the section on Blackboard to change your Blackboard password.*
2. ***You password may reset** to capital letter 'D' lowercase 'c' followed by the last four digits of your Social Security number. Ex.* **Dc1234**

Doane Email

All registered users automatically receive a lifetime Doane email address.

Email Address

Your Doane email address is your username plus: @doane.edu. Thomas Tiger's email address would be would be: **thomas.tiger@doane.edu**.

Did you know Doane email is an official Doane College method of communication to all students and faculty? Please check your Doane email account at least once a week or more often if you want to be in the know about what's going on at the Doane-Lincoln campus!

To access your Doane Email:
1. Go online to: **http://mail.doane.edu**
2. As prompted, enter your username (firstname.lastname) and your password in the next blank.

3. Click "Sign In"

When finished with your email, make sure to click the Sign Out button (in the upper right corner).

DOANE COLLEGE

Welcome

Sign in to your account at
Doane.edu

Username: thomas.tiger

@doane.edu

Password:

☑ Stay signed in

Sign in

Can't access your account?

WebAdviser 🔑

WebAdviser provides you 24/7 access to your grades, financial aid information, bills, etc; you can also pre-register for classes in the upcoming term via WebAdviser

To access WebAdviser:

1. Go online to: **www.doane.edu/wa**
2. Choose "Log In" in the upper-right corner
3. Enter your Doane user id and password (ex. **thomas.tiger / Dc071172**)
4. Choose either "WebAdviser for Students" or "WebAdviser for Faculty" depending on your needs

Please note: Some of these selections are limited by campus (Crete, Lincoln, Grand Island), by academic standing (1st year, senior), and/or by program (undergraduate, Master of Arts in Counseling).

Below is a sample Student screen.

| | CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US |

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome Alison!

The following links may display confidential information.

User Account

I'm New to WebAdvisor
What's my User ID?
What's my password
Change Password
Address Change

Financial Profile

Account Summary
Account Summary by Term
Make a Payment
T2202A Information

Financial Aid

Financial aid status by year
Financial aid status by term
Financial aid award letter
Accept or reject my financial aid awards
Financial aid loan application
Change my requested loan amount

Communication

My Documents
E-mail My Advisor(s)

Registration

Search for Sections
Register for Sections
Register and Drop Sections
Register and Pay for Continuing Education Classes

Academic Planning

Plan Courses
Program Evaluation
Application for graduation

Academic Profile

Grades
Grade Point Average by Term
Transcript
Program Evaluation
Test Summary
Application for graduation
Transcript Request
Transcript Request Status
Enrollment verification request
Enrollment verification request status
My educational plan
My class schedule
My profile

Course Materials

Linc/GI/Valmont UG Syllabi
MED Book Orders
MAC Syllabi

Forms

Crete Undergrad Program Forms

| | CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US |

WebAdvisor 3.0
POWERED BY DATATEL

When finished with your WebAdviser session, make sure to click the Log Out button (in the upper right corner).

Blackboard

Blackboard is an online course management/enhancement tool that some instructors use.

To access Blackboard:
1. Go online to: **http://bb2.doane.edu**
2. If you language of choice is Spanish, choose Spanish in the language box on the left then choose "Login", otherwise just choose "Login"
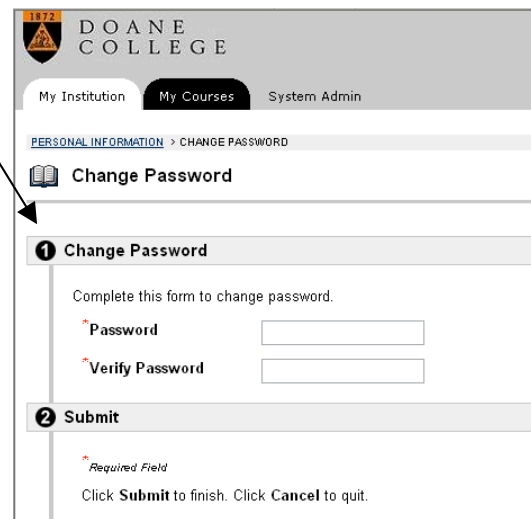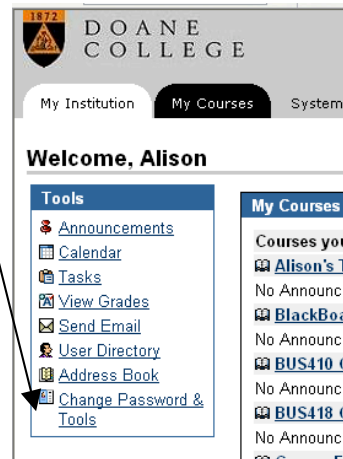3. Enter your Doane user id and password (ex. **thomas.tiger / Dc071172**)

Important BB Password Info

This password is initially set up to be the same as your other Doane passwords; however, it doesn't "synchronize" with the other passwords.

To change this password:
1. From your Blackboard menu, select "Change Password and Tools"
2. Choose Change Password.
3. Complete the password boxes.
4. Click Submit when finished.

When finished with your Blackboard session, be sure to click the "Logout" icon at the top of the screen.

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My Institution | My Courses | System

Welcome, Alison

Tools
- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Change Password & Tools

My Courses

Courses you
- Alison's T
  No Announce
- BlackBoar
  No Announce
- BUS410 C
  No Announce
- BUS418 C
  No Announce

DOANE COLLEGE

My Institution | My Courses | System Admin

PERSONAL INFORMATION > CHANGE PASSWORD

Change Password

❶ **Change Password**

Complete this form to change password.

*Password [   ]

*Verify Password [   ]

❷ **Submit**

*Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Online Library Resources

Doane subscribes to research databases for the benefit of students, faculty, and staff. Full text articles and abstracts are available via the web. Some online databases are only available on-campus. You will need your Doane user id and password to access the databases.

To access the online library:
1. Go to **www.doane.edu/library**
2. Choose "On-Campus" or "Off-Campus" depending on from what location you are accessing the site (note: only choose "On-Campus" if you are physically on the Crete or Lincoln campuses, other college campus are considered "Off-Campus" as they are not on the Doane network)
3. On the next page, choose the database you would like to search within (ex. *Academic Search Premier*)
4. You will then be taken to a logon page similar to what is seen below, enter your Doane user id and password (ex. **thomas.tiger / Dc071172**)

Log in using your Doane username (firstname.lastname) and password. Your password is case-sensitive! If you have problems, please contact the HelpDesk at 826-8411, or e-mail dan.schneider@doane.edu.

Please enter your Doane username:
Please enter your password (case-sensitive!):
[Login]

Using the PC Lab Computers

To log in and use the computers in the lab:
1. Power the computer and monitor on
2. For log in information, use your Doane user id and password (ex. thomas.tiger / Dc071172), the space that says "Log on to:" should say: crete
3. Click OK or press Enter

Use the computer responsibly and make no changes to the computer's settings. When you are finished go to Start > Shut Down, and choose Shut Down. Return the keyboard, mouse, and chair to their places.

Where to Save
Students should not save their documents to the hard drive on the lab computers. Documents and miscellaneous files are periodically removed without notice from hard drives and your data could be lost!!!

Floppy Disks
Floppy disks are a common way to store files that will be accessed at a later time. However, they allow only a small amount of information to be saved, and they have a much higher failure rate than other storage media.

USB Flash Drives
Also known as thumb drives, pen drives, or memory sticks, these devices are small, lightweight, removable data storage devices that work with both the Windows and Mac OS operating systems. All computers with a USB drive can accept a Flash Drive; all the public computers on the Doane-Lincoln campus can accept these devices. Flash drives cost as little as $10 and are highly recommended for portable storage.

CD-R/CD-RW
Another alternative is to burn your files to a CD which can later be opened on any lab or classroom computer. CDs work well for large files that may not fit on a floppy disk.

Network Storage
All registered users have a network storage account available on the Lnkdata file server. You can save documents in your personal folder on the server and then access it from any other Doane computer.

From the Crete campus, students can save to their network folder located on the Netfiles server at **\\netfiles\students** Instructors can save to their instructor folder at **\\netfiles\faculty**

If you're on the Lincoln campus, the Network storage folders are available at **\\Lnkdata\Projects\Instructor Folders** for instructors or **\\Lnkdata\Projects\Student Folders** for Students. If you don't have a personal folder created, within the appropriate "Student" or "Instructor" folder, right-click and go to New > Folder. Name the folder with your full name.

Printing

Black and white printers are available in each of the computer labs and are available for your use as a student or instructor. The printers are a provided as a privilege to you as a student or instructor. Printers are only to be used for academic or course-related purposes. No personal items (including, but not limited to: tax returns, personal email, online store purchase receipts, and personal pictures) are to be printed on the lab computers. The printers are provided for education-related resources to support your academic career at Doane. Individuals not adhering to these principles will have their printing privileges taken away.

Printing Tips
- Always use "print preview" to verify your work before printing
- Select specific pages to print when appropriate (ex. only print page 1 and 3 of a document if you don't need the other pages).
- Print PowerPoint slides as handouts
- Print a single proof before printing multiple copies

Other Stuff

How to report a problem with Technology Equipment

If you have difficulty using Doane college computers, please let us know using one of the follow methods:

Assistance on the Lincoln Campus
> Phone: 402.466.4774
> In Person: Doane-Lincoln building, first floor

Help Desk on the Crete Campus
> Phone: 402.826.8411
> Email: helpdesk@doane.edu

We want to keep the computers and other equipment working efficiently. By reporting problems when you first experience them, it will help us keep the computers in top working condition.

Equipment Reservations

Technology equipment is available for students' and instructors' use in the classroom. Please contact the Technology Specialist on either the Lincoln or Crete campuses to check out equipment. All equipment is limited in quantity and is available on a first-come, first-served basis.

Technology Purchases at Discounted Prices

Doane College students, faculty, and staff can purchase computer hardware, software, and supplies for their home computer use.
To find more information on this:
MS Office
http://www.theultimatesteal.com/home.asp
Dell
http://www.doane.edu/About_Doane/Offices/human-resources/benefits/23998
Apple
http://store.apple.com/us_edu_488898

The pricing reflected on these sites is very close to the discounts the College receives. The shipping and handling fees will be waived on most orders. You will still be responsible for applicable tax on your purchases.

What if my personal equipment needs repair?

Due to our limited staff, the Office of Technology's area of responsibility is limited to equipment and software owned by Doane College. If your personal equipment needs repair or you have software problems not related to connecting to the network, you will need to take your computer to a computer repair shop or contact the Doane College Computer Club for a student technician reference.

Doane College's Appropriate Use Policy (AUP)

Information Technology Appropriate Use
Policies and Procedures
(Updated April, 2005)

Information technology and resources include, but are not limited to: computers, software, databases, files, computer accounts, networks, Internet access, and electronic communication. The following are guidelines for acceptable use of information technology at Doane College.

The use of information technology and resources is a privilege extended to Doane College students, faculty, and staff. That use is restricted to academic, educational, research, and/or administrative purposes. These resources may not be used for commercial or business income purposes unless specific, written authorization for such use is given by the college. Any reselling of Doane's network services is prohibited.

All use of information technology and resources must comply with federal, state and local laws, licensing and purchasing agreements, and Doane policies. Users of outside facilities such as libraries, Internet, or other electronic communication facilities must also comply with the acceptable practices and restrictions established by those facilities.

Individuals may not use institutional resources without proper authorization from the assigned user of the resource. Individuals may not use another user's computer account or user I.D. or change another user's password without prior permission from the assigned user. Users are responsible for their use of computer hardware, software, accounts, user ids, and passwords. Users are responsible for all resources assigned to them even if another person uses them.

Users must not access, copy, view or change private files without authorization. They may not change, create, or delete public files or directories without proper authorization. Users do not have the right to create or receive unauthorized copies of software. Users must not attempt to modify software, data, or systems in an unauthorized manner.

Information technology and resources must not be used to make unauthorized entry into other communications, computational, or informational devices or resources. Accessing restricted databases requires authorization.

Abuse/Misuse of Resources

Users must not misuse or abuse any information resources. Information technology and resources must not be used to disrupt or interfere with other users, services, or equipment. This includes, but is not limited to:
- Threatening or harassing others. This includes electronically transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Doane College regulations.
- Propagating viruses or worms.
- Posting or mailing of obscene materials.
- Displaying obscene, lewd, or sexually harassing images or text on a computer owned by Doane College or in a location that may be easily viewed by others.
- Distributing unsolicited advertising, initiating or propagating electronic chain letters, inappropriate mass mailing, including multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming" flooding," or "bombing," or random mailing of messages.
- Originating e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual. All materials sent via the campus network must be attributed to the individual, office or organization sending the material.
- Using the campus network to gain unauthorized access to any computer systems (including other student-owned computers).

- Connecting unauthorized equipment to the campus network (this includes personal hubs, switches, routers, wireless access points, servers, and any other devices that may have a negative effect on network performance).
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Associating an unapproved domain name with a Doane College-owned IP address.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks (this includes downloading excessive amounts or transferring excessive amounts across the network).
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document or using excessive bandwidth on the network. Individuals who use excessive amounts of bandwidth will be notified and given an opportunity to adjust their usage. If the individual does not voluntarily comply, access for that individual will be electronically restricted.
- Using Doane College resources for commercial activity such as creating products or services for sale.
- Forging or disguising the identity of a user or machine in an electronic communication.
- Attempting to monitor or tamper with other user's electronic accounts; communications; or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Violating copyright laws and their fair use provisions through inappropriate reproduction, downloading, and/or distribution of music (including MP3 files), movies, computer software, copyrighted text, images, etc. Note: all Doane network users are expected to comply with the copyright laws of the United States, regardless of the location of the server from which they are downloading.

Violations of the Doane College acceptable use policy are subject to action by the College. Violations will be referred to the Director of the Office of Technology, who will report issues and problems for review by the Dean of Student Leadership and the Academic Dean, and will be referred to the appropriate administrative or judicial proceedings. Violators may be billed or fined for unethical or illegal use of information technology. They may also be subject to dismissal, suspension, loss of network and computing privileges, and/or legally prosecuted.

Copyright Infringement
The software used by the institution is protected under federal Copyright Law. All students, staff, and faculty must comply with these regulations. It is illegal to make personal copies of software unless specifically allowed by a license agreement. Questions regarding specific instances should be directed to a professional staff member of the Office of Technology.

Students found in possession of illegal copies of software (either copies they have made or acquired by other means, or copies of software designated for use in class sessions or through the library that have not been issued to a student) will be subject to disciplinary action.

Software and Hardware Maintenance
Students must share the responsibility for keeping software and equipment in good repair. If a student encounters a problem with a piece of software or equipment, the student should report this to a computer lab aide, a professional staff member of the Office of Technology, or a member of the library staff.

Software Purchased Under Doane College Licensing Agreements
Doane College students may purchase Microsoft Office Professional in the Doane College Crete Bookstore. This software is made available through a licensing agreement between the college and Microsoft. Therefore, only Doane College students (not other college students) are eligible to purchase this software from the Doane Bookstore. Students who purchase this software are required to abide by the Microsoft End User Licensing Agreement that is included when the software is purchased.

All users are expected to abide by the end user licensing agreements for all other software that is either purchased through the Doane College Crete Bookstore or installed on Doane College computers.

Computer Lab Policies
Students should not save their documents to the hard drives on the lab computers; network file space is made available to all students, faculty and staff for this purpose. Documents and miscellaneous files are periodically removed from the computer lab hard drives and the user could lose his or her data. Users of the computer labs are expected to pick up any extraneous paper and waste that result from their printing and place any computer paper in the receptacles provided for recycling. Excessive printing in the labs is not allowed. If you mistakenly submit a print job that is extremely large, you should notify the network administrator or lab aid on duty to cancel the print job as soon as possible. No equipment supplies, software, or manuals may be removed from computing sites without proper authorization.

All food, drink, and tobacco products are strictly prohibited from entering the computer labs. Students who do not comply with this regulation run the risk of exclusion from the labs for the remainder of the semester in which the violation occurred.

Laptop Check-out
Laptop computers are available in the library. Students may check out a laptop for a period of two days. Failure to return the laptop within one hour of the time it is due results in loss of privileges to check out laptops for the remainder of the semester. From the time the laptop is checked out to the time it is returned, the person who has checked out the laptop assumes full responsibility for the care of the equipment and will return it in full working order or be charged for necessary repairs due to damages incurred. While checking out a laptop, the user assumes full responsibility even if someone else is using it. If a user fails to return a laptop, the user will be charged replacement cost and processing fees for the hardware and software.

Specifications for Connecting Your Computer to the Doane College Network
Student computers attempting to connect to the campus network will be scanned prior to allowing a connection. The scan will determine if current operating patches have been installed, along with other security requirements. If a computer fails the scan, it will not be allowed on the network until necessary software has been installed. All computers connected to the Doane network are required to comply with the following:

- Install and run Symantec Antivirus Corporate Edition as provided by the college to all Doane students at no charge.
- Install all current operating system patches and maintain current patches
- Run a spyware removal tool on a regular basis. Freeware tools are provided to all students through the campus network.
- The computer must have an IP address and MAC address that is visible. Using tools to hide or disguise your computer name, IP address and/or MAC address is strictly prohibited.
- Use of personal routers is not allowed. Many multi-port switches have built-in routers and they will not work on our network. If you need to connect more than 2 computers in a room, you may checkout a 4-port switch from the Business Office on campus.
- Personal wireless access points are not allowed and will not work on our network. This includes switches, routers, and setting up your computer as an access point.
- Computers acting as servers or running server services are not allowed except where approved by the Office of Technology.

Privacy Expectations and Exceptions
Doane College reserves the right to monitor electronic activity of users when there is activity that appears to be harmful to another user, to the campus systems and/or network (programs being launched to attack the servers, users attempting to break into accounts, etc.), or when there is evidence of violations of the appropriate use policy.

When there is no evidence of an appropriate use violation or threat to the Doane College system or network, computer users have the right to expect that their materials remain private. No person, regardless of status (i.e., including the system manager, faculty member or college administrator) may view, change or remove another user's files without the user's permission, whether the material exists on network media or on a user's own media. An exception exists for class accounts which are owned and managed by an instructor or system manager and which exist strictly for a class project and which exclude personal electronic mail.   In these cases, the administrator of the account is allowed complete access, but persons outside of the class are not. Documents stored on public use computers (labs) have no expectation for privacy and documents may be deleted at any time.

E-mail is protected as much as possible. The e-mail system typically will exclude the content of messages that are returned to the postmaster due to transmission errors or other technical problems. Message contents are to be considered private when inadvertently viewed.

Files which reside in a user's account on a network drive or on a user's personal computer are to be considered private except where a runaway program that could be either accidental or an intentional hack, or a virus is in the process of causing damage or is inhibiting the work of others. In this case, it may be necessary for a system manager to inspect the file that is suspected of causing the problem.

Doane College will actively monitor electronic security measures; however, users should be aware that no information system is completely secure. Persons both within and outside of the college may find ways to access files. Therefore, the college does not guarantee user privacy.