



## Mac FAQ for Faculty and Staff

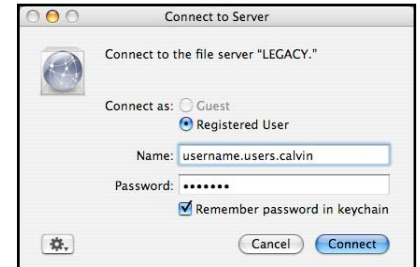
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### What is my Novell account and what do I use it for?

A Novell account is provided to you for storing your work-related files on Calvin's network. Please do not store personal movie, picture, or sound files on the network.

#### To login to Novell (Legacy/Leviathan/Limerick):

1. Click on the **Legacy.Users** icon in your dock (or other appropriate server) If you do not have the **Legacy.Users** icon in your dock, click on **Go > Connect to Server** and type in **legacy** for the server name.
2. Enter your full context username (for example, **jcalvin.users.calvin**) and Novell passphrase.
3. Select the **Users** volume.



#### Your Novell Fileserver Storage

Because files stored on Calvin's network file servers are backed up nightly, we recommend you store your Calvin-related files on a network drive. Confidential information may not be stored on your hard-drive or other portable device unless it is encrypted. Please contact the HelpDesk at x6-8555 for additional information on storing confidential information.

- **home** Your individual space on one of Calvin's file servers and will be labeled with your username. Only you have access to your home drive.
- **Common:** Your department's shared space on one of Calvin's file servers. Only you, your department and your department's student employees have access to your Common drive.
- **Legacy.Users\common** A place to store files that need to be shared between departments. Because many people have access to Legacy.Users\common, files that are confidential or sensitive in nature should not be stored here. If you need to share confidential files with people in other departments please call the HelpDesk.

#### Accessing Novell from Off-Campus

You can access your Novell account from off-campus by going to <http://netstorage.calvin.edu>

### What email package do I use?

CIT supports GroupWise as your email, calendaring, task management, and contact management system. Students use a different email package.

- To access GroupWise click on the GroupWise icon in your dock.

A Quick Start Guide to using GroupWise 7 is included in this informational packet to help you learn the various features of GroupWise.

#### Can I access GroupWise from off-campus?

Yes, you can access GroupWise from off campus from any web browser connected to the internet by going to <http://gwise.calvin.edu>.

#### Can I change my email address?

You have been assigned a unique email address along with one default email alias. You can select a third email alias by logging into KnightVision (see KnightVision below) and selecting **Set email alias** from the Tools menu. Your secondary alias is also available from this window.



## **What are Colleague and Benefactor and do I need access to them?**

Datatel's Colleague and Benefactor are the college administrative databases. The Datatel UI icon on the Windows desktop is used to access these systems. If you have been given an account on these systems, your supervisor or a co-worker will explain how to it.

## **Does Calvin use a course-management tool?**

Yes. Calvin uses KnightVision (Blackboard). KnightVision, Calvin's eCommunity, brings together academic communities (classes, majors), support services, social activities, and organizations in an easy to use customizable online environment. KnightVision is built upon Blackboard's course management, content management and portal technologies. Course management and submission of grades can be accomplished through this secure web interface using the My Resources tab.

## **How do I use the telephone in my office? Do I have voicemail?**

Most Calvin faculty and staff members are assigned a phone number and a voicemail account on Audix, Calvin's voicemail system. Your assigned phone number and voicemail password can be found on the yellow Account Information sheet. Call 526-6700 for off-campus access to your voicemail. Also included in this information packet is a wallet size voice messaging guide and a light-blue sheet that gives you the basics for getting started using your Calvin phone.

## **I need additional hardware/software installed on my office computer. How do I get it installed?**

The cost of office hardware and software is part of your department's technology budget. Any additional requests you have should be discussed with your supervisor or department chair. After receiving approval, the request should be made by contacting the HelpDesk.

## **What desktop software does Calvin use?**

Calvin provides you with the Microsoft Office suite of software. Office 2007 is used on Windows computers and Office 2004 on the Macintosh. The HelpDesk is available to answer your questions about using Microsoft Office software.

## **I want specific educational software installed in the student computer labs/Smart Classrooms. How do I request this?**

The cost of academic software should be included in your department's technology budget. This request should be made through your department chair.

If approved in the technology budget, a request for the software to be installed in student labs/Smart Classrooms should be made by completing a Software Request Form.

[http://www.calvin.edu/it/services/reserve\\_request/software/software.htm](http://www.calvin.edu/it/services/reserve_request/software/software.htm). The completed Software Request Form and the software should be given to CIT by the following dates listed below: (*Software received after this date, may not be ready for the necessary semester.*)

Fall: August 1

Interim/ Spring: December 1

Summer: April 15

## **What is a "Smart Classroom"?**

More than 85% of all classrooms are equipped with technology. These "Smart Classrooms" include all the necessary equipment to connect to the internet, to the Calvin network, and display presentation material on a permanent screen using a ceiling mounted projector.

<http://www.calvin.edu/it/services/smartclassrooms/>

## What is my PIN?

For after-hours access to campus buildings you need your Calvin-ID card and your PIN. Simply swipe your Calvin-ID card through the card reader then enter your PIN. There are a few areas that require you to swipe your Calvin-ID during normal class hours for access. Your PIN is found on the yellow Account Information sheet.

## How does Calvin send information to me?

Calvin has three mailing lists to which you are automatically subscribed:

1. **Calvin News** comes out at least one a day and is intended for general news items related to Calvin College faculty and staff. To have an item included in the next day's Calvin News, please send your email to [calvin-news@calvin.edu](mailto:calvin-news@calvin.edu) by 3:00 pm.
2. **Calvin SOS** comes out only when necessary. It is used to notify the Calvin community of items which are of an emergency nature only. Examples of appropriate messages might be deaths, weather warnings, etc. To have a message posted to Calvin SOS send email to [calvin-sos@calvin.edu](mailto:calvin-sos@calvin.edu).
3. CIT uses a mailing list called **CIT Alert**. CIT Alert comes out only when necessary to alert faculty and staff of planned or unplanned computer or telecommunication outages or other related problems.

Additional mailing lists:

- All students are subscribed to **Student News**. Student News comes out at least once a day and is intended for general news items related to Calvin College students. Information to be included in Student News should be sent to [student-news@calvin.edu](mailto:student-news@calvin.edu). This mailing list is managed by Student Life.
- **Calvin Matters** is a mailing lists used to discuss matters pertinent to Calvin College. To receive this mailing list you must subscribe to it.

For additional information about subscribing/unsubscribing and using Calvin mailing lists go to:  
<http://www.calvin.edu/it/services/training/internet/maillinglist.htm>