COLLEGE of the DESERT

bITS & BYTES

Information Technology Services

Spring 2016

SECURITY BEST PRACTICES

Passwords

Use complex passwords to protect your computer, network & website login information by including:

- Capital letters
- Lower-case letters
- Numbers
- Special Characters - !@#$%&*
- At least 12 characters total

Don't use same password at multiple sites!

How to make strong passwords

- The longer the password, the harder it is to crack. Consider a 12-character password or longer.
- Avoid names, places, and dictionary words.
- Mix it up. User variations on capitalization, spelling, numbers, and punctuation.

Crackers use different dictionaries: English words, names, foreign words, phonetic patterns and so on for roots; two digits, dates, single symbols and so on for appendages. They run the dictionaries with various capitalizations and common substitutions: "$" for "s", "@" for "a", "1" for "l" and so on. This guessing strategy quickly breaks about two-thirds of all passwords.

Take a sentence and turn it into a password. The sentence can be anything memorable for you. Take the words from the sentence, then abbreviate and combine them in unique ways to form a password.

Examples:

WOO!TBwontSB = Whoohoo! The Broncos won the Super Bowl!

PPupmoarC@O@tgs = Please pick up more Cheerio's at the grocery store.

Do you use a laptop or tablet?

Confidential information should not be stored on laptops. Confidential information includes first name/initial and last name along with data fields like SSN, address, birthdate, credit card number, or grades.

INFORMATION TECHNOLOGY SERVICES

Mission Statement

As a team of information systems and educational technology professionals, we are dedicated to delivering both an efficient computing environment and quality customer service to support the mission and goals of the Desert Community College District.

Vision

We envision the Information Technology Services department as a team of information technology experts working in partnership with the institution.

We are committed to:

- An effective technological environment that maximizes the flow of information throughout the district, its affiliates and the community at large.
- A proficient user community continuously increasing its own knowledge and productivity.
- Information technology as a strategic element in the ongoing success of the Desert Community College District.

In This Issue

- Security Best Practices
- MIS Data Ownership
- MIS Data Reporting
- Q & A: Phones
- Faculty/Staff Programs
- Training Calendar
- Did You Know?

California Community Colleges Management Information System (MIS)

California Community Colleges has an unusually rich and robust management information system about students, courses, student services, outcomes, faculty and staff.

How is MIS data used?

- Matriculation (now Student Success) Justification
- EOPS / DSPS Funding
- EOPS/ DSPS Program Justification
- VTEA (Vocational and Technical Education Act) (now Perkins)
  - ⇒ VTEA Core Indicator Reports
  - ⇒ VTEA Allocations
- BOGW Administrative Funding
- Federal Integrated Postsecondary Education Data System (IPEDS) Reporting
- CCC Data Mart

Research Questions

- Legislative Analyst Office
- California Postsecondary Education Commission
- Public Policy Institute
- Legislature – Committees and individual members
- Newspapers
- Department of Finance
- California Student Aid Commission
- UC/CSU
- Community College Organizations

REMINDER: While Information Technology submits MIS data on behalf of College of the Desert, the data is owned by the respective departments. The accuracy and timeliness of entry reflects on the quality of the data submitted.

See

MIS DATA SUBMISSION TIMELINE 2015-16

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Q & A: Phones

How to call an extension from off-campus:

To reach an extension from off campus, dial our main campus number **760.346-8041**, **#,** and **4 digit extension.**

Note: Some extensions may be reached via a direct-dial number.

Search the Campus Directory online for the person or department you are trying to reach.

http://collegeofthedesert.edu/directory/Pages/default.aspx

How to access voice mail from off-campus:

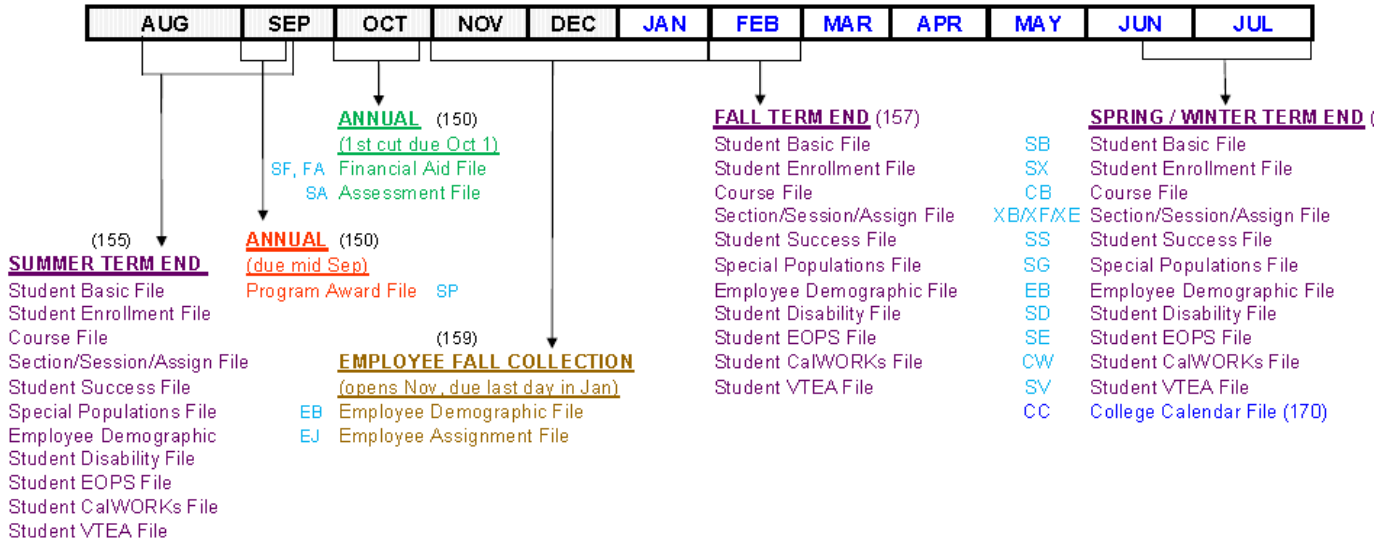
1. Dial 760.568.3098
2. Enter your 4-digit extension, followed by #
3. Enter your 4-digit pin number, then press #
4. Follow prompts to repeat, save & delete messages.

How to use conference call feature on Cisco phone:

To create a conference call:

1. From a connected call, press **Confrn** or **Conference**. (You may need to press the **more** softkey to see **Confrn**.)
2. Enter the participant's phone number
3. Wait for the call to connect.
4. Press **Confrn** or **Conference** again to add the participant to your call.
5. Repeat to add additional participants.

MIS DATA SUBMISSION TIMELINE



All term-end files are due within one month after the end of each term.

THE LAST DAY TO RESUBMIT:

- Summer, Fall, Winter, Spring term-end files for allocation purposes is the first Monday in August (by 5:00 PM)
- Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 PM).

FACULTY / STAFF DISCOUNT PROGRAMS

A variety of links are available on the IT webpage for discounts on software, technology equipment, & cellular services. From the COD home page, click on Faculty & Staff, then scroll down and click on Information Technology, then Faculty/Staff Discount Programs (<— click link). Here are just a few:

Under the Microsoft Office Home Use Program, COD employees may purchase **Office Suite** at a discounted cost ($9.95) to install and use on a home computer. Be sure to use listed **Program Code 25CFD734AC.** You must use your COD email account to verify eligibility. A link will be emailed to you from Microsoft for purchase and download.

With the Dell Member Purchase Program you can get your best price on Dell PC's & Tablets. Log-in to get the best price guarantee, member-exclusive offers, electronics & accessories discounts, and Dell Advantage. Be sure to use **Member ID# US115573324**

At Apple Educational Store, Faculty/Staff member may access directly into College of the Desert's Custom dedicated Apple store where you'll receive a discount on all items including a range of content that covers every subject, from great collections of apps to countless free learning resources.

CollegeBuys.org is brought to you by the Foundation for California Community Colleges. This site offers exclusive savings on software and more for faculty & staff as well as students.. Select "Customer Type," "State, "& "College" before proceeding to their shopping site.

Discounts on cell phone services are provided by the following:

Verizon Wireless - Up to 15% off the monthly access fee on qualifying voice plans with a monthly access fee of $34.99 or higher. Up to 25% off accessories.

Sprint Store—Save 50% on most Verizon, AT&T and T-Mobile rate plans, plus get an extra $100 as a perk because of where you work. Enter your work, school or organization email address at http://now.sprint.com/save/ to see if you are eligible or contact Sprint (866-639-8354) for possible discounts listed under "California Community Colleges."

IT TRAINING CALENDAR

Topic	Time	Dates		Instructor
Colleague Web UI	1:00pm—2:00pm	Weds., Mar. 2		F. Roa
Excel, Intermediate	1:00pm—2:00pm	Fri., Feb. 26	Weds., Apr. 6	M. Harlow
File Management	1:00pm—2:00pm	Weds., Feb. 24		M. Harlow
One Note 2013	1:00pm—2:00pm	Mon., Feb. 29		P. Chapman
PowerPoint Tips & Tricks	1:00pm—2:00pm	Weds., Feb. 17	Mon. Apr. 11	M. Hadley
Web/Portal Maintenance	1:00pm—2:00pm	Mon. Feb. 22	Fri., Apr. 8	M. Harlow
Word 2013—Track Changes	1:00pm—2:00pm	Fri., Feb 19	Mon., Apr. 4	P. Chapman

Note: In addition to the above sessions, faculty training is available for **Canvas** through the Berger Faculty Innovation Center. See the Canvas Training Calendar at the following link:

http://www.collegeofthedesert.edu/fs/Canvas/Pages/default.aspx

NOTICE: Deadline for Blackboard Access will end at College of the Desert on June 30, 2016

All faculty who currently use Blackboard, whether online or in face-to-face courses, will need to move all materials off of Blackboard by this deadline. **After that date COD faculty will no longer have access to any Blackboard courses.**

DID YOU KNOW?

The IT Media Staff provides:

- Graphic design, digital imaging and production support for instructional related projects & presentations
- Off-air recording & duplication within copyright guidelines
- Digitizing video clips for web pages
- Video production for online lectures & presentations.

Our Media Studio includes:

⇒ State of the art LED lighting
⇒ Green screen technology (e.g., virtual backgrounds)
⇒ Film Editing Station (Adobe Primer & Final Cut Pro X)
⇒ Audio and Video recording (Convert Cassettes to MP3; Vinyl Records to MP3s)
⇒ DVD Duplication (VHS conversion to DVD)

IT HELPDESK SUPPORT

Hours: 7am to 5pm, Monday thru Friday
Email: helpdeskis@collegeofthedesert.edu
Phone: (760) 862-1300 (off-campus)
Ext. 1300 (on campus)