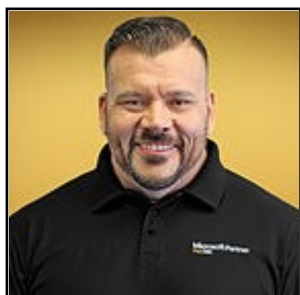


New Staffing in ITS

Information Technology Services is pleased to announce the addition of our new staff member Edward Singleterry, Manager, Networks & Servers. Ed began May 23 and assists Glenn King, Director of Network Services & Telecommunications, in the management and maintenance of our many networks and servers.



Ed states he is “overly thrilled to be part of the tech team here at COD, being that I am a proud COD Alumni myself.” He has 16 years of experience in Information Technologies, and has gained a vast variety of skill sets from the many innovative environments he’s been part of as consultant, network administrator, security specialist and network manager. He says “I finally have my dream job at College of the Desert. I’m so very lucky to have been given the opportunity to expand my horizons yet again, and I genuinely cannot express how excited I am to begin my new journey at COD. I believe knowledge is power and that together we can flourish.”

Ed currently lives in Palm Desert with wife Loveana, his 13 year old son Mason, and two Siberian Huskies (Blue and Bellah) also known as "Double Trouble". In Ed’s spare time he enjoys training and teaching jujitsu, muaythai kickboxing, and mixed martial arts (MMA). “I love Marvel anything (comics, movies, etc.) and the desert heat!”

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

- New Staffing in ITS
- Blackboard / Canvas
- Security Awareness
- Q & A: Organizing Files
- PUPs & Downloads
- Training Calendar

Welcome, Ed!

Blackboard Access Ends June 30

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.

Canvas Begins July 1



College of the Desert faculty have voted to make the move to the CANVAS learning management system (LMS) which will give us the opportunity to explore joining the system-wide course exchange program which would allow students easier access to online courses at other community colleges.

Security Awareness

It should be noted that whenever we receive "unusual" email, it is best to reach out to our IT staff. Unusual email may include something that appears to be from IT staff, or some other segment of the organization, asking you to "click here" or to provide Personally Identifiable Information (PII). Sometimes these efforts by imposters can be detected by something as simple as noticing different verbiage or spelling than you normally associate with the sender. All of these issues and concerns should be sent to our IT staff for further review and handling.



Best Practices:

- Do not send personal information via email or in attachments.
- Do not open attachments or click on links in emails that you are not expecting.
- Check with our IT Staff when you receive anything that is unusual or suspicious.

Coming Soon:

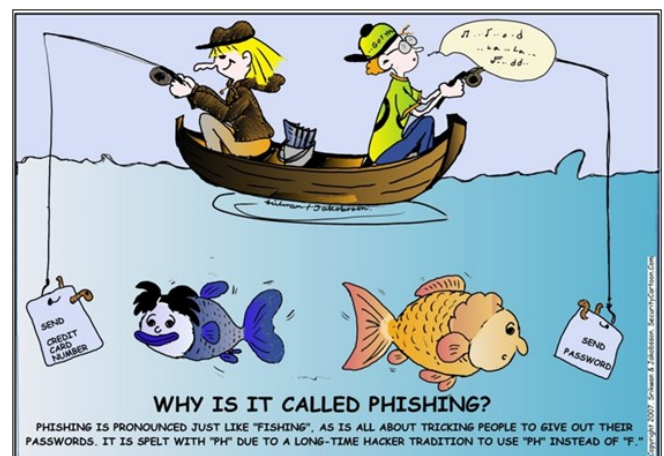
The IT department will be providing additional information and training opportunities regarding security awareness.

Q & A: Organizing Files - Desktop Items

Saving large files on your desktop can slow down your computer. Instead, move the files to a document folder and create a short-cut on your desktop to each file's location in folders. If you have a file that needs to be saved in several different folders, copy the shortcut and add it to those folders as well. This helps conserve space and ensures that document updates reach all other locations.

To create a shortcut, right-click on the file and select "Create Shortcut" from the menu that displays. Then drag the shortcut to the desktop. Duplicate the shortcut and drag to the other file locations.

And, empty your Recycle Bin on a regular basis.....



How to avoid Potentially Unwanted Programs (PUPs)

What are PUPs? If you've ever downloaded software onto your computer, chances are you may have unknowingly cluttered your machine with PUPs (also known as bundleware, junkware, or potentially unwanted applications). These are software programs that you likely didn't want installed on your computer. PUPs often come bundled with software that you did want to download. By clicking quickly through an installation, you may have missed the fine print and "agreed" to these extra applications.

PUPs can potentially create changes to your computer that:

- Slows your computer down
- Display annoying ads
- Add toolbars to your browser
- Collect private information



Read through install wizard instructions carefully. When you download a piece of software, you'll be directed through the install process by an installation wizard. The install wizard, or setup assistant depending on which operating system you use, is a series of dialog boxes that helps you through the installation process step-by-step. PUPs can openly hide in the install wizard, as their makers understand that most users tend to fly through the steps in order to launch their intended program. In order to catch PUPs in the act, you should:

- Read the information in the top navigation bar of the install wizard to catch names of unwanted programs.
- Do not accept standard, express, default, or other installation settings that are recommended. Always choose custom. Install wizards may call this out as "advanced" in parentheses but that's actually a dark pattern. Custom settings are not advanced.

Level up on security. While vigilant scrutiny of software downloads is your best protection against PUPs, cybersecurity programs can give you some valuable assistance. Installing some additional layers of defense can help stave off RAM-hungry PUPs. You might want to purchase or download the following:

- ad blocker/pop-up blocker
- anti-spyware
- anti-malware

At the end of the day, one of the best ways to keep PUPs out of your system is:

STAY VIGILANT!

Always review your software downloads to eliminate unwanted programs.

IT TRAINING CALENDAR—Summer 2016

June 15 to July 28, 2016

To Register: Send email to pchapman@collegeofthedesert.edu

MON	TUE	WED	THUR	FRI
JUNE				
13	14	15 COLLEAGUE / WEB UI 10:30a—11:30a	16	17
20	21	22 ELECTRONIC FORMS 10:30a—Noon	23 ADOBE ACROBAT PRO 10:30a—11:30a	24
27	28	29 WEB/PORTAL MAINTENANCE 10:30a—Noon	30 COLLEAGUE WEB UI 10:00a—11:00a	
JULY				
11	12	13 EMAIL ETIQUETTE 10:30a—11:30a	14 OUTLOOK: ORGANIZING EMAIL 10:30a—11:30a	15
18	19	20 SECURITY 10:30a—11:30a	21 EMAIL ETIQUETTE 10:30a—11:30a	22
25	26	27 OUTLOOK: ORGANIZING EMAIL 10:30a—11:30a	28 WEB/PORTAL MAINTENANCE 10:30a—Noon	29

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.

IT HELPDESK SUPPORT

**Summer Hours (6/6 to 8/12): 7am to 5:30pm, Monday thru Thursday
Fall thru Spring Hours: 7am to 5:00pm, Monday thru Friday (closed Holidays)**

Email: helpdeskis@collegeofthedesert.edu

Phone: (760) 862-1300 (off-campus), Ext. 1300 (on campus)

