

Student Computing Guide – Spring 2017

Information Technology Services

Revised January 24, 2017

Welcome to Middlebury!

Information Technology Services (ITS) welcomes you and offers the following information about computer facilities and support to help you acclimate to your new surroundings as quickly as possible.

Need Help? (<http://go/helpdesk>)

The **Technology Helpdesk** is here to help with your computing issues. You can reach us as follows:

- Call us at 802.443.2200.
- Visit us on the main floor of the Davis Family Library (room 202) between 8:00 AM and midnight. [Helpdesk hours](#) are reduced during weekends and breaks.
- Submit an online request for help by pointing your browser to <http://go/whd>. *See instructions for using the GO utility below.*
- E-mail inquiries can be sent to helpdesk@middlebury.edu and are processed during normal Helpdesk hours.

To explore our **documentation**, use the search field on <http://go/helpdesk>.

Learn on your own using lynda.com's **video-based online instruction** covering many software applications and career-related skills. Get started at <http://go/lyndainfo>.

The **Wilson Media Lab** has the resources to assist in making a movie, an audio file, or a poster. You can take advantage of their services as follows:

- Come to the Wilson Media Lab in the Davis Family Library (room 220).
The lab has Mac computers with a variety of software products for multi-media projects. Digital media tutors are on duty to provide assistance from 1:00 to 11:00 PM on Sundays, from 9:00 AM to 11:00 PM Monday – Thursday, and from 9:00 AM – 7:00 PM on Fridays. No tutors are scheduled on Saturdays.
- E-mail inquiries can be sent to digitalmediatutors@middlebury.edu.

Use GO To Navigate Our Website

GO is a utility that provides a fast way to navigate to many common services on the Middlebury website. To use it, type a **GO Shortcut** (such as <http://go/topthings>) into your browser's **Address** field. You will have immediate access to the pages you want to use. There are hundreds of registered **GO** shortcuts; visit <http://go/gotionary> to explore or create your own. Try these:

To view this website	Type this when ON-campus	Type this when OFF-campus
BannerWeb	http://go/bw (or go/bw)	http://go.middlebury.edu/bw
Information Security	http://go/infosec (or go/infosec)	http://go.middlebury.edu/infosec
Printing to Public Printers	http://go/howtoprint (or go/howtoprint)	http://go.middlebury.edu/howtoprint
Web portal for students	http://go/students (or go/students)	http://go.middlebury.edu/students

GO not working for you? Visit <http://go.middlebury.edu/usego> to learn how to fix browser issues.

Software for Students

Select software titles, including **Microsoft Office 365**, are available to all students free of charge. Visit <http://go/software4me> to learn more about what we offer and how to obtain it. In addition, students have full access to all online courses offered through our lynda.com resource.

Course Content and Resources Via the Course Hub (<http://go/hub>)

The Course Hub is Middlebury College's gateway to course content for students and faculty. The **Semester Dashboard** shows you the resources for all of your courses – at a glance you can see if there have been updates on the course web sites, electronic reserves, or any other connected resource. For help with our new learning management system, Canvas, see the **Canvas Quick Overview for Students** (<http://go/CanvasStudentQuickguide>).

File Storage (<http://go/files>)

All students can store files in Middlebury's OneDrive and/or Google Drive cloud accounts using their Middlebury e-mail address and password. Visit <http://go/cloudoverview> to learn about these storage options. We strongly recommend use of Middlebury's cloud storage because:

- They provide robust, password-protected storage for your important documents.
- Automatic synchronization of specified folders to and from the cloud protects your work – back up your files effortlessly so they can be retrieved in case of a virus or hardware failure. File revision history allows you to revert to a previous version, if needed.
- Cloud storage is accessible from any networked computer, anywhere. Print quickly and conveniently (see below), as well as access your documents easily even when you are off campus.

E-mail (<http://go/mail>)

Students, faculty, and staff have an Exchange e-mail account. E-mail is the standard messaging method on the Middlebury campus so it is your responsibility to monitor your e-mail messages for communications from your instructors. You can access your e-mail using a web browser at <http://go/mail>. You must log in using your Middlebury e-mail address and password. To learn about webmail use, visit <http://go/webmailhelp>.

If you forget your e-mail password, use the procedure at <http://go/activate> to reset it. You must know your 8-digit College ID number and BannerWeb PIN to use this method. If you don't know either or both of these numbers, you may call the Technology Helpdesk at 802.443.2200.

Public Computing Facilities and Printing (<http://go/print>)

You may do your computing work in various locations around campus – locations and software availability are listed at <http://go/findapc>. All lab spaces have Windows computers unless an Apple icon follows the building and room number.

Visit <http://go/print> for information about printing on campus and how to manage your printing account. Check out <http://go/howtoprint> for specifics about how to send a print job from our public labs (the recommended method) or from your own computer.

Connecting to Wireless (<http://go/wireless>)

You can connect to our secure wireless network, **MiddleburyCollege**, using your Middlebury e-mail address and password. Refer to *E-mail* details (above) if you do not know this information. Connection to the campus network allows access to our e-mail system, cloud storage, and to the Internet.

- Bring your device to the Technology Helpdesk in Davis Family Library if you need setup help.
- Limited wireless devices must be [registered for use](#) on the MiddleburyGuest network.
- Refer to <http://go/wireless> for complete details about our wireless networks.