CHAPTER 2: TECHNOLOGY

TOOLS FOR SUCCESS AND SATISFACTORY TRANSITION

UNIVERSITY TECHNOLOGY APPLICATIONS

- **Gmail:** LATech email

- **BOSS:** <u>B</u>ulldog <u>O</u>nline <u>S</u>tudent <u>S</u>ystem

- **Moodle** (Course Management System)

- **Zoom:** latech.zoom.us

- **Google Apps**

- **Printing on Campus**

- **Microsoft Office 365**

LOUISIANA TECH EMAIL

Email: G-Suite Mail

- http://gmail.latech.edu

- All students are provided an email address consisting of username@latech.edu

- University Policy dictates that al official notices and information be sent only to a Tech email address, so check yours regularly!

ADDING YOUR LATECH EMAIL TO IPHONE

When you reach the step that asks you to input your Google email address, you will enter **username@email.latech.edu** and then enter your Louisiana Tech username and password when prompted.

Open the **Settings** app

Select **Passwords & Accounts**

Select **Add Account**

Select **Google**

Enter your email address in the format **username@email.latech.edu** and select **next**

Enter your Louisiana Tech **username** and **password** and select **login**

Once the login information is verified, you should see a list of account options available to sync. Verify that the **Mail option is turned on**. Select **save.**

ADDING YOUR LATECH EMAIL TO ANDROID

When you reach the step that asks you to input your Google email address, you will enter **username@email.latech.edu** and then enter your Louisiana Tech username and password when prompted.

Open the **Gmail** app

In the top right, **tap on your profile picture or your first initial**

Select **add another account**

Select **Google**

Enter your email address in the format **username@email.latech.edu** and select **next**

Enter your Louisiana Tech **username** and **password** and select **login**

Follow the steps on the screen to finish adding the account.

EMAIL ETIQUETTE 101

1. Use your university email
2. Address your professor directly
3. Make sure your first sentence identifies who you are by name
4. Be sure to include a meaningful subject line
5. Be polite

EMAIL ETIQUETTE 101 (cont'd)

6. Be succinct

7. Be specific

8. If you're going to have to miss class, email your instructor prior to class and offer to bring written proof up front

9. Close your email politely

10. Grammar and spell check

BULLDOG ONLINE STUDENT SERVICES

B.O.S.S. is a secure method of:

- accessing your student records,

- viewing grades and unofficial transcripts,

- reviewing holds on your account,

- completing registration actions, and

- paying tuition or confirming your schedule.

BOSS can be accessed online at boss.latech.edu

MOODLE

You can use Moodle to:

• find important class documents, such as the syllabus, handouts, and notes;

• look up assignment due dates and exam schedules;

• read class assignments;

• participate in online discussions;

• take quizzes and tests;

• turn in assignments; or

• check grades.

Moodle can be accessed online at moodle.latech.edu

GSUITE – USING OTHER GOOGLE SERVICES

You can utilize most Google services using your Louisiana Tech username and password. This includes Google Drive, Docs, Sheets, Slides, and more. These Google apps can be especially useful when collaborating with other students on projects and they can help keep your school work organized in a central location. To login to these services directly, use the format **username@email.latech.edu** and enter your Louisiana Tech username and password when prompted. Here is an overview of the most commonly used Google services:

GSUITE – USING OTHER GOOGLE SERVICES

Google Drive

drive.google.com

Can be used to easily store your own files in the cloud and share those files with others if you wish. Google Drive apps are available for most platforms (including Windows, Mac, iPhone, and Android) to make accessing your files across devices extremely convenient.

Google Docs

docs.google.com

A word processor can be used directly through a web browser. When a document is shared with other users, multiple people can edit the document simultaneously.

GSUITE – USING OTHER GOOGLE SERVICES

Google Sheets

sheets.google.com

A spreadsheet tool that can be used directly through a web browser. When a sheet is shared with other users, multiple people can edit the sheet simultaneously.

Google Slides

slides.google.com

A presentation tool that can be used directly through a web browser. When a presentation is shared with other users, multiple people can edit the presentation simultaneously.

PRINTING ON CAMPUS

Print stations are available throughout the Louisiana Tech campus to provide you with convenient access to printing resources. Whether you need to print a few pages of notes or an entire paper, we've got you covered. Print jobs can be submitted via print.latech.edu and then released from the specified print station using the computer located at each station. In addition, you can visit a general use computer lab in the student center or the library to print directly from a computer to a nearby printer. Some colleges also have their own computer labs available for student use that allow printing.

MICROSOFT OFFICE 365

As a student of Louisiana Tech, your credentials provide you with access to the multitude of tools available via Microsoft's Office 365 service. This includes access to download and install the latest Microsoft Office desktop apps on your personal devices, the ability to store and share files via the OneDrive cloud storage platform, and the opportunity to collaborate with others using the available online apps.

To get started, navigate to **portal.office.com** and login using the format **username@office.latech.edu** and your **password**.

IMPORTANT: Note the username format that has to be used when logging into Microsoft Office 365. Even though your email address is *yourlatechtechusername*@latech.edu, you have to use the format *yourlatechusername*@office.latech.edu when logging into Microsoft Office 365 services.

Use the C.A.R.S. test to find reliable internet sources

- <u>C</u>REDIBILITY

- <u>A</u>CCURACY

- <u>R</u>EASONABLENESS

- <u>S</u>UPPORT

Social Networking and Media
(Do's and Don'ts)

- Do create positive content

- Don't post questionable photos

- Do "Google" yourself

- Don't post negative status updates or tweets

- Don't make your online presence all about you

QUESTIONS?