

Technology Quickstart Guide for Faculty

(www.nmc.edu/emt/faculty-techguide.html)

Items with an (*) at the end are also accessible from the NMC Homepage: www.nmc.edu

How do I get technology help?

➔ The NMC Technology Help Desk

- Help Desk website: www.nmc.edu/helpdesk *Faculty/Staff> Quick Links...
- [Submit a Technology Help Desk Ticket](#) (available from the Help Desk website)
- E-mail: HelpDesk@nmc.edu
- Phone: (231) 995-3020

How do I schedule a video playback or request media equipment for a class?

➔ Media Requests

- E-mail: mediarequests@nmc.edu
- Phone: (231) 995-1070
- Office: Osterlin 134

How do I get immediate technology help when I am in the classroom?

➔ Media Helpline: 995-1071

➔ To playback a requested video, Video Distribution: 995-1571

Quick Links to Important Online Resources

➔ Access to class and personal information

Banner Self-Service: <http://www.nmc.edu/selfservice> *Faculty/Staff> Quick Links...

➔ Desktop Computing Resources: <http://www.nmc.edu/helpdesk/desktop-computing>

➔ Access to NMC's online learning system:

NMC's eLearning (Moodle) Website: <http://elearning.nmc.edu> *Current Students> Quick Links..

There are MANY valuable resources under the Course Categories [Help Resources](#) link!

- [Moodle 101: The Basics](#): An introduction to Moodle from the student viewpoint
- [Office 2007 Resources](#): Tutorials, guides, workshop schedule, and more
- [Staff Lounge & Cantina](#): *This area is designed primarily for Faculty!!!!*
Requires your NMC ID to login. Resources and topics include:
 - How Do I ... ? Discussion Forum
 - Upcoming Workshops & Conferences
 - Student Tutorials
 - Instructor Resources & Tutorials, including:
 - Using Moodle (Guidebook and Tutorials)
 - Computer Skill Basics for Online Teachers (but good for all to know!)
 - Web Conferencing: Elluminate Live!
 - Clickers for the Classroom (CPS: Classroom Performance Systems)
 - and More (it keeps growing!!!)

➔ Access to FLO (Flexible Learning Options) courses, programs and related information:

Flexible Learning Options (FLO) website: <http://www.nmc.edu/flo> *Prospective Students

- ➔ **Access to your NMC e-mail using the web interface:**
Groupwise Web Access: groupwise.nmc.edu *Faculty/Staff>Quick Links...
 - ➔ **Access to your NMC Quarantined e-mail**
Barracuda: <https://barracuda.nmc.edu> *Faculty/Staff>Quick Links...
 - ➔ **Access to your networked files from home or elsewhere:**
NMC NetStorage: netstorage.nmc.edu *Faculty/Staff>Quick Links...
 - ➔ **Look up your NMC ID** (Go to www.nmc.edu/helpdesk and locate under the NMC ID tab)
 - ➔ **Change your NMC ID password:** <https://secure.nmc.edu/password>
 - ➔ **Access to the variety of library resources**
Osterlin Library: www.nmc.edu/library *Current Students> Quick Links...
- MANY, many resources are available here... below are just a few:
- [Online catalog \(Webcat\): http://nwmi.sirsi.net](http://nwmi.sirsi.net)
 - [Online database access: www.nmc.edu/library/articles](http://www.nmc.edu/library/articles)
 - [Resources For Faculty: www.nmc.edu/library/faculty](http://www.nmc.edu/library/faculty)
 - Reference and Information: 231.995.1540
 - Circulation and Service: 231.995.1060
 - Ask a librarian: library@nmc.edu
 - Virtual Reference: [Rearch Help Nowse](#)
- ➔ **Get an NMC Phone Number with Voice Mailbox without having an actual phone!**
Contact the Office Manager of your Academic Area to request this capability
 - ➔ **Get the phone number for another person or office at NMC:**
Online Directory: www.nmc.edu/staff/
Phone Directory: www.nmc.edu/staff/nmc-phone-directory.pdf
 - ➔ **Access information on using your Voice Mail**
Voice Mail Help: www.nmc.edu/its/telephone