SJSU IT Services
Fall 2019 Faculty Edition
Here's a quick reference guide to help you navigate through all the services that SJSU has to offer.

We call it the What-is-it-and-Why-use-it Guide to Technology. It comes with brief descriptions of how to get the most out of each application so you can perform at optimal levels. Even better, there are links to pages for more details.
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Who to contact for help with services:

Owner: IT Division
Contact: itservicedesk@sjsu.edu
Visit: http://www.sjsu.edu/it/support

one.SJSU
System Access
Zoom
MyGPS, and its associated services
Who to contact for help with services:

- **Student Data Warehouse**
  - Owner: IT Division
  - Contact: itservicedesk@sjsu.edu
  - Visit: [http://www.sjsu.edu/it/support](http://www.sjsu.edu/it/support)

- **OnBase**

- **DocuSign**
Who to contact for help with services:

**SOTE/SOLATE**
Owner: Academic Affairs Division, University Personnel
Contact: institutional-effectiveness@sjsu.edu
Visit: [http://iea.sjsu.edu/Surveys/Projects/SOTE/](http://iea.sjsu.edu/Surveys/Projects/SOTE/)

**Curriculog**
Owner: Office of Graduate and Undergraduate Programs
Contact: grad-undergrad-programs@sjsu.edu
Visit: [http://www.sjsu.edu/gup/ugs/faculty/curriculum/curriculog/](http://www.sjsu.edu/gup/ugs/faculty/curriculum/curriculog/)

**eFaculty**
Owner: University Personnel
Contact: efaculty@sjsu.edu
Visit: [http://www.sjsu.edu/up/faculty/efaculty/](http://www.sjsu.edu/up/faculty/efaculty/)

**SAMMY**
Owner: Student Affairs Division
Contact: sonja.daniels@sjsu.edu or cathy.busalacchi@sjsu.edu
Who to contact for help with services:

- Canvas
- Adobe Creative Suite
- Qualtrics

Owner: eCampus
Contact: ecampus@sjsu.edu
Visit: [http://www.sjsu.edu/ecampus/support/](http://www.sjsu.edu/ecampus/support/)
Who to contact for help with services:

**REEF iClicker**

Owner: eCampus
Contact: ecampus@sjsu.edu
Visit: [http://www.sjsu.edu/ecampus/support/](http://www.sjsu.edu/ecampus/support/)

**ArcGIS**

**New Document Cameras**

Owner: eCampus
Contact: ecampus@sjsu.edu
Visit: [http://www.sjsu.edu/ecampus/support/](http://www.sjsu.edu/ecampus/support/)
Who to contact for help with services:

**CSU Student Success Dashboard**

Owner: Academic Affairs, CSU Chancellors Office
Contact: institutional-effectiveness@sjsu.edu
Visit: [http://www.sjsu.edu/studentsuccess/resources/](http://www.sjsu.edu/studentsuccess/resources/)

**Cayuse**

Owner: Research Foundation
Contact: researchfoundation@sjsu.edu

**EAB Spartan Connect**

Owner: Office of Student and Faculty Success
Contact: success@sjsu.edu
Visit: [http://www.sjsu.edu/sfs/spartanconnect/](http://www.sjsu.edu/sfs/spartanconnect/)

**SJSU Handshake**

Owner: Career Center
Contact: careerhelp@sjsu.edu
Why use it:

Faculty will need to know their SJSU ID and password in order to access class rosters, design classes inside Canvas and access SJSU email. Need to reset your password? Don't know your username?

Visit: [https://one.sjsu.edu](https://one.sjsu.edu)
Don’t forget to log in first...
...and favorite things you use the most!
Find all these services and more by searching on one.SJSU!
LinkedIn Learning

What is it?

LinkedIn Learning provides eLearning courses on a wide variety of topics for all campus audiences. Faculty and staff can build structured learning pathways and use metrics to track outcomes.

Why use it:

Faculty can integrate LinkedIn Learning courses into Canvas and assign learning pathways to students. It's also a handy tool for professional development, with courses on everything from syllabus building to specialized industry refreshers.

Visit: http://www.sjsu.edu/ecampus/teaching-tools/llinkedin
Why use it:
Activating Duo on your SJSUOne account will extend your password renewal schedule from 180 days to two years. Additionally, two-factor authentication is compulsory for faculty and staff, per CSU Chancellor's mandate.
Visit: [http://www.sjsu.edu/it/services/computer-security/duo.php](http://www.sjsu.edu/it/services/computer-security/duo.php)
Why use it:

For some courses, classroom technology is imperative to effective learning. For others, it provides a new way to engage students beyond traditional teaching methods.

Visit: [http://www.sjsu.edu/it/services/academic-tech](http://www.sjsu.edu/it/services/academic-tech)
System Access

What is it?

While all Faculty have the ability to access class rosters and enter grades, the System Access Request Process is how you get access to more information inside our central systems. This process will allow you to see information about individual students, access financial data and more inside Central Finance, and Financial Transaction Systems.

Why use it:

Advisors, Department Chairs and Directors will want this access to look closer at individual students, set or remove registration holds and complete financial transactions. Visit: http://www.sjsu.edu/it/security/forms/
**SOTE/SOLATE**

**What is it?**

CoursEval is for teaching evaluations and is able to support both regular and special session courses. CoursEval can be accessed from inside Canvas and is also mobile friendly.

**Why use it:**

CoursEval provides many new reporting options for individual faculty, department chairs, and deans' offices. The reports are more graphical and easy to read, and there are options to view results longitudinally within a class or across different classes. Chairs can also easily separate the results for lecturers versus permanent faculty.

Curriculog

What is it?
Curriculog is a curriculum management system for faculty that automates the process of curriculum and program approval, and improves communication about curriculum around campus and among faculty.

Why use it:
Curriculog makes submitting new course curricula and updating or changing existing curricula for approval as easy as a couple clicks. With this new process, faculty members can see if curriculum review is in progress, has been approved, or if further information is required.
Visit: https://sjsu.curriculog.com
**Why use it:**

Zoom lets you host meetings without leaving your office. You can conference in guest lecturers to your classes or those students unable to attend due to transportation issues or health concerns. What’s more, Zoom gives you the ability to record your lecture for later review. Many professors say just listening to their own lectures causes a dynamic shift in their performance.

Visit: [http://www.sjsu.edu/ecampus/teaching-tools/zoom/](http://www.sjsu.edu/ecampus/teaching-tools/zoom/)
eFaculty is a database for faculty to report on their individual research, scholarship, and services. Using it for RTP processes eliminates the need for paper binders, allows reviewers to access materials remotely, and allows for inclusion of non-paper based materials.

Why use it:

It streamlines faculty reporting process for achievements and progress. The information you enter about yourself into the eFaculty database can be populated into electronic dossiers for RTP processes, accreditation reports and tables, or other department, college, and university-level reporting.

Visit: http://www.sjsu.edu/up/faculty/efaculty/
GPS

What is it?
My Graduation Pathway to Success (MyGPS) is a suite of planning tools for students. It includes:
→ MyRoadmap
→ MyProgress
→ MyScheduler
→ MyPlanner

Why use it:
MyGPS and its suite of planning tools help students manage all of their requirements and obligations to achieve success. With MyGPS’s suite of tools Frosh see a clear 4-year path to graduation and transfer students are guided down a 2-year path. Indirectly, MyGPS can support faculty and staff, as departments can use student plans to help with scheduling. Visit: http://www.sjsu.edu/mygps/
GPS MyRoadmap

What is it?

Shows students required courses needed in each of their majors (and minors) for 4-yr graduation.

Visit: [http://www.sjsu.edu/advising/roadmaps/](http://www.sjsu.edu/advising/roadmaps/)
Part of MySJSU's Advisor Center, it tracks student progress on achieving their graduation requirements.

Visit: http://www.sjsu.edu/sfs/myProgress/
GPS  MyScheduler

What is it?

Students can create/compare multiple semester schedules and input work, recreation, and sports obligations.

Visit: [http://www.sjsu.edu/sfs/MyScheduler/](http://www.sjsu.edu/sfs/MyScheduler/)
GPS

MyPlanner

What is it?

Students can map their entire academic path to graduation. It is interactive and can guide them with major, minor, and general education requirements while also notifying students of classes they’ve already taken and any test or transfer credits they might have acquired.

Visit: [http://www.sjsu.edu/mygps/myplanner/](http://www.sjsu.edu/mygps/myplanner/)
Student Data Warehouse

What is it?

SDW is an academic data reporting initiative aimed at bringing more timely and comprehensive student data to the fingertips of faculty and staff. It integrates student background and demographic characteristics with program, semester and course-level records. Its rollout is happening in stages to various user groups on campus, with early report offerings focusing on graduate advising and enrollment management.

Why use it:

The SDW provides faster ways to obtain student contact lists and search for student data using highly customized criteria. It also offers daily updates on enrollment and degrees awarded, making it a good source for tracking student outcomes and building data sets for more in-depth analyses.

Visit: [http://www.sjsu.edu/it/services/business/analytics/](http://www.sjsu.edu/it/services/business/analytics/)
The SAMMY App is an engagement tool for students to use on their phones and tablets. They can receive important campus announcements, find welcome week schedules, chat with other students, manage personal profiles, post to the SJSU campus wall, find on-campus events, access the course directory, and find clubs and organizations they can join to enhance their SJSU experience.

As of now, the SAMMY App is of most use to students. All of the colleges are being added so that in the future, each college can decide how to use the app to engage its faculty, staff, and students. In the meantime, please give a shout out in class, something like this: “Hey there wonderful bright students. If you haven’t already, please download the SJSU|SAMMY App from the app store.”

Visit: https://sjsu.my.campusapp.com/
Student Success Dashboard

What is it?
The Student Success Dashboard was created by the CSU Chancellor's Office. It’s a series of graphical data dashboards that show various aspects of student performance at the program or department level. The data cover such topics as student demographics, average course outcomes, and graduation rates.

Why use it:
Faculty can access it to view how students, on aggregate, are performing in their courses as compared to other courses. Chairs and program directors can use these data to adjust their programs based on need and faculty can do the same thing with their coursework and for curriculum planning. Visit: [http://www.sjsu.edu/studentsuccess/resources/](http://www.sjsu.edu/studentsuccess/resources/)
DocuSign

What is it?

DocuSign is an electronic signature system available for faculty and staff. It will soon be available on most Faculty Affairs documents around hiring and appointments.

Why use it:

DocuSign makes life easier by taking the hassle out of obtaining or providing signatures. Use DocuSign to get an electronic signature or provide yours from the comfort of your office or workstation.

Visit: [http://www.sjsu.edu/it/training/docusign.php](http://www.sjsu.edu/it/training/docusign.php)
OnBase

What is it?
OnBase is a single stop shop for departments and their faculty to move and manage documents and workflow from a paper based storage system to an electronic system. What’s better, OnBase is tailored to your department’s specific needs. SJSU departments already using OnBase:

• Graduate and Undergraduate Programs
• Enrollment Services
• Human Resources
• Advancement
• Finance

Why use it:
You’ll have instant access to electronic versions of documents and know where they are in the workflow. It supports documentation efficiency by providing a secure separation of “confidential” documents. The automated workflow process collects digital signatures, provides reminders and routes documents to help you stay organized.

Visit: [http://www.sjsu.edu/it/services/collaboration/software/onbase.php](http://www.sjsu.edu/it/services/collaboration/software/onbase.php)
Canvas

What is it?
Canvas is a learning management system that provides a connection point for access to digital tools. The system provides students with access to course content and activities that are personalized and customized by instructors.

Why use it:
Canvas is a secure learning environment, where materials can get shared, assignments and quizzes can get created, grades can get recorded, and collaborations can occur. Instructional designers are available to assist with course design and getting started.
Visit: http://www.sjsu.edu/ecampus/teaching-tools/canvas/
Adobe Creative Cloud

What is it?

Adobe Creative Cloud is a group of applications and services that support creativity. This includes applications for desktop and mobile, such as Photoshop, Illustrator, InDesign, Acrobat Pro DC, and many more.

Why use it:

Adobe Creative Cloud supports creative design activities. Whether creating an image, video, or other artwork, the applications included provide the necessary tools. Visit: [http://www.sjsu.edu/ecampus/teaching-tools/adobe/](http://www.sjsu.edu/ecampus/teaching-tools/adobe/)
iClicker

What is it?

iClicker is a student response system that enables presenters and participants to interact dynamically through question-and-answer polling and accurately record results. New features of iClicker this semester include GPS capabilities and heat map and short answer question types.

Why use it:

iClicker activities encourage active participation as responses are recorded in real-time. Additionally, when connected with Canvas, results can sync with the gradebook.

New Document Cameras

What is it?

A document camera is an instructional technology that projects an object on a screen or video display. That object can be two-dimensional like a sheet of paper, a page of a book, or even a transparency, or three-dimensional like a sculpture or science experiment. As a pilot, electronic document cameras have been installed more than 30 university classrooms to replace the overhead projectors.

Why use it:

A document camera can do all of the same things done on a transparency projector, except with better resolution and a brighter projection. A document camera can also zoom in and out, spotlight and mask content, freeze an image, take photos, record video, connect to a microscope, connect to a laptop, connect a flash drive, and connect a mouse for digital annotations. The new document cameras are more reliable and are “digital image enabled” for “image capture” onto digital media for use during and after presentations and lectures. Visit: http://www.sjsu.edu/ecampus/support/events/ for the eCampus training session schedule.

A list of classrooms with document cameras is found at http://www.sjsu.edu/ecampus/design-resources/learning-spaces/overhead-project/classrooms/
SJSU Handshake

What is it?

SJSU Handshake is the campus career services platform that connects students to employers and career consultants. Students can apply to jobs and internships, make career coaching appointments, register for events like career fairs and workshops, view examples of their peers' resumes and profiles, find career education resources, and complete career outcomes surveys.

Why use it:

In the effort to grow SJSU's reputation as a recruiting destination, faculty can play a key role in encouraging students to use SJSU Handshake to tap career prep resources, guiding students to apply to positions our 16,000 employers post, and helping us grow employer relationships by encouraging employer registrations in SJSU Handshake. Visit: http://www.sjsu.edu/careercenter/alumni-members/sjsu-handshake-members/
Servers & Storage

What is it?
If your research or instructional program requires special equipment or resources, please reach out to SJSU IT so we can help you build a solution that meets your needs while following campus procedures. We want you to have the tools to success.

Why use it:
The SJSU IT Division is here to support your ongoing work and drive student outcomes.
Visit: http://www.sjsu.edu/it/services/
Cayuse

What is it?

Cayuse provides faculty, researchers, and support staff an easier, faster interface to Grants.gov. Cayuse is a software system that makes it easier to gather and submit the required forms involved in the SF424 Application for Federal Assistance for grants and fellowships. With Cayuse, there is no need to log in to Grants.gov.

Why use it:

Cayuse collects all data and attachments, performs validity checks and submits to Grants.gov. Cayuse stores profile information on faculty and automatically populates the SF424 form with all required institutional data. More importantly, faculty can continue work on the Science Section while the Office of Sponsored Programs at the Research Foundation reviews the other components of the proposal and identifies potential issues regarding compliance with sponsor and university policies.

Visit: [https://sjsu.cayuse424.com/](https://sjsu.cayuse424.com/)
Spartan Connect

What is it?

EAB Spartan Connect has three main components.

- EAB conducts and shares extensive educational research around student success including spreading best practices of its partner universities.

- It also incorporates GradesFirst, a software tool we are already using on campus to schedule and track advising and tutoring, record advising and tutoring notes, and perform mid-semester grade checks.

- It also adds to this a predictive analytics component that utilizes ten years of SJSU data to highlight program specific risk factors and flag students at risk to not graduate in those majors.

Why use it:

The entire SJSU community can use the free resources on this website to broaden their understanding on student success research. Advisors and tutoring centers can use the tool to schedule appointments, track student engagement, track students’ mid-semester progress, and to record and share notes on advising and tutoring. Advisors and faculty can use the tool to identify both general hurdles for success in a major and individual students at risk to not graduate in that major.

Visit:

www.sjsu.edu/shttp://www.sjsu.edu/it/services/collaboration/software/onbase.phpfs/spartanconnect/
Qualtrics

What is it?

Qualtrics is a research platform that allows users to design surveys and collect information. Surveys developed can include 100+ different question types, embedded data, branching, display logic, mobile compatibility, and randomization capabilities sent via an anonymous link or to a contact list.

Why use it:

Qualtrics can be used to collect information for research projects, courses, and department operations. Surveys can be created without any coding experience with results stored in a password-protected environment. Additionally, surveys can be shared among others to work on the survey design and analysis.

Visit: [http://www.sjsu.edu/ecampus/research-tools/qualtrics/](http://www.sjsu.edu/ecampus/research-tools/qualtrics/)
ArcGIS

What is it?

ArcGIS is a suite of software applications focused on geographic information. It allows for the collection and management of data and professional maps. This can range from the creation of simple web maps to complex analytical models.

Why use it:

ArcGIS allows users to work with geographic and spatial information along with other data points. This provides the opportunity to visualize and analyze the relationships, patterns, and trends among the selected components. Visit: https://www.sjsu.edu/ecampus/teaching-tools/arcsgis/