

# Faculty Technology Orientation

Lane Community College

I.T. Training

# Online Self-Support

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- **Faculty Technology Orientation:**
  - <http://lanecc.edu/it/training/facultyorientation.html>
- **MyLane/ExpressLane:**
  - MyLane Training Tutorials menu at right side of MyLane login screen
  - Click HELP at top-R of any ExpressLane screen
- **Moodle Self-Help Materials:**
  - [Moodle help for students] at top-R on Moodle home page
  - [Main Menu] block at top-L on Moodle home page
  - <http://lanecc.edu/atc/selfhelp/moodle.html>
- **Academic Technology Center:**
  - <http://lanecc.edu/atc/selfhelp/index.html>
- **Enhanced Classroom Equipment:**
  - Enhanced Classroom Support button on instructor desktop
  - [https://communities.lanecc.edu/support/index.php/Category:Enhanced\\_Classroom](https://communities.lanecc.edu/support/index.php/Category:Enhanced_Classroom)

# Faculty Help and Support

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- **IT Support Center –**
  - [itsc@lanecc.edu](mailto:itsc@lanecc.edu), x4444
  - <http://lanecc.edu/it>
  - Training and Support channel on MyLane Employee page
  - HELP button on instructor control panel in Enhanced Classroom
- **Academic Technology Center -**
  - [atc@lanecc.edu](mailto:atc@lanecc.edu), x3377
  - <http://lanecc.edu/atc>
  - Academic Technology Support channel on MyLane Faculty/Advisor page
- **STUDENT Support – Please direct students to:**
  - [shed@lanecc.edu](mailto:shed@lanecc.edu), x3333
  - <http://lanecc.edu/icl/shed.htm>

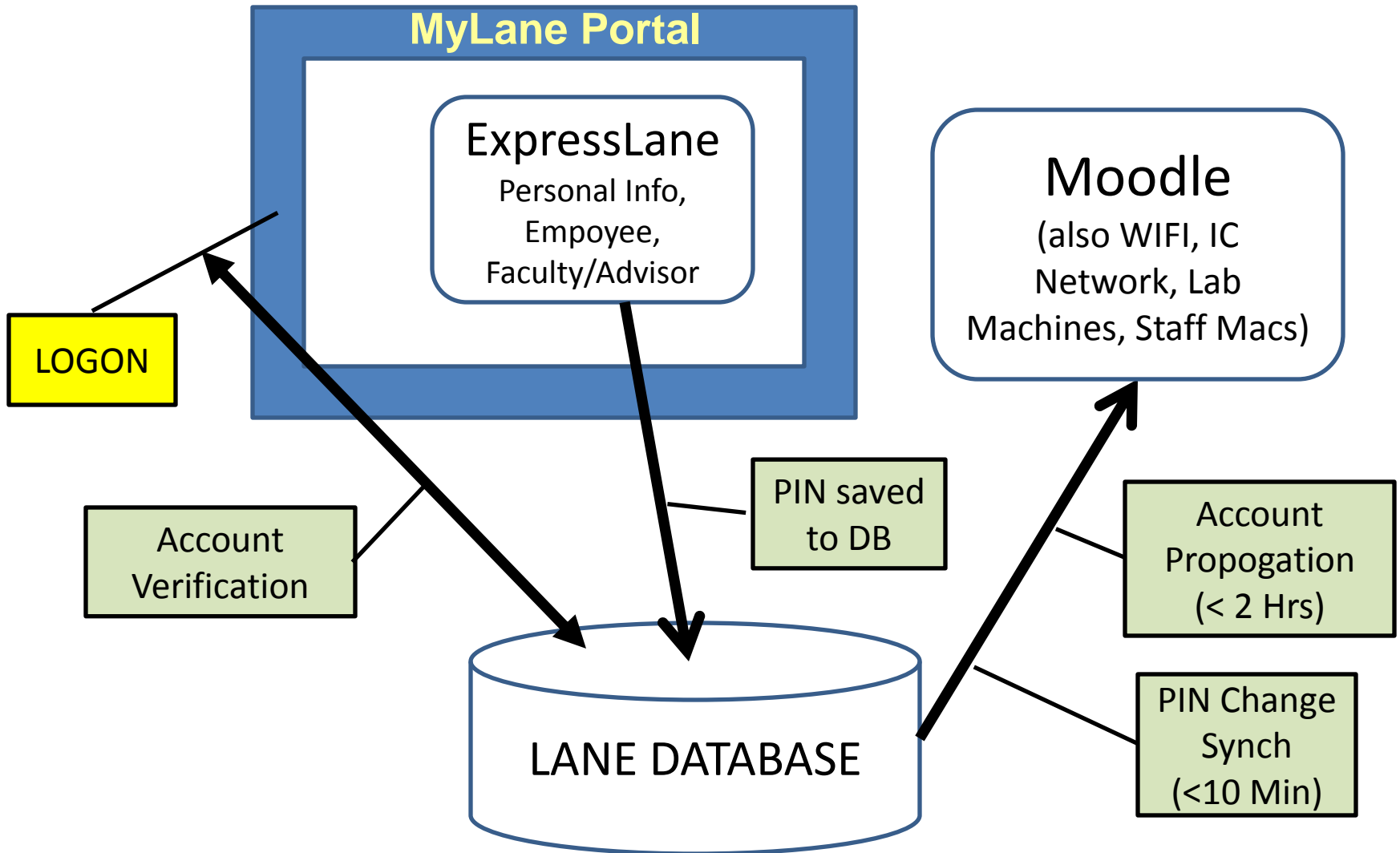
# Accounts/Logins/Passwords

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- **L# & 6 Digit Pin: All synched with MyLane via Banner DB**
  - MyLane / ExpressLane
  - Moodle
  - Instructional Computing Network
  - Mac (Virtual Desktop)
  - SSAN Wifi
- **Lastnamef & Min. 8 Digit Password: NOT synched – separate accounts**
  - GW Email
  - Staff PCs
  - Staff Networks
  - 25 Live
  - Native Banner (administration only)
- **Lane Email Address ([lastf@lanecc.edu](mailto:lastf@lanecc.edu)) & Password: NOT synched**
  - Digitar Email Filter
  - PB Works Wikis
  - IT Direct

**Bold = Most commonly used**

# MyLane, ExpressLane, & Banner



# If You Forget Your Password

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- **L# & 6 Digit Pin: All synched with MyLane via Banner DB**
  - Click [Forgot Password/PIN] on Mylane login screen
  - Answer security question
  - Reset PIN
  - WAIT for slaved accounts to be synchronized
- **Lastnamef & Min. 8 Digit Password: NOT synched – separate accounts**
  - Contact IT Support: x4444, [itsc@lanecc.edu](mailto:itsc@lanecc.edu)
  - Identify the specific application you can't log into
  - They will reset the password and give you the new one
- **Lane Email Address & Password: NOT synched**
  - Digital Email Filter – Click [Forgot Password] at top-R on Digital Login Screen ([portal.digitar.com](http://portal.digitar.com))
  - PBWorks – Click [Forgot your password?] on PBWorks login screen
  - IT Direct – Click [Forgot Login?] on IT Direct login screen

# Sending Messages to Your Class

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- **Moodle News Forum –**
  - Works anywhere; super easy
  - Goes to Moodle course AND student email addresses per Moodle profiles
- **MyLane Course Studio [Announcements] Button –**
  - Works anywhere; super easy
  - Goes to each students' MyLane Personal Announcements channel
- **MyLane Course Studio Email Function (coming soon) –**
  - Works anywhere; super easy
  - Goes to student email addresses per ExpressLane Personal Information
- **ExpressLane Class List [Email Class] Button –**
  - Must have GW Windows client or some other **non-web** email client set up and running
  - Goes to student email addresses per ExpressLane Personal Information
- **GroupWise Group List (imported from ExpressLane class list) –**
  - Must import from class list using **non-web** email client
  - Must update per class list; must manage DIGITAR quarantine

# Corresponding With Students

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- **Moodle Messages –**
  - Must reply from within course
  - Difficult to review email history
- **MyLane Course Studio Email Function (coming soon) –**
  - Goes to student email address per ExpressLane Personal Information
- **ExpressLane Class List –**
  - Must have GW Windows client or some other non-web email client running
- **GroupWise Contact –**
  - Must manage DIGITAR quarantine



# Email Options for Instructors

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- **Lanecc GroupWise Email** –
  - Must check Digitar!
- **Personal Webmail (Gmail)** –
  - Please enter email address in MyLane and/or Moodle profiles (Course Studio, Moodle Message)
- **No Email (Moodle Messsaging only)** –
  - Must be logged into Moodle. Never worry about lost email! Harder to review history than email.
- **Combination (Moodle Messages plus Email)** –
  - Messages in 2 inboxes. Fragmented history.