

Information Technology Services Student Resource Guide

A brief introduction to the computing services available for students of Hillsdale College.

Storing Your Documents

Each student is provided with a space on the network for storing personal information. This space is called the P: drive and is only accessible by the login user. All data on the network is automatically backed up every evening. A student's P: drive should be kept under 500MB. Electronic mail accounts **must** be kept under 100MB. That includes mail messages and information such as contacts, tasks and calendar entries. You may check the current size of your mailbox by clicking on the View Mailbox Size link at hillsdale.edu/studentlife/resources.asp. ITS reserves the right to uphold and modify these limits at any time without notice.

Email, Outlook & Web Access

Students can access email either from Outlook (on any computer connected to the Hillsdale College campus network) or from Outlook Web Access (OWA). OWA is an effective way to access email from any computer that has a web browser. You may access OWA from <http://www.hillsdale.edu/studentlife/resources.asp>. Student email addresses contain the *[first initial][last name]*@hillsdale.edu. For example James Johnson's email address would be *jjohnson@hillsdale.edu*. Please send mail only to those who wish to receive it. **Mass mailings are not generally acceptable and are usually considered discourteous. Messages for the campus at large should be posted in the appropriate area of the public folders in Outlook or OWA.**

Passwords

Passwords should be at least six characters in length, with at least one capital letter and one number. If you misplace your password, bring your ID to the ITS offices.

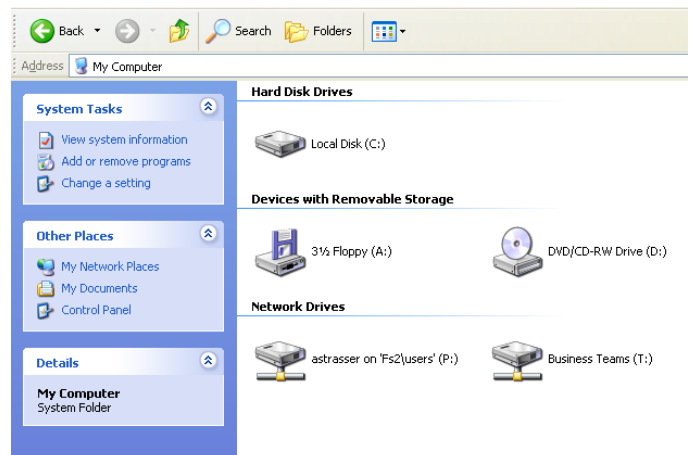


The screenshot shows the Hillsdale College website's Student Life section. The main heading is "Student Resources". Below it, there is a welcome message and a list of "WEB SERVICES" including Electronic Communication (Student E-mail, Public Folders, Blackboard, Remote File Access, Web Advisor) and My Account (Change Password, Print Balance, Print Job Release, New Profile Site, ITS Events). There is also a section for "ONLINE RESOURCES" including Novak Library (Online Book Request, Book store), Student Directory, Airport/Traffic Shuttle Request Form, and The Hillsdale Collegian.

Student Resources: <http://www.hillsdale.edu/studentlife/resources.asp>

My Computer

On a Windows PC, all drives can be accessed by clicking on My Computer.



P drive: (Personal) This is an area on the Network designed for storing documents for individual use. Students should store any personal data in this area only. The P Drive is also called the My Documents folder on lab machines. Students' P drive should be kept under 100MB.

T drive: (TA) Students who are employed by the college or may need to share data with faculty or staff members can use this drive. Professors can request a TA folder on the T drive for sharing data with students.

Both your P: drive and T: drive are also available on the **Student Resources** page of the Hillsdale website under Remote File Access located at <http://www.hillsdale.edu/studentlife/resources.asp>

Remote File Access

Students can access their files from anywhere via the internet. From the Student Resources page select "Remote File Access." After entering their username and password they will see a page granting access to both the P and T drives. After selecting the one they wish to access, students will be prompted to reenter their username and password. Currently this is best viewed in Internet Explorer.

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Accessing the Campus Network

Students are responsible for providing and maintaining their own personal computers and can access the Internet and email in the dorms via ethernet. By default, student computers will be prompted to run through a series of registration screens upon their first connection to ResNet in the dorms (including laptops). Since ResNet is not accessible through phone lines, a network interface card (NIC) must be installed before accessing ResNet. NIC's can be purchased from stores such as Radio Shack or Wal-Mart.

Equipment Necessary for Network Connection:

- 10/100 or 100/1000 Ethernet Card (NIC) that is supported by their computer's operating system.
- Cat-5 patch cable RJ-45 connectors (10-foot or greater length recommended).

Wireless Connectivity

For Laptop users with a PCMCIA 80211B Wi-Fi compliant wireless network card (SMC wireless cards will not work on our network), wireless connectivity to the Hillsdale network is possible in most areas of the Knorr Student Center, the Lane and Kendall classroom buildings, and the library. In the dorms, wireless connectivity is only currently available for The Suites. **Personal wireless routers are not allowed on campus.**

Labs & Lab Assistants

Hillsdale College currently has four primary computer labs. Two labs contain PC machines: Wiegand and Lane, while two labs contain Macintosh machines: the Eaton and Graphics labs.

Lab hours are guides to general time availability but range from 7:30 am – 2 am. The Eaton and Lane Labs are primarily teaching classrooms. When a class is in session, those labs are not available for general student use. A class may meet any time, day or night, with or without notice.

Lab Assistants are available to help students with various program applications such as Microsoft Office, Internet Explorer, Netscape, Dreamweaver, Fireworks, Photoshop, Scanning, etc. If you are interested in applying for a Lab Assistant position please stop by the ITS offices during business hours.

For more information about lab facilities or hours see the ITS web site:

<http://www.hillsdale.edu/academics/resources/its/dept/>

Acceptable Use Policy

Every time a student, staff, or faculty member logs onto a college computer, he or she agrees to the Acceptable Use Policy by clicking on the OK button beneath the Legal Notice Caption. The complete policy is found at http://www.hillsdale.edu/academics/resources/its/policies/acceptable_use.asp. The Hillsdale College Code of Conduct states that students are subject to disciplinary action for "Disciplinary conduct of lewd, indecent or obscene conduct or expression on College owned or controlled property or at College-sponsored or supervised functions."

In short, students must:

- Respect the rights of other users to an open and hospitable computing environment.
- Respect the integrity of computing and network systems.
- Respect the privacy of others.
- Respect the legal protection provided by copyright and license to programs and data.

Blackboard

Blackboard is an on-line course management system used by Hillsdale College faculty to deliver information and valuable educational resources to students. Blackboard is a password protected web environment that allows instructors to upload data specific to their courses and the needs of their students. Courses contain information specific to each student and can be accessed from anywhere in the world. Students can logon to Blackboard through the Up the Hill webpage.

Printing & Scanning

In addition to storage space on the network and web access, students may print in color in the Graphics Lab (\$.50 per copy) and the Wiegand and Lane Labs (\$.25 per copy). Black and white printing is always free. Scanning stations are available in the Graphics and Wiegand Labs. Charges are automatically tracked and balances sent via email once a month.

Questions & Support

For more information about student services offered by the ITS department at Hillsdale College, to make special arrangements, or in the case of a technical problem or support question you may contact the Helpdesk via e-mail (helpdesk@hillsdale.edu) or call (517) 607-2566.