



Information Technology eNews

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for Administration & Academics

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Backing up Files

It is important to regularly back up the data (files) stored on the hard drive of your computer. You might think that you do not have anything worth backing up, but stop and consider such things as your internet bookmarks, contact lists, project files etc. Not backing up data puts you at a higher risk of permanently losing your electronic files.

Data loss can occur in many ways: hard drive crash, power failure or surge, or accidental deletion. Backing up means to keep a copy of your important files on an external medium such as a CD or DVD, a USB flash drive, or an external hard drive.

Add a reminder to your calendar to back up files weekly.

Campus Announcements

If you are not receiving campus announcements in your Morgan e-mail account, please contact the HELP Desk at 443-885-4357.

Technology Training Services Web page



Are you looking for technology help with academics or office skills? On the *Technology Training Services* site, there are Microsoft Office tutorials that will refresh your skills in Word, Excel, Power Point, Publisher and

Access. Follow the link to [Technology Training Services](#) on the Faculty/Staff webpage.

Illegal File Sharing and Downloading



Comprehensive information on Illegal File Sharing is posted under the [Planning & Information Technology webpage](#) on the Morgan website. The guidelines apply to Morgan faculty, staff, and students.

Online Course Design Workshop

Technology Training Service's *Online Course Design Workshop* is scheduled to begin on March 1, 2011. Faculty, please submit your signed Online Course Agreement form to CGW105; the form and additional information is located on our website at:

http://www.morgan.edu/Administration/Planning_and_Information_Technology/Technology_Services/Technology_Training_Services/Online_Course_Design.html

Contact karen.rubinstein@morgan.edu with questions.

Blackboard Tips:

Please visit the Blackboard information page. There you will find out how you can:

- Get Started with Blackboard quickly and easily
- View our Training sites for faculty and students
- **Get an Apple or Sprint Mobile App for Blackboard**

http://www.morgan.edu/Administration/Planning_and_Information_Technology/Technology_Services/Technology_Training_Services/Blackboard_Information.html