

# Academic Computing Technology Guide Spring 2020



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## **Academic Computing**

Academic Computing supports the University's mission of fostering a climate conducive to learning through the provision of information technology, equipment and support. The mission of Academic Computing is to enhance the teaching and learning experience at Saint Augustine's University through the practical application of computer technologies - hardware and software - to achieve the academic goals of the University. Practical application of the technologies involved in the provision of training and software support to faculty and students, providing for orderly, functional and secure computer laboratories, research and development of leading-edge computer technology issues impacting the academy and advising senior management of potential uses and implementation of computer technology in higher education.

## **General Rules for All Computer Labs**

- A. **No** Eating, Drinking, or Cell Phones in the computer labs. This protects the equipment from spills that could disable the machines.
  
- B. Do **NOT** save on the hard drive. Every computer is equipped with file removal software. When you logoff the files you attempted to save will not appear on the machine.
  
- C. Please “**log off**” the computer before leaving the computer lab. You are *responsible* for your account.
  
- D. Maintain a clean, neat environment. Straighten the chairs and equipment. Discard unwanted papers and materials.

## **Problems and Help**

- E. If you experience any problems with the computers or printer, submit a Support Ticket and include the “Computer Name” and details of the problem.
  
- F. Purchase flash drives to save your files.
  
- G. Do **NOT** attempt to install, change, alter, or modify hardware or software.

H. All lost items will be delivered to the Security Booth “Lost and Found”.

**Academics Computer Labs (18) Hours of Operation**

<b>General</b>	<b>Hours of Operation</b>
1. Boyer 005 Smart Lab, Boyer Building (20)	Monday-Friday: 8:00 am- 10:00 pm
2. Penick Computer 006, Basement of Penick (18)	Monday-Friday: 8:00 am - 5:00 pm

<b>Discipline Specific Computer Labs</b>	
<b>Education</b>	
3. Model Education Computer Lab 207, Boyer Building (8)	Monday-Friday: 8:00 am - 5:00 pm
<b>Business</b>	
4. Advance Business Courses, Cheshire Building Room 108 (13)	Monday-Friday: 8:00 am - 5:00 pm

<b>Visual and Performing Arts</b>	
5. FAB VPA 109, Seby Jones 109 (6)	Monday-Friday: 8:00 am - 5:00 pm
<b>Programming</b>	
6. Cheshire 002, Cheshire Building (24, 1 instructor)	Monday-Friday: 8:00 am - 9:00 pm
7. Cheshire 006, Cheshire Building (24, 1 instructor)	Monday-Friday: 8:00 am - 9:00 pm
<b>Graphics Lab</b>	
8. Seby Jones Room 220 Smart iMac Lab, Seby Jones Building (18)	Monday-Friday: 8:00 am - 5:00 pm
<b>Science</b>	
9. GRE Testing Lab, 2 <sup>nd</sup> floor of Penick (7)	Monday-Friday: 8:00 am - 5:00 pm
10. Engineering and Physics Computer, 211 Penick (24)	Monday-Friday: 8:00 am - 5:00 pm
<b>11. Faculty and Staff Development Lab, Boyer 007, Boyer Building</b>	<b>Monday-Friday: 8:00 am - 5:00 pm</b>

<b>Residence Hall</b>	<b>Hours of Operation</b>
12. Weston Hall (9)	24 hours
13. Boyer Hall (4)	24 hours
14. Latham Hall (9)	24 hours
15. Falk Crest Hall (2)	24 hours
16. Club House (4)	TBD
<b>Athletics</b>	
17. Women's Basketball (2)	Atkinson Hall
18. Men's Basketball Team (3)	Atkinson Hall

<b>Computer lab</b>	<b>Windows 10 Operating System with Installed Software and Drivers</b>
Boyer 005	Office 2016, SPSS 26, Chrome, Adobe flash & Reader , Boyer 005 Printer driver.
Boyer 207	Office 2016, Chrome, Adobe Flash & Reader.
Cheshire 002	Visual Studio 2017, Visual Studio 2015, Jgrasp, SPSS 26, Java, Packet Tracer, Wire Shark, Veyon, Office 2016, Virtual Box, Chrome, Adobe Flash & Reader, My Foundations lab link, My Financial Aid link, CAMS Enterprise link, Cheshire 002 printer driver .
Cheshire 006	Visual Studio 2017, Jgrasp, Java, Packet Tracer, Wire Shark, Veyon, SPSS 26, Virtual Box, Office 2016, Visio, Chrome, Adobe Flash & Reader, My Foundations lab link, My Financial Aid link, CAMS Enterprise link, Cheshire 002 printer driver.
Cheshire 108	Visual Studio 2017, Visual Studio 2015, Jgrasp, Java, Packet Tracer, Wire Shark, Veyon, Virtual Box, Office 2016, Visio, Chrome, Adobe Flash & Reader.
Penick 006	AutoCAD 2028, EES, Logger Pro, Minitab 19, Matlab R2019, Office 2016, SPSS 26, Chrome, Adobe Flash & Reader, Penick 006 printer driver.
Penick 211	AutoCAD 2020, EES, Logger Pro, Office 2016, Chrome, Minitab 19, Matlab R2019b, Maple 2019, SPSS 26, Adobe Flash & Reader, Penick 006 printer driver.
Seby Jones 109	Office 2016, Chrome, Adobe Flash.
Seby Jones 220	Office 2016, Chrome, Adobe Flash, Adobe Creative Cloud Suite.
Hunter 201	Office 2016, Chrome, Adobe Flash & Reader.
Delany lobby	Office 2016, Chrome, Adobe Flash & Reader, My Financial Aid link.

Boyer 005	Office 2016, SPSS 26, Chrome, Adobe flash & reader , Boyer 005 Printer driver.
Boyer 207	Office 2016, Chrome, Adobe flash & reader.
Cheshire 002	Visual Studio 2017, Visual Studio 2015, Jgrasp, SPSS 26, Java, Packet Tracer, Wire Shark, Veyon, Office 2016, Virtual Box, Chrome, Adobe flash & reader, My Foundations lab link, My Financial Aid link, CAMS Enterprise link, Cheshire 002 printer driver .
Cheshire 006	Visual Studio 2017, Jgrasp, Java, Packet Tracer, Wire Shark, Veyon, SPSS 26, Virtual Box, Office 2016, Visio, Chrome, Adobe flash & reader, My Foundations lab link, My Financial Aid link, CAMS Enterprise link, Cheshire 002 printer driver.
Cheshire 108	Visual Studio 2017, Visual Studio 2015, Jgrasp, Java, Packet Tracer, Wire Shark, Veyon, Virtual Box, Office 2016, visio, Chrome, Adobe flash & reader.
Penick 006	AutoCAD 2028, EES, Logger Pro, Minitab 19, Matlab R2019, Office 2016, SPSS 26, Chrome, Adobe flash & reader, Penick 006 printer driver.
Penick 211	AutoCAD 2020, EES, Logger Pro, Office 2016, Chrome, Minitab 19, Matlab R2019b, Maple 2019, SPSS 26, Adobe flash & reader, Penick 006 printer driver.
Seby Jones 109	Office 2016, Chrome, Adobe flash.
Seby Jones 220	Office 2016, Chrome, Adobe flash, Adobe Creative Cloud Suite.
Hunter 201	Office 2016, Chrome, Adobe flash & reader.
Delany lobby	Office 2016, Chrome, Adobe flash & reader, My Financial Aid link.

# **SMART Classrooms (43)**

**To date there are forty-three SMART Classrooms here on campus.**

**There are three levels of SMART Classrooms:**

- Level 1: Whiteboard/Electric screen, LCD projector with remotes, speakers, pole amplifier, AV cart or podium
- Level 2: Smart Board, LCD projector, laptop/desktop, speakers and AV cart
- Level 3: All-In-One Smart Board, LCD projector, control panel, laptop/desktop, speakers, AV carts and Discipline Specific Computer Labs

**AV Cart Keys and Remotes:**

1. Please contact your Administrative Assistant to check out the AV cart keys.
2. The keys must be return to the Administrative Assistant at the end of the semester.
3. Place remotes in AV cart and lock after each class session.
4. If there are any problems, please submit a Support Ticket immediately.

<b>Locations/Rooms</b>	<b>Level</b>
<b>Gordon Health Center</b>	
1. Forensic Computer Lab	2
<b>Cheshire Building</b>	
2. Cheshire Room 002	2
3. Cheshire Room 006	2
4. Cheshire Room 102	1
5. Cheshire Room 112	1
6. Cheshire Room 123	1
7. Cheshire Room 203	1
8. Cheshire Room 207	1
9. Cheshire Room 208	1
10. Cheshire Room 213	1
11. Cheshire Room 223	2
<b>Delany Building</b>	
12. Delany 03	2
13. Delany 02	2



<b>Penick Building</b>	
14. Penick Room 102	1
15. Penick Room 221	1
16. Penick Room 006	2
17. Penick Room 211	1
18. Penick Room 109	3
19. Penick Room 217	2
20. Penick Room 106	3
21. Penick Room 018	2
22. Penick Room 204	1
23. Penick Room 118	1
<b>Seby Jones Building</b>	
24. Seby Jones 101	2
25. Seby Jones 112	3
26. Fines Arts Room 220	2
27. Fines Arts Room 302	2
28. FAB VPA 109 Music Computer Lab	1
29. Choir Room	2
<b>Library</b>	
30. Information Literacy I	2
31. Information Literacy II	3
<b>Boyer Building</b>	
32. Boyer 005	2
33. Boyer 007	1
34. Boyer 011	1
35. Boyer 101	2
36. Boyer 102	2
37. Boyer 111	2
38. Boyer 201	2
39. Boyer 207	3
40. Boyer 209	2
41. Boyer 301	2
42. Boyer 302	3
43. Boyer 303	2