Swarthmore College
Quick Start Guide for New Faculty, Fall 2013

Important Addresses
The Dash: http://dash.swarthmore.edu
Swatmail: http://swatmail.swarthmore.edu
Moodle: http://moodle.swarthmore.edu
Academic software: http://www.swarthmore.edu/software.xml
Swatfiles: http://swatfiles.swarthmore.edu
Google Apps for Swarthmore: http://apps.swarthmore.edu

Important Locations
Media Center: Beardsley 114
Media Services: Beardsley 115
Computer Classrooms: Trotter 201 (Windows) and McCabe 306 (Mac)

Where Documents Go
Moodle: Use our learning management system for courses or Tri-College groups. Course registrations are loaded automatically from Banner enrollment data. Course materials are backed up daily and retained on the server for at least two years.
Swatfiles: Store your private files in your personal folder, or use shared folders for departments or groups. Owners of folders can share documents securely with on- and off-campus collaborators. Swatfiles is run on a Swarthmore server and backed up daily.
Google Docs: Great for collaborative drafting/editing of word processing files, spreadsheets, slideshows and web forms. Files are stored on Google’s servers.

Questions to which the answer is “Yes!”
May I have a personal blog/wiki/podcast? Is there somebody I can talk to about an idea for a class project?
May I have a blog/wiki/podcast for my course? May I reserve a computer classroom?
May I print in color? A poster? A 3-D object? May I get into the Media Center in the evenings and on weekends?
May I convert a disc/tape/file to another format? May I purchase a computer with an educational discount?
Are there scanners I may use? May I get a copy of Microsoft Office for $10 for my home computer?
May I borrow a camera/video camera/audio recorder/GPS unit? What about an iPad? May I conduct an online survey?
May I borrow a laptop to take with me to a conference? May I get access to the NSF’s XSEDE high performance computers?
Contact information
Help Desk, help@swarthmore.edu, x4357
Media Services, avbox@swarthmore.edu, x6201
Andrew Ruether, aruethe2@swarthmore.edu
Doug Willen, dwillen1@swarthmore.edu
Eric Behrens, behrens@swarthmore.edu
Michael Kappeler, mkappel1@swarthmore.edu

PLEASE REMEMBER: ITS staff will never ask you for your password.
If you receive an email message that you suspect is intended to scam its recipients, please forward it to the address phishing@swarthmore.edu before deleting it.

Classroom Equipment - Quick Start Instructions

All regularly scheduled classrooms have projection/display systems. Most also have built-in Mac Mini, iMac or MacBook computers. If you wish to use one, verify that it is on before you begin the instructions below. If you are using your own laptop, connect it to the VGA or HDMI cables in the room. (Depending on your laptop model, this may require an adapter. Adapters are available from Media Services.)

1. Touch the center of the Crestron screen to wake the display.

2. If prompted for a passcode, press “OK.”

3. The projector will turn on by either pressing "Show" from the bottom of the screen or by selecting the media source you wish to use from the left side of the screen. Depending on the room you are in, the projection screen may drop down at this time.

4. If you haven’t done so yet, pick the media source you wish to use from the left side of the screen.

5. When finished, press the “Exit” button on the right side of the Crestron screen to turn off everything off. After pressing “Exit” you may be prompted with a final shutdown message to which you can press “Continue” or “Yes” to shut down the system.

Need Classroom AV Help?
Dial x6201 or email avbox@swarthmore.edu
Media Services - Beardsley 115