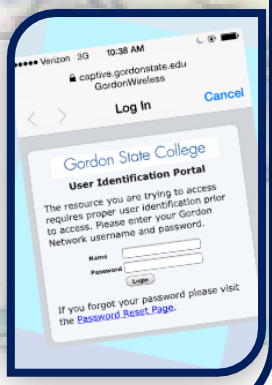
GSC Adjunct Faculty Quick Guide

Information Technology Department
Instructional Complex 1st Floor Lab (Room 109)
M-F 8 am- 5pm
678-359-5008
helpstar@gordonstate.edu

Connecting to Gordon Wifi/Wireless

You will have to reconnect every hour!

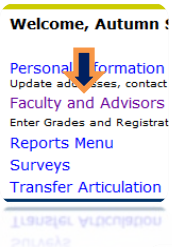
Choose "Gordon Wireless" network from Settings



Use your Gordon email username (ie- bmartin) and current password

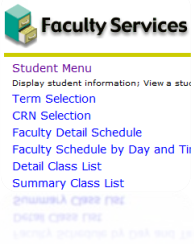
Gordon State College Email:

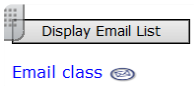
Email Classlist from Banner Web



1. After logging in, choose "Faculty & Advisors"

2. Choose "Summary Classlist"





3. Scroll to bottom of roster and choose "email class" for Gordon emails to be placed in Outlook. You may choose to "Display Email List" and copy/paste displayed emails

Password

Must be changed every 122 days!

Must have 3 of the following:
-Uppercase letters
-Lowercase letters
-Numbers
-Symbols

Must be at least 8 characters
Cannot contain username

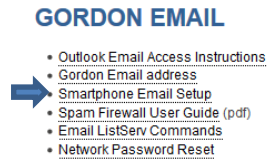
Reset Password Online!

"My Gordon" Tab
"Gordon Email"
"Network Password Reset"

You will use this same username and password to log onto:
-Computers on-campus (network)
-Desire2Learn
-Connecting to wifi

Sync Your Gordon Email to Your Smartphone using the instructions at:

"My Gordon" tab
"Gordon Email"
"Smartphone Email Setup"



Using Classroom Computers On-Campus:

Sign on using Gordon username and current password!

Signed into the network, you can connect to your Gordon email (Outlook)

IMPORTANT: You MUST log out of your account before leaving the computer- if not, others can send emails and access your files!

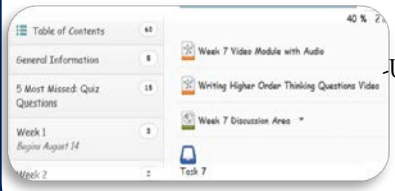
If you need to step out of your office, use Windows Key + L to lock your screen!

Brightspace by D2L (Desire2Learn)

All courses have a D2L shell. Faculty can choose to use this to interact with students. Students are automatically loaded into D2L courses (may take up to 48 hours after adding in Banner Web).

Access D2L:
"My Gordon" Tab
"My Gordon" Section
"Brightspace by D2L"

Login with:
Gordon Email Username (ie- bmartin)
Current Gordon Email Password



Faculty can:
-Upload documents
-Create Quizzes
-Allow Paper submissions
-Allow discussions
-Provide Grades

View Student/Faculty Online Training and Resources

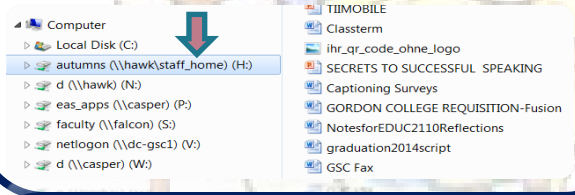
HelpStar

In need of ITD assistance? Send in a helpstar email from you Gordon email account: helpstar@gordonstate.edu.

Provide an adequate description of the problem and include your GSC Computer Number (located on a sticker on the modem). Read more about helpstar here.

Save to Your H Drive!

Students, staff, and faculty have an H drive. Save documents there and you can access them from any computer on campus (as long as you are signed into the network.)



Remote Mice In Classrooms (to be mobile when presenting)

Laser

Move Forward & Backward

The dongle is not a flashdrive. It must be plugged into the USB of the host computer for the remote mouse to work.

Banner Web:

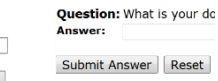
Allows you to:
-View Rosters
-Submit attendance verification
-Post failing midterm grades
-Post final grades
-Unlock students (advising)
-Submit "early alert"

Access Banner Web:
"My Gordon" Tab
First Link Under "My Gordon" Section

Login to Banner Web:
User ID: 929 #
Pin: 6 digit (you devised)

929 is located on front of ID card.

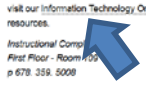
Forgot?
Choose "Forgot Pin" and answer security question.



Technology Resources on GSC Webpage

-"Departments" on navbar
-Information Technology

Links on side bar for D2L, instructional videos, etc.



Link to information technology orientation for FAQs.

Students Can Download Microsoft Office 365 for Free!

Enrolled GSC students can now download Microsoft Office Products (Office, PowerPoint, Excel, Outlook, etc.) without cost.

Search "Office 365" in Gordon Search Engine to locate instructional webpage.

Note: Students must be enrolled to download 365! If they are not taking classes during a semester, they cannot access 365 during that time!
They must login to 365 at least once every 30 days or they will have to re-install/re-verify the program.