

GSC Faculty Quick Guide

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



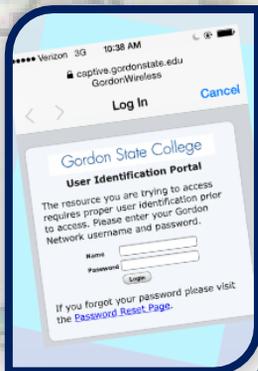
Connecting to Gordon Wifi/Wireless

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

Welcome, Autumn !

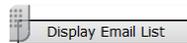
[Personal Information](#)
[Update addresses, contact](#)
[Faculty and Advisors](#)
[Enter Grades and Registrar](#)
[Reports Menu](#)
[Surveys](#)
[Transfer Articulation](#)

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

2. Choose
"Summary
Classlist"

Faculty Services

[Student Menu](#)
Display student information! View a stu:
[Term Selection](#)
[CRN Selection](#)
[Faculty Detail Schedule](#)
[Faculty Schedule by Day and Tn](#)
[Detail Class List](#)
[Summary Class List](#)
[Banner Web](#)
[Banner Web](#)
[Banner Web](#)



Email class

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"

MY GORDON

- [Log in to Banner Web](#)
- [Banner Web Frequently Asked Questions](#)
- [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"

GORDON EMAIL

- ➔ • [Outlook Email Access Instructions](#)
- [Gordon Email address](#)
- [Smartphone Email Setup](#)
- [Spam Firewall User Guide \(pdf\)](#)
- [Email Listserv Commands](#)
- [Network Password Reset](#)

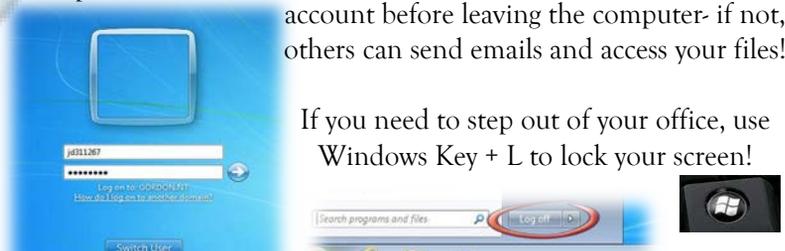
Using Computers On-Campus:

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)

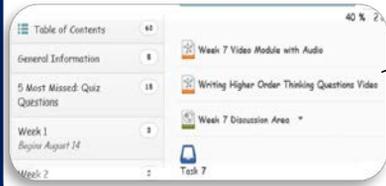
All courses have a D2L shell. Faculty can choose to use this to interact with students. Students are automatically loaded into D2L courses (may take up to 48 hours after adding in Banner Web).

MY GORDON

- Approved Calendars
- Banner Web Log In
- Banner Web Frequently Asked Questions
- Brightspace by Desire2Learn
- Captive Portal Access
- Class Schedules and Registration Information
- Contact Email

Access D2L:
"My Gordon" Tab
"My Gordon" Section
"Brightspace by Desire2Learn"

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



[View Student/Faculty Online Training and Resources](#)

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

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

MY GORDON

- Log in to Banner Web
- Banner Web Frequently Asked Questions
- Gordon Email
- Network Password Reset

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.

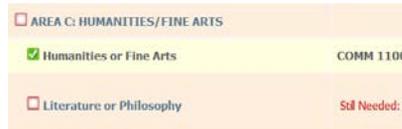
User ID:
PIN:

Question: What is your dc
Answer:

DegreeWorks

- Login to Banner Web
- "Faculty & Advisors"
- "DegreeWorks" (near bottom of list)
- Search Term
- Search Student by ID or Name

- [Personal Information](#)
Update addresses, contact info, directory profile.
- [Faculty and Advisors](#)
Enter Grades and Registration Reports Menu
- [Surveys](#)
- [Transfer Articulation](#)
- [Petitions](#)
Create and Update Pet.
- [Early Alert](#)
- [DegreeWorks](#)
- [Student Academics](#)
- [Housing Admin](#)



Program helps with advising by providing guidance as to what classes are needed to complete degree programs per major. (Students also have access to DegreeWorks through their own Banner Web account.)

[Search "DegreeWorks" in Gordon Search Engine to locate training video/doc.](#)

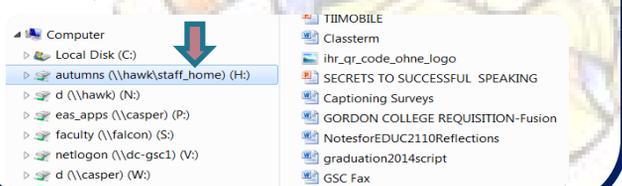
HelpStar

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.](#)

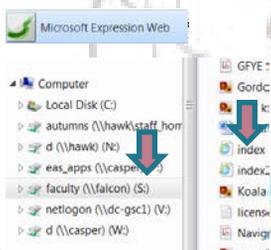
Save to Your H Drive!

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.)



Faculty Webpage: S Drive!

Full time faculty have a S drive connected to their faculty webpage. This can be edited via MS Expression Web. [View a video of how to create a webpage here.](#)



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.