



SJSU Technology Resource Guide

2021 Faculty Edition

Technology Services



Here's a quick reference guide to help you navigate through all the services that SJSU IT has to offer.

We call it the What-is-it-and-Why-use-it Guide to Technology. It comes with brief descriptions of how to get the most out of each application so you can perform at optimal levels. Even better, there are links to pages for more details.

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Who to contact for help with services:



one.SJSU



System Access



Zoom



MyGPS, and its associated services

Owner: IT Division

Contact: itservicedesk@sjsu.edu

Visit: <http://www.sjsu.edu/it/support>

Who to contact for help with services:



Student Data Warehouse



OnBase



DocuSign

Owner: IT Division

Contact: itservicedesk@sjsu.edu

Visit: <http://www.sjsu.edu/it/support>

Who to contact for help with services:



SOTE/SOLATE

Owner: Academic Affairs Division, University Personnel

Contact: institutional-research@sjsu.edu

Visit: <http://ir.sjsu.edu/Surveys/Projects/SOTE/>



Curriculog

Owner: Office of Undergraduate Education

Contact: undergraduate-education@sjsu.edu

Visit: <https://www.sjsu.edu/curriculum/>



eFaculty

Owner: University Personnel

Contact: efaculty@sjsu.edu

Visit: <https://www.sjsu.edu/up/mycareer/faculty/efaculty.php>

Who to contact for help with services:



Canvas



Adobe Creative Suite



Qualtrics

Owner: eCampus

Contact: ecampus@sjsu.edu

Visit: <http://www.sjsu.edu/ecampus/support/>

Who to contact for help with services:



REEF iClicker



ArcGIS



Document Cameras

Owner: eCampus

Contact: ecampus@sjsu.edu

Visit: <http://www.sjsu.edu/ecampus/support/>

Who to contact for help with services:



CSU Student Success
Dashboard

Owner: CSU Chancellor's Office

Visit: <https://public.dashboards.calstate.edu/public/csu-by-the-numbers/graduation-rates>



Cayuse

Owner: Office of Sponsored Programs, Research
Foundation

Contact: research-foundation-osp@sjsu.edu



EAB SpartanConnect

Owner: Enrollment Management

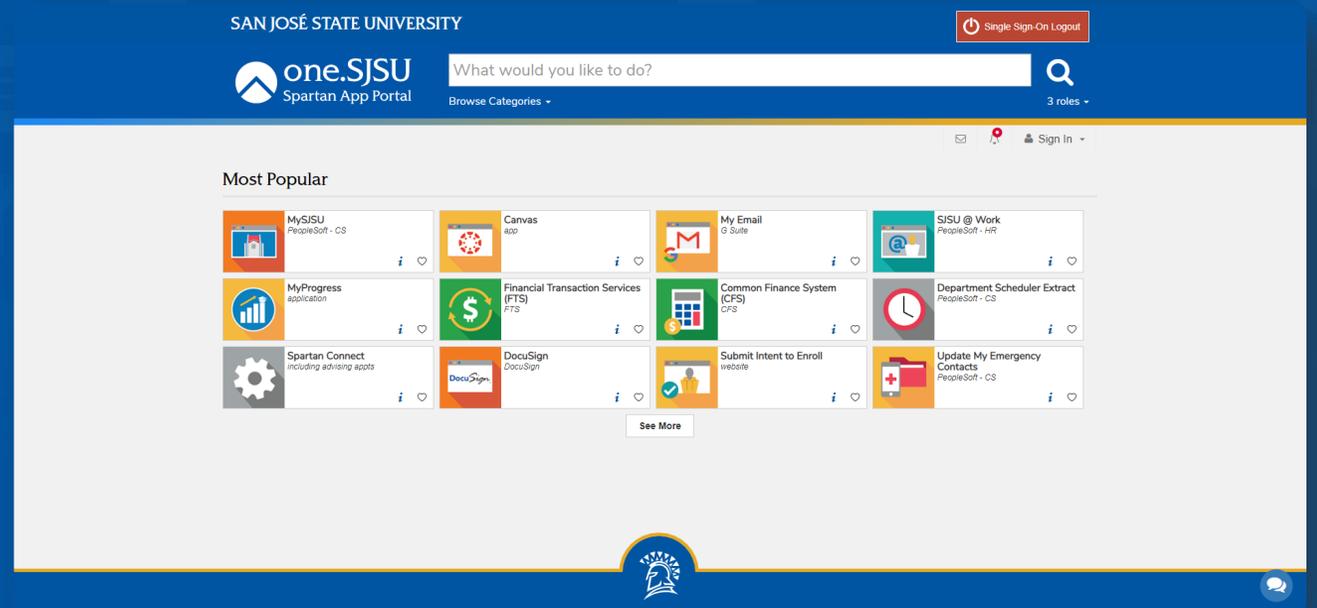
Contact: SpartanConnect@sjsu.edu

Visit: <http://www.sjsu.edu/sfs/spartanconnect/>

one.SJSU

What is it?

one.SJSU is your passport to computer systems and applications. Your username and password will grant you access to Canvas, G Suite, and over 150 other applications.



Why use it:

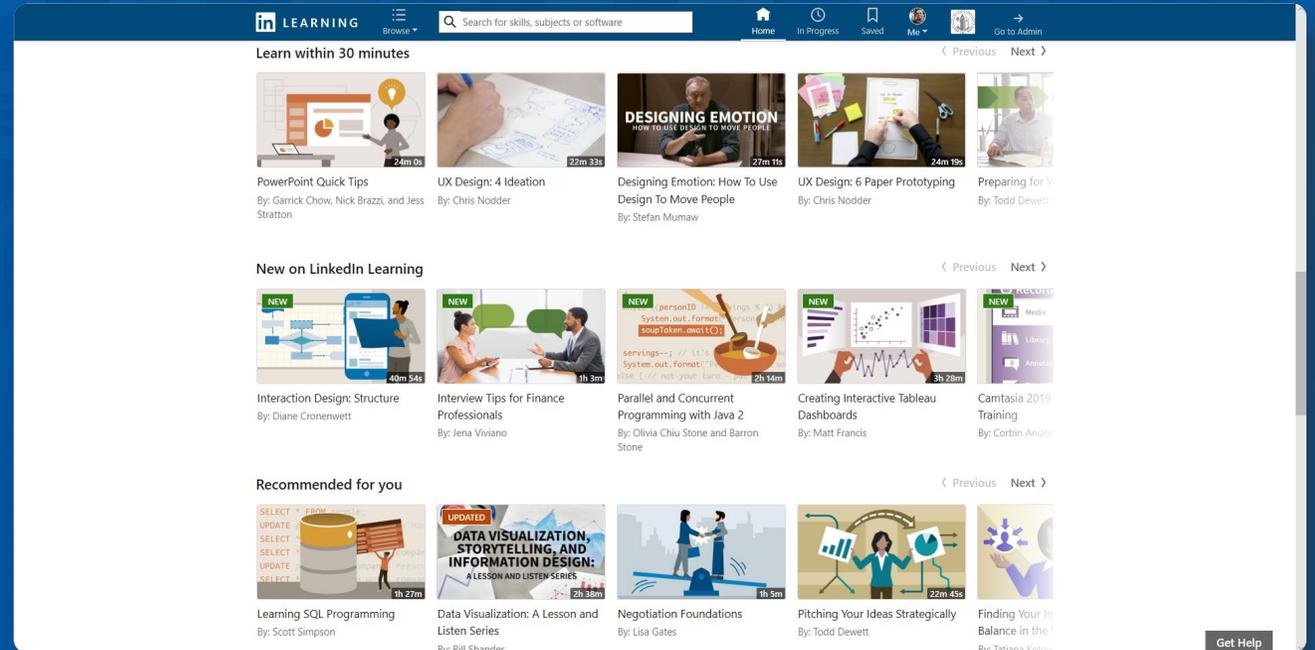
Faculty will need to know their SJSU ID and password in order to access class rosters, design classes inside Canvas and access SJSU email. Need to reset your password? Don't know your username?

Visit: <https://one.sjsu.edu>

LinkedIn Learning

What is it?

LinkedIn Learning provides eLearning courses on a wide variety of topics for all campus audiences. Faculty and staff can build structured learning pathways and use metrics to track outcomes.



Why use it:

Faculty can integrate LinkedIn Learning courses into Canvas and assign learning pathways to students. It's also a handy tool for professional development, with courses on everything from syllabus building to specialized industry refreshers.

Visit: <http://www.sjsu.edu/ecampus/teaching-tools/llinkedin>

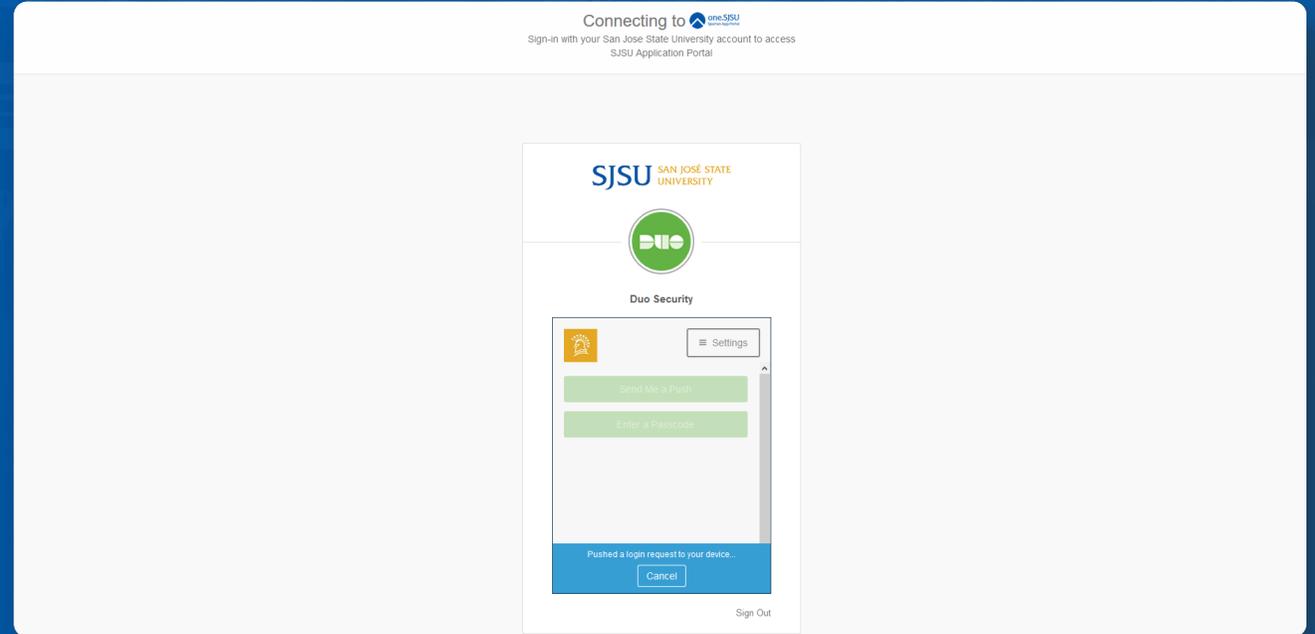
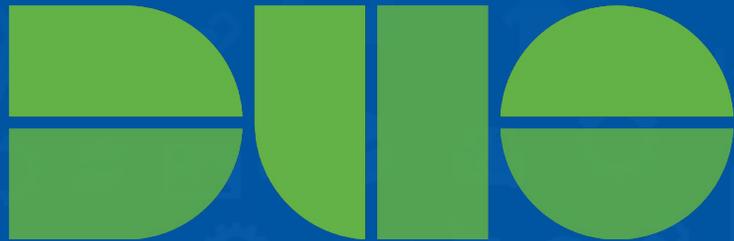


LEARNING
WITH Lynda.com® CONTENT

Duo Multi-Factor Authentication

What is it?

Duo Multi-Factor Authentication adds a second layer of security to your SJSUOne account. By verifying your identity using a second factor (such as a key fob or your mobile device), multi-factor authentication makes it much more difficult for anyone else to log into your account, even if they know your password.



Why use it:

Activating Duo on your SJSUOne account will extend your password renewal schedule from 180 days to two years. Additionally, multi-factor authentication is compulsory for faculty and staff, per CSU Chancellor's mandate.

Visit: <https://www.sjsu.edu/it/services/computer-security/duo/>

System Access

What is it?

While all Faculty have the ability to access class rosters and enter grades, the System Access Request Process is how you get access to more information inside our central systems. This process will allow you to see information about individual students, access financial data and more inside Central Finance, and Financial Transaction Systems.



A screenshot of the 'Information Security Forms' page on the San José State University website. The page header includes 'INFORMATION TECHNOLOGY DIVISION' and 'SAN JOSÉ STATE UNIVERSITY'. A search bar is located in the top right. A navigation menu below the header lists 'I want to...', 'Services', 'Resources', 'Get Help', 'Information Security', and 'About'. The main content area features a breadcrumb trail: 'SJSU Home > Information Technology Division > Security > Information Security Forms'. The title 'Information Security Forms' is prominently displayed. Below the title is a photograph of hands signing a document. To the right of the main content is a sidebar with links to 'one.SJSU', 'Canvas', 'Athletics', and 'Give to SJSU'. Under the 'Navigate' section, there are links for 'BACK to Security', 'Safe Computing', 'Data Breaches', 'Information Security Services', 'Policies & Standards', and 'Information Security Forms'. The main text section is titled 'PeopleSoft Request Forms' and states: 'During our pilot program, we are pleased to present the next generation of the PeopleSoft Request Forms. You can begin using the new forms below:'. It lists two links: 'SJSU@Work & MySJSU' and 'Request Form for Finance Systems Access'. Below this, it says 'For training material, you can watch the videos & tutorials below:' and lists 'CES/FTS' and 'Messaging Training'. A note states: 'If you require assistance with available classes, please contact the appropriate person as listed below:'. Contact information for the Human Resources Office (408) 924-2250 and Temporary Faculty Process/Student Finance View (408) 924-1530 is provided at the bottom.

Why use it:

Advisors, Department Chairs and Directors will want this access to look closer at individual students, set or remove registration holds and complete financial transactions.

Visit: <http://www.sjsu.edu/it/security/forms/>

SOTE/SOLATE

What is it?

CoursEval is for teaching evaluations and is able to support both regular and special session courses. CoursEval can be accessed from inside Canvas and is also mobile friendly.



A screenshot of the mycourseeval website. The header includes the mycourseeval logo and navigation links for Home, Surveys, Help, and Exit. The main content area displays a welcome message: "Welcome to San Jose State University's teaching evaluation (SOTE/SOLATE) site. If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site." Below this, it shows "Survey format: Normal" with a link to "set to Mobile | detect format". A section titled "My Surveys" contains the message: "There are no surveys available to you at this time." The footer includes links for "Terms of Use" and "Privacy Policy", and copyright information for 1999-2018 Campus Labs.

Why use it:

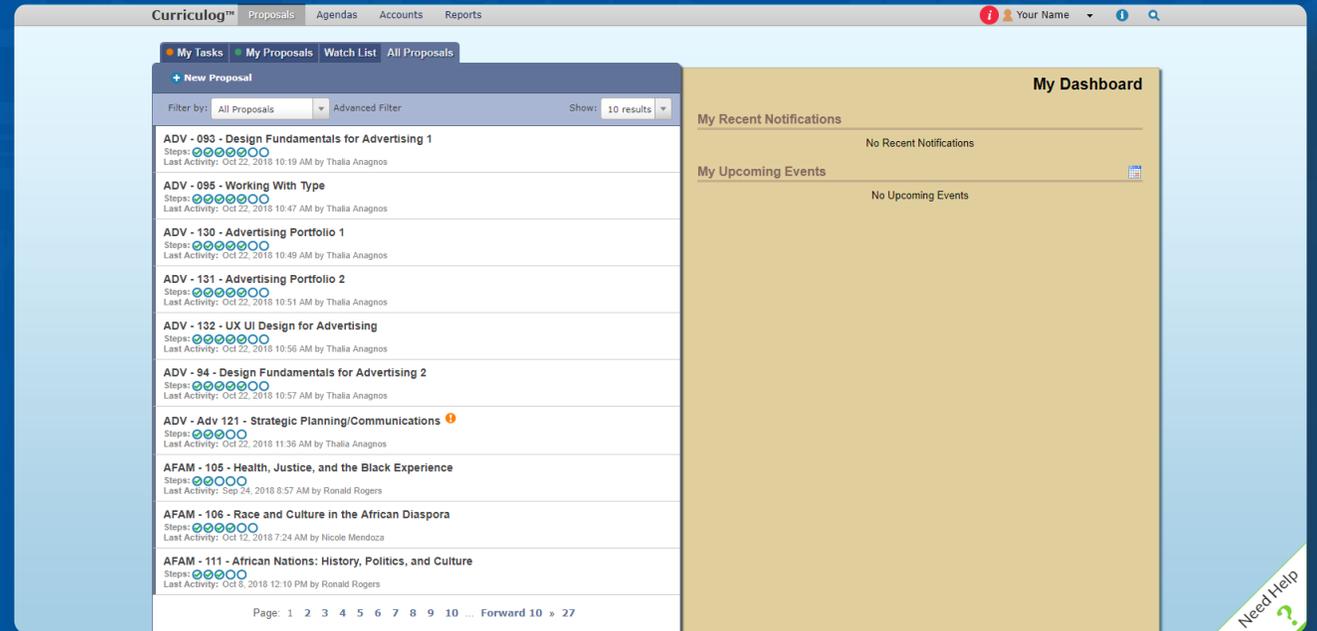
CoursEval provides many new reporting options for individual faculty, department chairs, and deans' offices. The reports are more graphical and easy to read, and there are options to view results longitudinally within a class or across different classes. Chairs can also easily separate the results for lecturers versus permanent faculty.

Visit: <http://ir.sjsu.edu/Surveys/Projects/SOTE>

Curriculog

What is it?

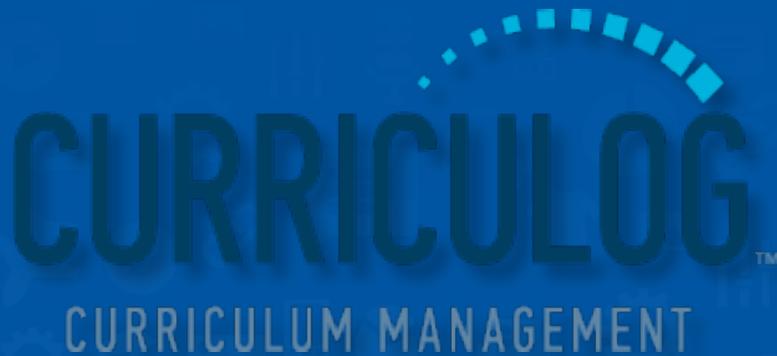
Curriculog is a curriculum management system for faculty that automates the process of curriculum and program approval, and improves communication about curriculum around campus and among faculty.



Why use it:

Curriculog makes submitting new course curricula and updating or changing existing curricula for approval as easy as a couple clicks. With this new process, faculty members can see if curriculum review is in progress, has been approved, or if further information is required.

Visit: <https://sjsu.curriculog.com>



Zoom

What is it?

Zoom provides high quality web, audio, and video conferencing so that students, faculty, and staff can have online meetings, classes, collaborations, and share screens among conversation participants. What's more, Zoom can be used on Windows, Mac, iOS and Android phones and tablets.



A screenshot of the Zoom web interface. The top navigation bar includes "SJSU" and links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "SCHEDULE A MEETING", "JOIN A MEETING", "HOST A MEETING", and "SIGN OUT". A left sidebar menu contains "Profile", "Meeting Settings", "Meetings" (highlighted), "Recordings", "Webinars", "Account Management", "Account Profile", and "Reports". Below this is a "Refer-a-Friend" section with links for "Attend Live Training", "Video Tutorials", and "Knowledge Base". The main content area has tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meeting Room". A "Schedule a New Meeting" button is visible, along with a message: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting." At the bottom, there are download links for "Microsoft Outlook Plugin", "Chrome Extension", and "Firefox Add-on".

Why use it:

Zoom lets you host meetings remotely. You can conference in guest lecturers to your classes or those students unable to attend due to transportation issues or health concerns. What's more, Zoom gives you the ability to record your lecture for later review. Many professors say just listening to their own lectures causes a dynamic shift in their performance.

Visit: <http://www.sjsu.edu/ecampus/teaching-tools/zoom/>

eFaculty

What is it?

eFaculty is a database for faculty to report on their individual research, scholarship, and services. Using it for RTP processes eliminates the need for paper binders, allows reviewers to access materials remotely, and allows for inclusion of non-paper based materials.



UNIVERSITY PERSONNEL
SAN JOSE STATE UNIVERSITY | ORGANIZATIONAL DEVELOPMENT

Search SJSU

About Us Careers Faculty Staff & MPP Student Employees Forms & Policies Resources How Do I...?

SJSU Home > University Personnel > Faculty > eFaculty

eFaculty

eFaculty is an activity reporting database. Faculty enter scholarship, teaching, and service activity information. This information can be automatically populated in an electronic dossier for RTP processes, tables and reports for accreditation uses, and for other department, college, and university-level reporting.

Assigned Time

- [Chair Instructions for Reviewing Assigned Time \(.pdf\)](#)
- [Dean Instructions for Reviewing Assigned Time \(.pdf\)](#)

eFaculty Processes and Training

- [Schedule for RTP Reviewer Training \(.pdf\)](#)
- [Open Lab Schedule](#)
- [Academic Year Summary of Achievements: \(AKA spring mini-reviews\) \(.pdf\)](#)
- [FERP Application \(.pdf\)](#)
- [How to Review Dossiers in eFaculty \(.pdf\)](#)
- [Sabbatical Application](#)
- [Submission Instructions \(.pdf\)](#)

Additional Resources

- [eFaculty Dossier Preparation and Submission FAQs](#)

Navigate

- [BACK to Faculty](#)
- [Benefits](#)
- [eFaculty](#)
- [Employee Relations](#)
- [Employee Rights & Complaints](#)
- [Employee Support Services](#)
- [Employment Based Visas](#)
- [Equal Opportunity](#)
- [Faculty Retirement Programs](#)
- [Learning & Development](#)
- [Leave Programs](#)
- [New Employees](#)
- [Payroll](#)
- [Retention, Tenure & Promotion \(RTP\)](#)
- [Sabbatical & DIP Leaves](#)

Why use it:

It streamlines faculty reporting process for achievements and progress. The information you enter about yourself into the eFaculty database can be populated into electronic dossiers for RTP processes, accreditation reports and tables, or other department, college, and university-level reporting.

Visit:

<https://www.sjsu.edu/up/mycareer/faculty/efaculty.php>

GPS

What is it?

My Graduation Pathway to Success (MyGPS) is a suite of planning tools for students. It includes:

- MyRoadmap
- MyProgress
- MyScheduler
- MyPlanner



MYGPS: GRADUATION PATHWAY TO SUCCESS
SAN JOSE STATE UNIVERSITY

SJSU Home > MyGPS: Graduation Pathway to Success

MYGPS
INVESTIGATE | NAVIGATE | GRADUATE
GRADUATION
PATHWAY to
SUCCESS

Welcome to SJSU MyGPS!
SJSU MyGPS offers a handful of academic tools for a timely graduation.

one.SJSU
Canvas
Athletics
Give to SJSU

MyGPS: Graduation Pathway to Success
graduation-pathway@sjsu.edu
site index

MyGPS: Graduation Pathway to Success

A suite of technology tools are available to help you plan.

Also check out [California Promise](#), a program to help frosh graduate in four years and transfers in two.

<http://www.sjsu.edu/mygps/>

Why use it:

MyGPS and its suite of planning tools help students manage all of their requirements and obligations to achieve success. With MyGPS's suite of tools Frosh see a clear 4-year path to graduation and transfer students are guided down a 2-year path. Indirectly, MyGPS can support faculty and staff, as departments can use student plans to help with scheduling.

Visit: <http://www.sjsu.edu/mygps/>

GPS MyRoadmap

What is it?

Shows students required courses needed in each of their majors (and minors) for 4-yr graduation.



A screenshot of the MyRoadmap website. At the top, it says "ADVISING HUB SAN JOSE STATE UNIVERSITY" and has a search bar. Below that is a navigation menu with items like "SJSU Students", "Declaring a Major", "MyRoadMap", "Resources for Students", "Advisors/Faculty", "Parents", and "FAQ's". The main heading is "MyRoadMap" with a logo featuring a graduation cap and a path. Below the heading is a video player showing a play button and a progress bar at 0:00 / 2:25. Under the video, there is a paragraph of text explaining the MyRoadMap video and its purpose. At the bottom, there is a link for "MyRoadMap 2018-2019". On the right side, there are social media links for one.SJSU, Canvas, Athletics, Give to SJSU, Facebook, and Twitter. Below that is a "Navigate" section with links like "BACK to Advising Hub Students", "MyRoadMap", "MyRoadMap-16/17", "MyRoadMap-17/18", "Academic Resources", "Campus Resources", "Advisors/Faculty", "Parents", and "FAQs".

Visit: <http://www.sjsu.edu/advising/roadmaps/>

GPS MyProgress

What is it?

Part of MySJSU's Advisor Center, it tracks student progress on achieving their graduation requirements.



The screenshot shows the MySJSU Campus Solutions interface. At the top, there are navigation tabs: Favorites, Main Menu, Self Service, and Student Center. The user's name and ID (012345678) are displayed. Below this is a search bar and a navigation menu with buttons for Search, Plan, Enroll, and My Academics. The main content area is titled "Current Academic Objective" and "Current Academic Summary".

Requirement (Catalog) Term	
Career: Undergraduate	Fall 2016
Program: UGD - Undergraduate Degree	Fall 2016
Plan: Software Engineering	Fall 2016
Plan: Mathematics Minor	Fall 2016

Current Academic Summary	
Last Term Registered:	Fall 2018
Academic Standing:	Good Standing
Overall GPA:	3.836
SJSU GPA:	3.836

General Information
IMPORTANT SJSU INFORMATION - PLEASE READ
This is an unofficial degree progress report based on your "Requirement (Catalog) Term". Click on that link above to learn more about your "Requirement (Catalog) Term". This report should be used in consultation with your advisor. An official graduation worksheet will be sent to you once you apply for graduation.
Use the expand all option to see the status of all requirements and sub-requirements.
Courses in progress are treated as if they will be passed with satisfactory grades; however, actual units are not earned until the course is successfully completed.
Every effort has been made to ensure the accuracy of this report; however, if discrepancies arise, SJSU and CSU regulations prevail. Report any perceived discrepancies to your advisor or college advising center. Questions about General Education or American Institution requirements should be discussed with an advisor in Academic Advising and Retention Services.
For more information, visit [Tracking Your Progress to Degree](#).
Refer to the SJSU catalog (based on your requirement term) for more information about your degree program.
NEW DEVELOPMENT: Selected reports for graduate degree programs are available.

MyProgress Icons	Course Icons
These symbols show the status for each requirement within your MyProgress report.	These codes summarize the type of credit that is being awarded for each requirement.
<input checked="" type="checkbox"/> Requirement is complete	<input checked="" type="checkbox"/> Course completed
<input type="checkbox"/> Requirement in progress	<input type="checkbox"/> Course in progress

Visit: <https://www.sjsu.edu/ue/faculty-staff-resources/myprogress.php>

GPS

MyScheduler

What is it?

Students can create/compare multiple semester schedules and input work, recreation, and sports obligations.



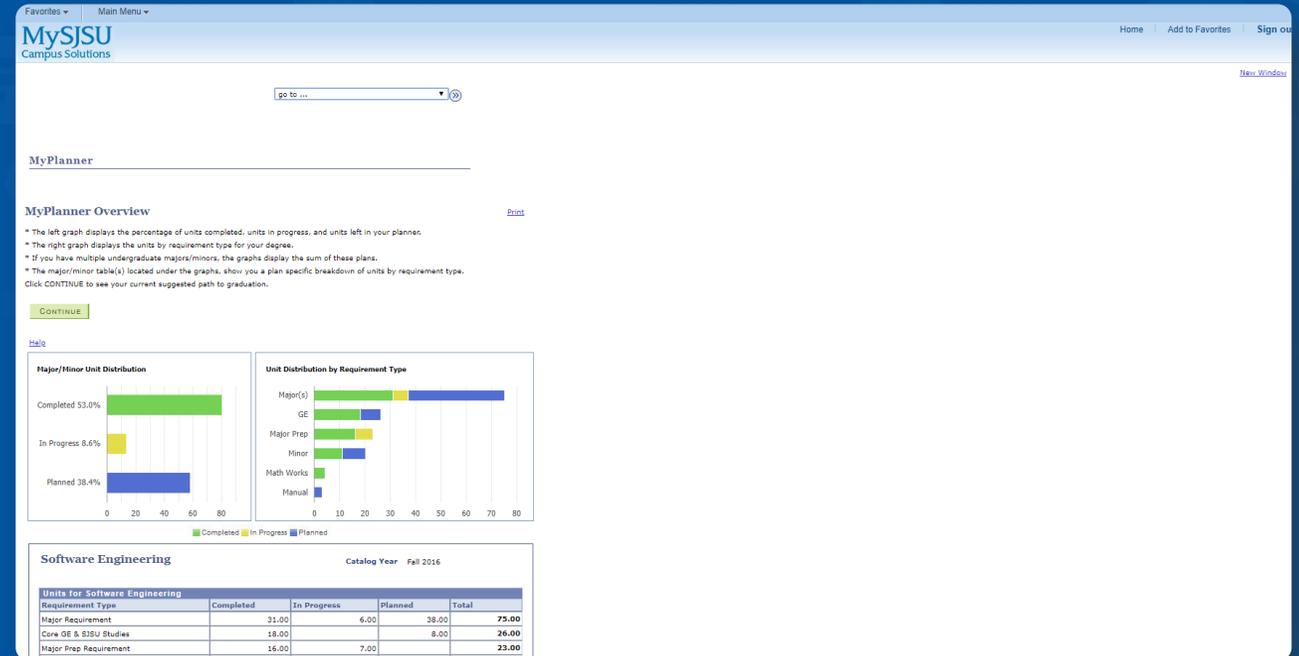
A screenshot of the SJSU MyScheduler web application. The interface is white with a blue header bar. The header bar contains the text "MyScheduler" and "Click Here for Accessible Version" on the left, and "Help" and "Sign out" on the right. Below the header is the SJSU logo and "SAN JOSÉ STATE UNIVERSITY". The main content area has several sections: "Course Status" with "Open Classes Only" and a "Change" button; "Term" with "Spring 2019" and a "Change" button; "Instruction Modes" with "All Instruction Modes Selected" and a "Change" button; "Course Careers" with "All Course Careers Selected" and a "Change" button. There is a yellow instruction box that says "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below this are two sections: "Courses" with a "+ Add Course" button and a message "Add the courses you wish to take for the upcoming term."; and "Breaks" with a "+ Add Break" button and a message "Your degree plan shows 3 courses for Spring 2019, click here to load them into your course list.". At the bottom is a "Schedules" section with a "Generate Schedules" button.

Visit: <http://www.sjsu.edu/sfs/MyScheduler/>

GPS MyPlanner

What is it?

Students can map their entire academic path to graduation. It is interactive and can guide them with major, minor, and general education requirements while also notifying students of classes they've already taken and any test or transfer credits they might have acquired.



Visit: <https://www.sjsu.edu/ue/student-resources/myplanner.php>

Student Data Warehouse

What is it?

SDW is a academic data reporting initiative aimed at bringing more timely and comprehensive student data to the fingertips of faculty and staff. It integrates student background and demographic characteristics with program, semester and course-level records. Its rollout is happening in stages to various user groups on campus, with early report offerings focusing on graduate advising and enrollment management.



A screenshot of the Business Intelligence & Analytics page on the San Jose State University website. The page header includes the "INFORMATION TECHNOLOGY DIVISION" and "SAN JOSE STATE UNIVERSITY" logos, along with a search bar. A navigation menu lists "I want to...", "Services", "Resources", "Get Help", "Information Security", and "About". The main content area is titled "Business Intelligence & Analytics" and includes a "Service Description" section, an "Audience" list (Staff, Faculty), and a "Features" section. The "Features" section lists: "Robust tool for reports, dashboards, analytics and queries", "Custom application integration to repository data", "Enhances data integrity through single repository", "Secure environment for data", and "Support of student success by providing meaningful, actionable data to advisors". Below this, it states "The Student Data Warehouse solution supports:" followed by "Admissions" and "Advising Campaigns". A right-hand sidebar contains links for "one.SJSU", "Canvas", "Athletics", and "Give to SJSU", along with a "Navigate" section listing "BACK to Business Solutions", "Solution Consulting", "Solution Development", "Solution Support", "Database Services", and "Business Intelligence & Analytics".

Why use it:

The SDW provides faster ways to obtain student contact lists and search for student data using highly customized criteria. It also offers daily updates on enrollment and degrees awarded, making it a good source for tracking student outcomes and building data sets for more in-depth analyses.

Visit: <http://www.sjsu.edu/it/services/business/analytics/>

Student Success Dashboard

What is it?

The Student Success Dashboard was created by the CSU Chancellor's Office. It's a series of graphical data dashboards that show various aspects of student performance at the program or department level. The data cover such topics as student demographics, average course outcomes, and graduation rates.



Why use it:

Faculty can access it to view how students, on aggregate, are performing in their courses as compared to other courses. Chairs and program directors can use these data to adjust their programs based on need and faculty can do the same thing with their coursework and for curriculum planning.

Visit: <https://public.dashboards.calstate.edu/public/csu-by-the-numbers/graduation-rates>

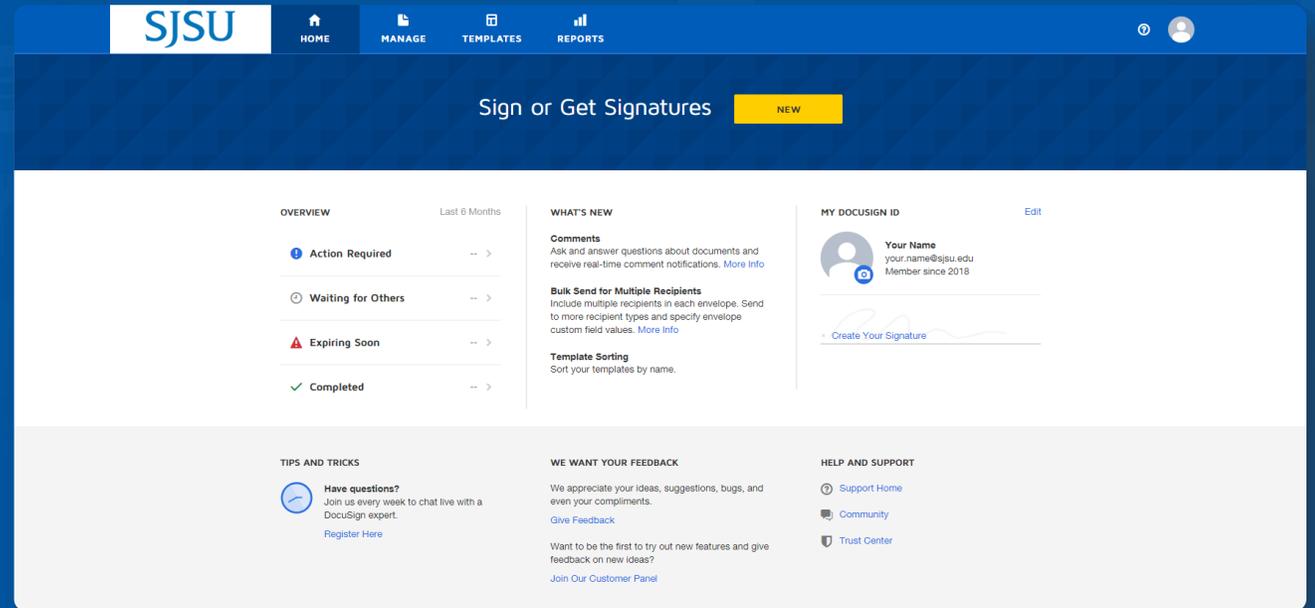


DocuSign

What is it?

DocuSign is an electronic signature system available for faculty and staff.

It will soon be available on most Faculty Affairs documents around hiring and appointments.



Why use it:

DocuSign makes life easier by taking the hassle out of obtaining or providing signatures. Use DocuSign to get an electronic signature or provide yours from the comfort of your office or workstation.

Visit: <http://www.sjsu.edu/it/training/docusign.php>

OnBase

What is it?

OnBase is a single stop shop for departments and their faculty to move and manage documents and workflow from a paper based storage system to an electronic system. What's better, OnBase is tailored to your department's specific needs. SJSU departments already using OnBase:

- Graduate and Undergraduate Programs
- Enrollment Services
- Human Resources
- Advancement
- Finance

A screenshot of the OnBase web interface showing the "Academic Scheduling Change Form". The interface includes a sidebar with a "Forms" menu, a main header with "New Form" and "OnBase" branding, and a form area with tabs for "Academic Scheduling Change Form" and "Additional Info". The form contains various input fields for "Form Status", "College", "Department Name", "Term", "Year", "Chair Name", "Chair Email", "Dean's Office Name", and "Dean's Office Email". There are also checkboxes for "Display Instructions" and "Display Examples". A section titled "Fill out Course Subject, Catalog Nbr, & Section # and then ONLY WHAT NEEDS TO BE CHANGED" includes a table with columns for "Class Subject", "Catalog Nbr", "Section #", "Class Component", "Units", "Class Association", "Print in Sched", "Employee ID", "Workload %", "Dept Consent", "Original Enroll Cap", "Enroll Cap", "Assign Lecture Room", "Comment (250 chars max)", and "CBAS". Below this is a "Chair Approval" section with fields for "Chair Decision", "Approved/Denied by", "Approval DateTime", and a text area for comments. A "Submit" button is located at the bottom left of the form area.

Why use it:

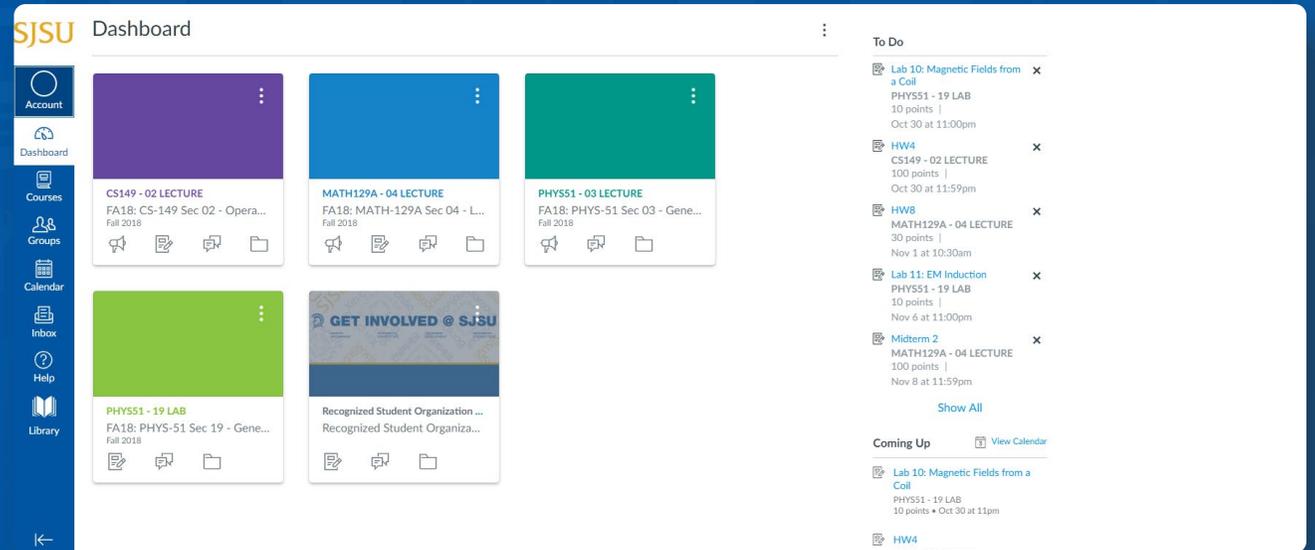
You'll have instant access to electronic versions of documents and know where they are in the workflow. It supports documentation efficiency by providing a secure separation of "confidential" documents. The automated workflow process collects digital signatures, provides reminders and routes documents to help you stay organized.

Visit: <http://www.sjsu.edu/it/services/collaboration/software/onbase.php>

Canvas

What is it?

Canvas is a learning management system that provides a connection point for access to digital tools. The system provides students with access to course content and activities that are personalized and customized by instructors.



Why use it:

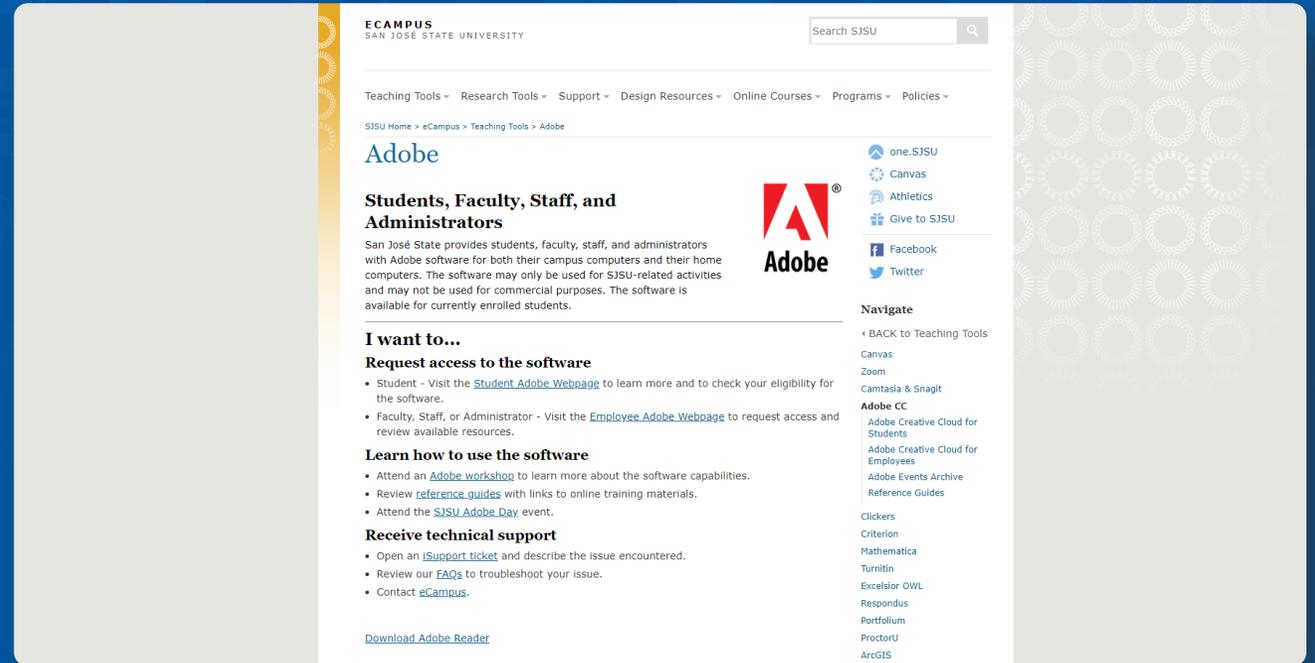
Canvas is a secure learning environment, where materials can get shared, assignments and quizzes can get created, grades can get recorded, and collaborations can occur. Instructional designers are available to assist with course design and getting started.

Visit: <http://www.sjsu.edu/ecampus/teaching-tools/canvas/>

Adobe Creative Cloud

What is it?

Adobe Creative Cloud is a group of applications and services that support creativity. This includes applications for desktop and mobile, such as Photoshop, Illustrator, InDesign, Acrobat Pro DC, and many more.



ECAMPUS
SAN JOSÉ STATE UNIVERSITY

Search SJSU

Teaching Tools - Research Tools - Support - Design Resources - Online Courses - Programs - Policies -

SJSU Home > eCampus > Teaching Tools > Adobe

Adobe

Students, Faculty, Staff, and Administrators

San José State provides students, faculty, staff, and administrators with Adobe software for both their campus computers and their home computers. The software may only be used for SJSU-related activities and may not be used for commercial purposes. The software is available for currently enrolled students.



one.SJSU
Canvas
Athletics
Give to SJSU
Facebook
Twitter

Navigate

← BACK to Teaching Tools

Canvas
Zoom
Canvas & Snagit

Adobe CC

Adobe Creative Cloud for Students
Adobe Creative Cloud for Employees
Adobe Events Archive
Reference Guides

Clickers
Criterion
Mathematica
Turnitin
Excelsior OWL
Respondus
Portfolium
ProctorU
ArcGIS

I want to...

Request access to the software

- Student - Visit the [Student Adobe Webpage](#) to learn more and to check your eligibility for the software.
- Faculty, Staff, or Administrator - Visit the [Employee Adobe Webpage](#) to request access and review available resources.

Learn how to use the software

- Attend an [Adobe workshop](#) to learn more about the software capabilities.
- Review [reference guides](#) with links to online training materials.
- Attend the [SJSU Adobe Day](#) event.

Receive technical support

- Open an [Support ticket](#) and describe the issue encountered.
- Review our [FAQs](#) to troubleshoot your issue.
- Contact [eCampus](#).

[Download Adobe Reader](#)

Why use it:

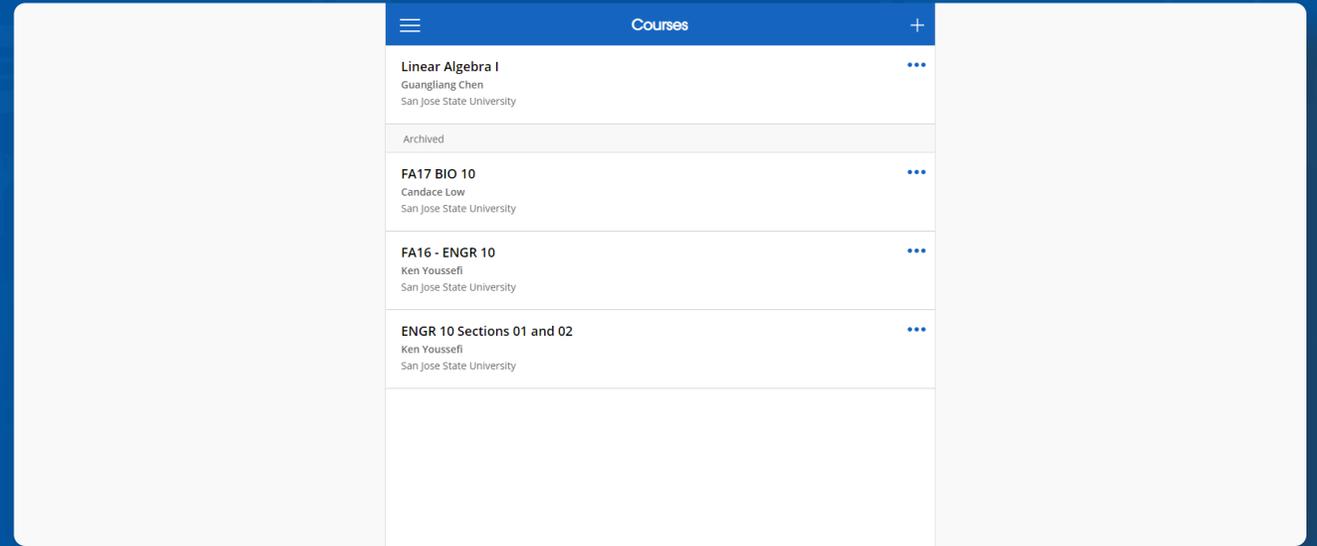
Adobe Creative Cloud supports creative design activities. Whether creating an image, video, or other artwork, the applications included provide the necessary tools.

Visit: <http://www.sjsu.edu/ecampus/teaching-tools/adobe/>

iClicker

What is it?

iClicker is a student response system that enables presenters and participants to interact dynamically through question-and-answer polling and accurately record results. New features of iClicker this semester include GPS capabilities and heat map and short answer question types.



Why use it:

iClicker activities encourage active participation as responses are recorded in real-time. Additionally, when connected with Canvas, results can sync with the gradebook.

Visit: <https://www.sjsu.edu/ecampus/teaching-tools/iclicker/>

Personalized Checkup Service

What is it?

During a one-on-one session with an SJSU IT Service Desk technician, you'll get a complete personalized checkup to help you optimize your entire computer setup for online.



Personalized Checkup for Online Computer

Sign up for an appointment for a personalized checkup to optimize your entire computer setup for online learning, teaching, and working. An SJSU IT Service Desk technician will connect one-on-one to help you optimize your work- and learn-from-home configurations to ensure a secure and stable environment.

[Basic Hardware Checklist](#)

[Computer Specifications](#)

[Recommended Specifications for Canvas/MySJSU/SJSU@Work/etc.](#)

[Recommended Specification for Zoom](#)

[Best Practices for Zoom](#)

[How to Check Computer Specifications](#)

Contact:

[SJSU IT Desktop](#)

Phone: 408-924-1530

Email: itservicedesk@sjsu.edu

Why use it:

Rest assured that your work- and teach-from-home configurations are correctly set for a secure and stable technology environment.

Visit: <https://www.sjsu.edu/workanywhere/tech-tools/about-tools.php#pccheckonlinecom>

Equipment Loaning

What is it?

Our equipment loaning service gets the technology you need in your hands. We carry general equipment like laptops, monitors, and webcams, as well as specialized equipment for work within your field.



Why use it:

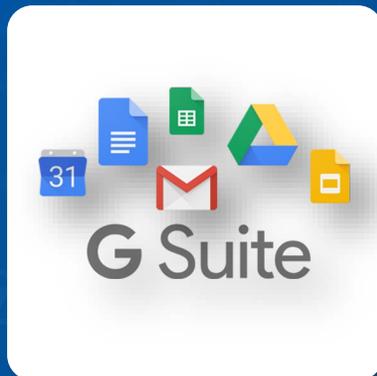
The equipment loaning service is great if you need something for a few months or a semester.

Visit: www.sjsu.edu/equipmentcheckout

G Suite

What is it?

G Suite is a collection of web-based communication and productivity tools with full-featured mobile device support, including email, spreadsheets, video conferencing, document management, presentations, data storage, and more.



< Back to Productivity & Collaboration

Email, Calendar & Google Suite

File Data Storage

PC Software

PCs & Tablets

Spartan Print Stations with Wepa

Email, Calendar & Google Suite

Email, Calendar & Google Suite offers a collection of web-based communication and productivity tools with full-featured mobile device support.

Capabilities include:

- Email
- Spreadsheets
- Messaging
- Social networking
- Presentations
- Surveys
- Data storage

Why use it:

Working collaboratively in the cloud allows you to streamline file versions, access your work from anywhere, and continue right where you left off.

Visit:

<https://www.sjsu.edu/it/services/collaboration/email.php>

Camtasia

What is it?

Camtasia allows you to easily record your on-screen activity or upload high definition quality videos, customize and edit content, and share your videos with viewers on nearly any device.



Camtasia

Camtasia helps you to create powerful, yet easy-to-use professional videos without having any prior experience with video editing.

Camtasia allows you to easily record your on-screen activity or upload high definition quality videos, customize and edit content, and share your videos with viewers on nearly any device.

Some common uses of Camtasia are:

- Creating tutorials on software
- Providing new users a tour of a website
- Narrating a PowerPoint
- Creating online course lectures

Resources

- [Camtasia Quick Tips](#)



- one.SJSU
- Canvas
- Athletics
- Give to SJSU
- Facebook
- Twitter
- Instagram

Navigate

- ◀ BACK to Screen Capture Software
- Camtasia

Why use it:

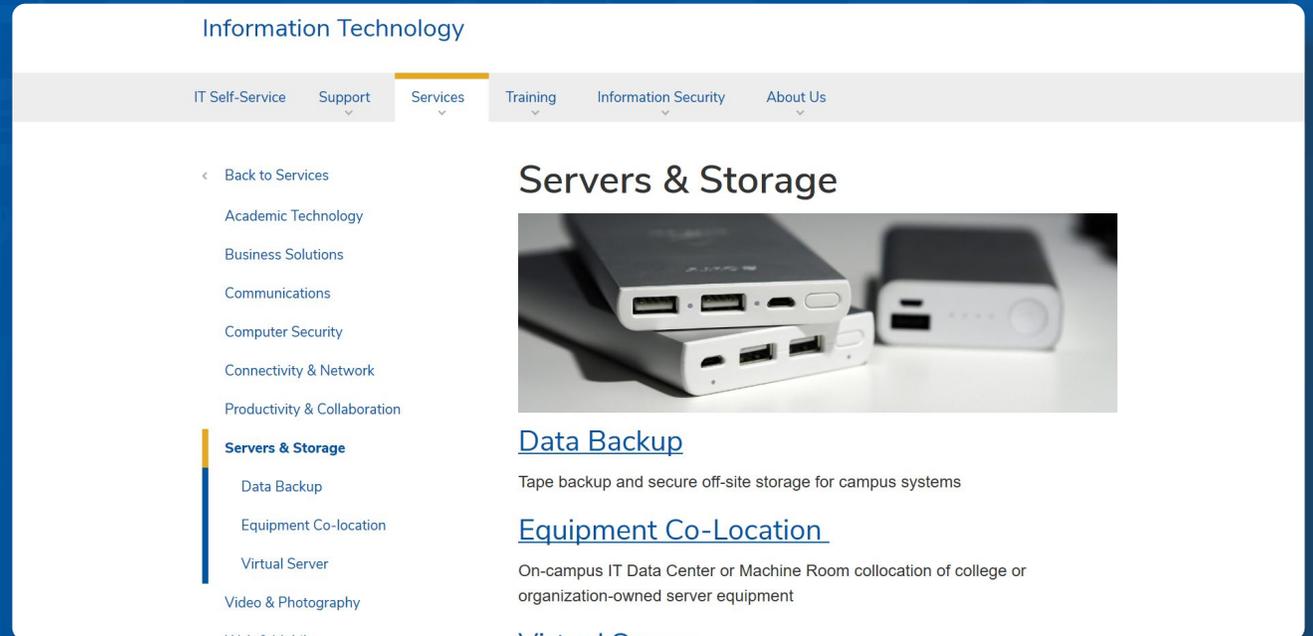
Camtasia helps you to create powerful, yet easy-to-use professional videos without having any prior experience with video editing.

Visit: <https://www.sjsu.edu/ecampus/teaching-tools/camtasia-sagit/camtasia>

Servers & Storage

What is it?

If your research or instructional program requires special equipment or resources, please reach out to SJSU IT so we can help you build a solution that meets your needs while following campus procedures. We want you to have the tools to success.



The screenshot shows the SJSU IT Services website. The main navigation bar includes 'Information Technology', 'IT Self-Service', 'Support', 'Services' (highlighted), 'Training', 'Information Security', and 'About Us'. A left sidebar lists various service categories, with 'Servers & Storage' highlighted. The main content area features the title 'Servers & Storage' above a photograph of server hardware. Below the image are three links: 'Data Backup' (with a brief description: 'Tape backup and secure off-site storage for campus systems'), 'Equipment Co-Location' (with a description: 'On-campus IT Data Center or Machine Room collocation of college or organization-owned server equipment'), and 'Virtual Server'.

Why use it:

The SJSU IT Division is here to support your ongoing work and drive student outcomes.

Visit: <http://www.sjsu.edu/it/services/>

Cayuse

What is it?

Cayuse provides faculty, researchers, and support staff an easier, faster interface to Grants.gov. Cayuse is a software system that makes it easier to gather and submit the required forms involved in the S2S Application for Federal Assistance for grants and fellowships. With Cayuse, there is no need to log in to Grants.gov.



The screenshot shows the Cayuse Proposals (S2S) interface for San Jose State University Research Foundation. The page includes the Cayuse logo and the text 'Proposals (S2S)'. Below this, it identifies the institution as 'San Jose State University Research Foundation' with the version 'Cayuse424/v9.3.0_release'. The main content area contains a login form with fields for 'Username:' and 'Password:', a 'Sign in' button, and a red warning message: 'Remember to use the links on the right to set your own password.' To the right of the form, there are three links: 'First time signing in and need a password? Click here', 'Forgot username or password? Click here', and 'Need compatible browser info? Click here'.

Why use it:

Cayuse collects all data and attachments, performs validity checks, and submits to Grants.gov. Cayuse stores profile information on faculty and automatically populates the S2S form with all required institutional data. More importantly, faculty can continue work on the Science Section while the Office of Sponsored Programs at the Research Foundation reviews the other components of the proposal and identifies potential issues regarding compliance with sponsor and university policies.

Visit: <https://sjsu.cayuse424.com/>

SpartanConnect

What is it?

SpartanConnect is SJSU's implementation of EAB's (Education Advisory Board) Student Success Management platform, Navigate. EAB conducts and shares extensive educational research around student success including collecting and sharing best practices among its partner institutions. SpartanConnect is an online platform that facilitates connecting students, faculty, advisors, and student support services on campus with each other in support of student success.

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	CS-149-02-SEM Operating Systems	Kong Li	MW 4:30p-5:45p Duncan Hall 351-351		
<input type="checkbox"/>	CS-157A-03-SEM Int to Dtb Mgt Sys	Christopher Pollett	MW 1:30p-2:45p MacQuarrie Hall 223-223		
<input type="checkbox"/>	MATH-129A-04-SEM Linear Algebra I	Guangliang Chen	TR 10:30a-11:45a MacQuarrie Hall 424-424		
<input type="checkbox"/>	PHYS-51-03-LEC General Physics	Neil Switz	TR 1:30p-2:45p Science Building 253-253		
<input type="checkbox"/>	PHYS-51-16-LAB General Physics	Karl Muster	T 3:00p-5:50p Science Building 241-241		



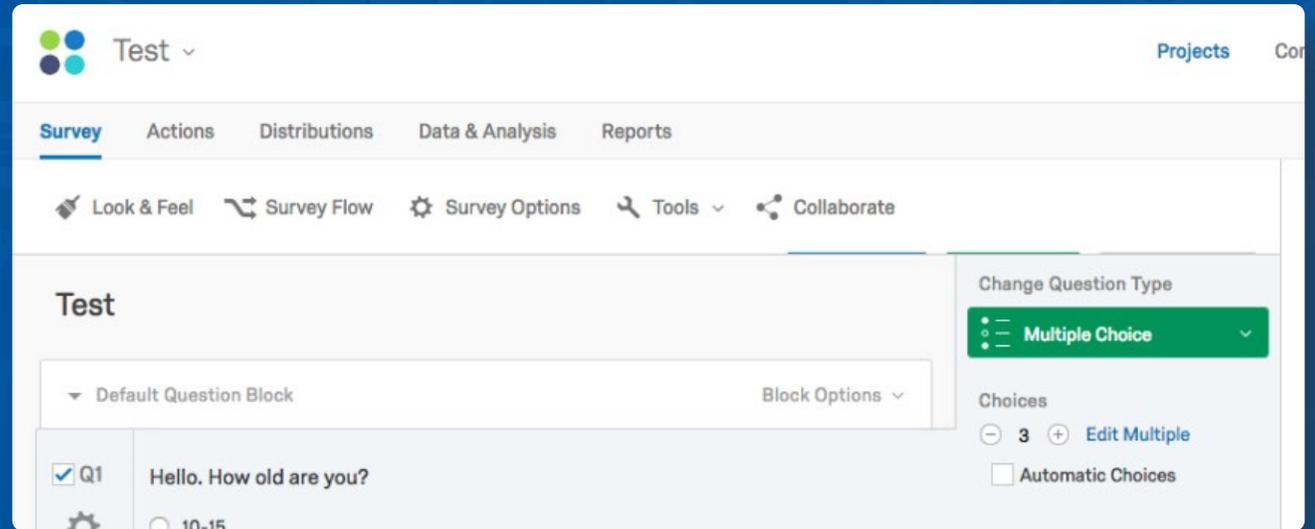
Why use it:

The entire SJSU community can use the free resources on this website to broaden their understanding on student success research. Progress report campaigns run each semester to facilitate information collection from faculty so students can be connected to advising and other resources on campus that enhance their student success. Use SpartanConnect to access class rosters or contact students in a particular class. Create an ad hoc progress report to connect a particular student to campus resources. Faculty can schedule and track advising appointments and summaries. Students can use SpartanConnect to schedule appointments or request assistance from campus units including advising, tutoring, housing, career, and others. Visit: <https://www.sjsu.edu/sfs/spartanconnect/>

Qualtrics

What is it?

Qualtrics is a research platform that allows users to design surveys and collect information. Surveys developed can include 100+ different question types, embedded data, branching, display logic, mobile compatibility, and randomization capabilities sent via an anonymous link or to a contact list.



Why use it:

Qualtrics can get used to collect information for research projects, courses, and department operations. Surveys can get created without any coding experience with results stored in a password-protected environment. Additionally, surveys can get shared among others to work on the survey design and analysis.

Visit: <http://www.sjsu.edu/ecampus/research-tools/qualtrics/>

ArcGIS

What is it?

ArcGIS is a suite of software applications focused on geographic information. It allows for the collection and management of data and professional maps. This can range from the creation of simple web maps to complex analytical models.



A screenshot of the ArcGIS page on the SJSU eCampus website. The page header includes the SJSU logo and a search bar. Below the header, there are navigation menus for 'Teaching Tools', 'Research Tools', 'Support', 'Design Resources', 'Online Courses', 'Programs', and 'Policies'. The main content area features the ArcGIS logo and a brief description of the software suite. There is also a section for 'SJSU GIS Day' and a 'Resources' section with links to 'SJSU GIS Day Information', 'ArcGIS WebSite', 'ArcGIS System Requirements', 'Instructor/Staff ArcGIS for Desktop Request Form', and 'Request Form - eLearning Website'. On the right side, there are social media links for 'one.SJSU', 'Canvas', 'Athletics', 'Give to SJSU', 'Facebook', 'Twitter', and 'Instagram', along with a 'Navigate' section containing links like 'BACK to Teaching Tools', 'Canvas', 'Zoom', 'Camtasia & Snagit', 'Adobe CC', 'Clickers', 'Criterion', 'Mathematica', 'Turnitin', 'Excelsior OWL', 'Respondus', and 'Portfolio'.

Why use it:

ArcGIS allows users to work with geographic and spatial information along with other data points. This provides the opportunity to visualize and analyze the relationships, patterns, and trends among the selected components.

Visit: <https://www.sjsu.edu/ecampus/teaching-tools/arcgis/>

IBM Academic Initiative

What is it?

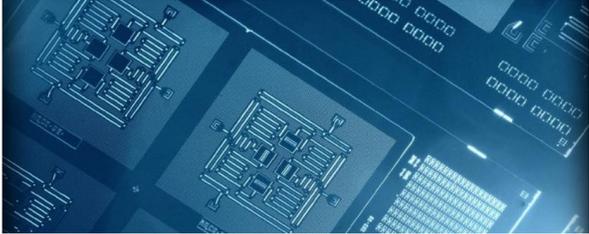
Thanks to the Memorandum of Understanding signed between IBM and President Mary Papazian, SJSU is teaming with IBM to provide our community with the most advanced cloud-based technologies that exist in the marketplace today: AI, Machine Learning, Watson, Quantum, High-Performance Computing, and much more.



< Back to IBM Collaboration

- IBM Academic Initiative
- IBM Skills Academy

IBM Academic Initiative



Through the IBM Academic Initiative, SJSU students, faculty, and researchers can use the powerful technical and strategic tools of IBM. IBM Academic Initiative provides a unique, customized portal for SJSU students and faculty to access IBM Academic Initiative's resources for teaching and research. Access the portal here:

[Portal Link](#)

Additional resources are available by request -- SJSU IT administers the governance and processes for faculty and researchers to request resources not available through the SJSU-customized IBM Academic Initiative Portal.

Active
Go to S

Why use it:

These technology resources have the potential to exponentially improve your research speed and scope. They're also great tools in the classroom, giving students hands-on experience with the relevant, modern technology.

Visit: <https://www.sjsu.edu/it/ibm-collaboration>

VPN@SJSU

What is it?

VPN@SJSU provides web-based remote access, aka 'virtual private network' connection to SJSU. VPN allows users outside of the SJSU network access to restricted resources (such as connecting to file shares, servers, and desktops) as if they are physically located on the SJSU campus.

The screenshot shows a web interface for VPN@SJSU. On the left is a navigation menu with the following items: 'Back to Connectivity & Network', 'Campus Telephones', 'Internet & Network Access', 'Telephone and Network (Internet) Service Request', and 'Virtual Private Network (VPN)'. The 'Virtual Private Network (VPN)' item is highlighted with a vertical bar. The main content area is titled 'Virtual Private Network (VPN)' and contains the following text: 'VPN@SJSU provides web-based remote access, aka 'virtual private network'. VPN allows users outside of the SJSU network access to restricted resources (such as connecting to file shares, servers and desktops) on the SJSU network as if they are physically located on the SJSU campus.' Below this text is a section titled 'VPN Connection' which contains a list of dropdown menus: 'Do I need VPN Connection?', 'List of systems/services THAT REQUIRE VPN access', 'List of systems/services that DO NOT REQUIRE VPN access', 'Features', 'Requirements', and 'Security'.

Why use it:

VPN service gives you a secure, fully-encrypted connection for securely working within the SJSU network environment.

Visit: <https://www.sjsu.edu/it/services/network/vpn/>

SPSS

What is it?

SPSS is a software suite used for data management and statistical analysis. It includes statistical functions related to descriptive statistics, bivariate statistics, and numerical and group predictions. Statistical features allow for analysis, reporting, modeling, and data mining.



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To access the software, please visit the [ITS SPSS Software Webpage](#).

Resources

[SPSS Knowledge Center Tutorials](#)

[SPSS Knowledge Center Case Studies](#)

[Workshops](#)

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- Canvas
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- Instagram

Navigate

[← BACK to Research Tools](#)

[Qualtrics](#)

[SPSS](#)

Why use it:

SPSS gives researchers powerful statistical analysis features and SPSS AMOS provides structural equation modeling.

Visit: <https://www.sjsu.edu/ecampus/research-tools/spss>

NVivo

What is it?

NVivo is software that supports qualitative and mixed methods research. It helps you organize, analyze and find insights in unstructured, or qualitative data. This includes sources such as, interviews, open-ended survey responses, articles, social media and web content.



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NVivo is software that supports qualitative and mixed methods research. It helps you organize, analyze and find insights in unstructured, or qualitative data. This includes sources such as, interviews, open-ended survey responses, articles, social media and web content. NVivo can support your research activities through quickly organizing, storing and retrieving data, uncovering connections in ways that aren't possible manually and backing-up findings with evidence.

- [Watch an NVivo introduction video in 6 minutes.](#)

What is NVivo?

- Import and analyze text, images, video, emails, spreadsheets, online surveys, web data and information from Facebook, Twitter and YouTube
- Text search, word frequency, theme, case, and relationship coding queries
- Import articles from reference management software
- Matrix coding and coding comparison queries
- Import survey data directly from note-taking software, SurveyMonkey, Evernote, Onenote, and Qualtrics



- one.SJSU
- Canvas
- Athletics
- Give to SJSU
- Facebook
- Twitter
- Instagram

Navigate

- ◀ BACK to Research Tools
- Qualtrics
- SPSS
- SAS
- NVIVO**
- Windows Resources for NVivo
- Mac Resources for NVivo

Why use it:

NVivo can support your research activities through quickly organizing, storing and retrieving data, uncovering connections in ways that aren't possible manually and backing-up findings with evidence.

Visit: <https://www.sjsu.edu/ecampus/research-tools/nvivo>