



# 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.

# Table of Contents

4	Contact Information
10	One.SJSU Spartan Portal Walkthrough
11	LinkedIn Learning
12	Duo Multi-Factor Authentication
13	System Access
14	SOTE/SOLATE
15	Curriculog
16	Zoom
17	eFaculty
18	Graduation Pathway to Success
23	Student Data Warehouse
24	Student Success Dashboard
25	DocuSign
26	OnBase
27	Canvas
28	Adobe Creative Cloud

29	iClicker
30	Personalized Checkup Service
31	Equipment Loaning
32	G Suite
33	Camtasia

## *Research-related Tools:*

34	Servers and Storage
35	Cayuse
36	SpartanConnect
37	Qualtrics
38	ArcGIS
39	IBM Academic Initiative
40	VPN@SJSU
41	SPSS
42	NVivo

# Who to contact for help with services:



one.SJSU



System Access



Zoom



MyGPS, and its associated services

Owner: IT Division

Contact: [itservicedesk@sjsu.edu](mailto: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](mailto: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](mailto:institutional-research@sjsu.edu)

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



Curriculog

Owner: Office of Undergraduate Education

Contact: [undergraduate-education@sjsu.edu](mailto:undergraduate-education@sjsu.edu)

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



eFaculty

Owner: University Personnel

Contact: [efaculty@sjsu.edu](mailto: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](mailto: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](mailto: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](mailto:research-foundation-osp@sjsu.edu)



EAB SpartanConnect

Owner: Enrollment Management

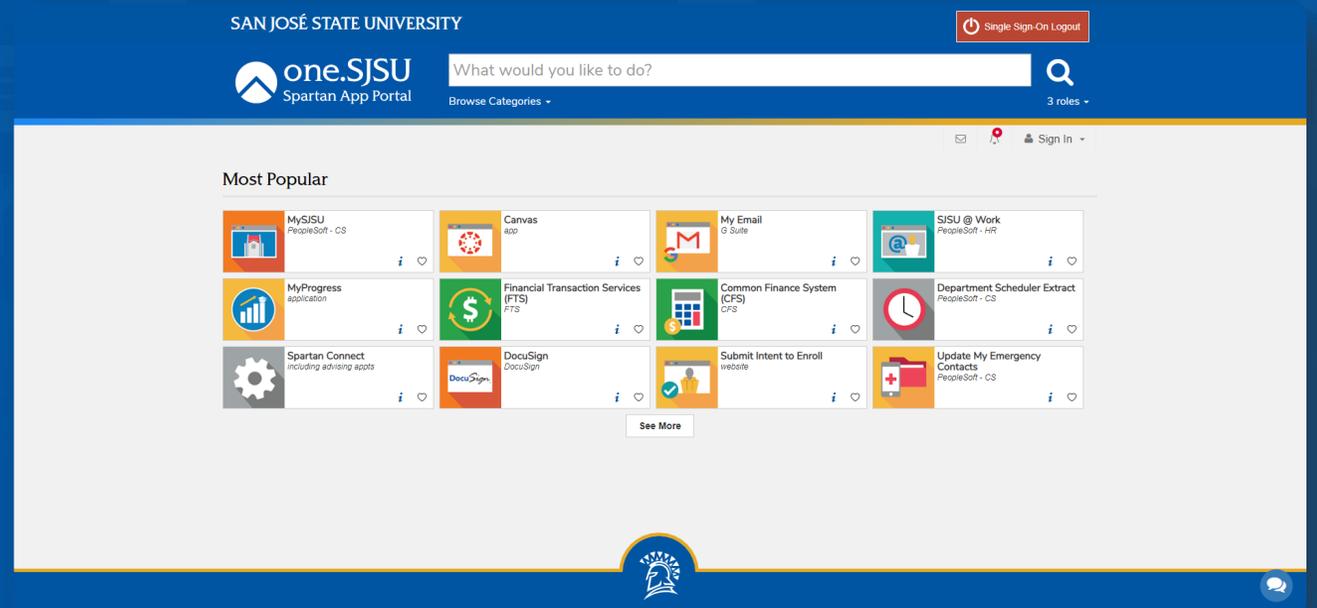
Contact: [SpartanConnect@sjsu.edu](mailto:SpartanConnect@sjsu.edu)

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:

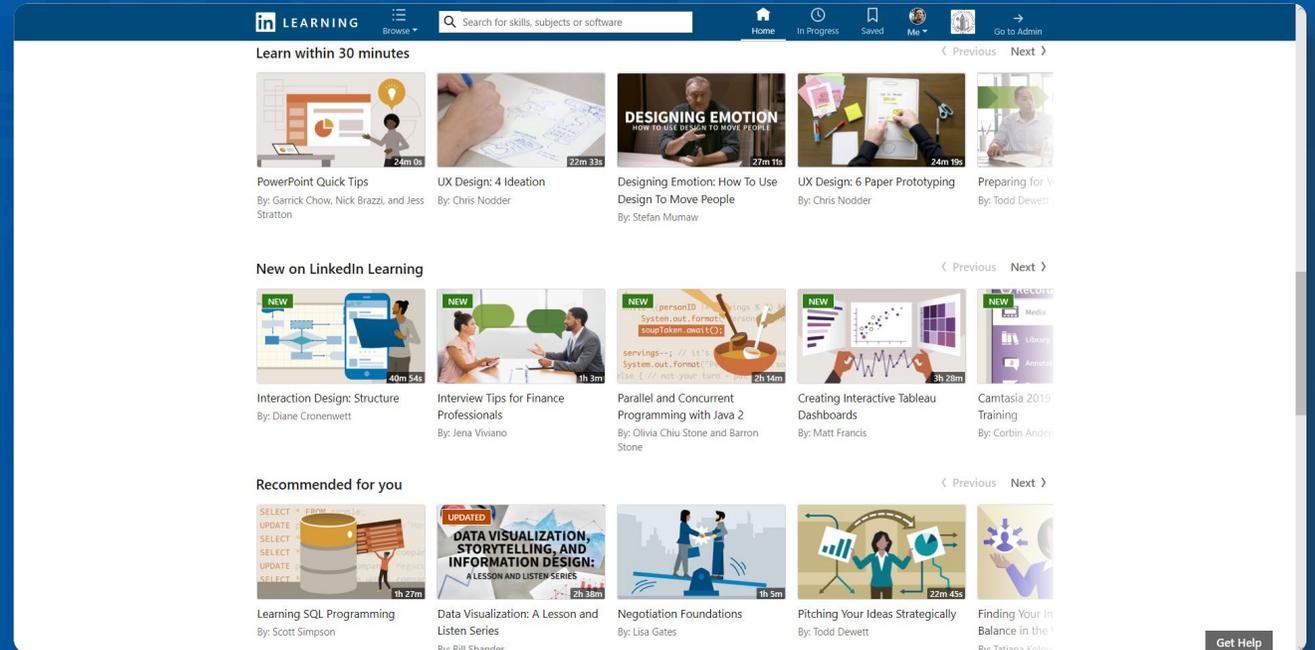
Faculty will need to know their SJSU ID and password in order to access class rosters, design classes inside Canvas and access SJSU email. Need to reset your password? Don't know your username?

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.



The screenshot displays the LinkedIn Learning interface. At the top, there is a navigation bar with the LinkedIn Learning logo, a search bar, and user account options. Below the navigation bar, the page is organized into three main sections:

- Learn within 30 minutes:** This section features five course cards. The first is "PowerPoint Quick Tips" by Garrick Chow, Nick Brazzi, and Jess Stratton (24m 0s). The second is "UX Design: 4 Ideation" by Chris Nodder (22m 33s). The third is "Designing Emotion: How To Use Design To Move People" by Stefan Mumaw (27m 11s). The fourth is "UX Design: 6 Paper Prototyping" by Chris Nodder (24m 19s). The fifth is "Preparing for..." by Todd Dewett (24m 19s).
- New on LinkedIn Learning:** This section features five course cards. The first is "Interaction Design: Structure" by Diane Cronenwett (40m 54s). The second is "Interview Tips for Finance Professionals" by Jena Viviano (1h 3m). The third is "Parallel and Concurrent Programming with Java 2" by Olivia Chiu Stone and Barron Stone (2h 14m). The fourth is "Creating Interactive Tableau Dashboards" by Matt Francis (3h 28m). The fifth is "Camtasia 2019 Training" by Corbin Anden (3h 28m).
- Recommended for you:** This section features five course cards. The first is "Learning SQL Programming" by Scott Simpson (1h 27m). The second is "Data Visualization: A Lesson and Listen Series" by Bill Shander (2h 38m). The third is "Negotiation Foundations" by Lisa Gates (1h 3m). The fourth is "Pitching Your Ideas Strategically" by Todd Dewett (22m 45s). The fifth is "Finding Your In Balance in the..." by Tatiana Kelen (22m 45s).

Each course card includes a thumbnail image, the course title, the instructor's name, and the duration. Navigation arrows are present at the end of each section.

## 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>

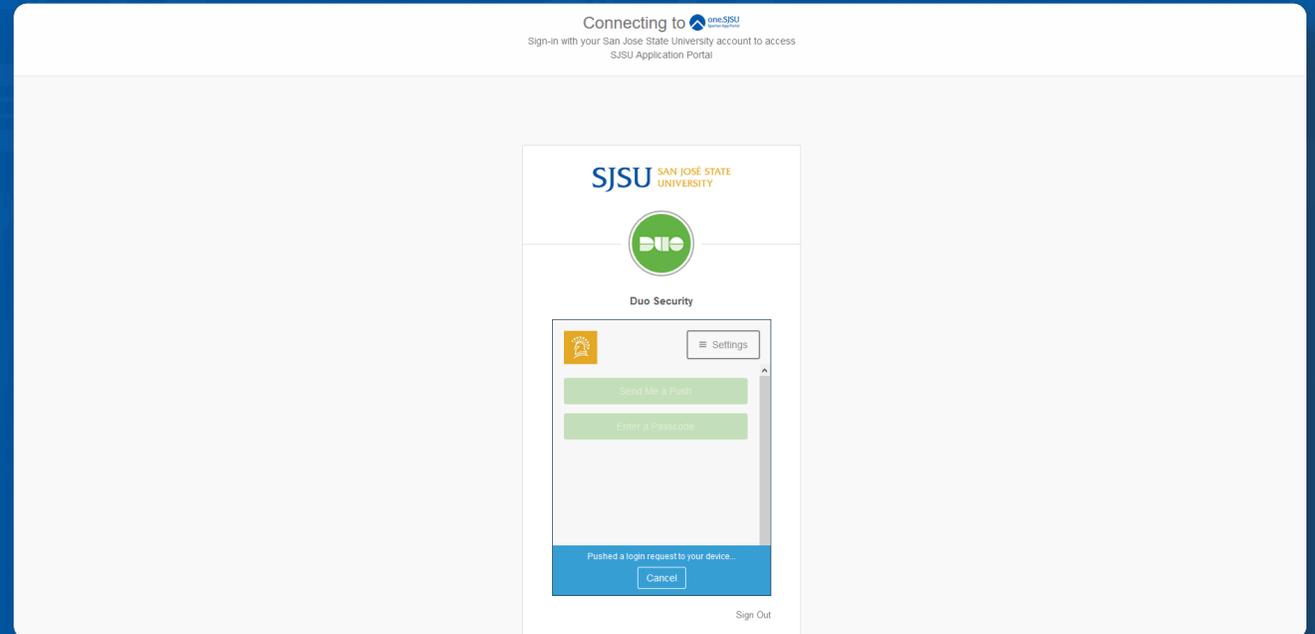
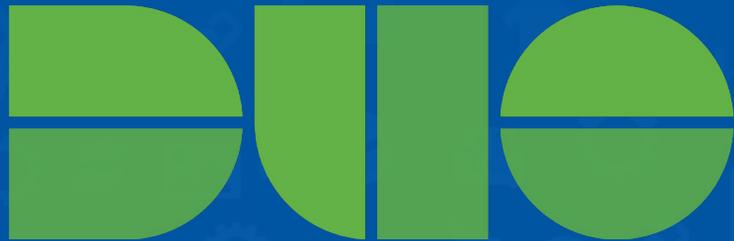


LEARNING  
WITH Lynda.com® CONTENT

# 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 &gt; Information Technology Division &gt; Security &gt; 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 a 'Navigate' section, there are links for 'BACK to Security', 'Safe Computing', 'Data Breaches', 'Information Security Services', 'Policies &amp; 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 &amp; MySJSU' and 'Request Form for Finance Systems Access'. Below this, it says 'For training material, you can watch the videos &amp; tutorials below:' and lists 'CES/FTS' and 'Messaging Training'. A note follows: 'If you require assistance with available classes, please contact the appropriate person as listed below:'. Contact information is provided: 'Human Resources Office - (408) 924-2250' and 'Temporary Faculty Process/Student Finance View - Janice Lew - (408) 924-1530'.

## 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 top navigation bar includes the mycourseeval logo, a home icon, a surveys icon, a help icon, and an exit icon. The main content area has 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, there is a section for "My Surveys" with a message: "There are no surveys available to you at this time." At the bottom, there is a footer with "Terms of Use | Privacy Policy", "Copyright © 1999-2018 Campus Labs", and "All rights reserved. Do not use without permission."

## Why use it:

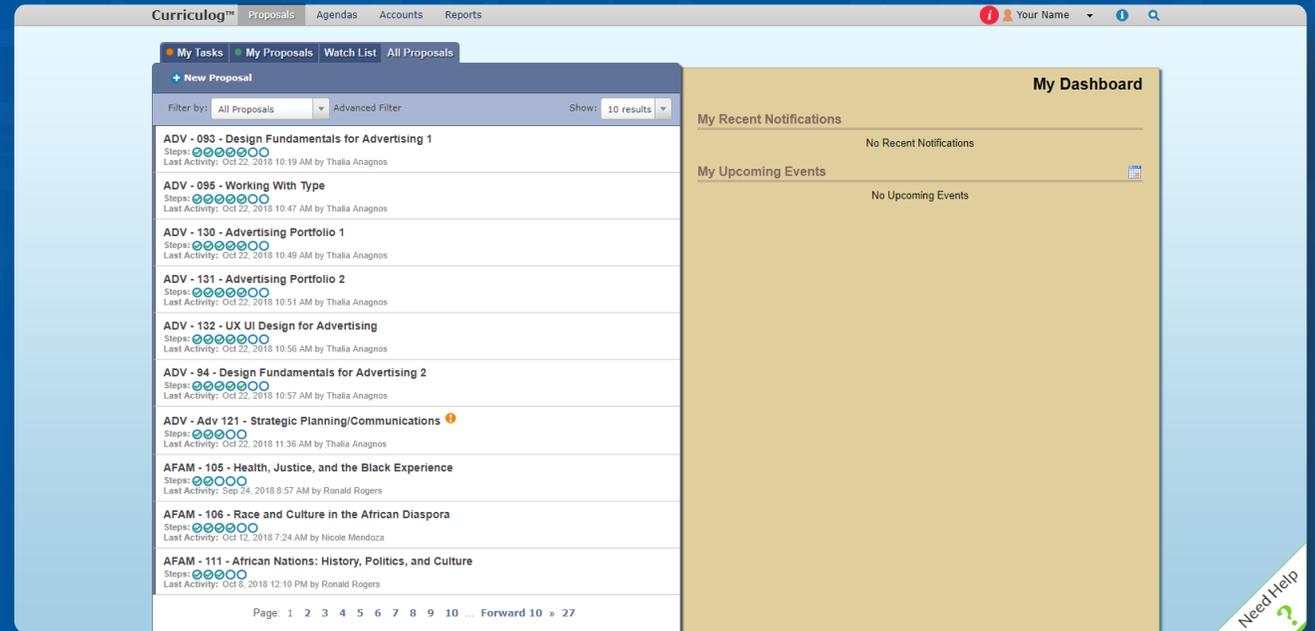
CoursEval provides many new reporting options for individual faculty, department chairs, and deans' offices. The reports are more graphical and easy to read, and there are options to view results longitudinally within a class or across different classes. Chairs can also easily separate the results for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



## 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

Search SJSU

SJSU Home > MyGPS: Graduation Pathway to Success

one.SJSU  
Canvas  
Athletics  
Give to SJSU

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

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

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.

## 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 showing a graduation cap and a path. Below the logo is a video player showing a play button and a progress bar at 0:00 / 2:25. To the right of the video is a sidebar with social media links for one.SJSU, Canvas, Athletics, Give to SJSU, Facebook, and Twitter. Below that is a "Navigate" section with a "BACK to Advising Hub Students" link. The "MyRoadMap" section lists "MyRoadMap-16/17" and "MyRoadMap-17/18". There are also links for "Academic Resources", "Campus Resources", "Advisors/Faculty", "Parents", and "FAQs". At the bottom, there is a link for "MyRoadMap 2018-2019".

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 MyProgress interface. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. The MySJSU Campus Solutions logo is on the left, and Home, Add to Favorites, and Sign out are on the right. Below the navigation, the user's name and ID (012345678) are displayed. A search bar with a "go to ..." dropdown and a search button is present. There are tabs for Search, Plan, Enroll, and My Academics. A "Print Report" link is visible. The main content area is divided into two columns: "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

Graduation Status:	Not Applied
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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.



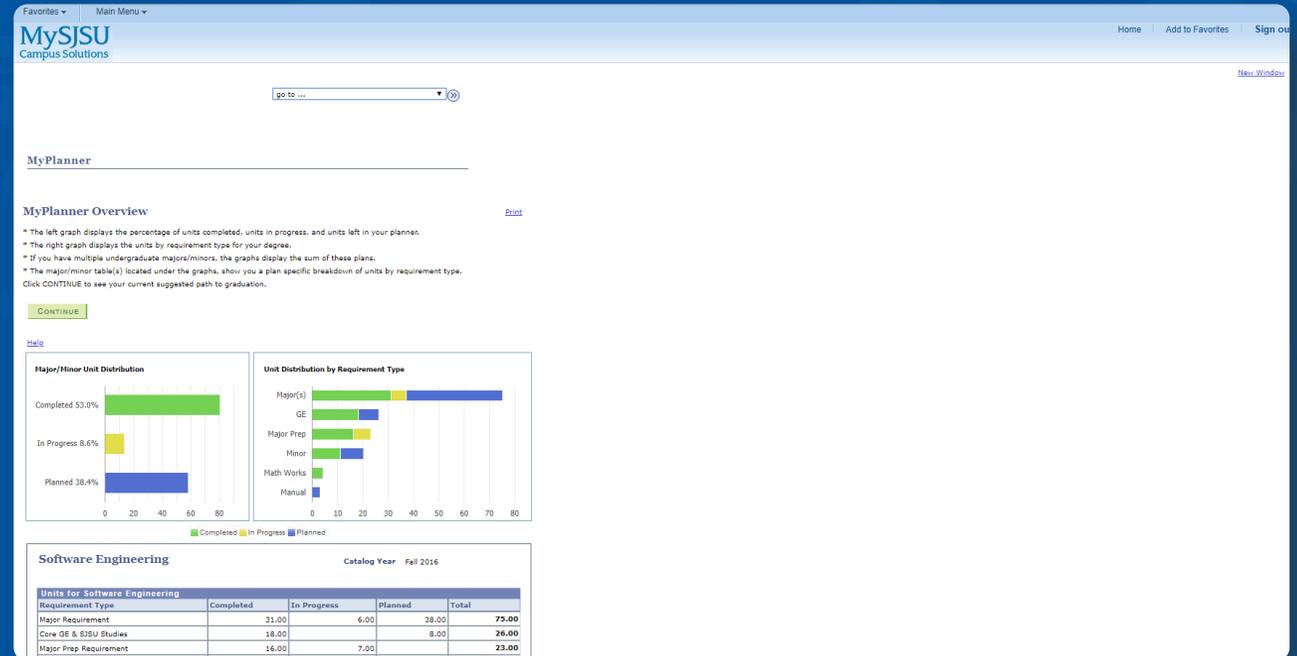
A screenshot of the SJSU MyScheduler web application. The interface is white with a blue header bar. The header bar contains the text "MyScheduler" and "Click Here for Accessible Version" on the left, and "Help" and "Sign out" on the right. Below the header is the SJSU logo and "SAN JOSÉ STATE UNIVERSITY". 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. Below these is a yellow instruction box: "Instructions: Add desired courses and breaks and click Generate Schedules button!". There are two main sections: "Courses" with a "+ Add Course" button and a message box: "Add the courses you wish to take for the upcoming term."; and "Breaks" with a "+ Add Break" button and a message box: "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 &amp; 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 &amp; Analytics" and includes a "Service Description" section, an "Audience" list (Staff, Faculty), and a "Features" section. A "Navigate" sidebar on the right lists various services like "one.SJSU", "Canvas", "Athletics", and "Give to SJSU".

## 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>

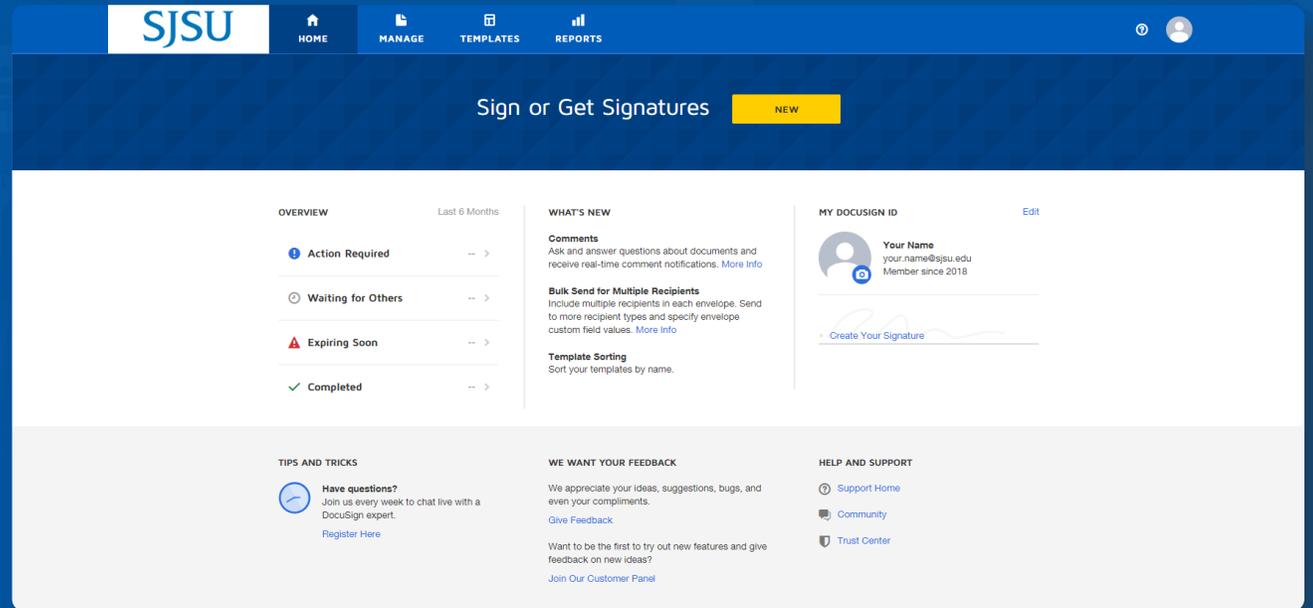


# DocuSign

## 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:

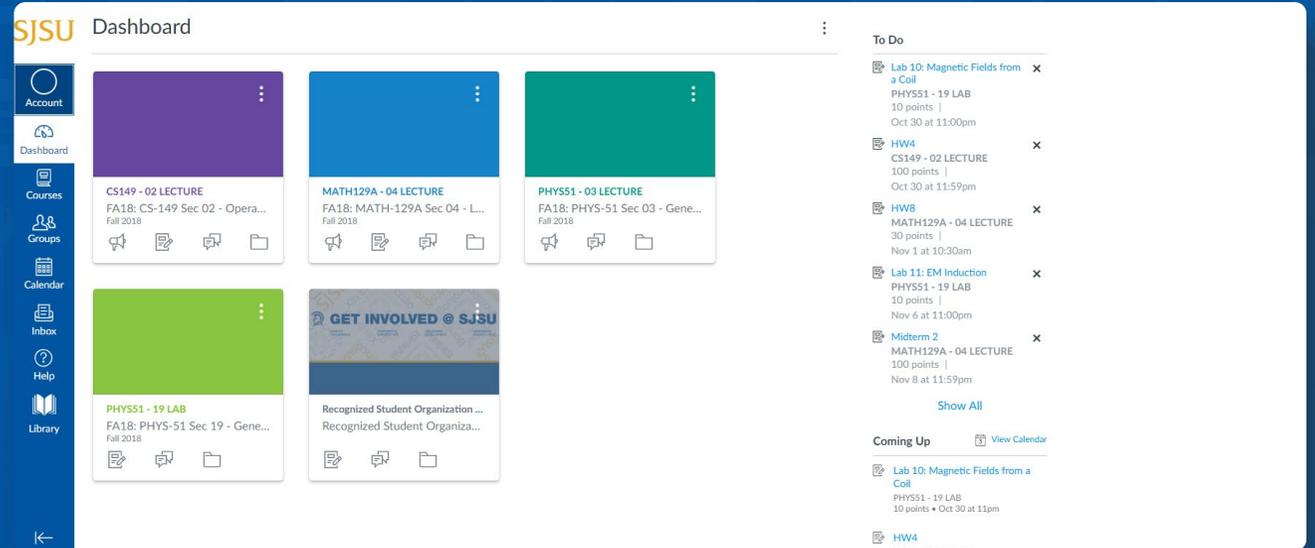
You'll have instant access to electronic versions of documents and know where they are in the workflow. It supports documentation efficiency by providing a secure separation of "confidential" documents. The automated workflow process collects digital signatures, provides reminders and routes documents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



A screenshot of the eCampus website page for Adobe Creative Cloud. The page header includes "eCAMPUS SAN JOSE STATE UNIVERSITY" and a search bar. The main content area is titled "Adobe" and "Students, Faculty, Staff, and Administrators". It provides information about software access and technical support. The right sidebar contains navigation links for various services like Canvas, Zoom, and Adobe CC. The bottom of the page has a link to "Download Adobe Reader".

## Why use it:

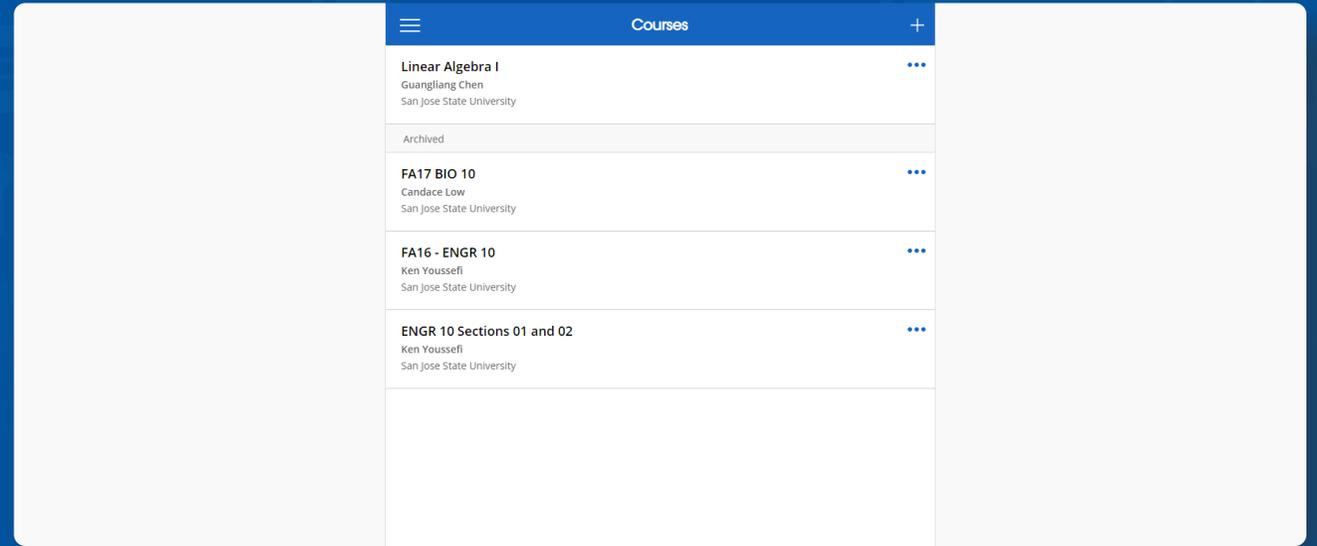
Adobe Creative Cloud supports creative design activities. Whether creating an image, video, or other artwork, the applications included provide the necessary tools.

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](mailto: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.



The screenshot shows the SJSU Connect2 website. The header includes the SJSU logo, 'INFORMATION TECHNOLOGY', 'Instructional and Meeting Spaces', and 'connect2 bookings made simple'. There are links for 'Sign in' and 'My Account'. The main content area features a banner for 'IMS Equipment Loaning' with a 'Sign in to your account' button. Below the banner are three columns: 'Open hours' with a clock icon, 'Contact us' with a phone icon, and 'Useful links' with a globe icon. The 'Open hours' section lists 'Fall & Spring Semester Hours' (Monday - Thursday: 7:30am - 9:45pm, Friday: 7:30am - 4:45pm), 'Summer & Winter Hours' (Monday - Friday: 7:30am - 4:45pm), and 'Spring & Winter Break Hours' (Checkout closed during Bi-annual inventory audit). The 'Contact us' section provides the location (IRC 112), phone number (408-924-2888), and email (classroom-support@sjsu.edu), along with a note that booking appointments must be made through support. The 'Useful links' section lists: MLK LIBRARY EQUIPMENT LOANING, SJSU OFFICIAL LETTERHEAD FORM, VIRTUAL REALITY KITS, SJSU PROPERTY LOSS REPORT, and SJSU DUO AUTHENTICATION INFO, with a note to identify ports on a MacBook.

## Why use it:

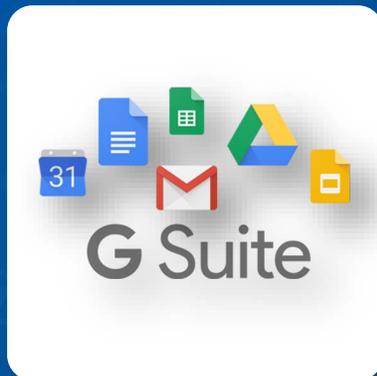
The equipment loaning service is great if you need something for a few months or a semester.

Visit: [www.sjsu.edu/equipmentcheckout](http://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](#)



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- Canvas
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### Navigate

- ◀ BACK to Screen Capture Software
- Camtasia

## Why use it:

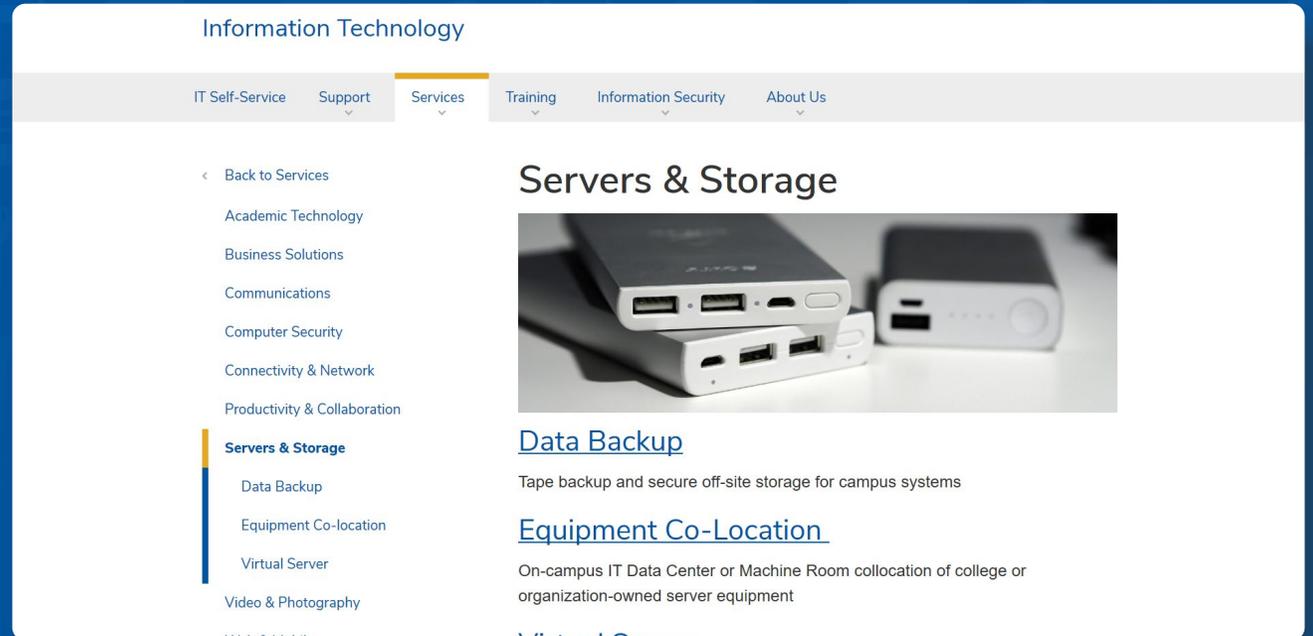
Camtasia helps you to create powerful, yet easy-to-use professional videos without having any prior experience with video editing.

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 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) login interface. At the top left is the Cayuse logo. The page title is "Proposals (S2S)". Below that, 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 is a grey sidebar with 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		



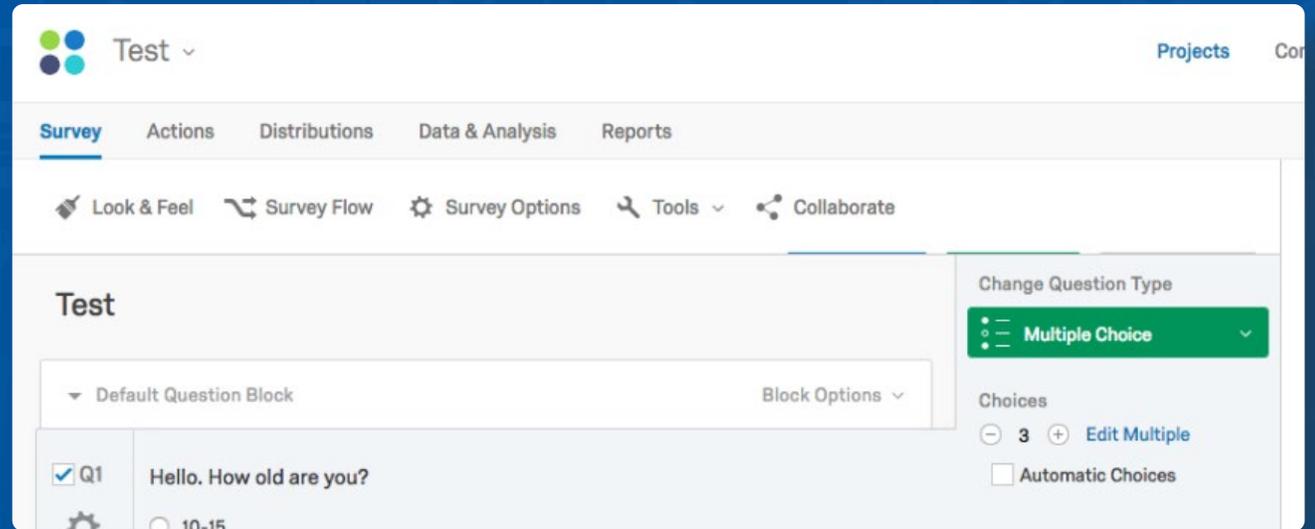
## Why use it:

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:

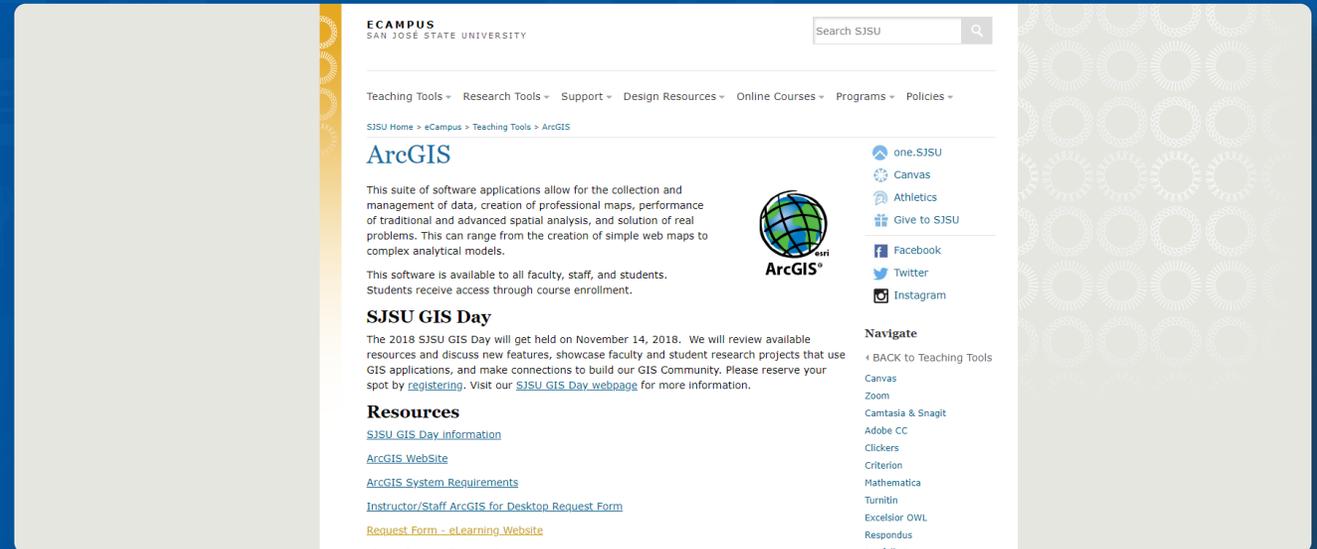
Qualtrics can get used to collect information for research projects, courses, and department operations. Surveys can get created without any coding experience with results stored in a password-protected environment. Additionally, surveys can get shared among others to work on the survey design and analysis.

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.



## 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?

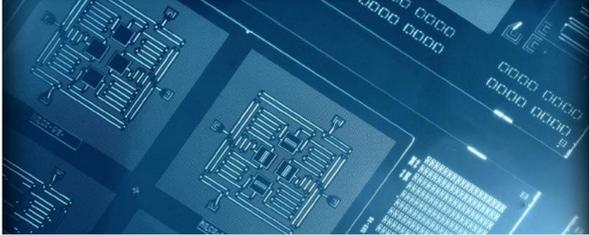
Thanks to the Memorandum of Understanding signed between IBM and President Mary Papazian, SJSU is teaming with IBM to provide our community with the most advanced cloud-based technologies that exist in the marketplace today: AI, Machine Learning, Watson, Quantum, High-Performance Computing, and much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



## SPSS

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.



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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### 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.



## NVivo

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
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- 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>