



# Faculty Guide to Libraries & ITS

## Communicating & Collaborating

### Alerting Services, Tables of Contents & RSS Feeds

Alerting services help you keep current by providing email or RSS notifications of newly published research, journal tables of contents, and other types of information based on your criteria. Speak with your subject librarian if you have questions. For more information, see [library.nyu.edu/alerting](http://library.nyu.edu/alerting).

To keep up-to-date with the latest IT news, subscribe to the ITS news feed; see [www.nyu.edu/its/about/news](http://www.nyu.edu/its/about/news) for instructions.

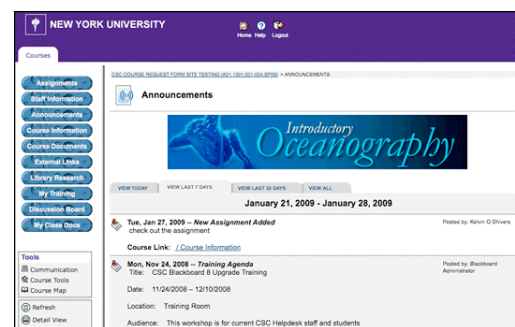
### Ask-a-Librarian

Ask-a-Librarian is the Libraries' virtual reference desk, where you can ask a question 24/7 by completing a simple web form. A librarian will usually respond within four hours. You can send us a text message at 646-265-1342 weekdays between 10 am - 6pm, or contact us via Instant Messenger (IM) service by sending your question to the screen name **AskBobst** to get immediate help. Find Ask-a-Librarian at [library.nyu.edu/ask](http://library.nyu.edu/ask).

### Blackboard

The NYU Blackboard online learning system enables NYU faculty to use the Web to enhance classroom instruction without having to learn HTML. Professors can use NYU Blackboard to create full-featured, online course environments for the members of their class to provide:

- Easy access to content, including articles, images, and multimedia
- Enhanced communication, including class email lists, discussion boards, and real-time chat
- Streamlined assessment, including tests, surveys, and grading, as well as many other features



To access NYU Blackboard, log in to [NYUHome](http://nyuhome), click on the Academics tab, then click on the course link in the Blackboard Courses channel. If you have not yet activated an NYU Blackboard site for the course(s) you are teaching this semester:

- Make sure you have an active **NYU NetID** and log into [NYUHome](http://nyuhome).
- In the Blackboard Courses channel within NYUHome, click the **Request a course for this semester** link in the top right corner.
- Complete and submit the form, then return to the NYUHome Blackboard Courses channel and click the **Refresh Blackboard Course List** link at the bottom of the channel or simply wait for the course link to automatically appear later that day.

ITS provides extensive support for NYU Blackboard via the [Blackboard Ask ITS knowledgebase](#) as well as in person and by phone. All help resources can be reached by clicking on the **Help** icon at the top of your screen once logged into Blackboard, or by visiting [www.nyu.edu/blackboard/help](http://www.nyu.edu/blackboard/help). If you cannot find the information you are looking for in the knowledgebase, you can [Contact Us](#) using the Ask ITS help form, or call ITS Client Services at 212-998-3333.

## Blogs

The NYU Blogs service offers members of the NYU community the ability to easily create and manage a blog. Blogs enable an individual to create an evolving web site and, optionally, for other members of a community or group to comment on postings. It is our hope that the NYU Blogs service will create a sense of community among students and offer faculty an up-to-date, innovative way of engaging their students and colleagues in discussion. For more information, and to build your own NYU Blog, see [blogs.nyu.edu](http://blogs.nyu.edu).

## Conferencing

NYU offers videoconferencing services for faculty, staff, and administrators. Videoconferencing allows participants to conduct simultaneous audio and video communication between two or more locations anywhere in the world. ITS-managed videoconferencing facilities are available for use by all schools at multiple locations on campus, and many departments and schools at NYU offer their own services as well. Internet2 resources and a satellite video downlinking service are also available. ITS staff members can help you select the best option for your needs.

For more information on these services or to request a videoconference, visit [www.nyu.edu/its/videoconferencing](http://www.nyu.edu/its/videoconferencing).

For information about teleconferencing services, see [Telephone & Voice Mail Service](#).

## Directory Services

NYU's Public Directory includes contact listings for full-time faculty and staff, as well as students who have elected to have their information included. The Directory can be accessed in a variety of ways:

- [www.nyu.edu/search](http://www.nyu.edu/search)
- The Directory channel in NYUHome (<http://home.nyu.edu>)
- NYU's 24-hour Voice Activated Directory: Dial 1-212-998-1212 and select option 1 (faculty and staff listings only)
- The University switchboard (8:00am-7:00pm, M-F): Dial 0 when on-campus, 1-212-998-1212 when off-campus

To request a change to your Public Directory listing, please send email to [directory.request@nyu.edu](mailto:directory.request@nyu.edu) or contact the Human Resources representative in your department.

## Email & Lyris

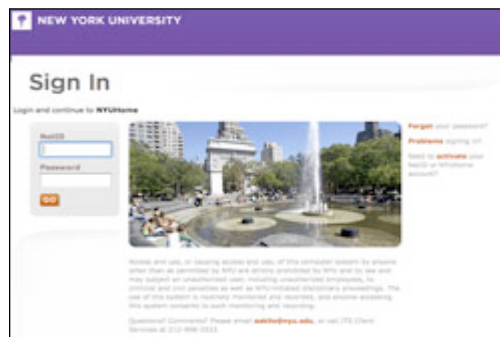
Your [NYUHome](#) service enables you to access your NYU email from virtually any computer with Internet access and includes a customizable spam filter. If you prefer, you can also access your mail using a program such as Thunderbird or Outlook Express. The format of your official NYU email address is YourNetID@nyu.edu (e.g., aqe123@nyu.edu), and you may set up an additional personal email address of your choosing through your NYUHome Preferences (e.g.,

your.name@nyu.edu). For help with your NYU email, see [www.nyu.edu/its/email](http://www.nyu.edu/its/email). Remember that you can use the NYUHome stations in Bobst Library and around campus to check your email.

**Lyris Lists** are email discussion lists used to exchange ideas about specialized topics, post deadlines or homework assignments, and confirm meeting changes. For information about how to start or join an NYU List, visit [www.nyu.edu/its/lists](http://www.nyu.edu/its/lists).

## NYUHome

NYUHome is a service for NYU faculty, staff, administrators, and students that provides information and facilitates collaboration and communication. It is a highly customizable portal to many web-based services and tools, including your NYU **email**, Albert (the University's online student information system that provides class listings, grades, and financial aid information), **Blackboard**, online file storage, forums, campus events, Library research tools, your own personal web page, **software**, and more.



The Ask ITS area in NYUHome provides one convenient location for you to request help from ITS, learn about important security and technology news, download helpful software, and access instructions on how to connect to various NYU electronic resources. For information about making the most of your NYUHome service, browse the NYUHome Help at [www.nyu.edu/its/nyuhome](http://www.nyu.edu/its/nyuhome).

### How to Access NYUHome

To access NYUHome for the first time, activate your NetID, then follow the instructions below to activate your service.

1. Open a web browser.
2. Go to [home.nyu.edu](http://home.nyu.edu).
3. Log in using your activated NetID and password.
4. Explore the various channels and tabs within NYUHome. Access your NYU email from the main page; select Preferences to reset your password and to customize your NYUHome screen, email spam filter, and email address.

## Podcasting

The **Digital Studio** is available for faculty members interested in making podcasts for use in the classroom or for research. When you publish a podcast, others can "subscribe" to whatever original content you choose to deliver: audio, video, PDFs and more. When you update your podcast with new content on a regular basis, your audience will automatically receive this content and can view or listen to it on their computers or mobile devices.

For the latest information about podcasting resources at NYU, including more information for faculty, staff, and students about creating them, and for access to existing NYU podcasts, visit [www.nyu.edu/podcast/](http://www.nyu.edu/podcast/).

## Publications (ITS & Libraries)

ITS provides a variety of publications to assist the NYU community in its use of technology resources, including: *Connect: Information Technology at NYU*, a semi-annual magazine about computing, networking, and telecommunications at NYU; and *Connect-Direct*, a monthly

electronic newsletter. To download copies of ITS publications, read them online, or request printed copies, visit [www.nyu.edu/its/pubs](http://www.nyu.edu/its/pubs).

The Division of Libraries sends its newsletter, *Progressions*, to all faculty in the fall and spring. It features news about the Libraries' latest acquisitions, services, and events. For online copies of *Progressions*, see [library.nyu.edu/progressions](http://library.nyu.edu/progressions). Subscribe to the LibLink forum to get updates about new library services, databases, etc., at [library.nyu.edu/services/liblink.html](http://library.nyu.edu/services/liblink.html).

## Smart Phones, PDAs, & Handheld Devices

Faculty and staff are eligible for NYU corporate discounts on wireless services; please check with your wireless provider for details. Wireless service can also be ordered via NYU and, with approval, charged to a departmental account; for information, please email [its.mobile@nyu.edu](mailto:its.mobile@nyu.edu).

For information on using your PDA or handheld, please see [www.nyu.edu/its/pda](http://www.nyu.edu/its/pda).

## Telephone & Voicemail Services

ITS provides office telephones to faculty, as well as voicemail, long distance authorization, **Directory Services**, and other telephone services. Call ITS Client Services at 212-998-3333 or visit [www.nyu.edu/its/telephone/staff](http://www.nyu.edu/its/telephone/staff) for detailed information and instructions.

ITS also provides teleconferencing services for NYU faculty, staff, and administrators. For more information, see [www.nyu.edu/its/telephone/conferencing](http://www.nyu.edu/its/telephone/conferencing).

## TV & Broadcasting

**NYU Television Center:** From taping live events to post-production and duplication to webcasting, NYU's Television Center can meet your video production needs. For a complete list of services, call the Television Center at 1-212-998-5168, or visit [www.nyu.edu/tvcenter](http://www.nyu.edu/tvcenter).

**NYU-TV:** Make a curriculum connection with NYU-TV! One of NYU-TV's goals is to enhance the learning experience for students. To program videos to air on NYU-TV, contact NYU-TV at 1-212-998-5168. For more information, visit [www.nyu.edu/nyutv](http://www.nyu.edu/nyutv).

## WiFi & NYURoam Wireless

NYURoam is NYU's secure, wireless access network, serving the community's need for convenient and flexible access to **NYU-NET** resources and the Internet. NYURoam wireless access is available throughout Bobst Library, and at an ever-growing number of additional locations around campus; see [www.nyu.edu/its/wireless/locations](http://www.nyu.edu/its/wireless/locations) for a complete list.

Instructions on how to configure your computer to access NYURoam are available at [www.nyu.edu/its/wireless](http://www.nyu.edu/its/wireless). If you need help, ITS also offers hands-on NYURoam workshops; see [www.nyu.edu/its/classes](http://www.nyu.edu/its/classes). See also **Laptops & Laptop Connections**.