Use of Software, Voicemail, and Electronic Courses

- Converse University has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation may be made without the express written consent of the software publisher.
- Converse University will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the University, and such use is strictly prohibited.
- In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of the University's Campus Technology Services.
- The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for Converse University employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to discipline, up to and including termination of employment.
- Converse University reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use; announced and unannounced audits of University computers to assure compliance; the removal of any software found on the University's property for which a valid license or proof of license cannot be determined; and disciplinary action including termination in the event of employee violation of this guideline.

Voice Mail

Faculty are strongly encouraged to set up their voice mail identifying themselves with a brief, welcoming message. Setting up your Converse voice mail account has many steps. You are encouraged to allow sufficient time for navigating through the set-up process. To be set up, you will need to key in 2090. If you are asked for a security code right away, notify Campus Technology at helpdesk@converse.edu.

Instructions for the Mitel Phone and Voice mail are found at this link: https://my.converse.edu/ICS/Offices/Campus_Technology/Policies.jnz

Course Information Electronically

Canvas or email should be used to distribute syllabi, handouts, and other course-related information. Each course in the Registrar's database has a Canvas shell. You are automatically enrolled in that shell as the professor, and the students enrolled in the course are automatically enrolled in the shell as well. To use Canvas, point a Web browser to Canvas.converse.edu, and log in with the same username and password you use for my.converse.edu. You can also reach Canvas from my.converse.edu; follow one of the links that appear on the lower left of the page after you log in to my.converse.edu.

Once you are logged in, you can find detailed instructions for making your Canvas course visible to students at http://Canvas.converse.edu/Canvas2/mod/page/view.php?id=14039. That page is part of a free course, "Canvas at Converse http://Canvas.converse.edu/Canvas2/course/view.php?id=244", which has instructions for most things that faculty (and students) want to do on Canvas. For additional help, please contact the Director of Distance Education.