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Search

Search

Admin ▶
About ICTS ▶
Core SLA ▶
Helpdesk ▶
Desktop Support ▶
Anti-Virus & Security ▶
Identity & Access Management ▶
Training ▶
Email & Newsgroups ▶
Phone & Fax ▶
Networking ▶
Admin Systems ▶
Academic Computing ▶
Classroom Support ▶
Research Computing ▶
Student Computing ▶
Web Publishing ▶
Technical Writing ▶
About This Site ▶
Contact Us ▶
Utilities ▶
Web-based services ▶
ICTS Staff only ▶

Share |

📧 **About** >> ICTS Bits & Bytes Newsletter Vol5 Number 4

[Edit | Delete]

Bits & Bytes

Volume 5 Number 4

In this issue:

1. Teaching and learning experience to be enhanced in 17 more classrooms
2. All students to have access to Office 365
3. Empty handed: What to do when your electronic device is stolen
4. South Africans love the latest digital technology

Twitter 🐦

Facebook f

📅

Dates to remember:

Scheduled maintenance slot
The next scheduled ICTS maintenance slot will take place **20 July 2014** from 09:00 - 17:00. Please be advised that no ICT services will be available for the duration of this time. This includes IP telephony and the Campus Copy & Print Service.

Training

The ICTS Training team has moved over from Office 2010 and will now offer Office

Teaching and learning experience to be enhanced in 17 more classrooms

Seventeen classrooms on Upper, Health Sciences and Hiddingh campuses are being upgraded during this Winter vacation. ICTS and its contractors have been busy with physical refurbishments (painting, carpeting, replacing chairs), reconfiguring teaching walls and installing new technology over the past few weeks. All these adjustments, which form part of the UCT Classroom Renewal Project, are being made to improve the teaching and learning experience on campus.

The project, which started in 2012, will bring all centrally-bookable classrooms up to an agreed standard by 2018. Sixteen venues were upgraded during the 2013/2014 Summer vacation and more are earmarked for the next summer vacation.

One of the new features of these classrooms is a mechanical lectern that not only offers storage space, but at the press of a button or two, you can use the built-in PC, DVD player and document camera, as well as access two data projectors. You can adjust the lectern height and connect your laptop should you prefer to use it instead of the classroom PC. Watch the video demonstrating what the lectern can do.

ICTS has provided online and printed user guides which explain, step by step, how to use the equipment and audio visual tools in the classrooms. If lecturers experience technical glitches during class, they can use the venue telephone to quickly request classroom support. Support teams are on standby from 07:30 a.m. until 18:00 p.m. (or 16:00 p.m. if you're at Health Sciences campus). The teams can also be reached via email: icts-css@uct.ac.za (Upper and Middle Campuses) and hsf-cs@uct.ac.za (Health Sciences).

ICTS will be hosting lunchtime information sessions (13:00-14:00) during the opening week of the second semester to demonstrate how the equipment works in these newly-upgraded classrooms.

Date	Campus	Classroom
21 July	Health Sciences	Falconer LT
22 July	Upper Campus	Comp Sci 302
23 July	Middle Campus	Kramer LT2
24 July	Upper Campus	Maths 304
25 July	Health Sciences	NLC

All students to have access to Office 365

From July, all UCT students will be able to install Office 365 on their personal Windows and Mac computers as well as on Windows, Android and

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2013 training courses.

Do you want to see some of the latest Microsoft Office 2013 features? Then book yourself on the What's new in Office 2013 course which takes place **14-15 July 2014** (13:30-16:30). We will show you the new and improved features in Outlook, Excel, Word and PowerPoint and how you can use these applications to increase your productivity.

The processing of exam marks can be very time-consuming, but if you know the basics of doing it in Excel, you can finish pretty quickly. The Excel 2013: Marks Processing course aims to assist you with sorting data, applying filters to data, managing tables, working with formulas and functionality, maintaining data with conditional formatting and saving worksheets different file types. The course takes place on **18 July 2014** from 09:00 - 12:00.

Junior Systems Engineer completes first step in obtaining Cisco certification

ICTS would like to congratulate Warren McClinton on passing the Implementing Cisco IP Routing module with 81%. This is just one of three modules that Warren needs to complete in order to obtain his Cisco Certified Network Professional (CCNP) Certification.

Once he completes the required modules, Warren will be certified to plan, implement, verify and troubleshoot local and wide area enterprise networks. He will also be

Apple mobile devices. This follows a successful pilot where students from the Faculty of Engineering & the Built Environment were selected to test the new Office 365 software courtesy of the Microsoft Student Advantage Program.

The Student Advantage program does not apply to staff as they are covered by the Microsoft Work at Home agreement.

Each student can install Office 365 on up to five devices for free and use it until they graduate or leave the university. Should they wish to install the software on a sixth device they will first need to deactivate the installation on one of their other devices. The software may also not be installed on UCT-owned computers at this will contravene the terms of use.

Office 365 works the same as the standard Microsoft Office packages and includes applications such as Word, Excel, PowerPoint and Outlook. While studying at UCT students will be able to use the applications on and off campus, but once they leave the university they will only be able to read their files.

Empty handed: What to do when your electronic device is stolen

Nobody likes getting their stuff stolen, especially when the item is something expensive like a laptop, tablet or smart phone. There's financial loss, inconvenience and, perhaps most worrying, the loss of your information and the risk of it being misused.

You use your device for the most information-sensitive aspects of your life: email, social networking, online banking, UCT services and more. If a thief were to gain access to these accounts, not only would your online presence be at risk, but you could also face financial losses if the thief gets into your bank account. Worse than that, if you become a victim of identity theft, you could be accused of criminal activity when the thief uses your name for fraudulent activities.

If your device has recently been stolen, or you want to know how to protect yourself before such a tragedy strikes, follow these steps for peace of mind.

For those of you who own Apple products you can make use of the Find my iPhone tool. Newer iPhone models already include this as a free feature of iCloud, but you can also install it on your iPod, iPad and previous iPhone models. Should either of your devices then be stolen or lost you can track its whereabouts through a web interface, remotely lock the device down or erase its contents.

South Africans love the latest digital technology

South Africans just want to get their hands on the latest digital technology - even if they already own a version of that specific product. These findings are based on the Accenture Digital Consumer Survey 2014 which saw 1000 locals share their experience of using and buying devices.

Mobile devices, laptops and HD televisions top the list of must-haves, but there's also a steady increase in people wanting to own wearable devices - even though some of these options are not available in South Africa. The results indicate that 63% of consumers are interested in getting smart watches while 57% prefer wearable glasses.

able to work collaboratively with specialists on advanced security, voice, wireless and video solutions.

Warren, who is currently a Junior Systems Engineer in ICTS's Technical Customer Services team, will now go on to tackle the Implementing Cisco Switched Networks module.

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The survey also focused on the benefits of applications and their use for work and home. More than half of those surveyed indicated that are already using or planning to use GPS, gaming, e-book, radio and voice recorder apps that are available from their app stores. They also prefer to buy apps not pre-installed on their specific device.

While there's a steady increase in consumers wanting to obtain the latest technology, there is still a divide between those who prefer a single device that can perform multiple tasks (such as a smart phone) and those that can only perform single tasks (such as a high tech camera).

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