Jones College of Business
HELP DESK

For technical support, please contact the **JCB Help Desk @ x4537**.

A graduate assistant will be ready to assist you.

Video quizzes?

Did you know that you can have your students watch videos and answer questions about the video, all from within the Panopto interface? Teachers can easily download the results for evaluation purposes.

Protect Your Data

How much is your data worth? When was the last time you backed up your data? We suggest that you use Dropbox or OneDrive to sync your data from your office to your home or vice versa to avoid data loss. Contact us for more information.

One-Button Studio +

The Jones College of Business proudly announces its new One Button Studio Plus (+) recording studio. Located in BAS S202, the new service uses advanced green screen technology and state-of-the-art equipment to create a self-service, fully automated recording studio. JCB faculty will be able to schedule time to quickly record micro lectures for their classes. The lectures can then be uploaded to Panopto for students to view, allowing a more personalized online lecture experience. For more information contact Carlos Coronel @ extension 2359.

Power Up Your Classes

On Friday, November 8th, the Jones College of Business' Faculty Development Committee organized a "Brunch and Learn" seminar. The event provided information on available resources to support online and blended classes, discussed D2L features to enhance participation and engagement, as well as topics such as creating micro-lectures, adding quizzes to videos, adding captions to videos, and web conferencing & proctoring services for online classes.

Outlook Tips

Do you know you can quickly create a calendar entry from an email?

Just drag and drop the email on the calendar icon in the bottom left corner of the Outlook program.

A New Appointment window will open for you to complete the details of the new calendar entry. The body of the email will automatically be copied to the appointment notes.

Word Tips

How to capture an application screen to insert in a Word document?

Very easy, go to Insert, under the Illustrations group, select Screenshot. An Available Windows window will open showing all the currently open programs. Just pick the one you want and done!

Excel Tips

Need to graph data in a map?

Use Fill Maps. If you have data in a two-column table, make sure the first column is a state, city, zip code, GPS coordinate or any location related element. Then, highlight the table data, go to Insert, under Charts, click on Maps, select Filled Map. From there you can change the style, colors, etc.

Welcome Cameron Collins

The Jones College of Business welcomes our new Business Lab Coordinator, Cameron Collins! You may recognize Cameron from when he was a lab assistant, but now he manages lab efforts between 12:00am – 8:30am, so if you're here in the College overnight, feel free to stop by and say hi! We are very excited to have Cameron as a member of our team.
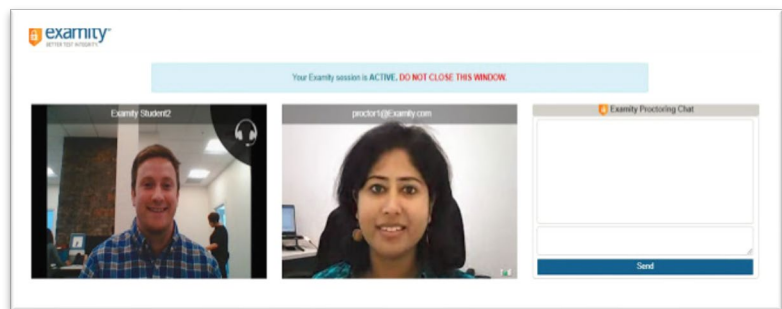
Technology Upgrade in Lab and Master Classrooms

The Jones College of Business has completed some major upgrades! We have upgraded all computers in the BAS S302 and S306 master classrooms as well as 59 computers in the Computer Lab. The new computers are Dell All-in-One units with the latest technology (i7 processor, SSD had disks and webcams.) Students will see a noticeable increase in speed and efficiency, allowing them to get more done in less time.

Examity and Zoom for Online Classes

If you teach an online class, you have access to two new exiting technologies! Zoom is an easy to use video conference tool that allows you to broadcast your class to anyone, anywhere and at any time. Examity is an online proctoring tool that will increase exam integrity. University College's MTSU Online department is offering these two services to all online sections. For more information contact Cindy Adams, ext. 8276.

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