

Student Technology and Learning Guide



Guilford College offers many free or low-cost technology-based resources for students. Learn about your computing accounts, printing on campus, accessing course information, available hardware and software, and technology discounts. Visit the Student Technology Guide online at student-tech.guilford.edu for more information.



ACCOUNTS AND COMMUNICATION

EMAIL

Guilford College uses Google Workspace for Education for email, communication and collaboration. Features include Google Drive and Calendar. To login, go to <http://mail.guilford.edu> and enter your full email address as the username (username@guilford.edu) and your email password.

NETWORK ACCOUNT

Your network account accesses Guilford WiFi, networked computers on campus, Canvas, Navigate, Microsoft Office online, as well as library resources when off campus. And while your username is the same

as the username part of your email, using different passwords is recommended. Your network account is also used to access Web Helpdesk at <https://webhelpdesk.guilford.edu> for all technology and login issues.

QUAKER CARD

Your Quaker ID Card is used for meal plans, building door access, printing to campus printers, and spending "Quaker Cash." You are encouraged to submit an ID photo prior to the "check in" date for your first semester on campus.

RESOURCES IN LIBRARY AND LEARNING TECHNOLOGIES

TECHNOLOGY LENDING

Library and Learning Technologies accepts faculty recommendations, via the Mobile Edge, to provide devices to enable students in need to engage in their coursework, including laptops and tablets. A limited number of laptops with Adobe Creative Cloud are available for students enrolled in courses where Adobe CC is a requirement.

The Library also circulates digital cameras as well as microphones and tripods. Cameras are available for a 5 day loan period.

DATABASES AND eRESOURCES

Hege Library and Learning Technologies provides access to over 150 databases ranging from virtual reference, to news, to scholarly journal articles, as well as over 350,000 electronic books in the humanities, sciences, social sciences, and over 100,000 streaming video and audio titles. Free online access to the New York Times and The Wall Street Journal is also available to Guilford students. Visit library.guilford.edu/databases for more information.

LEARNING RESOURCES

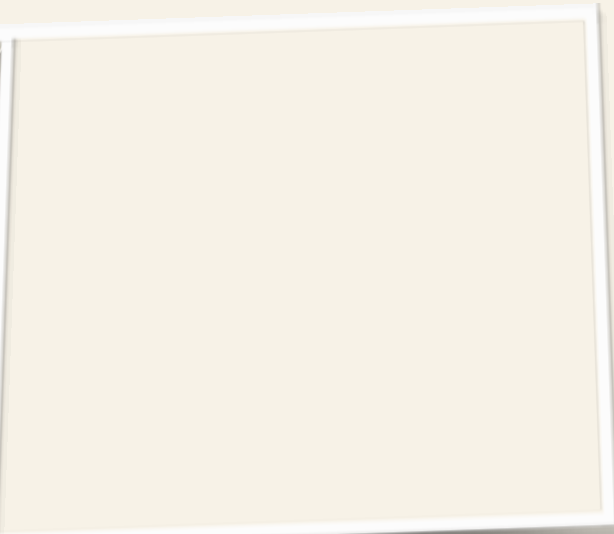
Canvas is the Learning Management system used at Guilford College. While all courses are automatically created in Canvas, and students are automatically added to their courses, not all instructors use Canvas for the course; check with your instructors to see if they will be using Canvas.

Portfolium is an ePortfolio that allows you to showcase your education and work accomplishments and connect with other professionals.

Hoonuit is an online training resource with helpful modules on all manner of topics - from study skills and research essentials, to learning how to use new software like Photoshop or Microsoft Office.

Library and Learning Technologies employs Tech Tutors, who are available to help with various technology, from WordPress websites or Google Docs, to Photoshop or video editing, and Research Tutors who are available to help with any stage of the the research process.

Visit library.guilford.edu for more information.



TECHNOLOGY DISCOUNTS

SOFTWARE

Guilford offers students the entire suite of Microsoft Office 365, including the option to install Word, Excel, PowerPoint, and OneNote on students' personal computers and mobile devices. Visit student-tech.guilford.edu for instructions on obtaining the software for your computer, free of charge.

HARDWARE: DELL AND APPLE LAPTOPS

Guilford College offers discounted prices on Dell and Apple Laptops.

Visit student-tech.guilford.edu for more information, hardware recommendations, and links to purchase discounted hardware.

OPEN ACCESS COMPUTERS

Guilford College has open access computer labs with both Macs and PCs, in various buildings throughout campus, including 4 labs in Bauman and open access computers on the second floor of the Hege Library. The library also has laptops and accessories for checkout.

For all locations and available software, visit student-tech.guilford.edu

PRINTING

No need to bring a printer to campus! Students are provided \$12 per semester for printing (\$.07 per B&W page and \$.15 per color page). Add money to your Quaker Card for additional printing as needed. You can print from any available campus computer, or have print drivers installed by ITS to print from your own personal computer. You can also scan documents to your Google Drive or your email, or make copies at Guilford printers available to students.

RESIDENCE HALL TECHNOLOGY

Consumer electronics such as gaming consoles can be plugged in via a wired network (ethernet) connection or attached via WiFi in the residence halls. Smart TVs and/or streaming devices are provided in the common lounges in residence halls, though students must use their own accounts to access content.

Hege Library and Learning Technologies and Information Technology Services work together to provide you with the technology-based resources, tools, and support for academic success!

FIND US

LIBRARY AND LEARNING TECHNOLOGIES

Hege Library
(336) 316-2450
library@guilford.edu

ITS HELP DESK

Bauman 101
(336) 316-2020
webhelpdesk@guilford.edu

