

# Techbits – December 2014



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## **DON INTRANET'S – COURSE ARCHIVE AND SYLLABUS TOOL**

Are you an instructor looking for a syllabus from 4 years ago? Or are you writing a grant and need up-to-date student learning outcomes? Then you're in luck, the Intranet's syllabus tool has it all for you. This is a cool tool that makes it easy to quickly dig through the archives to find what you need.

But did you know you can also create and store your syllabi directly in this tool? That's right, no more searching your desktop trying to find the document. Just log into the Intranet and Click My Syllabi to see published syllabi.

Try it out for Spring 2015 if you'd like and get MID Team assistance now. We know it can be tedious at first. So let us assist adding tables and other content. Email us at [midteam@hawaii.edu](mailto:midteam@hawaii.edu) to make your appointment.

UHM Nursing Intranet

<http://intranet.nursing.hawaii.edu>

## Course Archive & Syllabus Tool

### Course Archive Tool

This tool will allow you to search for a range of course-related documents. You may choose to search for a single document type or all documents related to a single course or a range of courses.

Choose any (or none) of the following

Course Number N

Section

or

Course Range N

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Semester

Year

Check here to search over multiple years

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Faculty

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Sort by:

Course Number  Chronologically  Document Type

Choose AT LEAST ONE of the following

Syllabus (  Check here to search my syllabi only)

Syllabus Template

Semester Course Report

UHM-1 and 2 Forms

Student Learning Outcomes (SLOs) Forms

Focus Designation Forms

Click to create a new syllabus. You can edit syllabi you created or if you are assigned as an editor. You can cooperate with other faculties to assign them as editors.

## CRYPTOWALL VIRUS INFORMATION

There has been some coverage in the news about the CryptoWall virus affecting computers. The NAWSON Information systems office is always prepared to combat viruses that may try and infect our systems especially our servers. The CryptoWall virus is a particularly bad one as it essentially holds your data "hostage" for ransom. This can affect you at home or in the office so if you received a email with an attachment from an unknown person, it is best NOT to open or download the attachment. This is true for any potential virus. Here is an article that has more details about the CryptoWall virus.

If you receive any suspicious email please let us know and we are happy to assist you in determining if it is legitimate or not. Contact us at 956-0981 or [sondhis@hawaii.edu](mailto:sondhis@hawaii.edu).