Cal Poly provides a network of resources to support your teaching and research.
Information Services

is.calpoly.edu

Information Services helps the Cal Poly community change the world through the seamless, personalized and collaborative use of technology and information.

The Information Services division includes Information Technology Services (ITS) and its Classroom Technologies group; the Robert E. Kennedy Library; and the Office of the CIO.

Together with the Center for Teaching, Learning and Technology, we provide a network of resources to support your teaching and research.
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Welcome New Faculty!
calpoly.edu/faculty/newfaculty.html

Faculty Information
calpoly.edu/faculty/faculty.html
Cal Poly Username and Password

servicedesk.calpoly.edu/accounts

Faculty, staff, and students are given a Cal Poly username and password during the hiring and enrollment process. This password allows access to most campus IT services, such as My Cal Poly, workstations, email, calendar, and wireless internet.

Usernames are typically “first initial last name” (Jane Mustang is jmustang), with some exceptions. You will receive your username in the packet you receive from Human Resources.

PolyCard

polycard.calpoly.edu

Your PolyCard is your campus ID. Bring your government ID and complete an ID Card Request Form to the PolyCard Customer Service Office, Building 46, Room 100 (near the Stadium). We are open Monday through Friday, 8:30 am to 4:00 pm.

Library Account

Your Cal Poly ID card doubles as your library card. On the back is a number for you to use as a login.
My Cal Poly
my.calpoly.edu

My Cal Poly features single-click access to many widely used campus applications and computing services such as email, calendar, and PolyLearn (the campus learning management system). It provides campus announcements and event listings; college, department, and club information and news; and self-service tools. My Cal Poly is also commonly referred to as “The Portal.”

Email and Calendar
servicedesk.calpoly.edu/zimbra

Faculty and staff email and calendar services are automatically generated as part of the hiring process. Cal Poly currently uses Zimbra Collaboration. Your email address is your username@calpoly.edu. (e.g. jmustang@calpoly.edu)

For the most consistent user experience, ITS strongly recommends using Zimbra via My Cal Poly. You can also access your email through IMAP and Exchange methods, via most other popular email programs and mobile devices.

NOTE
Cal Poly will be migrating to Office 365 this year.

Directory
Search the directory at My Cal Poly for student, faculty, staff, department, club, and unit information.

Money Matters
Use this tab at My Cal Poly to get information on Parking Services, add funds to your PolyCard account, and more.
Home Tab

- My Classes Portlet – List of classes you’re teaching, a calendar view by term, and access to PolyLearn.

Academics Tab

- PolyProfile – View comprehensive student specific data: enrollments, term history, planned classes, academic program, degrees awarded, addresses and grades.
- Faculty Course Info Portlet – Access to the following items:
  - Faculty Center (ability to view and download your weekly schedule, rosters, and grade rosters)
  - Academic Catalog
  - Course Search
  - Academic Calendar
  - Final Exam Schedule
- Curriculum Management – Propose course and program related updates to the catalog, using online forms and electronic workflow for review:
  - Propose a new course
  - Edit a course
  - Deactivate a course
  - Edit a program’s description, learning objectives, or curriculum
  - Deactivate or propose a concentration, specialization, minor, or graduate certificate program

To propose a new degree program, contact Academic Programs and Planning:

academicprograms.calpoly.edu
Library Tab

- Research Help Desk – Service hours, location, and a web form to submit your questions
- Research Guides – Online guides to information resources and services for your college, department, or course
- College Librarians – Quick links to find the librarian who works with your college to meet faculty and student needs
- Find Items – Google-style search box for quick check for digital and print resources
- Items You Borrowed – Convenient login to your borrowing accounts; make interlibrary loan requests here
- Top Services and Resources – Library hours, maps, print and copy services, and more
- Digital Commons – Cal Poly’s digital collection of research, creative, and administrative documents
Information Technology Services (ITS)
its.calpoly.edu

ITS provides secure, reliable and efficient academic and administrative computing and communications services to enable Cal Poly’s mission and objectives and support teaching, student success and business operations.

Cal Poly, like many large universities, uses a hybrid IT support model. This means that there is local, specialized support to meet your needs, as well as a centralized support system.

The six colleges have their own computer support staff, commonly referred to as LAN Coordinators. Start locally, with your department, when you need help.

Don’t know who your department’s LAN Coordinator is?
Contact the Service Desk:
(805) 756-7000 / servicedesk@calpoly.edu
servicedesk.calpoly.edu/depts
Service Desk
servicedesk.calpoly.edu

The Service Desk provides support for technical services, such as centralized passwords, wireless service requests, and a broad range of other campus technical services.

Campus Network

Connecting Your Wireless Device
wireless.calpoly.edu

Cal Poly offers secure wireless access to students, faculty and staff. Mobile devices can be connected to the network SecureMustangWireless.

Wireless at Cal Poly is secured through WPA2 Enterprise and security certificates using your Cal Poly username and password.

Connecting From Off Campus
netadmin.calpoly.edu/services/vpn.html

VPN (Virtual Private Network) service provides a secure method to access Cal Poly computing resources from off campus. While connected to the VPN, your computer will act as though you were on the Cal Poly campus.

To access library resources from off campus, simply login to My Cal Poly.
Security and Responsible Use
security.calpoly.edu/content/for_faculty_staff/index

We share a responsibility to protect confidentiality, integrity and availability of Cal Poly information assets. You need to be aware of security policies, responsible use, and safety tips that can protect you, your computer, and our community.

Report phishing attempts to abuse@calpoly.edu.

Software Distribution
servicedesk.calpoly.edu/software

Cal Poly offers a variety of software, such as Symantec antivirus (SEP), Microsoft Office, Adobe Creative Cloud and others for use under various licensing agreements. Using My Cal Poly, you can search for the software you need, and learn more about licensing and installation.

Please contact your college or department technical support staff before installing software to ensure compatibility with departmental systems.

Most of our software agreements are restricted to Cal Poly-owned equipment. For your personal computer, the University Store (calpolystore.com) sells software at educational pricing.
iPad Support
ipadsupport.calpoly.edu

Learn more about how to use your iPad, iPhone or iPod:

• Learn how to set up your new iPad
• Find out how to connect your iOS device to Cal Poly email, calendar, and Wi-Fi
• Discover how to back up, update and set security settings for your device
• Learn how to download apps from the App Store
• Check out our favorite apps
• Explore methods for using an iOS device in the classroom
• Check out iPad learning opportunities at Cal Poly and in San Luis Obispo
• Request a consultation for one-on-one assistance with your iOS device
PolyLearn is Cal Poly’s learning management system built on Moodle 2.x. PolyLearn enables faculty to provide course content, assignments, quizzes, surveys, discussions, collaborative development spaces, grades, messages and mastery learning. Faculty and students access PolyLearn via My Cal Poly.

Course shells are automatically created for each credit course. Faculty are assigned as course developers and students are enrolled via PeopleSoft. In the beginning, faculty may choose to add only their syllabus, then build content with each subsequent term.

Faculty can backup and restore course content between terms:

polylearn_support.calpoly.edu/Faculty/FacultyImportCopyBackup.html

Through the Center for Teaching, Learning & Technology (CTLT), you can contact instructional designers and PolyLearn support staff:

polylearn_support.calpoly.edu/Forms/ConsultationRequest.html

You can also request a course shell for development, practice, or other non-instructional use via a New Shell Request Form.

Need assistance with training and course development?

Contact the Center for Teaching, Learning & Technology:
Bldg. 35 (Kennedy Library) / ctlt@calpoly.edu
Classroom Technologies
classtech.calpoly.edu

Cal Poly offers both smart and multimedia classrooms, and a range of technology to support your teaching.

All classrooms include posted instructions. We highly recommend a brief classroom orientation for new users with our staff. We encourage you to bring your laptop and media for testing.

Smart Classrooms
All university-scheduled lecture rooms at Cal Poly are smart classrooms. These classrooms are equipped with an easy-to-use control system, digital video projector with laptop connections, and DVD player (most are DVD/VCR combo units).

Classrooms are configured for instructors to bring their own laptop.

Apple laptop users: Bring your mini-display port-to-VGA adapter, as these are not provided. Your department LAN Coordinator is your primary support contact if you have a department-issued computer.

Multimedia Classrooms
Cal Poly has several multimedia classrooms that are university-scheduled. These learning spaces include an easy-to-use control system, digital video projector, DVD player, installed computer, and document camera.
Media Resource Centers (MRC)

Classroom Technologies operates two Media Resource Centers, where you can check out equipment, in Buildings 2 and 10.

Faculty, staff, and students can reserve various types of audiovisual equipment, from laptops and projectors to GoPro cameras.

Additionally the MRC’s can assist with multimedia format conversion and duplication. We have several video editing systems and VHS-to-DVD and DVD-to-DVD duplication self-service stations.

Student Response System (Clickers)

You may find clickers to be especially helpful in large classrooms. Although you have academic freedom to use any student response system, or clicker, Cal Poly is committed to supporting a standardized clicker to minimize student cost (i.e., not having to buy different clickers for different courses) and meet accessibility requirements.

The i<clicker is the preferred student response system at Cal Poly, based on faculty input, a campus pilot and usage analysis.

Cal Poly currently recommends the i<clicker 2, which allows students to submit multiple choice, numeric, and short answer solutions from their i<clicker device or their smartphone. This model is compatible for a variety of courses.

Instructors may order i<clickers for student purchase through the University Store.

Technical support for i<clickers is via (866) 209-5698 or support@iclicker.com.
Online Learning

Online and hybrid courses substitute seat time with online materials, lectures and learning activities. The CTLT supports online and hybrid courses through course design support, quality assurance reviews, PolyLearn support, video and screencasting, and other pedagogical support and resources.

Online and hybrid instruction can be both synchronous and asynchronous. For synchronous delivery of online lectures, office hours, or student-instructor collaboration, faculty may use Blackboard Collaborate (formerly Elluminate).

Please contact the administrative assistant in your department for information about Blackboard Collaborate since some colleges offer direct support. If your college does not support Blackboard Collaborate, contact ctlt@calpoly.edu.

Video Conferencing and Distance Learning

Classroom Technologies provides classrooms equipped for synchronous distance learning. These facilities allow for two-way, interactive “face-to-face” communication between Cal Poly and remote locations.

Reservations for distance learning classrooms are coordinated through University Scheduling at (805) 756-2461.

For meetings that require video conferencing, Classroom Technology has a video conferencing suite (02-25b). This suite can accommodate 14 people and is available M-F / 8am-5pm.

Please reserve the video conferencing suite at least 5 working days in advance.

Contact Classroom Technologies: (805) 756-7198 / classtech.calpoly.edu
Accessibility

All instructional materials used online (web or PolyLearn) must be developed in such a way that students who have disabilities or special needs can access the material using assistive technologies. This includes (but is not limited to) captioning videos, creating documents that can be read by text-to-speech applications, and providing text alternatives to audio files.

The CTLT is happy to help faculty convert existing online content to accessible formats.

Need help with Braille, audio tapes or other physical media?

Contact the Disability Resource Center:
(805) 756-1395 / drc.calpoly.edu

Media Captioning

Educational and informational content presented on campus must be accessible to all students, faculty and staff.

For example, website content must be accessible to the visually impaired and video presentations with audio must be captioned. Captions (or subtitles) must be visible “for any time-based multimedia presentation (e.g., a movie, video, or animation.)” Classroom Technologies can assist with closed-captioning.
Course Reserves
lib.calpoly.edu/find-and-borrow/course-reserves

Help students save money by putting your course materials on reserve in the library. The library can place both print and electronic materials on reserve for you.

GET HELP

Need help finding affordable textbooks for your classes?
Contact Open Education Fellow Dana Ospina:
(805) 756-7581 / dospina@calpoly.edu
Robert E. Kennedy Library

The Kennedy Library offers a technology-rich environment for faculty and students, including a wireless network, printing services, collaborative and meeting spaces, and four university-scheduled computer labs. Our 300+ computers provide access to many important software products and tools.

Finding Books, Articles and Materials

- The search box on our website comprehensively searches PolyCAT (our catalog), Link+, several databases, and the library’s website.
- PolyCAT lists books, ebooks, and other holdings at Kennedy Library.
- Link+ lists books in more than 40 libraries. Most print materials are shared between the libraries.
- Database A-Z List: More than 175 library-subscribed databases serving all disciplines at Cal Poly.
- Research Guides: Librarians curate guides by subject and course, linking to the most relevant databases and resources available at Cal Poly. Research guides are a great way to learn what resources we have for your field.
Access from Off Campus
lib.calpoly.edu/need-help/off-campus-access

There are two options for accessing the library’s databases from off campus:

Option 1: Via My Cal Poly.

Option 2: Via Kennedy Library website. You will be prompted for your Cal Poly username and password when you enter a database.

Getting the Full Text of an Article

Sometimes, the full text for an article is available in a different database than where you found the citation.

Search for the full text by clicking on:
- Find It
- Full text available
- Check for availability

If we don’t have the full text of an article, you can request it. The article is typically delivered to your desktop within 24 hours.

Borrowing and Renewing Materials

Faculty can check out materials for 90 days, with opportunities to renew.

Link+ is a group of more than 40 libraries in the Western US that share their print materials. Items are swiftly delivered to Kennedy Library in 1-3 days.

Books and print materials not available through Kennedy Library or Link+ can be requested through Interlibrary Services via the library tab on My Cal Poly.

Need interlibrary help?
Contact Interlibrary Services:
(805) 756-1222 / ils@calpoly.edu
**Research and Instructional Support**

`lib.calpoly.edu/teams/college-librarians`

**College Librarians**

Each college has a designated librarian who is available for personalized research help and instructional sessions. There is a robust instructional program for GE A1-A3 courses.

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**Need research help?**

Contact the Research Help Desk:
(805) 756-2649 / researchhelp@calpoly.edu
Bldg 35, Rm 111 / Chat widget on library website

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**Data and GIS Services**

`lib.calpoly.edu/data`

The Data Services program offers expert support to students in using GIS and other data and statistics resources. The Data Studio (111C) is at the center of the Data Services program. This open lab offers an ideal environment for peer support services including access to important software tools and large format displays.

Other services and programs include data management planning for grant-writers, networking with other GIS and data users, and special events and speakers in our Data Studio Presents series.
DigitalCommons@CalPoly

digitalcommons.calpoly.edu

DigitalCommons@CalPoly is an online digital archive that shares and preserves our community’s research, scholarship and campus publications.

As part of the Cal Poly community, you can contribute. This is a great way for others to find and cite your work.

For tenure-track and tenured faculty, Kennedy Library can assist with locating, digitizing, clearing copyright and depositing eligible published scholarship in DigitalCommons.

In addition to faculty scholarship, DigitalCommons is a platform for sharing senior projects and masters theses, as well as campus publications and documents.

Digital Scholarship Services

lib.calpoly.edu/scholarship

Kennedy Library also provides digital publishing services for both faculty- and student-edited peer reviewed journals and conferences, and consults on digital scholarly publishing questions.

Need more information about copyright?

See our information about copyright, fair use, and authors’ rights:

lib.calpoly.edu/research/copyright
Special Collections and Archives
lib.calpoly.edu/sca

Special Collections and Archives provides primary source collections for research and instruction.

An online archive allows you to search and browse digitized photographs, documents, architectural drawings, and other items from the department’s manuscript collections and university archives.

Separate online exhibits are dedicated to the life and work of architect Julia Morgan and significant moments in Cal Poly’s history. These are useful starting points to inspire research topics and instructional activities.

More information or planning a class visit?
Contact Special Collections and Archives:
(805) 756-2305 / archives@calpoly.edu
Bldg 35, Rm 409
Get the Cal Poly App
m.calpoly.edu/gettheapp

The Cal Poly App is available from the App Store. It includes maps, directory, dining options, and other useful features.