

**Suffolk County Community College**  
**College Brief**

NO. 72      March 12, 2020

TO:            The College Community

FROM:        Louis J. Petrizzo  
                  Interim President

SUBJECT:     College's Response to Governor Cuomo's  
                  Announcement Regarding Remote Instruction

**COMMUNICATION #1 TECHNOLOGY SUPPORT**

As shared with you on the College website homepage last evening, New York State Governor Andrew M. Cuomo directed all SUNY and CUNY institutions to immediately develop plans to transition courses, wherever possible, to remote instruction including distance learning and online. The College has announced that it will continue to hold classes on its campuses for the remainder of this week. SUNY Suffolk will then transition to the remote instruction model after Spring Break (March 23, 2020).

Members of the Cabinet, including the Campus Executive Deans, have been meeting for several hours each day to work through the myriad of details that must be discussed and resolved before we are ready for March 23<sup>rd</sup>. I appreciate that everyone wants to know everything right now, but that is simply not possible. As there is a lot of information to share between now and March 23<sup>rd</sup>, I have determined that I will send you a series of communications that will impart specific direction for various functional areas. My first communication will provide you with details related to technology.

We anticipate that this mode of instructional delivery could last through the rest of the spring semester. As we enter the Spring Break period, in order for you to keep updated you will need to take time over the course of the break to check the College website and your College email daily for additional information and updates that will be forthcoming. Failure to do so will place you behind in completing the transition to the remote learning model.

I will continue to provide updated information as it becomes available.

**COMMUNICATION #1**

**TECHNICAL GUIDANCE FOR INCREASED ONLINE INSTRUCTION**

Last updated 3/12/20

**Students without a computer and/or internet access**

College computer labs and Learning Resource Centers will remain open. Students in need of computers can access them at these locations.

Laptops, for use within the library, may be borrowed at the library. In anticipation of increased demand, ETUs, will make mobile laptop carts available at each campus Learning Resource Center as needed. Please note that we will not be able to lend laptops for external use.

The College will not be providing hotspots for internet access outside of the College.

### **Faculty without a computer and/or internet access outside of the College**

The College remains open. Faculty can use computers in their respective offices.

The College will not be providing hotspots for internet access

### **BlackBoard connectivity**

The SUNY private Cloud provider, which hosts our BlackBoard environment, has increased capacity on their server cluster to accommodate the increased load.

### **Video Conferencing**

MS Teams: All students and employees at the College are licensed for Microsoft Teams. Please refer to the Academic Resource Chart below for task and tutorial links that will assist you.

You can download MS Teams by going to office.com and login in with your College credentials.

BlackBoard Collaborate: The College will be providing Blackboard Collaborate Ultra till the end of the semester.

Zoom: The College has a limited number of Zoom licenses.

### **ADOBE CREATIVE CLOUD**

Students whose class requires the use of any of the modules of the Adobe Creative Cloud (i.e. PhotoShop, Illustrator, etc.) will need to do so in the College's computer labs that offer the software suite.

Adobe Creative Cloud-Michael J. Grant:

- LRCG Information Commons
- LRCG 140
- Paumanok P112
- SFCU A136
- Sally Slacke A103
- Sally Slacke A118A

Adobe Creative Cloud-Ammerman:

- Smithtown Science 118

Adobe Creative Cloud-Eastern:

- Orient 23, 200, 205, and 235 (Open Lab)

## ACADEMIC RESOURCES

Tasks	Tool(s)	Tutorials
Lectures/ Readings and Resources (Video)/Adding content to your course	Blackboard VLC	<a href="#">How to use BlackBoard</a> <a href="#">Getting help with Blackboard</a> <a href="#">Adding content</a>
Connect with Your Students	MS Teams Blackboard Collaborate	<a href="#">How to use MS Teams</a> <a href="#">How to use Collaborate Ultra</a>
Assignments	Blackboard	<a href="#">Tutorial</a>
Tests and Quizzes	Blackboard	<a href="#">Tutorial</a>
Discussion Boards	Blackboard	<a href="#">Tutorial</a>
Sending announcements	Blackboard	<a href="#">Tutorial</a>

## OTHER TECHNOLOGY ITEMS

Student passwords are currently reset by each campus Registrar's Office. If additional resources are needed to handle the load, ITS is on standby. Faculty and students can contact the Help Desk, Dr. Camille Karlson ([karlsoc@sunysuffolk.edu](mailto:karlsoc@sunysuffolk.edu)), or their Academic Chair if they require assistance navigating BlackBoard.

**Students can reset their passwords by going to:**

[https://access.sunysuffolk.edu/Apps/Auth/forgot\\_pwd.asp](https://access.sunysuffolk.edu/Apps/Auth/forgot_pwd.asp)