

**In This Issue**Webmail users [click here](#)**Official News/General Announcements**

- [ITS and Procurement Services We are here to help!](#)
- [AU Libraries: Services and Hours During Winter Break](#)
- [2020 W2's](#)
- [Welcoming New Employees Supervisor Training](#)
- [Parking on Marlin Way](#)
- [Canvas Session Available - Quiz and Assignment Settings](#)
- [Private Music Lessons available to ALL Students](#)
- [Appointments Available for Canvas Assistance](#)
- [Wellness Center Counseling Services](#)
- [Gibbs Fitness Center Closed this week](#)
- [AU Bookstore Hours 1/18-1/23](#)
- [Seeking Faculty & Staff Volunteers for Community Friends Program](#)
- [New Community Friends Program for AU Students](#)
- [Appointments Available for Canvas Assistance](#)
- [Canvas Session Available - Quiz and Assignment Settings](#)

**What's Happening?**[More Events...](#)

TODAY

TOMORROW

FRIDAY

**ITS and Procurement Services We are here to help!**

A friendly reminder...

Per Alfred University Policy, all computer and printer purchases must be approved by ITS. A link to the specific policy is listed below.

To guarantee that you have the best technology possible at your fingertips, we have a Technology Refresh Program available for both desktop and laptop computers (Mac and PC). If you sign up for the Technology Refresh Program, your computer will be replaced every four years with the latest technology. This also helps the University by making sure that out-of-date computers are removed from service.

We require the involvement of the ITS Team on the selection and purchase of this equipment for several reasons:

1. In today's world there is a constant stream of new threats out there trying to impact computer networks. By making sure that only approved devices are linked to our network, we are protecting the University as well as our students, faculty and staff.
2. The ITS team is here to help you with your devices. If you purchase something that is not approved for use, we may not be able to assist if you have problems.
3. By working with ITS, you have access to our extensive knowledge and business contacts that will ensure you are receiving the best price on equipment that will properly fit your specific needs.
4. We have purchasing contracts with Dell and Apple. By purchasing computers through ITS and

procurement, we are ensuring that you get the best possible price on approved solutions. In addition, you are adding to the University's buying power when it comes time to re-negotiate contracts.

Please work with Procurement and ITS ensure that you are getting the absolute best possible product at the absolute best possible price to meet all of your IT needs!

Link: [AU Computer and Printer Purchasing Policy](#)

Submitted by: ITS & Procurement Services

[back to top](#)

---

### **AU Libraries: Services and Hours During Winter Break**

Winter Break Services Changes:

Scholes Library will be open Monday-Friday 8:30am-4:30pm  
Herrick Library will be open by appointment only.

Library materials from both Herrick and Scholes are available for pick up via the item request system.

All requested library materials, including interlibrary loans, will be made available for pick up in Scholes Library.

Printers, scanners and computers are available to current AU students, staff, and faculty in Scholes Library. No appointment needed.

Services such as Archives and research consultations will be available by appointment in Herrick and Scholes.

The entrances will remain locked and instructions for entry upon arrival will be posted on the doors.

Both book drops will remain available for returns.

For more information on services or how to use the item requests system visit:  
[https://libguides.alfred....](https://libguides.alfred.edu)

The libraries will begin spring hours on Monday, January 24th, 2021

For questions please email [libraries@alfred.edu](mailto:libraries@alfred.edu)

Link: <https://libguides.alfred.edu/COVID>

Submitted by: Mechele Romanchock

[back to top](#)

---

### **2020 W2's**

Did you know that you can receive your W2 (the form that reports an employee's annual wages and the amount of taxes withheld from his or her paycheck) electronically in BannerWeb? This feature will be available late-January.

Advantages of receiving Form W-2 electronically

- Your W-2 will be available sooner than a printed copy
- You can reprint a copy of your W-2 anytime during the year
- No possibility that a Form W-2 might be lost, stolen, delayed or misplaced by the U.S. mail service or by the employee
- Multiple levels of security protects all information within the BannerWeb system

-Access can be obtained anytime via the internet-anywhere in the world

If you do not choose to receive your W-2 electronically, a paper copy will be mailed to your home address (current students receive their W-2 in their campus box). Faculty and staff, please ensure the Office of Human Resources has your up-to-date mailing address.

Please see the web page on how to sign up for electronic consent.

Link: [Electronic W2 Instructions](#)

Submitted by: Kayleigh Jones

[back to top](#)

---

### Welcoming New Employees Supervisor Training

This is the first training in a 9 part training series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: guiding principles to an effective orientation, before the new employee arrives, the first day, week, and month on the job, and follow up meetings with your newly hired employee

Supervisors who may be new in their rolls or need a refresher are encouraged to come. This is also open to anyone in the department who helps orient new hires to your department.

This training will be held on January 12, 2021 from 11:15am-12:00pm and on January 20, 2021 from 11:15am-12:00pm both online.

Link: [Meeting Link](#)

Submitted by: Kayleigh Jones

[back to top](#)

---

### Parking on Marlin Way

Parking on Marlin Way will now be on the East side of the road. There are new designated spots. Please do not park in the new purple walk path.

Submitted by: Jodi Bailey

[back to top](#)

---

### Canvas Session Available - Quiz and Assignment Settings

ITS is pleased to host an in-depth look at settings associated with Canvas Quizzes and Assignments. Information will be shared on the purpose of each setting, and examples of when each would be used. The goal of this session is to help faculty members identify settings that are a good fit for their assessments and their students. The settings covered will include:

- Date and time settings (availability and timers)
- Feedback
- Quiz Moderation (to allow extra time or attempts)
- Question display settings (number of questions per page, answer shuffling)
- Access codes

- Submission types

This session will be available at the following times:

Thursday 1/21, 1:00 - 2:00 pm

Friday 1/22, 11:00 am - 12:00 pm

To sign up for one of these sessions and to receive the Zoom link, please contact Meghanne Freivald via email or at 607-871-2363.

Submitted by: Meghanne Freivald

[back to top](#)

---

### Private Music Lessons available to ALL Students

Welcome Back AU Students !

Do you need some stress relief this semester? Looking for something different to do?

Why not pick up an instrument or continue to study your instrument or voice- Private Lessons available to ALL Students from Beginners to Advanced:

Guitar, Electric Guitar, Mandolin, Piano, Violin, Viola, Cello, Winds, Brass, Percussion, and the Chinese Guzheng [instruments available].

Private lessons for Voice as well as MUSC 132 Beginning Voice Class are available to all students.

The Miller Performing Arts Center has practice rooms and lockers for your instrument.

Private Lessons are set up according to your schedule and the instructor's availability.

For more information, contact Professor Lisa Lantz: [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

Submitted by: Lisa Lantz

[back to top](#)

---

### Appointments Available for Canvas Assistance

Information Technology Services is pleased to offer assistance to faculty as they organize their Canvas courses for the spring semester. Appointments are available for assistance with the following tasks:

- Creating a Module structure and adding materials
- Organizing course materials
- Creating assignments and updating settings
- Customizing the course menu
- Importing items from previous semesters
- Other tasks as requested

30 and 60 minute appointments are available, and will be conducted over Zoom. All faculty are welcome to participate. If you would like to request an appointment, please contact Meghanne Freivald via email or at 607-871-2363.

Submitted by: Meghanne Freivald

[back to top](#)

---

### Wellness Center Counseling Services

The Wellness Center's Counseling Services will be available to students beginning Monday, January 18th. The Wellness Center is open Monday-Friday from 8:30 AM-4:30 PM. All counseling services will be done via tele-mental health with the exception of crisis mental health emergencies.

To make an appointment for an initial intake session, please call 607-871-2400.

Link: <https://my.alfred.edu/wellness-center/index.cfm>

Submitted by: Amanda Khodorkovskaya

[back to top](#)

---

### Gibbs Fitness Center Closed this week

The Gibbs Fitness Center will be closed from Monday, Jan. 18 through Sunday, Jan. 24 to prepare for the upcoming semester.

Submitted by: Nate Smith

[back to top](#)

---

### AU Bookstore Hours 1/18-1/23

Welcome back AU Campus Community!

AU Bookstore Hours January 18-23:

Monday - Friday 10-4 open to the public. Saturday 12-4. We remain closed on Sundays.

You can shop us online too!

Link: <http://alfred.bncollege.com>

Submitted by: Marcy Bradley

[back to top](#)

---

### Seeking Faculty & Staff Volunteers for Community Friends Program

The Community Friends program is an effort to respond to the challenges and social isolation faced by Alfred University students during the COVID pandemic.

In addition to the normal stresses of student life, students may find themselves in quarantine or isolation, they may be new to Alfred and struggling with making friends, they may wish to connect with a local adult for guidance or support, or they may need assistance with more basic needs such as picking up items at a local store.

If you are interested in volunteering to be a Community Friend, please complete the interest form below.

There are two aspects to the program. You can volunteer for just one, or for both.

- The first aspect of the program is a volunteer clearinghouse for students in quarantine or isolation. Volunteer activities may include gathering and organizing items that students need (toiletries, snacks, activities to pass the time) or assisting with the delivery of meals to students in quarantine (socially

distanced). This work will be coordinated through the Student Affairs office.

- The second aspect of the program is to provide students with opportunities for friendship in the Alfred community. Volunteers will be paired with students for a semester. The amount of interaction between the student and the volunteer is up to the student and the volunteer. An informational session will be provided for volunteers who want to be paired with a student friend.

Link: [Volunteer Interest Form](#)

Submitted by: Ellen Bahr

[back to top](#)

---

### **New Community Friends Program for AU Students**

During the pandemic, it's hard to be away from home and to engage with your new home in Alfred, which may lead to a sense of isolation and boredom. The Community Friends program pairs students with a volunteer from the AU community (faculty or staff) for friendship, neighborly advice, and support with practical challenges. For example, your community friend could help you find local resources, learn more about the area, and provide a connection to the community. In turn, you will provide your community friend with the opportunity to get to know a new friend from possibly a different place or generation.

If you're interested in being connected with a Community Friend, please complete the interest form below.

Link: [Community Friend Interest Form](#)

Submitted by: Ellen Bahr

[back to top](#)

---

### **Appointments Available for Canvas Assistance**

Information Technology Services is pleased to offer assistance to faculty as they organize their Canvas courses for the spring semester. Appointments are available for assistance with the following tasks:

- Creating a Module structure and adding materials
- Organizing course materials
- Creating assignments and updating settings
- Customizing the course menu
- Importing items from previous semesters
- Other tasks as requested

30 and 60 minute appointments are available, and will be conducted over Zoom. All faculty are welcome to participate. If you would like to request an appointment, please contact Meghanne Freivald via email or at 607-871-2363.

Submitted by: Meghanne Freivald

[back to top](#)

---

### **Canvas Session Available - Quiz and Assignment Settings**

ITS is pleased to host an in-depth look at settings associated with Canvas Quizzes and Assignments. Information will be shared on the purpose of each setting, and examples of when each would be used.

The goal of this session is to help faculty members identify settings that are a good fit for their assessments and their students. The settings covered will include:

- Date and time settings (availability and timers)
- Feedback
- Quiz Moderation (to allow extra time or attempts)
- Question display settings (number of questions per page, answer shuffling)
- Access codes
- Submission types

This session will be available at the following times:

Thursday 1/21, 1:00 - 2:00 pm

Friday 1/22, 11:00 am - 12:00 pm

To sign up for one of these sessions and to receive the Zoom link, please contact Meghanne Freivald via email or at 607-871-2363.

Submitted by: Meghanne Freivald

[back to top](#)