

# STUDENT ACADEMIC POLICIES AND PROCEDURES MANUAL

## Technology Overview

All programs use various learning management systems (LMS) to support your course work. To access any of the learning management systems, you will need to log in to the my.fordham.edu portal, go to the apps tab, and select the icon of the system appropriate for your program.

## Blackboard

Blackboard is a web-based teaching tool that many professors use. When you click on Blackboard from your my.fordham.edu account, you will see what courses you are enrolled in. If a course is not listed, it may be because the professor may not be using Blackboard at the current time. If you drop a course, it can sometimes still appear on your list of classes. It will eventually disappear.

## Tevera

Tevera is a comprehensive data management system for all aspects of Field.

## Media Centers

All classrooms are SMART classrooms and there is also the capacity to video-conference at both campuses. Media Services at Lincoln Center is in room 418, 212-636-6313, and Media Services at Westchester is located in room 219.

## Computer Centers

Computers are available on campus if you don't have a computer at home or need to do work on a computer while at school. All Fordham University students are charged a technology fee each semester. This fee gives you access to the computer labs on campus and also access to the University's system from your computer at home or work. You can access the library and the internet and can contact faculty, administration, and other students through email. A Student Technology Reference Guide is emailed to registered students in the summer or can be obtained from the computer centers at school.

At Lincoln Center there is a computer center located inside of Quinn Library on the street level. At Westchester, the computer labs are rooms 217 and 220. The Library Resource Center also has computer stations. All Fordham/Molloy students will need a Molloy College ID and will have access to Molloy College resources (library, computer labs, writing center, etc.).

## Technical Support

If you should need help with technology, you can contact IT Customer Care at [helpIT@fordham.edu](mailto:helpIT@fordham.edu) or 718-817-3999.

## Additional Digital Resources

### Kanopy

Kanopy is a multimedia database that is provided by the Fordham University Library. Any student, faculty, or staff member that is on campus can connect automatically. Those who are off-site will need to sign in using their username and password before using the database.

### Kanopy Option I: Access through Library Services

- Go to: <https://www.fordham.edu/library>
  - Click on Databases
  - Type in "Kanopy" or search A-Z and click on "K"
  - Follow the link to Kanopy and authenticate your access IT/ID username and password
  - Link brings you directly to Kanopy

### Kanopy Option II: Create account on Kanopy and validate through Fordham email

- Go to: [fordham.kanopy.com](http://fordham.kanopy.com)
  - Create new account—enter name, Fordham email, and password (password does not have to be your Fordham password, but just a password to access this system)
  - A link will be sent to your Fordham email in order to activate your account
  - Follow the validation link to complete account creation process

### Lynda

Lynda.com, a LinkedIn Company, is an online educational site that includes over 5,700 courses (and over 180,000 videos) in popular fields like web design, web development, IT, education/instruction, media production, and business. Experts create and deliver all courses as well as provide supplemental materials like exercise files and relevant work samples. Users will need to create accounts in order to track course progress, create playlists of potential coursework, and keep course notes.

You may access the Lynda database for free through the New York Public Library system. If you live in the Metro New York area, you may obtain a New York Public Library card and access Lynda through the NYPL website (log in here).

If you do not live in the immediate New York metropolitan area, you may want to consider checking with your local library system and inquire if access to the Lynda database is offered.