

SELECT THE RIGHT TOOL

<u>WHAT I WANT TO DO</u>	<u>TOOL TO USE</u>	<u>Other information I should know...</u>
Fax	GoldFax	<p>Sending: https://mtech.teamdynamix.com/TDClient/1921/Portal/KB/ArticleDet?ID=72880</p> <p>Receiving: To request a number to receive faxes – please submit this form: https://mtech.teamdynamix.com/TDClient/1921/Portal/Requests/ServiceDet?ID=33141</p>
Word Processing	Microsoft Word	<p>Part of Office 365, can be downloaded on your personal device freely by following these directions: https://mtech.teamdynamix.com/TDClient/1921/Portal/KB/ArticleDet?ID=72404. Please Note: This is already installed on campus machines</p>
Spreadsheets	Microsoft Excel	<p>Part of Office 365, can be downloaded on your personal device freely by following these directions: https://mtech.teamdynamix.com/TDClient/1921/Portal/KB/ArticleDet?ID=72404. Please Note: This is already installed on campus machines</p>
Slideshow Presentation	Microsoft Powerpoint	<p>Part of Office 365, can be downloaded on your personal device freely by following these directions: https://mtech.teamdynamix.com/TDClient/1921/Portal/KB/ArticleDet?ID=72404. Please Note: This is already installed on campus machines</p>
File Storage	Microsoft OneDrive	<p>1 TB is available for each account, can be configured to automatically sync your local documents to the cloud for access anywhere you need</p> <p>This tool is FERPA compliant</p> <p>Allows you to easily share documents with others</p> <p>Part of Office 365, can be downloaded on your personal device freely by following these directions: https://mtech.teamdynamix.com/TDClient/1921/Portal/KB/ArticleDet?ID=72404. Please Note: This is already installed on campus machines</p>
Video Conferencing	Microsoft Teams - Or – Zoom	<p>MS TEAMS A Microsoft Team may be desired if you intend on uploading files, using chat and video conferencing. Video conferences can be recorded</p> <p>An app can be downloaded to your phone and desktop for easy access and receiving notifications.</p>

		<p>To request a MS Team, navigate to kb.mtech.edu, sign-in and search TEAM, select 'How to Create a Team' and follow those directions. This tool is FERPA compliant and also is ADA accessible.</p> <p>ZOOM Zoom is freely available for all users, by navigating to zoom.us, however there are limitations to the free licenses. They are...</p> <ul style="list-style-type: none"> -- Cannot host more than 100 participants - Group meetings must not last more than 40 minutes <p>This tool is best for meetings. Meetings can be recorded.</p> <p>If a professional license is needed, you may contact Kathy Stevens at 496-4837 to inquire.</p>
Learning Management System	Moodle	All classes are initially set up in Moodle each semester. It is up to the instructor whether or not they choose to utilize it.
Student Information System	OrediggerWeb	The Student Information System is an Ellucian Banner product. Access to OrediggerWeb can be found after logging into the Montana Tech Portal System, MyMtech (mymtech.mtech.edu)