This document is designed to be a comprehensive dynamic guide for faculty to learn about CCA systems, software, tools and resources.

California College of the Arts
Mission
Why we exist. Whom we serve.

California College of the Arts educates students to shape culture and society through the practice and critical study of art, architecture, design, and writing. Benefitting from its San Francisco Bay Area location, the college prepares students for lifelong creative work by cultivating innovation, community engagement, and social and environmental responsibility.

Libraries
CCA Libraries exist to enrich and empower our diverse communities through:
- free and open access to materials and resources
- intuitive digital tools for expanded scholarship
- instructional support for democratic learning & information competency
- dynamic spaces that foster serendipitous discovery

As a hub of critical and creative activity, CCA Libraries’ vision is to foster spaces of inspired teaching and learning that generate interdisciplinary knowledge creation and passionate lifelong learning.

Educational Technology Services (ETS)
The Educational Technology Services (ETS) department supports CCA faculty, staff, and students in their use of information technology and technological resources. The educational mission at CCA is to educate those who shape culture through their work as artists, architects and designers. This mission governs the goals for the use of technology at CCA.

These fundamental goals, developed within the context of a strong history of exploration in traditional technologies, are to:
- establish strategic and productive methods for the use of new technologies
- encourage the exploration of new and innovative methods for the application of new media
- establish methods for determining fair and equitable distributions of limited resources
- promote ubiquitous accessibility and seamless integration of new technologies
This is a high-level list of the various systems, software, tools and resources that you will encounter. We have grouped them so you can quickly understand their general purpose. For a comprehensive list, see the Glossary.

**ADMINISTRATIVE**

- Workday

**COMMUNICATION TOOLS**

- Gmail
- Google Drive
- Google Calendar
- Zoom

**ACADEMIC ADMINISTRATION**

- Academic Affairs webpage
- Portal
- WebAdvisor
- VAULT

**TEACHING, LEARNING & MAKING TOOLS**

- Google Classroom
- Google Sites
- Moodle
- VoiceThread
- Lynda
- Library Collections

California College of the Arts
If you do not already have a CCA email and login, please use the link below to activate your CCA account. This activation will enable you to access CCA systems and resources, such as email, Portal, and Workday, our human resources and payroll system.

Activate CCA account now

If you need assistance with any aspect of CCA account management, including account activation, please contact the Helpdesk or call 510-594-5010 during regular business hours.
CCA has a suite of tools for you to utilize when communicating with your colleagues and students.

**You are expected to use your CCA email address when interacting within the CCA community.**

CCA is a Google school. This means we use Google apps for email, calendar, file storage, and online collaboration. Please familiarize yourself with these applications and seek help if you need help making them work for you.

- **Gmail**
  - Email with integrated CCA contact list

- **Google Calendar**
  - Schedule meetings, share calendars and post reminders

- **Google Drive**
  - Create, share, and receive files with unlimited storage
  - [more info...](#)

- **Zoom**
  - Meet virtually across campuses or remotely with your colleagues & students [more info...](#)

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**Portal**

The [Portal](#) is a platform for students, faculty, and staff, that helps you find tailored information and connects you to the sites, services, and people you need to be successful at CCA.
Workday is a system for managing business processes. You can process HR, Payroll, and Financial information in Workday. For more information, please visit the self-help guides.
Students use Web Advisor to search for and enroll in classes. As a faculty you’ll use Web Advisor to...

- Search course schedule
- View class roster
- Enter mid-term & final grades

VAULT is CCA’s digital archive for storing the creative and intellectual output of the college. Its mission is to support teaching & learning, accreditation & assessment, marketing & promotion endeavors as well as serve as an historical record of the college by collecting, preserving and sharing the digital resources created by the CCA community.
CCA has a wide range of online tools to help you:
- manage your classes
- interact with your students
- collect assignments
- provide feedback
- facilitate student discussions

Learning Management System (LMS): Our official LMS is Moodle but we also support Google Classroom.

Flipping your classroom: There are several tools available that enable you to provide content to your students online so that you can spend studio time with more hands-on activities. Please contact Bobby White, Instructional Designer (bobbywhite@cca.edu), for more information.

Maker tools: We have numerous maker tools, including the entire Adobe Creative Cloud suite, for you and your students. All of these tools can be installed on or accessed from your personal computer or one of the many computers in our labs.

Moodle is CCA’s official Learning Management System. Moodle can be used to share content with your students, make announcements to your class, collect assignments, provide feedback online, and enhance your students’ engagement through an interactive forum.
Google Classroom

Classroom is a Learning Management System (LMS) that allows for uploading, collecting, and grading assignments through integration with Google Drive. You can engage your students in online discussions and create rich media posts. This is not intended to replace Moodle, but is an added resource for those proactively using Google Apps in their classrooms.

Voicethread

Voicethread is a web-based application that enables instructors and students to upload images, video, or documents and then record and add audio, video, or text comments. Comments create a timeline for each frame which becomes an engaging asynchronous conversation. Additionally you have the ability to draw on the images or videos while you leave your recorded annotation.
Students and Faculty have free subscriptions to Adobe Creative Cloud. Adobe’s subscription model offers fast and frequent updates for Photoshop, InDesign, After Effects, and many other popular applications.

Check your CCA gmail account for a message from Adobe Systems Incorporated, with the subject: “Your invitation from AICCU - California College of the Arts for Adobe software and services”

If you can’t find this message, check your spam folder. If you are still unable to locate the message, contact the Helpdesk. Please visit our ETS Adobe CC web page for instructions on how to activate your Creative Cloud Account.

The Lynda Online Training Library has courses on most Adobe CC applications for all levels.
Librarians

Annemarie Haar, AVP, Libraries & Creative Instructional Technologies
College-wide initiatives, academic & instructional technology leadership, archives, special collections

Teri Dowling, Associate Director of Libraries
Acquisitions, interlibrary loan, science, fine arts & design

Eric Phetteplace, Systems Librarian
VAULT, libraries’ website, library catalog & databases

Bobby White, Instructional Designer
Teaching & learning tools, online student engagement

Daniel Ransom, Instructional Services Librarian
Research methods, architecture, history, & social sciences

Lisa Conrad, Digital Scholarship Librarian
Digital collections, library exhibits, literature collection

Locations

San Francisco

Simpson Library
M-Th 9a-8p
Fri 9a-6p
Sa+Su 2p-6p

SF Main 1st floor, southern corner
• Architecture, Design & Grad collections
• Science, Object & Blobject, Sinel collections
• Graphic Design, Typography, & Published Artist Books

Materials Library
M-Th 12-5p
Check: libraries.cca.edu for semester specific hours

SF Main 2nd floor, btwn DCC & S16
• Material samples available for check out from 7 categories: Fibers, Natural, Ceramic, Composites, Glass, Metal, & Polymers

Oakland

Meyer Library
M-Th 8a-11p
Fri 8a-5p
Sa 2p-6p
Su 2p-10p

Founder’s Building, southern corner of campus
• Fine Arts, Visual & Critical Studies, Literature collections
• Handmade & Photography Artist Books
• CCA/C Archives

Teaching Support Studio
Meyer Library, straight across from entrance
• Faculty space that aggregates pedagogy & teaching support efforts college-wide
• Coffee & tea bar

libraries.cca.edu/services

Annemarie Haar, AVP, Libraries & Creative Instructional Technologies
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California College of the Arts

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Faculty Library Privileges

Library Card: Your CCA ID card is your library card. Obtain a library barcode for your ID card at either campus library’s Circulation Desk.

Loan period: Faculty may check out most books for 4 weeks, films and current periodicals for 2 days.

Maximum items: 30 items at any one time.

Renewals: Items can be renewed up to 3 times, except when an item is recalled for use by another patron.

Overdue fines: Fines are not assessed for faculty, however lost or damaged books will be charged a replacement fee.

Course Reserves

Required reading material may be placed on the Course Reserves Shelf at either Circulation Desk for your students.

The libraries do not keep items on “permanent reserve” from semester to semester; a request should be made each semester for the item(s) you would like to be placed on reserve for your class.

Allow 1 week for processing of materials in-hand and at least 1 month for ordering and processing of new acquisitions.

Instructional Services & Technology Team

The Libraries’ Instructional Services and Technology (InST) team supports and enhances the CCA community through a flourishing and extensive set of physical collections, and an ever-expanding network of digital tools and resources that support making, scholarship, and instruction. The InST team’s priority is to provide critical and just-in-time pedagogical and instructional support. With an eye toward improving the teaching and learning experience, it influences and guides faculty in course design and effective applications of various technology and tools in their teaching, research, and scholarly activities.

Bobby White
Instructional Designer
Bobby supports instructors & students in using online teaching and learning tools.

Daniel Ransom
Instructional Services Librarian
Daniel assists and instructs students both in the library and the classroom.

Lisa Conrad
Digital Scholarship Librarian
Lisa collaborates with faculty and students to explore new technologies and digital collections for scholarship.
CCA Libraries exist to enrich and empower our diverse communities through:

- free and open access to materials and resources
- intuitive digital tools for expanded scholarship
- instructional support for democratic learning & information competency
- dynamic spaces that foster serendipitous discovery

Navigate to libraries.cca.edu to search across library collections in one convenient place. CCA Libraries’ Search offers reading lists, sophisticated filters, and timelines as well as access to:

- books
- journals and articles
- Materials Library
- CCA/C Archives & special collections
- research guides
- open access repositories
The Lynda Online Training Library (OTL) provides on-demand software training to help students learn and understand the tools used in class. Courses cover a wide variety of subjects from software, technology, business, and creative skills. Faculty and students have free and unlimited access to the Lynda OTL. To start creating and sharing playlists with your class, watch this Lynda faculty playlist.

Faculty can:
- Create, share, assign playlists so students can become familiar with software before class, allowing more time for in-class work.

Students can:
- Explore videos related to class or other interests to foster their software skill set.

Note: You will log in at lynda.cca.edu with your CCA credentials.
Computer Lab Map - San Francisco Campus

Computer Lab Map - Oakland Campus

Open Computer Labs
High-end computer labs available to all CCA students and faculty, dedicated for graphic-intensive work. These labs have between 18–24 workstations, scanners, media-card readers, black-and-white and color laser printers.

Computer Lab Classrooms
The lab classrooms are dedicated for a variety of computer-based classes and can be used as open labs when classes are not being held. These labs have between 18–20 workstations, LCD projectors, sounds and speaker systems, and various peripherals.

Departmental Computer Labs
The departmental labs typically have fewer workstations and are outfitted to serve a specific department’s computing needs. These labs are generally open to all students, with priority given to students within the specific department.

Casual-Use Computer Stations
Casual-use computer stations are dedicated for word processing, Internet and email access. Students are encouraged to use these computers (or their personal computers) for these activities. Casual-use stations are located in the libraries and student lounge.

All computer workstations have this general hardware configuration. This list may vary slightly in each lab.

- Dual Boot Mac Pros, Dual 2.26 GHz Quad-Core Intel Xeon (8 Core)
- 20” Apple Cinema Displays
- Wacom Intuos 4 Tablets
- Media Card Readers

Printers and Scanners

- Epson v750 Scanners
- Color: Xerox 7800GX Color Phaser (in DFAS only)
  B&W: HP LaserJet 9050 B&W Printer

Software installed on all workstations include:

- Mac OS X
- Ableton Live 8.3
- Adobe Acrobat X
- Adobe Creative Suite 6

Windows 8

- Adobe Acrobat X
- Adobe Captivate 4
- Adobe Creative Suite 6
CCA offers a variety of printing options in the computer labs and libraries on both the Oakland and San Francisco campuses. Most Lab printers are also accessible via laptop. If you would like to print to any of CCA’s lab printers from your laptop, please follow the Laptop Printing instructions from our ETS web page.

For wide format and high quality output, please visit the Digital Fine Art Studio (DFAS) on the Oakland Campus or the Digital Color Center (DCC) on the San Francisco Campus.

In order to use all printers at CCA, you must have an active CCA print account. This is done by activating your CCA directory account. Visit the Print Pricing page for pricing information for the various print services at CCA. If you need to add funds to your account, please go to PaperCut User page and choose ‘Add Credit’ to your PaperCut Account.

Contact the Helpdesk with other printing questions.
CCA students and faculty are eligible to purchase popular software titles at discounted prices through our online software shop. Titles and versions change occasionally as new software is released.

Students, faculty and staff can purchase computers and computer equipment directly from CCA's Apple Store at an educational discount.

Lenovo offers a PC laptop recommendation specifically for Architecture Division students who are required to use Windows-only software as part of the program curriculum. Systems designed for DMBA students are also offered. All PC purchases are made directly via GovConnection.

View Student Computing recommendations and requirements.
CCA Media Centers

The CCA Media Centers offer audio visual instructional support to students, faculty and to the college’s broad curricular schedule and extracurricular events. For hours, contacts and equipment lists, please visit:
Media Center - Oakland
Media Center - San Francisco

You must provide a current CCA ID and have read and agreed to the Media Center User Agreement in WebAdvisor to check out equipment. Large scale or long term equipment reservations, such as for end of year exhibitions, require approval from the Media Center Manager and should be coordinated, whenever possible, via a Program Manager no later than two weeks in advance.

Film Studios

The Film Studios feature specialized, industry standard audio/video equipment not available in the media centers. The Film Studio is available to students and faculty outside of the film program as long as the proper orientation is completed. To schedule an orientation, contact the Film Studio Manager: film@cca.edu or 415-551-9382.
CCA students, faculty, and staff are welcome to contact the Educational Technology Services (ETS) department for technology support, advice, and guidance. ETS staff are available during regular College hours, Monday through Friday, from 8:30AM—5:00PM.

The Helpdesk at CCA is here to help you!
- Submit a ticket online

Helpdesk staff are available during regular College hours, Monday through Friday, from 8:30AM—5:00PM. Please check Hours and Services for more information about the Computer Labs and Media Centers.

For further information including help documentation and frequently asked questions visit our helpdesk webpage.

Training & Support

CCA students, faculty, and staff are welcome to contact the Educational Technology Services (ETS) department for technology support, advice, and guidance. ETS staff are available during regular College hours, Monday through Friday, from 8:30AM—5:00PM.

Submit a Helpdesk Ticket
The Helpdesk at CCA is here to help you! CCA students, faculty, and staff are welcome to contact the ETS Helpdesk anytime.
- Submit a ticket online
- Email helpdesk@cca.edu from your CCA email account
- Phone 510.594.5010

Helpdesk staff are available during regular College hours, Monday through Friday, from 8:30AM—5:00PM. Please check Hours and Services for more information about the Computer Labs and Media Centers.

Get Help
- ETS provides many How-To articles for the entire CCA community. If you are an instructor hoping to get started quickly with an online teaching and learning tool, you may want to check out one of the instructional cards found in the Faculty Instructional Support Materials folder. This folder also contains instructional cards explaining available library resources and instructional services. Those PDFs will print nicely to share with others.

Workshops & Trainings offered at CCA
- This Google calendar lists hands-on or virtual workshops and trainings on Moodle, VoiceThread, Google Apps for Ed, and other online teaching technologies. Feel free to "Invite" yourself to any of them. When you visit this calendar, click on the "+ Google Calendar" icon in the lower-right corner to add this calendar to your own Google account. (Note that this does not add all of these events to your personal...
**Accessibility**: Accessibility refers to the design of products, devices, services, or environments for people who experience disabilities. The concept of accessible design and practice of accessible development ensures both “direct access” (i.e. unassisted) and “indirect access” meaning compatibility with a person’s assistive technology (for example, computer screen readers).


**Browser**: “A web browser (commonly referred to as a browser) is a software application for retrieving, presenting and traversing information resources on the World Wide Web. An information resource is identified by a Uniform Resource Identifier (URI/URL) that may be a web page, image, video or other piece of content. Hyperlinks present in resources enable users easily to navigate their browsers to related resources.” This document uses hyperlinks to direct you to further information about any of these glossary items.


**CAS**: The Central Authentication Service (CAS) is a single sign-on protocol for the web. Its purpose is to permit a user to access multiple applications while providing their log-in credentials only once.

**Colleague** (see also Datatel, WebAdvisor): Colleague by Ellucian is our Database of Record which stores student enrollment and course information, for now. It is also referred to as “Datatel” and is sometimes confused with WebAdvisor, which is simply the outdated web interface for faculty and students to view this information as it is relevant to them. This system and its web interface is gradually being replaced by WorkDay modules. You can learn more about ETS projects on the Projects page.

**Creative Cloud**: The Adobe Creative Cloud is the entire collection of Adobe desktop and mobile apps, from essentials like Photoshop to innovative new tools like Adobe XD. You can get built-in templates to jumpstart your designs and step-by-step tutorials to sharpen your skills. This is available at no cost to faculty and staff and is now included with a student’s tuition. Please activate your account, to make use of these resources.

**Datatel**: (see Colleague)

**Educational Technology Services (ETS)**: The Educational Technology Services department supports CCA faculty, staff, and students in their use of information technology and technological resources. The educational mission at CCA is to educate those who shape culture through their work as artists, architects and designers. This mission governs the goals for the use of technology at CCA.

**Firefox**: Firefox is a free, cross-platform web browser that can be downloaded and installed on your own computer. This is an open-source product not owned by either Apple or Microsoft.

**Gmail**: Gmail is a free email service developed by Google and is included in our Google suite of apps for education that we use at CCA. While you can set up your Mail or Outlook to use your Gmail account, using your email in a web browser helps you utilize other Google apps, such as Calendar and Drive. Log in using your Gmail account.

**Google Apps for Education**: CCA has partnered with Google Apps for Education to provide email, calendar, and document services for all CCA faculty, staff and students. Access services at google.cca.edu.

**Google Calendar**: Google Calendar is a free web-based calendaring system used by the CCA community. The calendar is integrated with your Gmail account, other Google apps, and additional products like Zoom.
Google Chrome: Google Chrome is a free, cross-platform web browser that can be downloaded and installed on your own computer. This browser is owned by Google and will most easily work in conjunction with all of the other Google apps being used at CCA. Note that you can set up a Chrome profile which will follow you anytime you log into the browser - bringing along your bookmarks and other plug-ins. This can be very helpful and it can also be a privacy risk. Be sure to understand how logging into your Chrome will work best for you.

Google Classroom: Classroom is a Learning Management System (LMS) that allows for uploading, collecting, and grading assignments through integration with Google Drive. You can engage your students in online discussions and create rich media posts. This is not intended to replace Moodle, but is an added resource for those proactively using Google Apps in their classrooms.

Google Docs: Google Docs is a web-based document tool, similar to Microsoft Word, that is created in the cloud, shared with others, and used simultaneously with others in collaborations. You will not need to save versions of a document, as all changes are saved historically as you go. There are many available templates and these files can be downloaded as PDFs or Word Docs. Note that Google Docs is the recommended application for creating and sharing documents in the CCA community.

Google Drive: Google Drive allows you to store, organize, and share word processing documents, spreadsheets, and presentations online, and collaborate with others on group projects. Students and teachers can create documents using these productivity tools, then communicate and collaborate with each other in real time right inside a web browser window.

Google Sites: Google Sites allows you to collaboratively create simple, media-rich websites for your team, project, or course. Sites is integrated with Google Drive allowing you easy access to your Google Docs. You do not need to know any programming to use this simple platform and it will look great on the desktop browser or on a mobile device.

HelpDesk: The HelpDesk is comprised of ETS staff and work-study who are here to help you! CCA students, faculty, and staff are welcome to contact the ETS Helpdesk any time. Helpdesk staff are available during regular College hours, Monday through Friday, from 8:30AM—5:00PM. You can submit a ticket online.

Internet Explorer: Internet Explorer (IE) is an outdated Microsoft internet browser that only works on the Windows platform and is not recommended. See Microsoft Edge.

Keynote: Keynote is a presentation software application developed as a part of the iWork productivity suite by Apple Inc. It is an alternative to PowerPoint but only works on Macs. While many feel Keynote has more flexibility and design options than PowerPoint, you are more likely to run into compatibility issues with your students. If using Keynote files, it is always best to save your file as a PDF.

LDAP - Lightweight Directory Access Protocol: LDAP is an open, vendor-neutral, industry standard application protocol for accessing and maintaining distributed directory information services over an Internet Protocol (IP) network. Directory services play an important role in developing intranet and Internet applications by allowing the sharing of information about users, systems, networks, services, and applications throughout the network.

Learning Management System (LMS): A LMS is an online platform used in the administration and facilitation of classroom, blended, or online courses or training programs. LMSs can be complex, enabling and enhancing student engagement with rich-media content and their peers throughout the learning process.

Learning Resource Center: The mission of the CCA Learning Resource Center is to support the learning process of the CCA academic community. We believe individual attention and guided inquiry from competent and sympathetic coaches will nurture students’ confidence, develop their ideas, and improve their competence in writing. CCA’s coaching program consists of individual academic coaching, software coaching, and organizational assistance such as time management and study skills. Coaching is free for enrolled students. Coaching sessions are held on both campuses:
- **Oakland campus** (Irwin Hall, room 213)
- **San Francisco campus** (Simpson Library)
Learn more on the [LRC website](#).

LibGuides: (see Research Guides)

Lynda: Lynda is an online training library offering thousands of video tutorials and courses in software, creative, and business skills. Lynda.com is now owned by LinkedIn but CCA has an enterprise license, which means all students, instructors, and staff have full access to all of the video tutorials and content. Access your Lynda.com account by visiting [lynda.cca.edu](http://lynda.cca.edu) logging on with your CCA credentials.

Media Center: The CCA Media Centers offer on-call troubleshooting for any issues related to classroom installs of projectors, podium computers, and room speakers. Please call the Media Center front desk ([SF: 415-551-9240](#) / [Oak: 510-594-3731](#)) and we will send someone to help you in your classroom. The most effective and efficient way to reach us for technical troubleshooting is via phone. We can also be reached via email or a helpdesk ticket. We encourage faculty and staff to let us know of any issues in their classrooms in regards to the AV set-up. We offer checkout of audio visual equipment (including professional grade cameras and projectors) at no cost to all current CCA students, faculty, and staff. You can also schedule an appointment to learn how to use equipment or you can simply ask at checkout.

Microsoft Edge: Microsoft Edge (codename “Spartan”) is a web browser developed by Microsoft and included in Windows 10, Windows 10 Mobile, Xbox One, and Windows Holographic, replacing Internet Explorer as the default web browser on all device classes. Microsoft says that it is designed to be a lightweight web browser with a layout engine built around web standards. Microsoft web browsers are generally not recommended at CCA.

Moodle: Moodle is CCA’s official Learning Management System. Moodle can be used to share content with your students, make announcements to your class, collect assignments, provide feedback online, and enhance your students’ engagement through an interactive forum. Access Moodle using your CCA credentials at [http://moodle.cca.edu/](http://moodle.cca.edu/).

PaperCut: CCA uses PaperCut to manage print accounts. PaperCut offers the CCA community a flexibility, streamlined experience for the management of printing at CCA. If you need to add funds to your account, please go to [PaperCut User page](#) and choose Add Credit to your PaperCut Account. Visit [Printing How-To’s help document](#) for more information about using printing services at CCA.
PDF: a Portable Document Format (PDF) is a file format used to present documents in a platform-agnostic way of presenting and sharing documents. A PDF file is a flat document, including the text, fonts, graphics, and other information needed to display it properly and almost everyone can open the document. Depending on how a PDF is created, it can be the best way to ensure that you document is accessible.

Portal: Portal is a platform for students, faculty, and staff, that helps you find tailored information and connects you to the sites, services, and people you need to be successful at CCA.

PowerPoint: A slide show presentation program included in the Microsoft Office Suite and available for use on Windows, Mac, iOS, and Android platforms. Available for free download with your CCA email account through the Office 365 website.

QR code: “QR code (abbreviated from Quick Response Code) is the trademark for a type of matrix barcode (or two-dimensional barcode) first designed for the automotive industry in Japan. A barcode is a machine-readable optical label that contains information about the item to which it is attached. A QR code uses four standardized encoding modes (numeric, alphanumeric, byte/binary, and kanji) to efficiently store data; extensions may also be used.”


Research Guides: LibGuides are web pages containing useful information to support students and faculty in their research, teaching, and learning. These are usually created by librarians and are a curation of many resources into one place by subject, program, or discipline.

Single Sign On (SSO): Single Sign-On refers to the ability to be automatically logged into other connected but separate web services, once you have supplied your login credentials to one of these connected services. It is used to increase efficiency and security. Examples of Single Sign-On systems at CCA include Moodle, Lynda.com, and VoiceThread.

Safari: Default web browser available on Apple (Mac) computers and iOS devices.

Slack: Slack is a cloud-based communication tool developed by Slack Technologies. It is not available campus wide, but it is a third party tool that can be explored as a way of utilizing team based communication and collaboration.

Sophos: An anti-virus protection program that can be used on both Macs and Windows. All CCA computers are set up with Sophos. It is available as a free download from the ETS website for your other devices.

Teamwork: Teamwork is a suite of cloud based productivity software utilized by the staff at CCA to optimize organization, communication, and efficiency.

Ticketing System: CCA HelpDesk uses Teamwork Desk as its ticketing system to track all requests for technical support. If you submit a ticket to HelpDesk, a ticket will be generated in the ticketing system where the response to your question and any follow-up will be documented.
VAULT: CCA’s digital archive for storing the creative and intellectual output of the college. Its mission is to support teaching and learning, accreditation and assessment, marketing and promotion endeavors, as well as serve as a historical record of the college by collecting, preserving and sharing the digital resources created by the CCA community. Access VAULT by logging in with your CCA credentials.

Voicethread: A web-based application that enables instructors and students to upload images, video, or documents and then record and add audio, video, or text comments. Comments create a timeline for each frame which becomes an engaging asynchronous conversation. It’s perfect for peer interaction, collaborative projects, iterative online critiques, or “flipping” your classroom! Get started by logging in with your CCA credentials at cca.voicethread.com.

WebAdvisor: (see Colleague)

WordPress: WordPress is a free and open-source content management system (CMS) and blogging platform. Features include a plugin architecture and a template system. “WordPress is reportedly the easiest and most popular website management or blogging system in use on the Web, supporting more than 60 million websites.” CCA can provide you with a WordPress blog site at a CCA domain.


Workday: Workday is now available for all employees to login and manage their HR and Payroll needs.

Zoom: Zoom is a video conferencing software that allows you to engage in web meetings and screen sharing. Zoom is available for Mac, Windows, iOS, and Android and is integrated with Google Calendar, making appointments appear and sync with your calendar. Visit the Zoom Help page to learn more.