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Technology Training and Tidbits

Technology training information, updates, and tips for Goucher faculty and staff.

Volume 3
Issue 10

From Apps to AI: Top Tech Takeaways for 2025

This year, our IT newsletters have been all about helping you work smarter, stay secure, and make the most of the tools you already use.

We kicked the year with tips to help [bring more balance and organization](#) to your digital life. We started with ways to bring balance to your digital life, like [choosing the right task management app](#), and [choosing a browser that fits your needs](#), to [managing an overflowing inbox, grouping browser tabs](#), and even [turning emails into calendar events](#) to stay on top of your time.

We also broke down [the differences between OneDrive, Teams and SharePoint](#) so you know when to use each for simple and secure collaboration. As AI tools continue to evolve, we shared tips for [crafting better prompts and understanding potential AI risks.](#) Security stayed front and center with features on [password managers](#), and [multi-factor authentication,](#) to protect your digital data.

Accessibility got a spotlight too, with [tips for creating inclusive content](#), highlighting easy steps everyone can take to make documents clearer and more usable. And for those days when something just won't load, we introduces tools like [DownDetector](#) to help you quickly tell whether a site is down for everyone - or just your Wi-Fi.

Thanks for following along this year! Here's to another amazing year of learning, sharing, and exploring smarter ways to work with technology!

For more information on accessibility, inclusive content and helpful resources, review [Goucher's Accessibility Guidelines](#).

Quick Tip: Unplug Before You Unwind

Ready to enjoy some R & R? Give your devices a little break too! Turning off your tech devices while you're away not only saves energy, it also helps protect your data and keeps equipment running its best.

Before you head out, take a few minutes to:

- **Save and close your work** so nothing gets lost.
- **Sign out of email and shared accounts** for extra security.
- **Shut down your computer and monitors** instead of just logging off.
- **Unplug chargers, printers, and docks** to reduce energy use.
- **Tuck away laptops or devices** in a secure location.

A quick power-down routine keeps your data safe, conserves energy and ensures your equipment is ready to go when you return.

For more technology news, tips and tricks, view previous editions of the [Technology Training & Tidbits newsletters](#).

IT Training Events

IT workshops have been paused during the SIS implementation; you can still explore and build your tech skills through the IT Training Hub on SharePoint!

The IT Training Hub is your go-to spot for training guides, step-by-step tutorials, and materials from previous IT sessions - all available anytime.

Take a few minutes to visit the [IT Training Hub](#) and discover new resources to refresh your skills or learn something new!

To make a training request for yourself or your department, please contact the [Help Desk](#).

For information on other IT technologies visit the [Goucher College Technology Knowledgebase.](#)