

# MyGateway Changes for Summer Semester

Information Technology Services is currently working on upgrading the software that runs the MyGateway course management system from Blackboard version 5.5 to version 6. We anticipate that this upgrade will be implemented for the 2004 summer semester. The new system will be available for faculty orientation and course development later in this semester. The new version of Blackboard has many improvements over our current version. Among the more noticeable features:

- **Assignment tracking system**
- **More sophisticated grade book**
- **Enhanced online assessment tools**

Blackboard 6 also provides instructors with the ability to copy course content within and between courses. Information regarding the availability of the new system for training and summer course preparation will be sent via email to your faculty liaison representative as well as to our list of instructors actively using MyGateway. For questions regarding the MyGateway system, please send an email to mygateway@umsl.edu.

Kyle Collins  
*System Administrator – Principal*

## enhancing the performance of your computer - a to-do checklist

There are monthly activities that can help make a big difference in your computer's performance, according to consultants in the Technology Support Center. The following checklist is a great place to start – you might set a monthly calendar reminder to do the following:

- ☐ Empty Trash Cans on both Outlook Exchange and your desktop.
- ☐ If you use Internet Explorer as your web browser, delete temporary cookies and files. With the browser open, click on Tools, Internet Options, and Temporary Internet Files. Click on Delete Cookies and Delete Files
- ☐ If you use Netscape as your web browser, delete temporary cookies and files. With the browser open, click on Tools, Cookie Manager, and Manage Stored Cookies. Click on Remove All Cookies

Other maintenance tasks to consider doing yourself are to clear out unused or redundant files once a year. Alternative storage options can be discussed with Technology Support Center staff. For Windows programs, install automatic updates as messages appear in the task bar at the bottom of your computer screen.

For more information, please contact the Technology Support Center, 516-6034 or the Faculty Resource Center, 516-6704.

Cheryl Bielema  
Instructional Development Specialist

# New Videostreaming Services

Video Technology Services in ITS has added an additional video streaming service with the addition of Windows Media 9 Services. This new video streaming will be available in addition to Quick-time streaming services which was established in Summer 2002. Faculty and Staff may request a video streaming accounts or obtain additional information on these services by contacting Marcel Bechtoldt bechtoldt@umsl.edu. Video streaming is very useful if you have large video/multimedia files of instructional content that you need to make available to your students, you should request a video streaming account. Also, later this semester we will start broadcasting the Research Channel; a web channel with video streamed programs that will be available to view at your desktop in your office. Research Channel is described as “a consortium of research universities and corporate research divisions dedicated to broadening the access to and appreciation of our individual and collective activities, ideas, and opportunities in basic and applied research.”

Marcel Bechtoldt  
*System Administrator – Principal*

## Online Training for Microsoft Software

University of Missouri faculty, staff and students have access to the Microsoft eLearning Library (MELL). This library has a collection of end-user and technical on-line courses for Microsoft software products. You can access the courses with your gateway/SSO id from any University-owned, on-campus computer that is connected to our wired Ethernet network. Students can take advantage of these courses from any campus lab machine. Using Internet Explorer, go to mell.umssystem.edu to take a course or to see a listing of available courses. Additional information about using the MELL courses can be found at: <http://www.umsl.edu/technology/training>.

Mary Brown  
*Technical Trainer - Principal*

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## Centra - One Semester Later

It was the printing press that provided the technology to make possible that anywhere-anytime learning tool, the course textbook. I think that fact is important in any discussion of the new “blended” model of education, which proposes that in the future it will be common for courses to have both distance and place-centered components. Considering the fact that textbooks are most often used outside of the classroom, an argument could be made that the blended model was already in use in the 16<sup>th</sup> Century!

The synchronous, live components of teaching and learning are another matter, where some on our campus maintain that face to face is the preferred interactive presentation methodology. I admit to holding that position myself. However, there are others who also argue that there are no reasonable alternatives to face-to-face instruction. This, in my view, is becoming a more and more difficult position to maintain. I base this conclusion in part on the experiences that I, along with others, have had with “Centra” course presentation software.

The University of Missouri has chosen Centra as its standard. Today, a student, ill or otherwise unable to get to class, sitting in front of a desktop computer can fully participate in a class in progress, at least to the extent that course material is presented on the screen in one of our stick rooms. Centra also allows the instructor to record the class for students to review at a later time. Of course the process can go the other way. On occasion, an instructor must be away from campus during a scheduled class. Assuming that the instructor can get to a suitable computer with

Internet access, it is now possible for the instructor to give a presentation during the regular class period to the class assembled in their classroom. Perhaps, less desirable, it is possible to prerecord the presentation for viewing during the regular class period, with a substitute instructor available for questions. Centra has only been in use for a little more than a semester but there are already some intriguing anecdotes to report. The most interesting involves

“NOW EVERY METHOD OF TEACHING HAS BEEN RESTORED, AND THE STUDY OF LANGUAGES HAS BEEN REVIVED..... THE WHOLE WORLD IS FULL OF LEARNED MEN, OF VERY ERUDITE TUTORS, AND OF MOST EXTENSIVE LIBRARIES, AND IT IS MY OPINION THAT NEITHER IN THE TIME OF PLATO, OF CICERO, NOR OF PAPINIAN WERE THERE SUCH FACULTIES FOR STUDY AS ONE FINDS TODAY. .... I FIND ROBBERERS, HANGMEN, FREEBOOTERS, AND GROOMS NOWADAYS MORE LEARNED THAN THE DOCTORS AND PREACHERS WERE IN MY TIME.”

“TALES OF GARGANTUA AND PANTAGRUEL” RABELAIS, (1483-1554), ON THE INVENTION AND WIDE SCALE USE OF THE PRINTING PRESS.

an instructor who is teaching two sections of the same course, one using Centra and one not using it. Apparently students in the non-Centra section have learned that the Centra section lectures are recorded. They are asking to be given access to these recordings as study aids. This semester I am using Centra in Computer

Science 5890. All but one of the students are from UM – St. Louis and attend class regularly. The other student is from UM – Kansas City and attends through a Centra session window (with web interface) which allows him to see the material that is being presented as well as hear my lecture and ask questions. Perhaps it is because he is a graduate student, but the feedback that I have gotten to date is all positive. Moreover, the St. Louis students seem to be taking advantage of the extra resources that Centra makes available. A number of them have told me that they have found it is useful to replay and review all or parts of my lectures after class.

One additional point, some of the material that I am presenting is mathematical in nature. This has not been a problem. I prepare this material using Scientific Notebook 5.0 from MacKachan Software. The mathematical notation in WebPages produced by this software is very readable. We do not expect Centra to be adopted as widely and as quickly as was MyGateway (Blackboard tm). That being said, it seems prudent for the University to prepare for a not so distant time when Centra, MyGateway, textbooks, and face-to-face presentations are all tools that an instructor will use at appropriate times to teach, to provide study aids, and to involve students in new ways in learning the course content. To learn more about Centra or to schedule a demonstration for your unit, contact our Centra Workgroup at: [centra@umsl.edu](mailto:centra@umsl.edu)

Jerrold Siegel,  
*Associate Vice Chancellor for Information Technology*

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# Instructional Computing Upgrades and Changes in the New Year

Instructional Computing is proud to announce the creation of two new open computer labs on campus for student, faculty, and staff use. Effective for the winter semester 2004, Social Science and Business Bldg. (SSB) 227 and Fine Arts Bldg. (FAB) 220 are available for use. SSB 227 has stations specifically for access to Centra, as well as specially configured workstations for Graphic Design and Video Editing. The lab also has general use workstations available, along with study desks. FAB 220 has Macintosh G5 OS X 10.2 stations with flatbed and film scanners. For a complete listing of labs and hours please visit <http://www.umsl.edu/technology/instructionalcomputing/labhours.html>.

## Macintosh and Sun Solaris Changes Now Permit Single Sign On

Over the Winter 2003-2004 break Instructional Computing replaced all hardware running Macintosh OS 9.2 & Sun Solaris workstations with new Macintosh G5's running OS 10.2. This upgrade has allowed Instructional Computing to implement the single sign on (sso) authentication

on all lab and classroom hardware effective with the start of the Winter 2004 semester. Usage of all labs and classrooms will now require each user to have a SSO (single sign on) ID and password. If you are not sure what your SSO ID is, visit: <http://sso.umsl.edu/>.

## Mathematica in Labs and Classrooms

Instructional Computing has installed Mathematica in the classrooms and labs for the winter 2004 semester. Mathematica will be available for use as soon as the license agreement arrives in the next few weeks. Instructional Computing will continue to have Mathematica, Maple, and Matlab available through fall 2004 semester.

At the end of the fall 2004 semester we will be asking your input as to which of these applications to continue to support in 2005. The intent of this project will be to set a standard for support to eliminate redundant costs associated with multiple applications that may serve the same purpose. Instructional Computing will institute a similar process for several additional software packages over

the next year. Details on other targeted applications will be provided in future months.

## Wireless Connectivity Expanded

Wireless Internet connectivity (Wi-Fi) on campus has continued to be expanded over the past few months. New wireless access points have been added, including Marillac Hall (Ground Floor), and classrooms G08A and G08B; also, the University Center (Room 154) and Ward E. Barnes Library. All open or common areas in the Millennium Student Center (MSC) should also have wireless connectivity by the first of February. For a complete list of wireless access points, as well as how to connect using Wi-Fi visit:

<http://www.umsl.edu/technology/wireless/>  
To find out about other changes or news please visit us on the web: <http://www.umsl.edu/technology/instructionalcomputing>

Chris Scheetz  
*Supervisor – Instructional Computing*

## HELP WITH MYGATEWAY AND WEB RESOURCES

WORKSHOPS OFFERING FACULTY, TEACHING ASSISTANTS, AND STAFF THE OPPORTUNITY TO RECEIVE HANDS-ON ASSISTANCE WITH THE MYGATEWAY COURSE MANAGEMENT SYSTEM WILL BE HELD THROUGHOUT THE WINTER SEMESTER ON MONDAYS FROM 2:00-3:00 PM AND FRIDAYS FROM 11:00 AM-12:00 PM IN 102 SSB. ONE-ON-ONE HELP SESSIONS CAN BE ARRANGED BY CONTACTING ROCKY KEEL (ROK@UMSL.EDU OR 516-6538). ASSISTANCE IS ALSO AVAILABLE AT THE FACULTY RESOURCE CENTERS (516-6704 FOR NORTH CAMPUS AND 516-7134 FOR SOUTH CAMPUS).

ROBERT O. KEEL  
MYGATEWAY COORDINATOR

Kyle Collins  
*System Administrator - Principal*

# Outlook Short Courses

The courses below are instructor-lead and are available free of charge to faculty and staff.

## Outlook Basics

If you are a novice Outlook user and want to learn more about its features and functions, this is the course for you. Course objectives:

1. Learn to effectively address, send, and reply to e-mail messages.
2. Learn how to find e-mail addresses for University faculty, staff and students.
3. Learn how to change your inbox and calendar view options.
4. Understand how to schedule calendar events and appointments.
5. Understand how to work with the Outlook toolbar.
6. Learn how to work with files attached to e-mail.
7. Learn the best way to change your Outlook password.

## Outlook Advanced

If you want to learn how to use Outlook features that help you organize your mail and calendar, then this is the course for you.

Course objectives:

1. Learn how to organize the mail in your Inbox using the sort, view, organize, rules and folders features.

2. Understand how to schedule and respond to group meeting requests.
3. Become familiar with how to create personal distribution lists.
4. Learn how to use helpful Outlook features such as mail flags, automated message response, and setting a default address list.
5. Understand how to create and use personal folders.
6. Learn how to archive messages.

## Course Schedule

1. Outlook Basics: Friday, February 27, 10:00 a.m. – Noon in room 107 SCB
2. Outlook Basics: Tuesday, March 2, 2:00 p.m. – 4:00 p.m. in room 107 SCB
3. Outlook Advanced: Wednesday, March 31, 2:00 p.m. – 4:00 p.m. in room 107 SCB
4. Outlook Advanced: Tuesday, April 6, 10:00 a.m. – Noon in room 107 SCB

Register for any of the above sessions on-line at <http://www.umsl.edu/training>. If you have questions, please contact Mary Brown, 516-6016, or brownma@umsl.edu.

Mary Brown  
*Technical Trainer - Principal*

# Norton Anti-Virus for Home Use

Virus protection on our computer has become a necessity these days. It seems like every few weeks we hear about another virus that does this or that. Ten years ago, when we depended less on computers, we could get by when our machines became infected. Today, however, computers are at the heart of our communication and information, and any malfunction can bring work to a halt.

In response to this, Information Technology Services is pleased to make Norton Anti-Virus available to our Faculty, Staff, and Student population. We know how important it is that your home computer remain virus free and your information and data remain safe.

Faculty and staff may pick up a copy of the software from the Faculty Resource Center or download the software from the campus network and copy it to a CD.

Students may download the software from the Thomas Jefferson Library Computer Lab or TLC and copy it to disk. Please be sure to bring a formatted writable CD(CD-R) to make your copy as CD's are not available in the labs.

Due to license agreements, only one copy or download is available per user. Please use the following link to access our Software Distribution site: [https://tomsawwywer.umsl.edu/webapps/software\\_distribution/login.cfm](https://tomsawwywer.umsl.edu/webapps/software_distribution/login.cfm)

For questions, please contact the Technology Support Center at 516-6034

Steve Wilmas  
*Database Programmer/Analyst*