

iterations

INFORMATION TECHNOLOGY SERVICES • UNIVERSITY OF MISSOURI - ST. LOUIS

SPRING • 2010

Welcome to our February issue of iterations!

Lawrence Frederick is scheduled to join the University of Missouri-St. Louis in mid-February as our new associate vice chancellor for information technology. Larry will oversee strategic planning and operation of the university's information systems and technology-related infrastructure. He has more than 15 years experience in the senior leadership of information technology organizations in higher education. Most recently, he was the associate provost and chief information officer for the University of the Pacific. Please join me in welcoming Larry to campus.

Congratulations to the winners of the Innovation Grants for the use of technology in teaching and learning. Details of the winning proposals can be found at: www.umsl.edu/technology/innovation_grant. The selection

committee had the very difficult task of selecting the projects due to the depth of the project pool. Thank you to everyone who submitted proposals. Please watch for the announcement calling for proposals for the next round of Innovation Grants.

Please join us on Friday, February 12th from 12:30 pm until 2:00 pm in 229 J.C. Penney for the Brown Bag E-Learning Stimulus Package Forum. Everyone is invited to bring lunch and learn about the University of Missouri's RFP for eLearning and meet our campus eMentors.

We, at ITS, wish all of you a very successful spring semester.

Jim Krueger
Vice Chancellor of Managerial and Technological Services

Microsoft Office SharePoint 2007

Quick, name the product that Microsoft says, "facilitates collaboration, provides content management features, implements business processes, and supplies access to information that is essential to organizational goals and processes." Well, that product is Microsoft Office SharePoint Server 2007 (MOSS). ITS is getting ready to roll out Microsoft SharePoint 2007 to the campus.

The new SharePoint offers users at the University enhanced navigation and a new branded UMSL look. Users should notice improved usability across different browsers including Firefox and Safari. Macintosh users with Microsoft Office 2008 can take advantage of Microsoft Document Connection to connect and edit documents. One other advantage is the way SharePoint authentication works. Once logged in you will no longer need to log in every time you open a document.

Collaboration is the key use of the new SharePoint, offering users check in and check out of shared documents and a centralized place to save your shared files. This is not just a shared file space but also one that can be full-text searched and indexed. Documents, workflows, and business processes are handled by MOSS. Forms and other paperwork can be recreated in electronic format. A department can create a form that could be routed for approval. SharePoint works with the different applications in Microsoft Office to create a collaborative working environment. All sorts of things can be shared through MOSS including Word documents, Excel documents, calendars and more. For more information visit: sharepoint.microsoft.com

SharePoint 2007 is coming soon. Watch for more announcements from ITS. For more information please contact Paula Smith via email Paula_Smith@umsl.edu

Dave Gellman
System Administrator
gellmand@umsl.edu

MyGateway Gets A New Face Summer 2010

Coming this summer, MyGateway will be getting a face lift as we transition from Blackboard Academic Suite Release 8 to Blackboard Learn Release 9. With the transition comes new functionality in MyGateway. The Blackboard Learn release is highlighted by new Web 2.0 and enhanced group tools; notification dashboards highlighting time sensitive information and alerts; and a completely redesigned, customizable Web 2.0 user interface with drag-and-drop ability, drop-down menus and contextual help options. The release also includes new features for easy keyboard navigation and standards-based design for ease of use with assisting technologies such as screen readers. Tools faculty members are already familiar with, such as SafeAssign, Surveys, Assessment, Learning Objects Wikis and Blogs, and Wimba Classroom, will still be

available in the new version of MyGateway.

The Faculty Resource Center is in the process of creating training documentation and planning for training sessions that will occur later in spring. Watch here and in upcoming emails for training information. Blackboard Learn will be in place in early April in time for faculty to begin planning summer courses. Summer semester students will be able to access the new system one week before the semester begins. The new system will roll out in full Fall 2010.

If you would like a look at the new Blackboard Learn, go to: www.blackboard.com/release9 to view a 3 minute video presentation.

Karin May
System Administrator
mayka@umsl.edu

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Microsoft Security Essentials

So you've got a new computer and need anti-virus protection. Something that works well, fast and is free. Microsoft Security Essentials (MSE) does all three and works with Windows 7, Windows Vista and Windows XP SP2 and higher. Microsoft Security Essentials protects your PC from a slew of nasty critters – spyware, viruses, worms, and Trojans. It's quite fast and customizable. Customized scans with scheduling, Full or Quick scans as well as setting MSE to update before scanning. Security Essentials can also be configured to scan media such as USB flash drives, etc.

Once you download and install Microsoft Security Essentials it's fairly easy to use. Four simple tabs that allow you to set it up the way you like. Microsoft Security Essentials will alert you with color-based icons depending on the situation. Green is good, yellow means there are potential problems while red

means you are at risk and immediate action is needed.

In so many words, MSE offers a fast, easy and free solution to keeping your PC free from viruses and malware. With the university's license for Symantec no longer available for faculty and staff, ITS recommends Microsoft Security Essentials for your home machines. Information and downloads are available at the Microsoft Security Essentials web site: www.microsoft.com/security_essentials

We recommend ClamXav for our Macintosh users, which can be downloaded at: www.clamxav.com for free.

Dave Gellman
System Administrator
gellmand@umsl.edu

Calling all Flashlight Online Users

Happy New Year and welcome to another exciting semester at UM-St. Louis. If you're currently using Flashlight Online, a web-based system used to develop evaluations and assessments please note the recent changes made to enhance the flexibility, functionality and use of this tool.

As of March 30, 2010 Flashlight Online 1.0 will no longer be accessible. The program has been upgraded to Flashlight 2.0 which is currently operational and ready for use. The good news is that Flashlight 2.0 can do everything that version 1.0 can and more! The new system is more powerful and provides users with better tools for sharing surveys and data, additional question types including rubrics and a new tool called "matrix survey." Specific new features include:

- Matrix surveys – allows different pools of respondents to receive questions tailored specifically for them
- Improved question authoring – items are easier to edit and move around
- Increased campus autonomy – can batch upload and manage groups of authors and respondents
- Improved delivery of surveys, rubrics, ballots and other forms – more options for survey responses (e.g. unique url can be created for each respondent)
- Improved data download and tailored reporting – reports can be created in Excel for use in SAS or SPSS, option to display report to respondents once

they complete the survey.

Unfortunately, it's not possible to automatically move existing Flashlight accounts, surveys or data to the new system. Users will need to obtain new accounts and manually move existing surveys to Flashlight 2.0. Workshops and individualized consultations will be held to ensure that your transition to the new system will be as seamless as possible. Please watch for workshop announcements in your email.



Additional resources for using Flashlight Online 2.0 can be found at Learning to Use Flashlight 2.0. (www.tltgroup.org/flashlight/FLO2/Training1.htm). There you will find short video tutorials that demonstrate the basics of how to create and administer surveys; of sharing surveys with collaborators; and, how to tailor survey text for different groups of respondents (e.g., automatically embedding instructor's names' in feedback or course evaluation forms).

If you would like to find out more about Flashlight, schedule an appointment to go over the tool or if you have general questions, please contact Dr. Cheryl Bielema, Instructional Development Specialist, Center for Teaching and Learning at bielema@umsl.edu, or Jennifer Simms, Faculty Resource Center at spearmanj@umsl.edu.

Jennifer Simms
Technical Trainer
spearmanj@umsl.edu

Hello! My name is Becky Lopanec and I am the new Educational Technologist here at UMSL and part



of the Faculty Resource Center (FRC) team. As an educational technologist, my job is to support faculty members in the development, design and implementation of quality hybrid and online courses.

My background is in education, instructional design and instructional technology. Prior to becoming an educational technologist, I was an elementary school teacher. Knowing that I loved teaching and technology, I pursued my master's degree in instructional technology. With that, I began teaching at the higher education level in both an undergraduate education department and a graduate computer education department. I have taught courses face to face but then transitioned many of them to online courses. With teaching and technology being my life passion's I found myself doing more and more instructional design which has not only become my job, but my leisure pursuit.

I feel so lucky to be an educational technologist. Think about pro ball players. When they wake up in the morning, they go to work and do what they love to do; play ball. When I wake up I go to work to do what I love; help faculty members (Subject Matter Experts) with the development of their courses.

I am proud to have the opportunity to put my knowledge of online learning and instructional design to use and share my experiences. I will provide for you consultations on course design, help you choose the appropriate media to support your learning outcomes, and provide support to you in the development of technology-enhanced curriculum and instruction.

Please call me at 314.516.7189 if I can assist you in any way. I look forward to meeting you.

Becky Lopanec
Educational Technologist
lopanecr@umsl.edu

Did you know...

You can create your assignments in MyGateway through the Assignment Manager tool?

You can email any or all of you students through the "Send Email" function in MyGateway?

You can create and modify Tests to your specifications in MyGateway?

You can view and print your class Photo Roster in MyView?

You can schedule Tests with the Online Testing Center through MyGateway?

You can set up an online Discussion Board in MyGateway so that your students can contribute ideas outside of class time?

You can have reading materials scanned for use in MyGateway?

You can customize the appearance of your MyGateway course page for maximum utility?

You can get a free cup of coffee to start your day?

These are just some of the questions you may have as we enter a new semester, and the Faculty Resource Center (FRC) has the answers. MyGateway is the course management tool that allows you to focus on teaching while your students focus on learning. From changing the color scheme on your course page to combining two sections of the same course, MyGateway puts you in full control of your courses. Please stop by the FRC if you have a MyGateway question or just want a fresh cup of coffee to start your day. We look forward to working with you to make your semester a success!

Thomas Roedel
Office Support Staff I
roedelt@umsl.edu

Your Trash could be their "Treasure"

Cds, thumb drives, floppy disks, oh my... Cleaning out your desk or a co-worker's desk? Finding lots of disks and drives that you don't need anymore? Have an old cell phone you used for work or an old palm pilot or pocket pc? Don't just throw them in the trash. There may be data on there that could be sensitive and valuable.

Several cases have popped up in the news media about people finding disks or phones in the garbage with sensitive company data on them including Social Security Numbers, tax records and sensitive text messages.

UMSL is now making it easier and safer for you to dispose of your digital data. If you need to get rid of cds, thumb drives or usb drives, there will soon be disposal boxes you can put them in. These boxes will be located



in the campus Technology Support Center and the South Campus Classroom Building. You can also send them through intercampus

mail to the machine room in Computer Center Building. When getting rid of your palm pilots, pocket pcs, laptops, computers or old hard drives, make sure you send them to surplus. There are procedures in place at surplus to securely clean or destroy digital media before it is surplus. If you know your computer or

laptop contains very sensitive information, you could also contact the Technology Support Center directly before it goes to surplus. More detailed information can be found at: www.umsl.edu/technology/security/datadisposal.html

Mark Monroe
Systems Security Analyst
moorem@umsl.edu

Windows Live

The University of Missouri-St. Louis has teamed up with Microsoft to provide our students with a better e-mail solution for students. Students will receive a Windows Live account. This account includes MSN e-mail, music, online file storage, and other services. A Windows Live ID (sso@mail.umsl.edu, where SSO is your UMSL SSO ID) will be used to log on to all Windows Live services.

While attending UMSL, students will have an e-mail alias to identify their campus affiliation. This will be the e-mail address used for all official University communications.

UMSL students will see that an immediate advantage to their new e-mail is the vastly expanded storage space. Their mailbox size will be increased to 10 GB, up from 50 MB in the current webmail system. In addition to the increase in mailbox size, students will also be able to keep the sso@mail.umsl.edu e-mail address and Windows Live services after graduation.

Besides Outlook Live, additional Windows Live services include:

- Windows Live SkyDrive: store up to 25 GB of data online; access it from any computer or share it with friends
- Windows Live Groups: collaborate in a virtual workspace

- Windows Live Messenger: chat with up to 20 friends
- Windows Live Toolbar: sync favorites in Internet Explorer 7 and 8
- Windows Live Photo: share photos
- Microsoft Office Live Workspace: store and share documents online
- Windows Live Spaces: blog and share photos, opinions, and more

Please note that no e-mail will be lost as a result of this change. When you move to Outlook Live, new mail messages will be delivered to your Outlook Live account. The students are responsible for moving any existing e-mail from their sso@mail.umsl.edu account to their new Outlook Live account. For instructions on moving data from the old email account to

Outlook Live go to: www.umsl.edu/technology/support/outlooklive/movetooutlooklive.html.

Please refer to the IT KnowledgeBase for instructions on how to move mail from the old email account to Outlook Live.

Kyle Wilkinson
System Support Analyst
wilkinsonky@umsl.edu



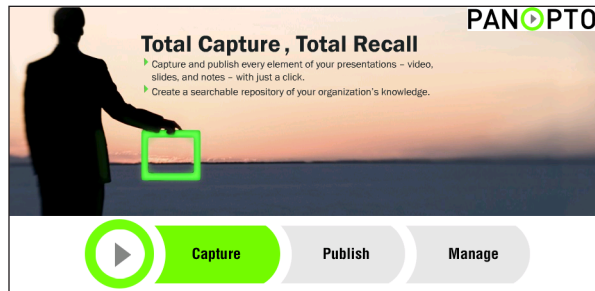
Windows Live™

Panopto: An Easy Way to Create Presentations for Your Students

Panopto is a new MyGateway tool that allows instructors to conveniently and easily record, capture and share video presentations with their students. With Panopto, instructors can record their voice, computer screen, PowerPoint slides and additional video sources, and then easily save their presentations so that students can view them. Panopto is an easy way to create course lectures, study guides, course introductions, test reviews and more. Other features include:

- Automatically recognizes any recording device you want to use
- Allows instructors (and students) to take notes while viewing presentation
- Notes and PowerPoint slides are automatically searchable
- Internet connection not required to record content

For more information about Panopto, to schedule departmental workshops or for individualized consultation relating to the use of Panopto please contact the Faculty Resource Center by phone, 314-516-6704, email frc@umsl.edu or visit CCB 105.



Basic/advanced settings for Panopto Recorder (video):

v2.panopto.com/CourseCast/Viewer/Default.aspx?id=ee993dc3-2e06-4703-9497-ca0282674a28

Basic/advanced settings for Panopto Recorder (html):

support.panopto.com/Version/2.1/Recorder_Configuration

Additional resources for Panopto:

Panopto web site:

www.panopto.com

How to create a basic recording (video):

v2.panopto.com/CourseCast/Viewer/Default.aspx?id=0826302a-139d-4e96-bec7-b702572645dd

How to create a basic recording (html):

support.panopto.com/Version/2.1/Basic_Recording

Download Panopto Recorder:

coursecast.umsl.edu/coursecast/software/panoptorecorder.exe

CourseCast Viewer overview:

v2.panopto.com/CourseCast/Viewer/Default.aspx?id=015d49d1-56a8-4d3b-87a7-3cba243431f1

Panopto AV equipment guide:

v2.panopto.com/CourseCast/Viewer/Default.aspx?id=954f8fb0-accb-4d79-880c-b93033c022d2

Paul Wilmarth

Technical Trainer

wilmarthp@umsl.edu

South Campus Learning Studio



Instructional Computing is happy to announce that the construction of the latest Learning Studio in Villa Hall 155 is complete, and ready for Spring 2010 courses. Villa 155 is designed to provide an environment that is conducive to active and collaborative learning. The room is the third classroom recently built with these concepts in mind. Feedback from faculty, students, and staff were used to determine the features that would be available in the latest Learning Studio.

Villa 155 features multiple display devices (LCD & Projection), SMART Sympodium, ceiling mounted microphones and USB camera, capacity for 34 students, wireless Dell laptops, multiple instruction points, dual display instructor station, mobile whiteboards, and document camera. The tables and chairs in the room are on wheels allowing for the room to be easily reconfigured for each class's activities. The room also features lounge furniture, zoned lighting, and wall

treatments for a more relaxed classroom environment.

If you're interested in learning more about the Learning Studio's on campus contact Chris Scheetz (scheetz@umsl.edu). Have a great semester!

Chris Scheetz

Supervisor-Instructional Computing
scheetz@umsl.edu

**Please Join Us at Villa 155 for the Learning Studio Open House
on Monday, February 15, from 12:00p.m. - 1:30p.m.**