Part-time Faculty Refresher Sessions

Need more instruction using MyGateway for presentations, blogging or continuing discussion from class-to-class? Do you have questions about setting up tests and grading? Or, do you want to incorporate multimedia resources (documentaries, etc.) and don’t know where to go to obtain or create them?

Two mid-semester sessions are scheduled: Friday, February 23, 4:30-5 PM, room CCB 451. To attend these and other questions which new part-time and adjunct faculty may have. The sessions are intended to be informal and informative, based on expressed needs of participating faculty. Please direct questions or concerns to Cheryl Belema, bilema@umsl.edu

The Center for Teaching and Learning and the Faculty Resource Center are co-sponsoring the program. Please pre-register at www.umsl.edu/cti

Cheryl Belema
Instructional Development Specialist
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Innovation Grants

The Innovation Grants for the use of technology in teaching and learning continue to inspire creativity from faculty. Fortunately, there have been many worthy proposals. Congratulations to the winners:

• Karen L. Cummings, Art & Art History/Teaching and Learning, A&S/CoB
• Dawn Lee Garzon and Doug Hughey, Nursing
• Donald Kummer, Finance, CoB
• Thomas M. Meuser, Gerontology, A&S
• Jose I. Panja, Mathematics and Science Education, CoE
• Shaila Poteman and Emily Ross, Mathematics, A&S
• Shirley L. Porterfield, Social Work
• Kimberly Sahe, Center for Languages and Cultures, A&S
• Alina Slapac and Susan Catapano, Teaching and Learning, CoE

For information on the projects and those of past winners, please see www.umsl.edu/technology/innovation_grant/past_winners.html

Thank you to everyone who submitted proposals, and please watch for the announcements for the next round of Grants.

Focus on Teaching and Technology Conference

The Fall 2007 Focus on Teaching and Technology Conference was again the most successful yet, and is well on its way to becoming a truly regional conference. Our partners at SLU, Maryville University, and SIU helped in the planning. By combining the Conference with meetings of the nascent Central States Blackboard Users Group that UMSL helped found, we had attendees from as far as Oklahoma and Nebraska. Attendees and presenters also came from SIU, Maryville, SJU, SLCC, Harris-Stowe, our sister UMS campuses as well as corporations such as Sara Lee. The conference was another informative, yet fun event that we will repeat this coming Fall. Elsewhere in this issue, you will see a call for participation in the planning. See also www.umsl.edu/services/cti/fac_programs/teach_with_tech/conference.html

Learning Studio and Beyond

As a result of the enthusiasm for the Learning Studio we established in SSB 449, ITS collaborated with the Center for Languages and Cultures and the Department of Anthropology to establish another such space in Clark 400. That space builds upon the lessons we learned from SSB 449. Interest is growing across the country in spaces that utilize technology and flexibility to enhance teaching and learning, and we’re doing our best to share our experiences. Ken Voss and Chris Schetz presented at Helvetica in 2007 (they’re not scheduled to present at regional Educuse conferences in Houston and San Francisco this spring. We’ve also had a paper accepted for publication in Educus Quarterly, an international, peer-reviewed journal for IT professionals in Higher Education.

Communication

The subject of presentations leads me to the broader topic of communication, a theme that I hope will become more evident in ITS activities in the coming months. Much of IT work involves infrastructure, which is ideally invisible when it works. But our difficulties with the file system last fall reminded us of the acuteness of visibility when things do not work. But that just means that we should work harder to understand what the campus needs as well as to be accountable for what we do.

We will continue to be open and transparent about what we’re doing, but will also continue to refine our notification methods and messages so that we strike a balance between openness and message overload.

In another communication initiative, the Faculty Resource Center has collaborated with the Office in Arts and Science to work with departments and individual faculty to meet their needs in using technology in teaching. The FRC welcomes other departments, Colleges or faculty members who would like the same attention. We established an “accountability” site on the ITS webpages some time ago so the campus and the public can access documents and information that begin to measure how well we’re doing. We’ll be adding to that site in the coming months, including metrics on the helpdesk and flows on the network. See www.umsl.edu/technology/accountability/index.html

To help everyone communicate better, we’ve made available WebMa Pronto, an instant messaging and voice chat tool that allows students and instructors (and staff) to spontaneously meet online at any time to discuss coursework or other topics. We’ve made it accessible from MyGateway, but it is also available directly through its own client. To date, we have had almost 500 people register for the service. Another article in this issue describes Pronto in more detail.

“We help you succeed with technology”

Jim S.C. Tom
Associate Vice Chancellor for Information Technology
314-516-7700

2008 Focus on Teaching and Technology Conference

Planning is underway for the fall 2008 Focus on Teaching and Technology Regional Conference. You are invited to help us by joining the regional planning committee. Other campuses involved are Maryville University, St. Charles Community College, St. Louis Community College, and the Missouri Research & Education Network (MOREnet).

Watch for our Call for Proposals before the end of Spring Semester. We will need help in finding additional sponsors and your innovative and success stories to Moorea successful practices for improving learning using tech-

Contact Cheryl Belema, Center for Teaching and Learning, bilema@umsl.edu or telephone, 314-516-7704, to volunteer for this exciting venture that brought over 270 people together on our campus last fall.

Cheryl Belema
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Top 5 Resources You May Not Know About

1. Faculty and Staff can get a discount on a home PC from Dell: www.umsl.edu/technology
2. You can share files with other people in your department through your departmental Samba Drive (.N).
3. You can put personal web pages in the public_html directory of your Unix account
4. You can access your email securely from off campus through MyGateway
5. Free software is available to you for home use: tfmurcyar.umsl.edu/websites/weboffice/softwarer/distribution/login.cfm

Symantec Antivirus (free to all Faculty, Staff and Students)
Windows XP and MS Office

Institutional Computing Upgrades

The new semester brings with it some upgrades for Institutional Computing. There have been new software packages that have been installed and several software packages have been upgraded to newer versions. A complete list of all software removals and upgrades is located at: www.umsl.edu/technology/instructionalcomputing

In addition to the new software that is available, all Windows XP Instructors stations have been upgraded to: XP DC 5700 Towers. Lucas Hall 205 and Benton Hall 115 have both been converted to Windows XP “Stock Rooms,” while Marillac G08A and G08B have upgraded with a new projector; control system, document cameras and instructor cabinets. Benton 205 has had a SMART Symposium installed, allowing instructors to digitally capture their writing on the monitor. The student stations in CCB 106, SSB 449, and SSB 452 have also all been upgraded to Dell 620 Towers running Windows XP. Instructional Computing also completed construction on Clark 400 which is the latest “Learning Studio” on campus, similar to SSB 449. The room features, 26 wireless laptops, 1 ADA station, Windows XP instructor Station with dual monitors, document camera, two ceiling mounted projectors, duplex printing, two control and instruction points, and enhanced audio amplification. The furniture in the room is a combination of quartet round and rectangular tables on wheels. The tables and chairs are all on wheels to allow for flexibility in setting up a variety of configurations depending on the lesson plans for each day class. The room also features a couch, crash cans, push pin boards, and multiple whiteboard writing surfaces.

Directions and support for the Instructional Computing classrooms can be provided by contacting us at info@umsl.edu or 314-516-6853. For more information about Instructional Computing visit us on the web: www.umsl.edu/technology/instructionalcomputing

Christopher Bays
Site Supervisor - Instructional Computing
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516-6853

Outreach and Communication

We help you succeed with technology

Jim S.C. Tom
Associate Vice Chancellor for Information Technology
314-516-7700

Information Technology Services One University Blvd., CCB 451 St. Louis, MO 63121 314-516-6000
**LanSchool Software**

As we introduce more technology in the classrooms, instructors are increasingly faced with both the challenge and opportunity of integrating technology into teaching. While computers can make great educational tools, they can also be a huge distraction to learning for the student who has the Internet, instant messaging, email and games at their disposal while sitting in class. For this reason and others, all Windows based Technology Enhanced Classrooms equipped with student stations have a software program by the name of LanSchool installed to help the instructor manage the computing environment.

Some of the key features include the ability to blank all screens and disable the student’s station, stop internet browsing, view the student’s monitor on the instructor station, view thumbnail images of all the student’s screens at once, and control a student’s computer from the instructor station. In most rooms, the instructor also has the option of broadcasting their own screen - or even a particular student’s screen - to all other students’ screens. This software can be a very effective tool in helping students find items on their computer, maintain a clean workspace, give in-class presentations, and keeping students on task.

LanSchool has been available in the Technology classrooms for some time now, but we have recently updated to version 7, which presents the user with a new interface and a few new features. A help sheet is located on our website at: [www.umsl.edu/technology/lanschool/classes/guides/index.htm](http://www.umsl.edu/technology/lanschool/classes/guides/index.htm) which also has a link for some online video tutorials in using the software. If at any time you would like a demonstration or assistance with using LanSchool in your classroom, please call 516-6852.

Christopher Boyce
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516-6852

**Access your UMSL workstation from Home or anywhere!**

What follows may be a typical scenario where using a combination of Cisco’s VPN (Virtual Private Network) and Microsoft’s Remote Desktop would be beneficial. You are busy at the office working on a report and realize you have to leave to pick up your child from daycare. You do not have time to put your file on some form of portable media and you don’t have this application on your home computer. You are in a bind and really need to finish this work from home. Information Technology Services (ITS) has a solution: connect your work computer from home using Remote Desktop.

What exactly does VPN/Remote Desktop do? Using either your own personal computer at home or a laptop when you are traveling, you can remotely access your office computer as if you were sitting right in front of it. This is very useful if you need to access particular files from your workstation or any of the applications that you normally use while at work. You may also access your email this way (as an alternative to webmail).

VPN allows you to connect remotely using a Windows PC, Macintosh or Linux machine with the appropriate Cisco VPN client for the UMSL network. This allows you to securely connect to the network, while preventing unauthorized users from gaining this access. The VPN Client encrypts the data so it can be safely used over the internet whether the access is from a home, a wireless internet access location, your hotel room or any other point where you may have access via the internet.

Remote Desktop is an application that allows another machine to access your workstation at a distance. It performs the necessary functions to display your office workstation on the machine you are using in a remote location allowing the screen, keyboard, mouse and sound to be all used as if you were at work.

For more information on how to use Remote Desktop log into the UMSL Technology Knowledge website at: [https://help.umsl.edu/4813/s/umsl/umsl/technology/lanschool/remote_desktop](https://help.umsl.edu/4813/s/umsl/umsl/technology/lanschool/remote_desktop). Please enter the following text into the search window: “How to Establish remote desktop connection in Windows XP Professional” (there is more than one item with this heading, so choose the one with the pencil next to it as this is customised for UMSL).

You may also find this link by going to: [www.umsl.edu](http://www.umsl.edu) then click Technology and then UITS on IT Knowledge Base.

Ken Neiman
Manager, Network Services
516-4840

**IT Security at UMS-St. Louis**

Information Security is a very important issue at UMSL. Faculty and staff should understand about Information Security and how it affects their jobs.

**Top 10 Security Issues**

1. DO NOT share your password
2. Use a strong password
3. Run up-to-date anti-virus and anti-spyware software
4. Regularly patch your computer
5. Learn to recognize “Phishing” & “Social Engineering” scams
6. Learn to recognize malicious links and attachments in email
7. DO NOT send personal information via email
8. Always log off public computers
9. Peer-to-peer file sharing can be illegal or harmful
10. Consider using a more secure web browser - Firefox, for example

Securing your computer

The default settings of a new Windows computer may not be enough to make sure that your system is secure. Here are some things to check and do to make your system more secure:

- Verify that your Firewall is turned on
- Make sure your antivirus software is current
- Turn off automatic updates
- Use a Strong password passphrase

If you need assistance with any of these items, please contact the Technology Support Center at 516-4010, or email: helpdesk@umsl.edu.

We also have a team of IT staff members that are more than willing to discuss these issues with you and your department. If you would like to schedule a meeting with us, email us at: irmt@umsl.edu.

For more information please see:

[www.umsl.edu/technology/security](http://www.umsl.edu/technology/security)

**Pronto Revolutionizes Communication within your MyGateway Courses**

Consider the advantages of being able to talk to classmates in real time, anytime! Group projects, homework assignments, questions about the upcoming exam; now you can meet online using instant messaging and voice-over IP with MyGateway’s Pronto Revolutionizes Communication chat tool that allows you to meet live online and at any time or place to discuss…well…anything! The reason it’s handy is because when you go to your MyGateway course site and click on Pronto you will see everyone in your class listed.

Then, you simply click on their names and invite them to meet with you. And, of course, teachers and teaching assistants can also be invited. To find out more about Pronto visit: [www.umsl.edu/technology/mygateway/pronto](http://www.umsl.edu/technology/mygateway/pronto) or tell us what you think: trc@umsl.edu

Paul Wilmarth
Technical Trainer
516-8492

**Thinking about adding videos to MyGateway?**

Try streaming them…now it’s easier than ever!

Have you ever thought about adding videos to the content you place on MyGateway for your students? Videos can greatly enhance student learning and provide a richer and more interesting learning experience. The Faculty Resource Center can help you make almost any video material available to your students. Some of the benefits of loading these big bulky video files on your course site, we can show you how easy it is to place them on a streaming server so that your students can access them with a single mouse click! There’s no more waiting while big files download, movies start automatically! For an instant link that can be placed on MyGateway, mailed to students imbedded in PowerPoint presentations – placed almost anywhere – all that’s required is an internet connection. Teachers and students can also create their own videos for streaming presentations, test reviews, introductions, role-playing exercises, collaborative learning exercises, those are just a few of the ways you can create and stream shared video files. Audio files can also be easily streamed, lectures, presentation and other events can be audio recorded and made available to your students for easy access.

Many instructors are already taking advantage of UMSL’s video streaming capabilities and adding all kinds of interesting and informative movies. The friendly people in the Faculty Resource Center would be happy to help you get started, too. For more information call the Faculty Resource Center (516)704 or email us at: trc@umsl.edu

Paul Wilmarth
Technical Trainer
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**MyView Live in April**

UMSL’s new student information system, MyView, is internet-based and will provide 24/7 access to student records, the schedule of courses, billing and financial aid information. The Course Catalog is currently available in MyView (logonoclassroom); by April 7, 2008 students will use MyView’s Student Center to register for courses, check grades, browse the catalogue or print their financial aid awards, reduce or decline loan offers, and to check and pay bills. Information on using the system will be provided online and training sessions will be offered beginning in March. MyView project information is online at: [http://www.umsl.edu/myview](http://www.umsl.edu/myview). The Course Catalog is currently available through MyView at: [http://www.umsl.edu/myview](http://www.umsl.edu/myview).

Mary Brown
Technical Trainer - Principal
516-4901

**Tools in MyGateway: Something Old, Something New**

There are two great tools available on MyGateway that you may not know about. The new one, which was implemented last semester, is Blackboard Scholar. The old one, which has been around forever, is Exo.

Scholar is a social bookmarking tool that has been specifically designed for higher education users. It allows you to store, organize, tag, share and reuse web bookmarks. It also integrates directly with your courses in MyGateway to help you add automatically updated searches to share resources and information with your students. It also provides the ability to have students contribute information to the course to promote collaborative learning and research. This powerful tool allows you to network with peers on your campus and around the world and provides the ability to access your personal bookmarks from anywhere.

To start using Scholar, either click on the “Scholar” tab in your MyGateway or the “Scholar Course Home” link in the Toolbox menu. If you click the “install bookmarklet” link located in the upper right corner of the Scholar page, you will get a Scholar bookmarklet that will help you easily bookmark and tag web pages to your Scholar account as you browse the web.

Every user of MyGateway has the ability to maintain their own Scholar profile (blogs, pages, and blog sites) through the Exo tool. You can access your Exo site from the “MyGateway Home” tab by clicking on the “Exo” link in the “Exo Sites” module. Once there, you can start creating your wiki or blog by clicking the “Add New Site” link in the “Exo Sites” module. To the right. You can also share and develop your sites with individuals, groups and external people by clicking on the “Sharing” link for each site. With the RSS feature, you can publicly syndicate your Exo blogs. You can enable the RSS feed for your blogs when they are created or by clicking on the “Settings” link for the blog site.

Both of these tools are great ways to develop and share content in your courses or with other users around the world. To get started, go to: [mygateway.umsl.edu](http://mygateway.umsl.edu).

Kyle Colletis
Systems Administrator - Principal
516-4901

[www.umsl.edu/technology/mygateway/pronto](http://www.umsl.edu/technology/mygateway/pronto) or tell us what you think: trc@umsl.edu

Paul Wilmarth
Technical Trainer
516-8492

**MyGateway Live in April**

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