

## Instructional Computing Upgrades

The new semester brings with it some upgrades for Instructional Computing. There have been a few 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](http://www.umsl.edu/technology/instructionalcomputing)

In addition to the new software that is available, all Windows XP Instructor stations have been upgraded to: HP DC 5700 Towers. Lucas Hall 205 and Benton Hall 115 have both been converted to Windows XP "Stick Rooms," while Marillac G08A and G08B have upgraded with a new projector, control system, document cameras and instructor cabinets. Benton 225 has had a SMART Symposium installed, allowing instructors to digitally capture their writing on the monitor. The student stations in CCB 106, SSB 409, 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, 28 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 quarter 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 days class. The room also features a couch, crush cans, push pin boards, and multiple whiteboard writing surfaces.

Orientations and support for the Instructional Computing classrooms can be provided by contacting us at [ic@umsl.edu](mailto:ic@umsl.edu) or 314-516-6852. For more information about Instructional Computing visit us on the web: [www.umsl.edu/technology/instructionalcomputing](http://www.umsl.edu/technology/instructionalcomputing)

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## 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 29, 3:00-4:30 PM, 106 Computer Center Bldg. (CCB) and Saturday, March 1, 9:00-10:30 AM, 107 Computer Center Bldg. (CCB) to answer 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 Bielema, [bielema@umsl.edu](mailto:bielema@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/ctl](http://www.umsl.edu/ctl)

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## 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 colleagues to showcase successful practices for improving learning using technology.

Contact Cheryl Bielema, Center for Teaching and Learning, [bielema@umsl.edu](mailto:bielema@umsl.edu), or telephone, 314-516-7134, to volunteer for this exciting venture that brought over 270 people together on our campus last fall.

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## Outreach and Communication

### Innovation Grants

The Innovation Grants for the use of technology in teaching and learning continue to inspire creativity from faculty and we again had many worthy proposals. Congratulations to the winners:

- Karen L. Cummings, Art & Art History/ Teaching and Learning, A&S/CoE
- Dawn Lee Garzon and Doug Hughey, Nursing
- Donald Kummer, Finance, CoB
- Thomas M. Meuser, Gerontology, A&S
- Jose I. Pareja, Mathematics and Science Education, CoE
- Shahla Peterman and Emily Ross, Mathematics, A&S
- Shirley L. Porterfield, Social Work
- Kimberley Sallee, 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](http://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 SLCC 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 afield as Oklahoma and Nebraska. Attendees and presenters also came from SLU, Maryville,

SIU, SLCC, Harris-Stowe, our sister UM 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/ctl/fac\\_programs/teach\\_with\\_tech/conference.html](http://www.umsl.edu/services/ctl/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 Scheetz presented at Helix in 2007; they and I are scheduled to present at regional Educause conferences in Houston and San Francisco this spring. We've also had a paper accepted for publication in *Educause 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 Dean's 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](http://www.umsl.edu/technology/accountability/index.html)

To help everyone communicate better, we've made available Wimba 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"

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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](http://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: [https://tomsawyer.umsl.edu/webapps/weboffice/software\\_distribution/login.cfm](https://tomsawyer.umsl.edu/webapps/weboffice/software_distribution/login.cfm)
  - *Symantec Antivirus* (free to all Faculty, Staff and Students)
  - *Windows XP And MS Office* (free to all full-time Faculty and Staff eligible to participate in the DSP Plan)

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## 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 Lan-School 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, monitoring tests, giving 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/instructionalcomputing/classrooms/guides.html](http://www.umsl.edu/technology/instructionalcomputing/classrooms/guides.html) 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 x6852.

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## Access your UMSL workstation from Home or almost 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 transportable 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 to 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 safely be used over the internet whether the access is from 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 all be used as if you were at work.

For more information on how to use Remote Desktop log into the UMSL Technology Knowledge website: [https://help.umsl.edu:8443/ss\\_umsl/login\\_raremedy.jsp](https://help.umsl.edu:8443/ss_umsl/login_raremedy.jsp) and 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 customized for UMSL).

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

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## IT Security at UM-St. Louis

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

### Top 10 Security Issues

Good security can help prevent identity theft, computer downtime, and loss of productivity, data, and money! Follow these rules to stay safe:

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 on Automatic Updates
- Use a Strong password/passphrase

If you need assistance with any of these items, please contact the Technology Support Center at 516-6034, or by email: [helpdesk@umsl.edu](mailto:helpdesk@umsl.edu).

We also have a team of ITS 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: [csirt@umsl.edu](mailto:csirt@umsl.edu).

For more information please see: [www.umsl.edu/technology/itsecurity](http://www.umsl.edu/technology/itsecurity)

## 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. Pronto is a free voice 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/mgwhelp/Pronto.html](http://www.umsl.edu/technology/mgwhelp/Pronto.html) or tell us what you think: [frc@umsl.edu](mailto:frc@umsl.edu)

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## 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. Instead 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 almost instantly. Links to movies can be placed on MyGateway, emailed 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; these are just a few of the ways you can create and share streamed 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 (x6704) or email us at: [frc@umsl.edu](mailto:frc@umsl.edu)

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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 (no login necessary). By April 7, 2008 students will use MyView's Student Center to register for courses, check grades, browse the catalog, change their address, review 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>. The Course catalog can be accessed through MyView at: <http://myview.umsl.edu>.

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## Tools in MyGateway: Something Old, Something New

There are two great tools available on MyGateway that you may not know a lot about. The new one, which was implemented last semester, is Blackboard Scholar. The old one, which has been around for 2 years, is Expo.

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 our 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 MyGateway or the "Scholar Course Home" link in the Tools area of your course. If you click the "install bookmarklet" link located in the upper right corner of the Scholar page, you will get a "Scholar It!" button on your web browser 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 develop their own wiki (web page) and blog sites through the Expo tool. You can access your Expo site from the "MyGateway Home" tab by clicking on the "My Expo Site" link in the "Expo Sites" module. Once there, you can start creating your wiki or blog by clicking the "Add New Site" link in the Toolbox on 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 Expo blogs. You can enable the RSS feed for your blogs when they are created or by clicking on the "Settings" link for the 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).

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