



CITations #74

CITations

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CITations is a report featuring information technology-related news of interest to UNC-Chapel Hill faculty members, graduate instructors and the staff who support them. *CITations*, published twice a month, is an electronic service of the ITS Center for Instructional Technology.

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CIT VIDEO SERVICES AFFECTED BY PEABODY HALL RENOVATION

Renovation of Peabody Hall began on Monday, May 20, 2002; an exact completion date is unknown at this time. During the renovation the following changes to CIT video services will be in effect:

- We will be unable to host multiple sessions simultaneously.
- We will be unable to host sessions or meet with clients in our Peabody Hall offices.
- The alternate location for teleclassroom sessions will be Room 328 Phillips Hall.
- Services may be postponed due to intermittent loss of power to the building.

If you have any questions regarding CIT video services during the renovation, contact the cit at 962-6042 or tl@unc.edu.

CTL SUMMER 2002 CAMPUS READING GROUPS

What does being digital mean for who we are as teachers, learners, and citizens? How is what and how we know transformed by computers, networks, and emerging technologies? How are computer networks and technologies transforming our idea of the University? Faculty, students, and staff are invited to participate in a vigorous discussion of these questions and more by joining the Center for Teaching and Learning's Summer 2002 Campus Reading Groups on "Teachers and Learners in the Information Age."

Registration will be limited to ten participants per discussion date. Participants will receive copies of reading materials, courtesy of CTL. Each reading group will meet monthly for an informal discussion about issues and ideas raised by that month's reading selection. You are encouraged to attend as many discussions as you can, and are free to participate in more than one group.

Scheduled sessions:

Thursday, June 27 at 3:15 p.m. - 4:30 p.m. in 011 Johnston Center

Reading: *Small Pieces Loosely Joined: A Unified Theory of the Web*, by David Weinberger
For more about this text see <http://www.smallpieces.com/>

Thursday, July 18 at 3:15 p.m. - 4:30 p.m. in 011 Johnston Center
Reading TBA

Thursday, August 8 at 3:15 p.m. - 4:30 p.m. in 011 Johnston Center
Reading TBA

Possible readings include:

Flesh and Machines: How Robots Will Change Us, by Rodney A. Brooks

The Future of Ideas: The Fate of the Commons in a Connected World, by Lawrence Lessig

The Social Life of Information, by John Seely Brown and Paul Duguid

On the Internet, by Hubert L. Dreyfus

Overused and Undersold: Computers in the Classroom, by Larry Cuban

Resisting the Virtual Life: The Culture and Politics of Information, ed. by James Brook and Iain A. Boal

The Soft Edge: A Natural History and Future of the Information Revolution, by Paul Levinson

Call Sarah Henderson at 966-1289 or send email to sahend@email.unc.edu to register. Please register early for the discussion dates you will attend to assure adequate time for book orders.

For more information see <http://ctl.unc.edu/reading/>

To receive email updates on the reading groups or to suggest readings for the groups, contact Lynne Degitz at degitz@unc.edu or 966-1289.

JUNE BLACKBOARD CLASSES

Introduction to Blackboard 5.5

This course is designed for instructors, teaching assistants, and IT support staff interested in learning the basics of 1) posting content to Blackboard sites, 2) using Blackboard's communication tools, 3) customizing sites, and 4) controlling access to them. Blackboard's strengths and limitations as a courseware platform will also be discussed. No previous experience using Blackboard is necessary.

Dates and times:

Monday, June 10; 3:00 p.m. - 5:00 p.m.; #CI06-022

Thursday, June 20; 3:00 p.m. - 5:00 p.m.; #CI06-023

Blackboard Online Gradebook and Assessments

This course comprehensively explores Blackboard's Online Gradebook and Assessment Manager tools. The course is designed for instructors, teaching assistants, and IT support staff who have a good working knowledge of Blackboard but want to learn more about the strengths and limitations of these tools.

Date and time:

Wednesday, June 26; 12:00 p.m. - 2:00 p.m.; #CI07-008

To register call the ATN Training Center at 962-1160 and give the registrar the following information: your complete name, department, affiliation (faculty, staff, or student), daytime phone number, and the course number.

HSL MEDIA KITCHEN & MAAC LAB CLOSED

Preparation for the upcoming renovation of the Health Sciences Library Media Kitchen and MAAC Lab has started, and Media Kitchen and instructional lab services have been discontinued until after the renovation (about 24 months). The ATN Lab in the HSL Library will close on June 25th. However, HSL library staff are still available for consultations and instructional sessions.

Contact Julia Shaw-Kokot, at jsk@med.unc.edu or 966-0952, for more information.

JUNE 2002 SCHOLARLY COMMUNICATION WORKING GROUP MEETING

The UNC-Chapel Hill Scholarly Communication Working Group's June brown bag lunch meeting will feature Joe Hewitt, University Librarian, on "Evaluating Online Collections: The 'Documenting the American South' Experience."

The "Documenting the American South" online collection is now home to more than 1000 digitized books, documents, images, and artifacts. Since its inception eight years ago, over 1500 email comments from visitors to the DocSouth

website have been archived. These comments are compelling and demonstrate a multitude of uses for the content by a wide variety of users, both in the U.S. and abroad. But this kind of feedback is anecdotal in nature and more extensive evaluations from the entire user community are needed. Hewitt will report on the DocSouth website use data and reader's comments and then lead us in a broader discussion of strategies for further collection and analysis of viewer feedback for this and other online collections. All area faculty, staff, and students are invited to attend.

Tuesday, June 11, noon - 1:00 p.m.
2nd Floor Conference Rooms, Davis Library

For more information about the Scholarly Communication Working Group, link to <http://ils.unc.edu/schol-com/index.html>

CCI LAPTOP MODELS REFRESHED

Effective June 1, 2002, the Carolina Computing Initiative (CCI) laptop models were refreshed. Wireless and CD/RW capabilities, built into the machine, are now included on all models. For detailed specifications, see <http://www.unc.edu/cci/index/ccishop/departmental.html>

-- Linwood Futrelle, Director, ATN Distributed Support
linwood@email.unc.edu / 962-5265

ITRC TIP: PROTECTING OFFICE 2000 DOCUMENTS FROM MACRO VIRUSES

A macro virus is made up of harmful code written in the macro language of programs. These viruses can do serious harm to programs and data. You can help protect your documents from macro viruses by selecting an appropriate security level in Microsoft Office 2000. (Keeping your virus definitions up-to-date will also protect your computer from viruses.)

Word, Excel, and PowerPoint Security Levels

You can set the security level for Microsoft Word, Microsoft Excel, and Microsoft PowerPoint to high, medium, or low. Excel and PowerPoint are set to the medium security level by default. Word is set to the high security level by default.

High Security

When the security level is set to "high," macros must have digital identification stamps indicating that the macros have not been altered. Otherwise, when you open a document, Office automatically disables macros without notice.

Medium Security

When the security level is set to "medium," you are prompted to enable or disable macros in documents when you open the documents. It is recommended that you disable a macro if you do not know who created it.

Low Security

When the security level is set to "low," Office performs no macro checking when you open a document and enables all macros. This security level is not recommended because no protection is active when it is selected.

Setting a Security Level in Office 2000

If your administrator has not enforced a security level for your organization, or if you have not set a security level for your computer, you can change the security level for Word, Excel, and PowerPoint at any time when working in these programs.

To set a security level:

1. On the Tools menu, point to Macro, and then click Security.
2. Click the Security Level tab, and then select a security level.

For more information about how you can protect documents from macro viruses, type *virus*, *protect documents*, or *security levels* in the Office Assistant or the Answer Wizard tab in the Help window, and then click Search.

For more computing assistance, contact the Information Technology Response Center, Wilson Library, Suite 300.
Walk-in Hrs: 7:30 a.m. to 5 p.m.
Phone: 962-HELP -- 24 hours/7 days a week
Email: help@unc.edu

Web: <http://www.unc.edu/atn/itrc/>

CITations Tips Archive

The ITRC, CBT, and Lyris tips published in *CITations* are archived on the Web, so you can locate tips without having to search through all the back issues. The tips archive is at <http://www.unc.edu/cit/citations/tips.html>

CONFERENCE ANNOUNCEMENTS

Stay informed about technology conferences with the CIT's "Education Technology and Computer-Related Conferences" at <http://www.unc.edu/cit/guides/irg-37.html> and "Calendar of World-Wide Educational Technology-Related Conferences, Seminars, and Other Events." The calendar is at <http://confcal.unc.edu:8086/>

2002 CITATIONS PUBLICATION SCHEDULE

June 21
July 12 & 26
August 9 & 23
September 13 & 27
October 11 & 25
November 8 & 22
December 6 & 20

CITations welcomes announcements from all UNC-Chapel Hill campus organizations involved in instructional and research technology. To have an announcement considered for publication in *CITations*, send email to Carolyn Kotlas, kotlas@email.unc.edu, or call 962-9287. The deadline for submissions is 11:00 a.m. the day before the publication date.

HOW TO SUBSCRIBE OR UNSUBSCRIBE TO CITATIONS

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