



## CITations

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No. 81

*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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### NEW TECHNOLOGY FACILITIES AT UNDERGRADUATE LIBRARY

The newly-renovated House Undergraduate Library would like to share its new facilities and services with the UNC community. Our two new "Collaboratories" and our Media Lab are designed to support faculty online course development and student and faculty digital and multimedia projects. They also provide software, hardware, and consultative services for the digitization and editing of images, sound, and video.

The Large Collaboratory (Room 130) is intended for student use, but is open to anyone with a UNC One card. Located on the entry level of the library, the Collaboratory offers four PC and two iMac stations, five flatbed scanners, one document scanner, and two slide scanners. Some of the more popular software includes DreamWeaver, Photoshop, Flash and iMovie. The stations are available on a first-come, first-served basis. The Collaboratory is staffed with a student assistant trained to provide a basic level of assistance, but additional assistance is available by appointment. Designed for faculty users, the small Collaboratory (Room 122) is a space where librarians can help faculty and instructors create information-rich course pages and design media or other web-based course projects. The Collaboratory offers one PC, one iMac, and two flatbed scanners. It is available by appointment.

The Digital Media Lab, located in the Library's Media Resources Center on the lower level (Room 008) is also open to students, faculty, and staff with a UNC One Card. In the Media Lab users can create, edit and convert digital video and audio. It offers four G-4 Power Macs equipped with CD and DVD-writer drives, FinalCut Pro, DVD Studio Pro, iMovie, and Macromedia's Director and SoundEdit software. Use is on a first-come, first-served basis, and students can reserve two-hour blocks of time when others are waiting. An assistant is on duty to offer basic-level assistance, but additional assistance is available by appointment.

For more information see the House Library website at <http://www.lib.unc.edu/house/>; or contact Kim Vassiliadis, email: [kimv@email.unc.edu](mailto:kimv@email.unc.edu).

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### FACULTY NEEDED FOR CAROLINA COURSE ONLINE PROGRAM

The William and Ida Friday Center for Continuing Education is recruiting faculty to develop and teach Web-based courses for our popular Carolina Course Online (CCO) program and our newer Self-paced Studies Online (SSO)

program. New CCO courses would open in the fall of 2003 and would continue beyond one semester. Once developed, new SSO courses can start at any time since students are not on the semester schedule; they enroll anytime for a nine-month period and work independently at their own pace on course materials.

Faculty receive a stipend for developing and teaching a course as well as substantial assistance from our instructional design staff, who will convert campus course materials or new courses into interactive, web-based instruction. Department chairs must approve course proposals and the faculty who teach in the CCO or SSO programs.

We are looking for courses that fulfill General College or Arts and Sciences perspectives, or any popular course in which students have difficulty enrolling. A course that would generate healthy enrollments is key as we remunerate faculty on a per student basis.

We encourage faculty and/or advanced graduate students from the following departments to apply since our students often ask for their courses: Astronomy, Economics, International Studies, Latin American Studies, Linguistics, Women's Studies, Computer Science, Environmental Sciences and Engineering, Education, Linguistics, and Public Policy.

Our mission for distance learning courses is to meet the needs and goals of the non-traditional student who cannot get to campus on a regular basis, but we also help departments and students on campus by alleviating the demand for popular, filled-to-capacity courses, and by administering and covering the costs of the program.

For details, please contact Judith Benowitz at 962-6302 or [benowitz@email.unc.edu](mailto:benowitz@email.unc.edu).

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## FALL 2002 CONSIDERIT SERIES

"ConsiderIT with Colleagues -- Teaching with Technology at UNC-Chapel Hill" is a series sponsored by the Center for Instructional Technology. Faculty, TAs, and staff are invited to share and discuss selected teaching and learning issues related to technology. A faculty member, graduate teaching associate, or instructional support staff begins each program with a short presentation on the selected issue. This introduction is followed by questions and a group discussion.

Join us this fall for one or all three ConsiderIT sessions:

"Building Technology-Rich Learning Opportunities at the Library: Web-based Research Tutorials, Onsite Collaboratories, Media lab, and More..."

Lisa Stimatz, Coordinator of Instructional Services, R. B. House Library

Friday, October 11, 12:00 p.m. - 12:50 p.m.

The Johnston Center for Undergraduate Excellence, Seminar Room 213 Find out what technology-based learning opportunities are available at the libraries and learn how you can collaborate to build these opportunities for your class.

"How to Run Labs for 360 Students a Week and Not Say a Word..."

Bob Shrewsbury, Associate Professor, School of Pharmacy

Friday, October 25, 12:00 p.m. - 12:50 p.m.

The Johnston Center for Undergraduate Excellence, Seminar Room 213 Learn how web and multimedia technologies help solve this puzzle in the School of Pharmacy.

"What Design Strategies Do You Use for Developing Online Courses?"

Terri Buckner, Instructional Design Consultant, School of Education  
and

Evelyn Daniel, Professor, School of Information and Library Science

Friday, November 15, 12:00 p.m. - 12:50 p.m.

The Johnston Center for Undergraduate Excellence, Seminar Room 213

What design strategies do you use? Do you use theory? Have you discovered any "best practices"? Bring your ideas and examples for a lively debate.

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## OCTOBER CIT CLASSES

### Options for Creating a Course Site

Have you considered creating a course web site but don't know where to start? Are you thinking about making significant changes to your current course site and want to consider new options? This demonstration course will acquaint faculty and teaching assistants with current resources available for (1) setting up course web space and (2) creating content for the web. The differences between building customized, homegrown course sites and Blackboard course sites will be covered. Beginners welcome!

Date and time:

Tuesday, October 1; 10:00 a.m. - 12 p.m.; #CI05-014

To register go to <http://help.unc.edu/?id=2769> and click on "Enroll" for the session you want.

#### 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. Attendees are encouraged to bring their course materials with them on disk.

Dates and times:

Wednesday, October 2; 10:00 a.m. - 12 p.m.; #CI06-034

Monday, October 14; 11:00 a.m. - 1 p.m.; #CI06-035

Thursday, October 24; 1:00 p.m. - 3 p.m.; #CI06-036

Monday, October 28; 9:00 a.m. - 11 a.m.; #CI06-037

To register go to <http://help.unc.edu/?id=2770> and click on "Enroll" for the session you want.

#### Blackboard Assessments and Online Gradebook

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: Tuesday, October 29; 10:00 a.m. - 12 p.m.; #CI07-012 To register go to <http://help.unc.edu/?id=2771> and click on "Enroll" for the session you want.

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#### ATN TRAINING CENTER CLASSES FOR OCTOBER 2002

The October 2002 ATN Computer Training Class Schedule is now available at

<http://www.unc.edu/atn/training/schedule/schedule.html>. ATN's computer classes are open to UNC-Chapel Hill faculty, staff, undergraduates, and graduate students.

New scientific applications classes offered:

#### Introduction to SYBYL: A Molecular Visualization Package

Prerequisite: None.

You will learn: some useful basic and intermediate Unix commands, what scientific visualization is, how to invoke Sybyl under the ATN DCI environment, how to interact with Sybyl, and the currently available Sybyl modules and their function. In addition, you will also learn how to sketch a small molecule using Sybyl, how to use web interface to download a molecule using Sybyl, and how to read, display, and manipulate a pdb file in Sybyl.

Wednesday, October 16; 10:00 a.m. - 11:30 a.m.; Course #SB01-001

#### Introduction to Computational Chemistry

Prerequisite: None.

Computational chemistry methods (such as ab initio, density functional, semi-empirical, and molecular mechanics) are briefly introduced with the help of Spartan, which has a nice graphics user interface. You will learn: a general view of computational chemistry methods, how to invoke Spartan in the ATN DCI environment, how to build simple molecules from scratch and from templates, how to set up, submit, and check batch jobs, and how to visualize results.

Wednesday, October 23; 10:00 a.m. - 11:30 a.m.; Course #SR01-001

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#### CTC ANNUAL RETREAT

The 6th Annual Carolina Technology Consultants (CTC) Retreat will be held on Friday, October 18, in the Wilson Meeting room of Wilson Library. Check-in begins at 8:30 a.m. and sessions start at 9:00 a.m. The theme for this year's retreat is faculty and IT professional collaboration to further the teaching mission of the University.

Online registration will be available next week at <http://www.unc.edu/atn/ctc/retreat2002.html>

The CTC is a voluntary, cooperative effort aimed at professional computer support providers at UNC-Chapel Hill and is backed by the resources of the office of Academic Technology and Networks (ATN). Any permanent EPA/SPA member who provides computer support to a University school, department, or center is eligible to become a full member of the CTC program. For more information about the CTC, go to the CTC website at <http://www.unc.edu/ctc/>; or contact: Elaine Tola, CTC Services Coordinator, Academic Technology & Networks; tel: 962-9434; email: [elaine\\_tola@unc.edu](mailto:elaine_tola@unc.edu).

## OCTOBER 2002 SCHOLARLY COMMUNICATION WORKING GROUP MEETING

Gary Marchionini, School of Information and Library Science, will give a talk, "The GovStat Project: An Overview" at the UNC-Chapel Hill Scholarly Communication Working Group's October brown bag lunch meeting. Marchionini and his colleague, Stephanie Haas, have recently received an NSF grant to lead a joint university/government effort to make government statistics available over the Internet more accessible and understandable by the general public. He will describe the GovStat Project <<http://ils.unc.edu/govstat/>> and discuss some of the theoretical threads that the project is expected to encompass: statistics as a WWW medium, understanding people's information behaviors, managing vocabulary mappings, metadata models, creating dynamic interfaces, creating user assistance models in WWW, and managing organizational interfaces.

When: Tuesday, October 8, 2002, noon - 1:00 p.m.

Where: 2nd Floor Conference Rooms, Davis Library

All faculty, staff, and students are invited.

For more information about the Scholarly Communication Working Group and other upcoming programs, go to <http://www.unc.edu/schol-com/>

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## ITRC TIP: AUTOMATIC UPDATES IN WINDOWS XP

Automatic updates in Windows XP ensure that your computer is always current. Windows XP checks Windows Update for the latest updates whenever you are on the Internet, determines which updates apply to your computer, and downloads them in the background while you keep working. If you prefer, you can have the computer notify you with automatic balloon message reminders about updates. Here's how:

To turn automatic updates on or off:

1. Click on the "Start" button.
2. Select the Control Panel.
3. Select Performance and Maintenance.
4. Select System (toward the bottom of the window).
5. On the Automatic Updates tab, click on the setting of your choice.

Note: If you choose not to use automatic updating, you can install specific updates from the Windows Update Web site whenever you like.

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## ITRC TIP: BATCH RENAMING MULTIPLE FILES IN WINDOWS XP

You may have a group of files that you would like to sequence with the same name but a different number, such as several versions of a document that you have been working on. In Windows XP, you may want to rename these files so that they have the same file name followed by a different number (e.g., Proposal (1), Proposal (2), Proposal (3), and so forth).

Here is how:

1. Go to the folder with the files that you want to rename.
2. Go to the View Menu, scroll down to Arrange Icons By, and make sure Auto Arrange is not checked.
3. Put the files that you want to rename in a column.
4. Select all the files to be renamed.
5. Right-click on the first file.
6. Rename it by giving it a name followed by a number in parenthesis.

After doing this, you should see the other files change to match the naming sequence you typed. If you make a mistake, type Ctrl Z to undo the last action.

For more computing assistance, contact the Information Technology Response Center, Undergraduate Library.  
Walk-in Hrs: 7:30 a.m. to 5 p.m.

Submit a help request on the Web: <https://www.unc.edu/ar-bin/websub/index.pl>

Tel: 962-HELP -- 24 hours/7 days a week

Email: [help@unc.edu](mailto:help@unc.edu)

ITRC website: <http://www.unc.edu/atn/itrc/>

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#### 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>

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#### 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/>

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#### 2002 CITATIONS PUBLICATION SCHEDULE

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](mailto:kotlas@email.unc.edu) or call 962-9287. The deadline for submissions is noon the day before the publication date.

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#### HOW TO SUBSCRIBE OR UNSUBSCRIBE TO CITATIONS

*CITations* is published twice a month by the Center for Instructional Technology. Back issues are available on the CIT website at <http://www.unc.edu/cit/citations/>

For more information about the CIT, see our Website at <http://www.unc.edu/cit/> or contact our office at 962-6042.

To subscribe to *CITations*, link to <http://mail.unc.edu/lists/read/subscribe?name=citations>

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