



## CITations

August 24, 2001

No. 55

*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 Discussion Forum Guidelines Document](#)

[ATN Training Center Classes for September 2001](#)

[CTC Programs for Fall](#)

[Presentations on Copyright and E-Reserves](#)

[Internet Impact Working Group](#)

[Virus Update](#)

[ITRC Tip: Windows Keyboard Shortcuts](#)

[CITations Tips Archive](#)

[Conference Announcements](#)

[2001 CITations Publication Schedule](#)

[How to Subscribe or Unsubscribe to CITations](#)

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### NEW DISCUSSION FORUM GUIDELINES DOCUMENT

If you are planning to use a web-based discussion forum in an upcoming semester, you may be interested in a new CIT document on discussion forum assignments. The guidelines include strategies and suggestions for structuring, managing, and evaluating your discussion forum assignments. To read the document, go to:

<http://www.unc.edu/cit/tools/disforum/guidelines.html>

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### ATN TRAINING CENTER CLASSES FOR SEPTEMBER 2001

The September 2001 ATN Computer Training Class Schedule is now available at <http://help.unc.edu/training/schedule/>. ATN's computer classes are open to UNC-Chapel Hill faculty, staff, undergraduates, and graduate students.

#### New Class

Dreamweaver: Creating Interactive Web Sites

Prerequisite: Dreamweaver: Tools for Layout & Design

This class includes how to create an image map, how to associate JavaScript behaviors with images, and how to design jump menus.

Wednesday, September 19; 3 p.m. - 5 p.m.; Course #DW03-002

Monday, September 24; 8:30 a.m. - 10:30 a.m.; Course #DW03-003

#### Discontinued Classes

The following workshops will be offered for the last time in September:

FrontPage 2000: Creating a Web Site

Thursday, September 13; 9:00 a.m. - 11:00 a.m.; Course #FP06-017

FrontPage 2000: Fine Tuning & File Management

Thursday, September 20; 9:00 a.m. - 11:00 a.m.; Course #FP07-014

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## CTC PROGRAMS FOR FALL

Carolina Technology Consultants (CTC) has the following programs scheduled in August and September:

Blackberry/Wireless Devices on Campus

Presenter: Chris Colomb, Josh Tewell

Thursday, August 30, 2:00 p.m. in 08 Gardner

Oracle Portal Project

Presenter: Lori Casile, Portal Team

Wednesday, September 5, 2:00 p.m. in 08 Gardner

Campus Network Security

Presenter: Jeanne Smythe, Doug Brown

Tuesday September 18, 1:30 p.m. in 08 Gardner

If you are a computer support person and not currently at CTC member, please consider joining. 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).

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## PRESENTATIONS ON COPYRIGHT AND E-RESERVES

Copyright and E-Reserves -- What You Need To Know

Information technology opens a world of possibilities when it comes to making your course readings available to students. It also presents a number of complex legal and logistical issues. Join Leah McGinnis of the academic affairs Library and Julia Shaw-Kokot of the Health Sciences Library to find out what you need to know about copyright issues, using the Library's electronic reserves services, and incorporating online course readings into your class web pages.

October 11, 4-5 p.m. in Davis Library Room 247

or

October 29, 4-5 p.m. in Health Sciences Library MAC Lab

Contact 962-1355 or [leahm@email.unc.edu](mailto:leahm@email.unc.edu) for more information.

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## INTERNET IMPACT WORKING GROUP

The Internet Impact Working Group will meet the first Thursday of each month at 11 a.m. The first meeting will be on Thursday, September 6 in Room 215 Manning Hall. The topic will be the use of the Internet in adolescent health research.

You can join the group's discussion list by linking to <http://mail.unc.edu/lists/read/subscribe?name=internetimpact>

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## VIRUS UPDATE

The W32.Sircam.worm virus came out in August and has wreaked havoc worldwide. It is one of the worst viruses because of its ability to morph itself and its ability to invade any computer and evade realtime virus scanners. Its payload will be triggered once again on October 16th, 2001. Unfortunately, we could see another serious outbreak of this infection.

The Code Red worm also has reared its ugly head once again. The Code Red worm II carries a dangerous payload and is capable of spreading faster than its predecessor. Code Red II has a different payload that allows the hacker to have full remote access to the Web server it infects.

Remember that the most effective anti-virus practice is **PREVENTION**. Be sure to keep your virus definitions up-to-date, and be careful when opening attachments in email.

-- Patricia Lunday, Tier II Analyst

IT Response Center

ATN maintains a Virus Notice website at <http://help.unc.edu/virus/>

The site includes information on preventing and repairing virus infections.

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## ITRC TIP: WINDOWS KEYBOARD SHORTCUTS

Have you ever wondered what that key on your keyboard with the Windows logo is -- the one between the Control and Alt keys? You won't find it on every keyboard or on most laptops. It's called the Windows key. You can use it in combination with other keys to perform some simple Windows operations. They can be real time-savers. They're also great if you're working on a system that has a bad mouse.

Here's a list of the things you can do:

[Window]	Displays or hides the Start menu
[Window]+[Break]	Displays the System Properties dialog box
[Window]+M	Minimizes or restores all windows
[Window]+E	Opens Windows Explorer
[Window]+F	Searches for a file or folder
[Ctrl]+[Window]+F	Searches for computers
[Window]+F1	Displays Windows 2000 Help
[Window]+R	Opens the Run dialog box

Sorry, there's no shortcut for the [Window] key itself so if your keyboard doesn't have one, you can't use this feature. But here are two you can use:

[Ctrl]+[Esc]	Displays the Start menu
[Alt]+[Tab]	Switches between open items

## 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/>

## 2001 CITATIONS PUBLICATION SCHEDULE

September 7 & 21  
 October 5 & 19  
 November 2 & 16  
 December 7 & 21

*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.

## 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/>

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