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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.

2002 UNC TEACHING AND LEARNING WITH TECHNOLOGY CONFERENCE DEADLINE EXTENDED

The deadline for registration and presentation proposal applications has been extended to Wednesday, March 13. The UNC Teaching and Learning with Technology (TLT) Conference is an annual event that provides an opportunity for communication, networking, and dialogue among faculty, staff, and administrators throughout the UNC system who are interested in the effective use of technology for teaching and learning. The two themes for this year's conference are "Faculty Development and Recognition," and "Making Collaboration Happen." The conference is jointly sponsored by the UNC Teaching and Learning with Technology Collaborative and the Faculty Assembly.

When: April 11-13, 2002
Where: Greensboro, NC

More information:

TLT Conference: http://www.unctlt.org/special/conference2002/
UNC TLT: http://www.unctlt.org/tlt/
UNC Faculty Assembly: http://www.uncwil.edu/facassembly/

MARCH 22 CONSIDERIT SESSION

"Using Technology to Build Student Learning Communities"
Tina Brock, Clinical Associate Professor, Pharmacy

Time and place: Friday, March 22, 12:00 - 12:50 p.m. in The Johnston Center for Undergraduate Excellence, Seminar Room 213

"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 ten-minute presentation on the selected issue. This introduction is followed by questions and a group discussion.

MOBILE TECHNOLOGY FAIR

Want to learn more about the latest in mobile computing technology? UNC-Chapel Hill Health Sciences Library and Duke Medical Center Library invite you to attend our Mobile Technology Fair on March 18, 2002 from 4:00 p.m. to 8:00 p.m. at the Friday Center.

You'll be able to:

-- Discuss mobile technology developments, resources, devices, and software.
-- Evaluate local and commercial mobile technology applications for use in your or your clients' environments.
-- Meet experts and innovators in mobile technologies. -- Network with others who are using these technologies.

Attendance is free, but we ask that you register in order to be eligible for door prizes. For more information link to: http://www.hsl.unc.edu/pda/fair.htm

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GLOBAL BIOLOGY DIGITAL LIBRARY PRESENTATION

P. Bryan Heidorn, of the University of Illinois at Urbana-Champaign's Graduate School of Library and Information Science, will present a talk, "Building a Global Biology Digital Library: Progress Toward Taxonomic Data Standards: The 2001 Taxonomic Data Working Group Meeting."

When: Monday, March 11, from 11:00 a.m. - 12:00 noon
Where: Manning Hall, Room 214
Sponsor: UNC-Chapel Hill School of Information and Library Science

The International Working Group on Taxonomic Databases (TDWG) is a not-for-profit scientific and educational association formed to establish international collaboration among biological database projects in order to promote the wider and more effective dissemination of information about the world's biological organisms. TDWG develops, adopts, and promotes standards and guidelines for the recording and exchange of data about organisms. It promotes the use of these guidelines and acts as a forum for discussion. In the 2001 TDWG meeting in Sydney, there was continued revitalization of the organization and, in particular, the standards process. Heidorn will discuss progress in two areas; the Biological Collection Data Access group and the Structure of Descriptive Data group. The Collection group addresses both direct collection data and survey data. It is broken into two sub-groups, one describing a XML-schema for the data and another the protocol for data exchange. The Descriptive Data group is earlier in the standards process. It is now working on "Challenge Cases" to determine what type of system could be used to support identification and taxonomic description.

Information on TDWG: http://www.tdwg.org/

Paper of Heidorn's presentation to Illinois Natural History Survey, December 17, 2001: http://www.isrl.uiuc.edu/~pheidorn/papers/TDWG2001INHS.PDF

CTL CAMPUS READING GROUPS: MARCH READINGS ANNOUNCED

The Center for Teaching & Learning invites interested students, faculty, and staff to participate in a Campus Reading Group this spring. Books will be provided to participants, courtesy of CTL. See http://www.unc.edu/depts/ctl/reading/ or contact Lynne Degitz at degitz@unc.edu for more information.

Reading Group 1: Teaching, Scholar, Activist
Reading: *Writing Dissent: Taking Radical Ideas from the Margins to the Mainstream* by Robert Jensen
Discussion Date: Thursday, March 21, 3:15 p.m. - 4:30 p.m., 011 Johnston Center
About the Author: http://uts.cc.utexas.edu/%7Erjensen/home.htm

Reading Group 2: Democracy and Education
Reading: *Experience and Education* by John Dewey
Discussion Date: Monday, March 25, 12:15 p.m. - 1:30 p.m., 316 Wilson Library
Dewey Resources: http://cuip.uchicago.edu/jds/links.htm

Reading Group 3: Doing the Work of Teaching and Learning in the Corporate University
Reading: *Science, Money and Politics: Political Triumph and Ethical Erosion* by Daniel S. Greenberg
Discussion Date: Wednesday, March 27, 3:15 p.m. - 4:30 p.m., 011 Johnston Center
About the Text: http://pubs.acs.org/cen/topstory/7944/7944books.html

If you are interested in proposing another reading group -- perhaps focused on different educational issues or meeting at a different time -- and would like to learn more about how CTL could support your group, contact Lynne Degitz at degitz@unc.edu. CTL can provide books and logistical support for a limited number of independent reading groups during the spring and summer.

UNC DIGITAL LIBRARY UPDATE

The March 2002 UNC-Chapel Hill Scholarly Communication Working Group brown bag lunch meeting will feature an update on the UNC Digital Library Project. Bob Henshaw, of the ATN Center for Instructional Technology, will update us on what has taken place in the past year. All faculty, staff, and students are welcome to attend.

Tuesday, March 12, 12:00 noon-1:00 p.m.
Davis Library Conference Rooms, 2nd Floor

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

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FEBRUARY 2002 CIT INFOBITS

CIT Infobits is an electronic service of ATN/CIT. Each month the CIT's Information Resources Consultant monitors and selects from a number of information and instructional technology sources that come to her attention and provides brief notes for electronic dissemination to educators. To subscribe link to http://mail.unc.edu/lists/read/subscribe?name=infobits

Back issues are available on the Web at http://www.unc.edu/cit/infobits/index.html

The latest issue is at http://www.unc.edu/cit/infobits/bitfeb02.html
Articles in this issue include:

Evaluation Strategies for Distance Education
Free Online Assessment Tool
Embarrassment and IT in Higher Education
Articles on Technologies for Education and Learning
New Science and Technology Reports for Education Community

ITRC TIP: ADD A CUSTOM ADDRESS LIST TO YOUR OUTLOOK 2000 TOOLBAR

If you send email to the same people frequently, you can automate the process of creating and addressing the message in Microsoft Outlook 2000. You can add a custom toolbar button that lists the people to whom you send email most often. Then, with one click, you can create a new message that's addressed to the person you want to send it to. And, if you regularly send email with the same subject line, such as a weekly report, you can also create a message that has the subject line filled in.

Here are the steps to create a custom list of recipients:

First, create a custom toolbar button:

1. On the Tools menu, click Customize, and then click the Commands tab.

2. In the Categories list, select New Menu.

3. In the Commands list, click New Menu and drag it to the toolbar. When the pointer looks like an I-beam, release the mouse button.

4. On the toolbar, right-click the New Menu button, and in the Name box on the shortcut menu, type a name for the new toolbar button, such as "shortcuts."

5. In the Customize dialog box, in the Categories list, click File.

6. In the Commands list, click Mail Message and drag it to the custom menu button that you added to the toolbar.

7. When you rest the pointer over the custom button, a gray box appears. Drop the Mail Message command onto the gray box. (Note that if you are adding a subsequent command, no gray box will appear. Instead, you will drop the command onto the most recent command you added.)

Next, add the email addresses and subject lines:

1. On the toolbar, right-click the Mail Message command, and in the Name box on the shortcut menu, type a name for the person, distribution list, or alias you're assigning to the command.

2. Then, on the shortcut menu, point to Assign Hyperlink, and then click Open. On the left, under Link to, click Email Address.

3. In the Email address box after "mailto:", enter the email address of the person, distribution list, or alias you want to assign to the command. If you want this automatically addressed message to also have a standard subject line, such as Status Report, type it in the Subject box. Click OK.

4. Repeat these steps for each person, group, or standard subject line you want to add to the to add to the button.

Now when you select this menu item under Shortcuts, it will automatically start a new email message and address it for you.

ITRC TIP: ADDING DRAWING OBJECTS TO CHARTS IN EXCEL 2000

I am sure that the majority of us have been working with data in an Excel spreadsheet and decided to add a chart to make it easier to analyze. You start by embedding a graph in your worksheet. Doing so links the chart to the data, so changing the data in the worksheet also updates the chart.

Some of you may have taken it a step further and added a drawing object, such as one of the auto shapes, to the chart to help emphasize or explain it. It seems pretty simple; you just drag and drop a graphic image or draw a custom shape on top of the embedded graph. The problem arises when you try to move that embedded graph. Your recently added image or shape just sits there and doesn't move with the chart.

Here's what happened: You probably dragged and dropped the image or drew the shape without first selecting the embedded graph. Excel associates the object with its position in the worksheet, not relative to the embedded chart.

So along with moving the chart, you also have to move the object that you added, unless you remember to follow these steps when adding an object to a chart:

1. Always click on the chart to select it first.

2. Then click the Drawing toolbar and add the object to your chart. This will ensure that the chart and the object(s) that you have added move together.

ITRC TIP: SHORTCUTS TO AFS COMMANDS

For those of you who manage files and directories in AFS space, you know that there are "fs" and "pts" commands that we can use to make changes and examine settings in AFS. But who wants to type more text than necessary? There are shortcuts to many of these commands and listed below are just a few. As you can tell, most of them are just a shorter form of the full name of the argument.

Shortcuts for the "fs" command:

listacl = la
example: fs la .

setacl = sa
example (where user's Onyen is smith):
fs sa -dir . -acl smith rl

listquota = lq
example: fs lq .

quota = q
example: fs q .

Shortcuts for the "pts" command:

adduser = add
example (where user's Onyen is smith and group name is itrc):
pts add -user smith -group itrc

removeuser = rem

example (where user's Onyen is smith and group name is itrc):
pts rem -user smith -group itrc

membership = mem
example: pts mem itrc:analysts

listowned = listo
example: pts listo smith

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

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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/

2002 CITATIONS PUBLICATION SCHEDULE

March 22
April 12 & 26
May 10 & 24
June 7 & 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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