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ITS Teaching and Learning CIT Publications CITations #88

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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CAROLINA CALENDAR

The Carolina Calendar is our campus-wide events calendar. You can look at the master calendar or any of the unit-specific calendars to find events your students might be interested in attending or to find events your classes can attend as a group. If your department isn't currently publishing events on the calendar, a person responsible for event publicity can be designated as departmental calendar publisher. They should contact carolinacalendar@unc.edu and ask to be set up and trained as a calendar publisher.

FEBRUARY COMPUTER TRAINING CLASSES

Visit http://help.unc.edu/tracs/ to view the current schedule of ATN computer training classes and to register online. You can also call 962-1160 to register.

New classes include:

Dreamweaver MX: Interactive Web Sites

A few things this class goes over include how to create an image map, how to associate JavaScript behaviors with images, and how to design jump menus. Prerequisite: Dreamweaver: Tools for Layout & Design.

Photoshop 7.0: Introduction

Learn the basics of working with this photo design and production tool. Prerequisite: Windows Getting Started or equivalent experience.

Photoshop 7.0: Intermediate Editing

Learn how to use new tools and advanced techniques for those you already use, including image manipulation tools, adding special elements to images, and creating your own brushes. Prerequisite: Photoshop Introduction.

Photoshop 7.0: Image Correction

Learn image acquisition and basic image enhancement techniques. Bring an IBM-formatted disk and a photograph to class. Prerequisite: Photoshop Intermediate Editing.

JANUARY/FEBRUARY CIT CLASSES

To enroll in any of these sessions, go to http://help.unc.edu/tracs/ and click on the title of the course you're interested in. Then click on the [enroll] link 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.

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.

ACTING EXECUTIVE DIRECTOR FOR ADMINISTRATIVE INFORMATION SERVICES APPOINTED

Interim Vice Chancellor for Information Technology Steve Jarrell has appointed Joel Dunn, Director for Systems and Communications, to serve as Acting Executive Director for Administrative Information Services (AIS). Joel has a long and distinguished history with AIS. The recently-concluded search for a permanent Executive Director for AIS did not result in an appointment, and Jarrell decided that it would not be in the best interest of the University to begin another search for that position immediately. Instead, that search will be renewed after the Vice Chancellor for Information Technology position is filled permanently. The search for the Vice Chancellor position will begin soon.

COMPUTER VIRUS AWARENESS

Over the last week or so, approximately 125 machines had to be disconnected from UNC-Chapel Hill's network due to the sobig computer virus. (For more information on sobig, visit

http://securityresponse.symantec.com/avcenter/venc/data/w32.sobig.a@mm.html). Since many computer viruses are transmitted via email, avoid downloading and opening strange email attachments.

All computer users should keep themselves informed of potential viruses to decrease the frequency of infected systems. ITS Security's News & Alerts page has frequent updates on the most recent viruses spreading across campus at http://www.unc.edu/security/news.html.

NEWS FROM IBIBLIO.ORG

New campus-related resources that were recently added to ibiblio.org include:

Carolina Consulting

http://www.ibiblio.org/cws/cc/

Carolina Consulting is the first and only student-run organization on the UNC-Chapel Hill campus that is devoted to delivering well-rounded consulting services to student clubs and organizations.

Carolina H.E.E.L.s

http://www.ibiblio.org/cws/heels/

The goal of Carolina H.E.E.L.s (Helping to Educate and Encourage Leaders) is to bring children of diverse backgrounds onto the UNC-Chapel Hill campus and give them the opportunity to participate in leadership-building activities.

ibiblio.org is a nonprofit Internet collaborative at the University of North Carolina - Chapel Hill. For more information and links to all ibiblio collections, see http://ibiblio.org/.

ITRC TIP: MULTIPLE USES FOR THE WINDOWS LOGO KEY

You can use the Windows Logo key to access some easy shortcuts for a number of commonly-used Windows commands. The Logo key is usually located in the lower left quadrant of the keyboard; look for an icon that resembles the flying window logo.

To access the Windows Start menu -- press the Logo key once.

To minimize or restore all open windows -- hold down the Logo key and press D.

To open the Windows Explorer file management application -- hold down the Logo key and press E.

To launch the File search interface (it will say "Search Results" at the top of the window) -- hold down the Logo key and press F.

To access the Help and Support Center -- hold down the Logo key and press F1.

To access the Run dialogue box -- hold down the Logo key and press R.

To access the System Properties box -- hold down the Logo key and press the Break key (this key is usually shared with Pause).

To step through taskbar buttons -- hold down the Logo key and press the Tab key. Repeatedly press the Tab key to keep stepping through the taskbar buttons.

To search for another computer on your network -- hold down the Logo key and the Ctrl key and press F.

To open the Utility Manager -- hold down the Logo key and press U.

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

ITRC website: 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/

2003 CITATIONS PUBLICATION SCHEDULE

January 10 & 24 February 7 & 21 March 14 & 28 April 11 & 25 May 9 & 23 June 6 & 20

July 11 & 25

August 8 & 22

September 12 & 26

October 10 & 24

November 7 & 21

December 5 & 19

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

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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