



CITations

September 8, 2000

No. 32

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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MYBLACKBOARD WORKSHOPS FOR FACULTY AND TEACHING ASSISTANTS

Beginning with CourseInfo 4.0, Blackboard introduced new features in its product: the MyBlackboard view and tools. MyBlackboard provides students and instructors a single page with a list of each of their CourseInfo sites available. No more scrolling or searching through a long list of courses -- simply log on and see only your courses. In addition, MyBlackboard provides students with tools such as a task manager, calendar, and an address book. These tools can be used in combination with each course site's announcements, calendar, and task lists, to provide an integrated view of what's going on in a student's CourseInfo world.

To assist faculty and teaching assistants using CourseInfo, the Center for Instructional Technology is offering a new workshop, "Exploring CourseInfo's MyBlackboard Features." This workshop is designed to explore the MyBlackboard view and tools with the aim of discussing their usefulness as a supplement to web-based course components. Experience using Blackboard's CourseInfo is a prerequisite for the workshop.

The workshop will be offered twice this month:

Friday, September 15, 12:00 p.m.-2:00 p.m., Hanes 405

Class ID #CI03-001

and

Tuesday, September 19, 9:00 a.m.-11:00 a.m., Hanes 405

Class ID #CI03-002

To register, call 962-1160 and give our registrar the Class ID # for the session you want to attend, along with your name, department, PID, daytime phone number, and affiliation (faculty, TA).

For more information about MyBlackboard, contact Suzanne Cadwell, CIT CourseInfo Specialist, at 962-7842.

UNC-CHapel Hill DIGITAL LIBRARY PLANNING REPORT

The final report from the UNC-Chapel Hill Digital Library Project planning committee is now available. The committee, convened last fall by the Faculty Information Technology Advisory Committee, was charged with making recommendations for campus-wide digital library services. The services will include support for the digitization, storage, discovery, retrieval and manipulation of images, recordings and other digital objects used to support instruction and research at UNC-Chapel Hill.

Final design and development has begun on a pilot system that should be functional later this fall. Departments participating in the pilot include Art, Music, History, and Classics. The system will also provide new options for accessing existing digital collections at UNC-Chapel Hill and at other area institutions such as NCSU and Duke.

For more information, visit the project web site at <http://www.unc.edu/campus/its/projects/diglib/> or contact:

Bob Henshaw, Center for Instructional Technology; email: bhenshaw@email.unc.edu

or

Hugh Cayless, College of Arts and Sciences email: hcayless@email.unc.edu

COPYRIGHT TALK

David Parker, Associate Vice Chancellor & Associate University Counsel, will speak at the Tuesday, September 12 brown bag lunch meeting of the UNC-Chapel Hill Scholarly Communication Working Group. He will talk on copyright legislation and how it affects university faculty and staff. The meeting will be held from 12:00 noon-1:00 p.m. in the Davis Library 2nd Floor Conference Rooms. All faculty, staff, and students are invited. For more information about the Scholarly Communication Working Group, see their website at <http://ils.unc.edu/schol-com/>

CAROLINA COMPUTING INITIATIVE DEPLOYMENT UPDATE

The CCI has recently finished deploying computers to Aerospace Studies and Naval Sciences. We've also begun working with the Military Sciences, Geography, Physics & Astronomy, and Ecology departments.

"INTERACTIVE STORYTELLING FOR NEW MEDIA" WORKSHOP

Learn the skills of interactive storytelling using the Web animation tool Macromedia Flash. This workshop is geared to folks with standard Web design skills; you don't need to have prior experience with Flash, just the willingness to learn interactivity and animation. This two-day course includes eight hours of hands-on training from the people who created The Edge (see <http://www.sun-sentinel.com/graphics/>), the Web's first and largest multimedia-only news site.

The workshop will be held on October 27-28, 2000, at the UNC-Chapel Hill School of Journalism & Mass Communication, Carroll Hall Mac labs. Chapel Hill, NC. Registration fees are \$225 for SND, NPPA, ACES members; \$275 for non-members; \$100 for students. For more details, please contact the site chair: Professor Jay Anthony tel: 962-4076; email: janthony@email.unc.edu

For more information, go to the following URLs:

http://www.snd.org/events/events.gry?function=detail&Layout1_uid1=117

or

<http://swarminteractive.com/snd/>

THE TECHNOLOGY SOURCE SEPTEMBER/OCTOBER 2000 ISSUE

The September/October 2000 issue of *The Technology Source*, a free refereed Web periodical, is now available online. The purpose of The Technology Source is to provide thoughtful, illuminating articles that will assist educators as they face the challenge of integrating information technology tools into teaching and into managing educational organizations. Issues include commentaries, case studies, reports on faculty and staff development, articles on the virtual university, and links to higher-education Websites. You can read *The Technology Source* at <http://horizon.unc.edu/TS/>

The Technology Source seeks articles that will assist educators as they face the challenge of integrating information technology tools in teaching and in managing educational organizations. Please review the call for manuscripts at <http://horizon.unc.edu/TS/call.asp> or contact James L. Morrison, Professor of Educational Leadership, UNC-Chapel Hill School of Education; email: morrison@unc.edu

AUGUST 2000 ISSUE OF 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 technology and instructional technology sources that come to her attention and provides brief notes for electronic dissemination to educators. To subscribe see:

<http://www.unc.edu/cit/infobits/index.html#subscribe>

The latest issue is available on the Web at <http://www.unc.edu/cit/infobits/bitaug00.html>

Articles in this issue include:

Key Information Technology Issues in Higher Education
Making Electronic Resources Available to All
Papers on Learning Effectiveness and Faculty Satisfaction
New Distance Learning Journal
New Higher Education Journal Launched
Measuring Distance Education Students' Learning
Can Computers Substitute for Skilled Librarians?
Two New Guides to Creating Digital Archives
Learned Publishing Articles on the Web
Current Cites Celebrates Ten-Year Anniversary

LYRIS TIP: EASY STEPS TO DELETING ALL MEMBERS FROM YOUR LISTSERV

1. Go to <http://listserv.unc.edu/>, click on the "Manage" button, and login to your list.
2. Click the "List Admin" button to get to the List Admin Menu. Then click the on the "Members" button.
3. On the "Edit, create or delete members" page locate the "Delete All Members" button near the bottom of the screen.
4. Underneath the "Delete All Members" button, check the "Are you sure? This will delete ALL members!" box.

IMPORTANT NOTE: Do **NOT** check the "Also delete list admins" box. If you remove the admins, please be certain to add yourself back as an admin before you exit the Web interface. If you do not, you will have to write to listmaster@unc.edu and request to be added back to your list.

5. Click the "Delete All Members" button.
6. On the Information page, it asks you "Are you sure you want to DELETE ALL MEMBERS?" Click the "Delete All Members" button.
7. You will then see another Information page that tells you how many members you deleted.
8. Click the "Back to Members" page button. Now only the list administrators should be left on the "Edit, create or delete members" page.

For more help using the Lyris Email List Server see:

"Managing a List"

<http://help.unc.edu/cgi-bin/getdocs?docnumber=ieg02>

or

"Subscribing to a List"

<http://help.unc.edu/cgi-bin/getdocs?docnumber=ieg08>

or

view the UNC-Chapel Hill Lyris support pages at <http://help.unc.edu/lyris/>

Faculty who need individual assistance in setting up a listserv for their classes can contact the CIT at 962-6042 to schedule an on-site consultation.

ITRC TIP: INSERTING A POWERPOINT PRESENTATION INTO A WORD DOCUMENT

Inserting a Microsoft PowerPoint presentation into a Word document is a quick and easy way to create training notes or share your comments on presentations you attend. You can write your commentary and allow your readers to click through the original PowerPoint presentation directly from Word.

There are several points to be aware of when inserting a presentation into Word. First, it is preferable to "link" to the presentation rather than embed it within the Word file. When changes are made to a linked presentation, the changes are reflected immediately and automatically in the Word document. Second, only the first slide of the presentation will be displayed in the Word document. However, when you double-click on the linked slide, PowerPoint will open the presentation in Slideshow View.

To insert a linked PowerPoint presentation into your Word document, follow these steps:

1. Open a Word document
2. Go to the "Insert" menu and select "Object"
3. Select the "From File" tab and click the "Browse" button
4. Select the file of the presentation you want to insert
5. Check the "Link to file" checkbox
6. Click "OK" to insert the file

Editing the presentation is made easier, too:

1. Right-click on the linked slide in your Word document
 2. Select "Linked Presentation Object" and choose "Edit Link"
- PowerPoint then opens the presentation in Edit view.

ITRC TIP: MICROSOFT WORD 2000 AND THE FAST-SAVE FEATURE

Microsoft Word 2000 comes with "Fast-save" feature that is disabled by default. You may wish to enable this feature to speed up file saving. However, this could have security implications if you are dealing with sensitive information.

Fast-saved files are Word Documents "in which the physical order of characters stored in the file does not match the logical order of characters in the document that the file represents. In other words, changes to the file are appended to the end of the file." Whereas, full-saved files are Word documents "in which the physical order of characters stored in the file is identical to the logical order of characters in the document that the file represents. In other words, changes to the file are incorporated into the contents of the file in the specific location where the change was made."

In a fast-save file, data that has been removed while editing the document in Word 2000, can still be found in the file itself if opened in Notepad or Wordpad. This is why file sizes can increase when fast-save is enabled.

Here are some helpful articles about the fast-save feature from the Microsoft Knowledge Base:

"Word 2000: Frequently Asked Questions About 'Allow Fast Saves'"

<http://support.microsoft.com/support/kb/articles/Q197/9/78.ASP>

"Word 2000: Word does not 'Fast Save' Documents"

<http://support.microsoft.com/support/kb/articles/Q214/2/27.ASP>

Thanks to Bryan Ayers in the Information Technology Response Center for making ITRC Tips available to *CITations* readers.

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

Email: help@unc.edu

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

Keep 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 on the Web at <http://confcal.unc.edu:8086/>

2000 CITATIONS PUBLICATION SCHEDULE

September 22

October 6 & 20

November 3 & 17

December 1 & 15

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, call 962-9287, or fill out a [news submission form](#). 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/>

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*, send email to listserv@unc.edu with the following message:

subscribe citations firstname lastname
substituting your own first and last names.

Example:

subscribe citations Nick Park

To unsubscribe to *CITations*, send email to listserv@unc.edu with the following message:

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