



## CITations

December 5, 2003

No. 109

*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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### CIT ON THE MOVE

On Friday, December 19, the ITS Center for Instructional Technology staff currently located in the basement of Smith building will move their offices to the 4th floor of Hanes Hall. The video services staff will remain in Peabody Hall.

Faculty needing exam scanning services are requested to drop off exams no later than 4 p.m. on Thursday, December 18. Exam scanning services will resume normal operations after the holidays.

If you have questions, contact Billie Lindley (exam scanning) at 962-5283 or Kathy Thomas, CIT Manager, at 962-6042.

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### WORKSHOP ON SETTING UP YOUR BLACKBOARD SITE(S)

Regardless of your experience level with Blackboard, this new workshop will help you to begin preparing your Blackboard site for the upcoming semester.

Agenda: Brief workshop overview; Hands on: controlling access, uploading course materials, making links to external sites, customizing navigation; Brief overview of Blackboard's communication tools and follow-up discussion; Hands on: topics of individual interest; Wrap up discussion: where do I go from here?

Workshop facilitators will answer individual questions and provide assistance to attendees while they follow printed instructions during the two hands-on sessions. Because this is a work session only two hours in length, and it is designed for both novice and more experienced Blackboard users, we ask that you prepare for this workshop in the ways outlined below in the prerequisites. If you encounter any problems or have any questions, send a message to [blackboard\\_admin@unc.edu](mailto:blackboard_admin@unc.edu) or call 962-7842.

Audience: For Instructors, Teaching Assistants, and Support Staff

Prerequisites:

-- Verify that you have access to the sites that you'll be developing in the session. Follow the "Getting Started" instructions at <http://www.unc.edu/cit/bb/bb6/bb6gettingstartedinstructors.html>.

-- Begin preparing course materials to bring to the workshop. These materials can include Microsoft Word, PowerPoint, Excel, HTML, PDF, Flash, video and plain text files.

-- The lab computers do not have Zip drives. If you cannot bring your files on floppy disks, CD-ROM, or a USB memory key, let us know in advance so that we can help you determine the best method of getting access to your files while in the lab.

-- Explore three demonstration sites at <http://www.unc.edu/cit/bb/sitedemos/index.html> and consider how your site and the materials in it might be best organized.

See the ITS Training calendar at <http://help.unc.edu/tracs/> for dates and times and to enroll in a class.

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#### ATN BEGINS MOZILLA SUPPORT

On December 1, 2003, ATN began offering support for Mozilla 1.5 web browser. ATN recommends using Mozilla as a substitute for the Netscape web browser and email client because support for all currently-supported versions of Netscape (versions 4.x and 7.x) will end on July 1, 2004.

Support for Netscape will be dropped in July because development of the Netscape product line has ended and there will be no new versions or updates. ATN will continue to offer the Netscape software via Shareware.unc.edu, for maintenance purposes only, until July 1, 2004. Using Netscape for new browser/mail client installations is strongly discouraged.

If you have questions/problems regarding Mozilla installation, call 962-HELP.

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#### CAROLINA CALENDAR REMINDER

If you're preparing to teach a class in the spring, please remember to check the Carolina Calendar (<http://www.unc.edu/calendar>) for events on campus that might enhance your students' classroom experiences. If you have questions about the Carolina Calendar, you can send them to [carolinacalendar@unc.edu](mailto:carolinacalendar@unc.edu).

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#### BASIC ARCGIS TRAINING OFFERED

ATN-GIS Support will offer two sessions of Introduction to ArcGIS in December. The goal of this course is to provide a solid foundation for other ArcGIS training. The intended audience is very broad, from new GIS (Geographic Information Systems) users with no ArcGIS experience to regular users who wish to gain a better overall understanding of the software. All of the course materials are available online at <http://www.unc.edu/atn/gis/courses/arcgis/>.

Online registration for either session (December 9 or 11) is available at: <http://help.unc.edu/tracs/>.

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#### NEWS FROM IBIBLIO.ORG

You can view what's new on ibiblio at <http://ibiblio.org/collection/collection.php?second=n>. Recent North Carolina-related additions include:

##### -- Common Sense Foundation

The Common Sense Foundation is a nonprofit, nonpartisan, public-policy think tank based in Raleigh, North Carolina.

##### -- Lower Cape Fear Photograph Collection

A growing collection of historic photographs, dating from 1850 through today, portraying the culture, architecture, people, and environment of Wilmington and its surroundings. From the archives of the Lower Cape Fear Historical Society this collection contains over 1,200 photographs.

##### -- NC H.O.P.E. Coalition

North Carolina Hear Our Public Employees (HOPE) is a coalition of organizations that represent public sector workers.

##### -- Triangle Greyhound Society

Triangle Greyhound Society (TGS) is a volunteer, non-profit organization dedicated to the promotion and betterment of retired racing greyhounds.

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

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#### ITRC TIP: TURN OFF THE CD-ROM AUTORUN

When an Autorun-enabled CD-ROM is inserted into a CD-ROM drive, Windows automatically launches the program contained on the disc, whether you want it to or not. Similarly, whenever you insert an audio CD, the audio CD player pops up and starts playing it immediately. To prevent this, turn off CD-ROM Autorun.

For most Windows systems:

If you hold down the Shift key when inserting the CD, the autorun is bypassed.

For Windows XP:

Right-click on the drive icon for your CD drive, CD recorder, or DVD drive, and select Properties.

Select the AutoPlay tab and click on "Prompt me each time to choose an 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 Listserv 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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### 2003/2004 CITATIONS PUBLICATION SCHEDULE

#### 2003

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

#### 2004

January 9 & 23

February 6 & 20

March 5 & 19

April 2 & 16

May 7 & 21

June 11 & 25

July 9 & 23

August 13 & 27

September 10 & 24

October 8 & 22

November 5 & 19

December 3 & 17

*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 11:00 a.m. 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>.

To unsubscribe to *CITations*, send email to [listserv@unc.edu](mailto:listserv@unc.edu) with the following message:  
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