



CITations #31

CITations

August 25, 2000

No. 31

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.

[New Document for Fall 2000 Course Web Space](#)

[UNC-Chapel Hill Webmail is Here](#)

[Online Resources for CourseInfo Users](#)

[Report from the CCI Student Delivery Team](#)

[Netscape Vulnerabilities Fixed in Version 4.75](#)

[September Computer Training Schedule](#)

[SANS Institute Step-by-Step Guides for System Administrators](#)

[Presentation Notes from August CTC Presentation](#)

[ITRC Tip: Making Machine Readable Mailing Labels](#)

[CITations Tips Archive](#)

[Conference Announcements](#)

[2000 CITations Publication Schedule](#)

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

NEW DOCUMENT FOR FALL 2000 COURSE WEB SPACE

This Fall there are new procedures for course Web space on www.unc.edu (as announced in *CITations*, August 11, 2000). To explain the new instructions, ATN Documentation has a new document, "Putting Course Pages on UNC Web," at <http://help.unc.edu/cgi-bin/getdocs?docnumber=iid24>

(Note: This document is intended only for people whose course Web pages were created for the Fall Semester 2000. If your course Web page was created for a semester preceding Fall 2000, refer to the ATN Document, "Putting Group Pages on the Web" at <http://help.unc.edu/cgi-bin/getdocs?docnumber=iid14>)

If you have questions about the new procedures, contact the ITRC at 962-HELP.

Instructors who need help in setting up course space and putting their course materials on the Web can request an in-office consultation with CIT staff. Call 962-6042 or send email to tl@unc.edu

UNC-CHAPEL HILL WEBMAIL IS HERE

ATN is proud to announce the availability of web-based mail access for ATN email (Isis) users. Now your ATN email is just a browser click away from anywhere on the Internet. Simply point your web browser to <http://webmail.unc.edu/>, login to the webmail server with your Onyen ID (ATN User ID) and password, and get instant access to your email. We've worked hard to identify and implement a solution that will provide a high-quality, scalable system to meet the web-based email access needs for the campus. The client has a number of features that make it quite convenient for you to use, including server-based preferences and addressbooks that are available regardless of your location. (Right now the webmail addressbooks are interchangeable with the Mulberry mail client; in the near future they will work with Netscape as well.) Security concerns have been addressed by encrypting your sessions to ensure your privacy even when accessing the service from off-campus locations.

Please note, however, that this service is not intended to replace the email client that you currently use on your desktop or portable computer. Because it is web-based, it adds a level of indirection that will always be less efficient than a direct connection to the ATN IMAP mail server with your desktop client. Therefore, we recommend that you

continue to use your normal email client and take advantage of this new service when you are away from your preferred desktop email client.

For more information about this new service:

-- click on the help button on the webmail login page

-- see the FAQ (Frequently-Asked Questions) document at <http://webmail.unc.edu/faq.html>

-- ATN's document "Webmail at UNC-Chapel Hill" at <http://help.unc.edu/cgi-bin/getdocs?docnumber=ieg28>

-- contact the ITRC at 962-HELP

ONLINE RESOURCES FOR COURSEINFO USERS

If you are using CourseInfo to supplement or deliver your class this fall, we would like to make you aware of resources that you have available to you and your students.

An easier URL has been created for the CourseInfo gateway: <http://www.unc.edu/courseinfo/>

This link will now take you and your students to the list of courses in CourseInfo. From there, your student can search for your Course ID (e.g., engl011) and then click on the link that represents their course. (Of course, you can also give the full URL for your course to students as well -- whichever works better for them.)

To help your students login and navigate within CourseInfo for the first time, see the online document "Provide Instructions for Your Students" located at <http://www.unc.edu/cit/courseinfo/QS/studentinstructions.doc>

The file is in Microsoft Word format; it can be saved and customized on your own computer before you print and distribute it to your class.

To batch enroll your students in your class, see the instructions at

<http://www.unc.edu/cit/tools/courseinfo/enrollment/index.html>

More CourseInfo resources, including a demonstration course, are also available at

<http://www.unc.edu/cit/tools/courseinfo/index.html>

REPORT FROM THE CCI STUDENT DELIVERY TEAM

The Carolina Computing Initiative staff report that a total of 3,030 laptops have been purchased by the incoming Class of 2004. Eighty-eight percent of the 3,442 students who attended CTOPS (Carolina Testing and Orientation Program Sessions) also attended CCI computer orientation sessions. For more information about what is covered in these CCI sessions, see http://www.unc.edu/cci/cci_handbook.pdf

NETSCAPE VULNERABILITIES FIXED IN VERSION 4.75

On August 5, 2000, a vulnerability in Netscape Communicator was made public by the FBI. A backdoor exploit program known as Brown Orifice was created which takes advantage of a hole in the browser which could allow an attacker to access any file on the victim's system or the locally connected network. This vulnerability was identified in Netscape Communicator versions 4.0 through 4.74 on Windows, Macintosh, and Unix operating systems.

The ATN Security Office recommends that you download Netscape Communicator 4.75, which is available at

<http://shareware.unc.edu/> or from the Netscape website. If you have any questions or difficulties, contact ITRC at 962-HELP.

SEPTEMBER COMPUTER TRAINING SCHEDULE

The September 2000 ATN Computer Training Class Schedule is now available. ATN's computer classes are open to UNC-Chapel Hill faculty, staff, undergraduates, and graduate students. To register, call 962-1160. Complete schedules and registration information are available at <http://help.unc.edu/training/schedule/>

SANS INSTITUTE STEP-BY-STEP GUIDES FOR SYSTEM ADMINISTRATORS

The SANS (System Administration, Networking, and Security) Institute Step-by-Step Guides are now available online. These guides provide general security information and instructions on securing NT, Linux, and Solaris systems. If you administer one of these systems, the ATN Security Office recommends you use these guides to secure your system. Please note that, because of our license agreement with SANS, you must have a UNC-Chapel Hill Onyen (ATN User ID) and password to access these files. You will also need the free Adobe Acrobat Reader (available through <http://www.adobe.com/>). The guides are on the Web at <http://help.unc.edu/security/sans.html>

PRESENTATION NOTES FROM AUGUST CTC PRESENTATION

If you missed Hiawatha Demby's August 22 CTC presentation, "QIP Software System: A Better Way to Automate DNS\DHCP\IP Services," you can view it on the Web at <http://www.unc.edu/ctc/qip/qip/index.htm>

ITRC TIP: MAKING MACHINE READABLE MAILING LABELS

In order to receive the University's full presort discounts, outgoing mail must be addressed according to several rules, including using all capital letters. (The complete list of address requirements is on the Web at <http://www.fac.unc.edu/mailservices/addressReqmnts.htm>)

You can keep your existing mailing lists in their current mixed-case format and still quickly produce mailing labels that that are in all capital letters.

First, perform a Mail Merge for labels in Microsoft Word:

1. In Word, go to the Tools menu and select "Mail Merge..."
2. Click on the "Create" button and choose "Mailing Labels..."
3. Select a data source. Examples of data sources are mailing lists in a Word document, an Excel spreadsheet, or an Outlook address book
4. Then, click on "Merge"

Once the Mailing Labels have been created in mixed case, it is time to change the font type, size, and capitalization to make sure it complies with the standards for automated mail sorting.

5. Go to the Edit menu and select "Select All..." to highlight all of the labels
6. Go to the Format menu and select "Font..."
7. In the "Font Properties" window, choose the appropriate font style and size
8. From the "Effects" section select "All caps"

This will create a file of machine-readable mailing labels without modifying your original mailing list data.

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 8 & 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:

unsubscribe citations
