

# Information Technology Services Newsletter

Volume 22, Number 2

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## Faculty/Staff Support Initiative

The Faculty/Staff Technology Support Initiative exists to identify and support the needs of individual (or small groups of) faculty and staff for job related technology support. Technology related proposals, especially those based on new and innovative ideas, for teaching, research, and program administration will be considered under this proposal. Approximately \$50,000 is available through CTC under this initiative for 2007-2008.

It is expected that proposals will be relatively small (generally less than \$5,000) and local in their impact. Applications are to be made using the application forms available at <http://www.acs.brockport.edu/fstech.html>. Completed applications should be submitted by February 16, 2007 for approval of chair/dean or unit head/vice president. They are then sent forward to P. Michael Fox (Linda Hartmann, 6th floor, Allen) by February 28, 2007 for transmission to the Grant Review Committee. Applicants will be informed of their award status by March 30, 2007. Funds will be made available to award recipients at the beginning of the 2007-2008 budget year (July 2007) and, if not expended, will lapse at the end of the budget year (end of June 2008).

For more information please visit: <http://www.acs.brockport.edu/fstech.html>

## LibQual 2007

How can Drake Library serve you better? The LibQual online survey will be conducted from April 1 -15. This survey was developed by the Association of Research Libraries (ARL). Its purpose is to provide libraries with a standardized, effective method to measure the quality of library services based on the perceptions of faculty, students and staff. We need your help as we assess our services. LibQual was first administered at Brockport in 2003. Four years later we have experienced significant changes and we are interested in your perceptions and suggestions for the future.

In appreciation for your participation a number of drawings for iPods will be provided for those completing the survey. Your participation is highly encouraged.

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## Maintaining the Security, Confidentiality, and Integrity of Personal Information

The College has an obligation to protect the information of those we employ and those we serve. Always comply with the following, and point out any lapses to your supervisor. Below is a new campus policy approved by President's Cabinet in Fall 2006 regarding the confidentiality and security of personal information relative to students and employees.

### We control access to information stored electronically.

- Private personal data of students, alumni, faculty, professional staff or anyone employed by the College may not be stored on laptop computers or any other mobile computing device (e.g., floppy disk, CD, DVD, USB "flash" drive, PDA, etc.) under any circumstances, at any time.
- For purposes of these policies, private personal data includes the Social Security Number (SSN), date of birth, driver's license number, credit card numbers, bank account numbers, and medical information.
- Private personal data transmitted through email must always be in an encrypted form using encryption technologies approved by the College's Chief Information Officer.
- In the case that any private personal data is stored on any personal computer owned by the College and that computer is lost or stolen, the loss must be reported as soon as it is detected to:
  - University Police
  - The vice president for the division responsible for the lost or stolen computer.
- Any knowledge or suspicion that private personal data in any electronic form has been stolen or otherwise compromised (made public) must be immediately reported to the Chief Information Officer.
- To make possible the proper reporting of theft of private personal information, responsible users should note each College computer on which private personal data is stored.
- When computers containing private personal data are retired from service, attention should be paid to removing the data and to making it impossible to recover the data from the computer's hard drive(s).
- Workstations are password protected and not accessible to the public unless reviewing an individual's own records.
- We minimize screens not in use, to prevent inadvertent breeches.
- Employees are encouraged to logout or lock their workstations when not in use. However:
  - Tellers may not lock their workstations except for short breaks.
  - Management covering the front line must have access to workstations.
  - Tellers are encouraged to close their sessions and email when not in use.
- We use strong passwords.
  - Network and email access (at least eight characters, alphanumeric, special characters)
  - Mainframe access (at least eight characters, alphanumeric)
- We change passwords periodically.
- We do not post our passwords near or on our computers.

### We protect personal information.

- We respond to requests for personal information in accordance with FERPA.
- We refer to the appropriate security policies as needed to ensure our compliance.
- We report any fraudulent attempts to obtain personal information to management, who then reports the attempt to the appropriate law enforcement agencies.

### We control access to rooms and file cabinets where paper records are kept.

- We lock doors to our offices areas during non-business hours.
- Work areas where personal information is processed are separate from public areas.
- Guests are escorted in areas where personal information is being processed.
- Guests are restricted to areas that do not have personal information in plain view.
- File cabinets used to store personal information are locked or are secured in locked areas.
- The fireproof cabinets used to store promissory notes are locked during non-business hours.
- Documents no longer needed are disposed of in designated recycling/ shredding containers.

## Technical Course Schedule at New Horizons, Syracuse, NY

Take advantage of the SUNY Training Center contracted vendor pricing. Courses range from Visio Professional to Acrobat courses, HTML, and other programs. The courses are held through May. NOTE: Most classes are held in Syracuse.

For class information, costs, or course outlines, please call or email Mick VanVranken at New Horizons Computer Learning Center: 315-449-3290 ext. 212 [mvanvranken@nhsyracuse.com](mailto:mvanvranken@nhsyracuse.com).

## Upcoming Events

### Library Transformation Teleconference

**When:** Friday, March 23, 2007, 12 pm - 1:30 pm (Participants are welcome to bring their lunch!)

**Where:** Drake Library's Webinar Room, 2nd Floor

This teleconference program is sponsored by the Rochester Regional Library Council and supported by Library Services and Technology Act (LSTA) funds and Regional Bibliographic Databases (RBDB) funds, granted by the New York State Library. Leslie Burger, Lucy Hansen, Chandra McKenzie, and Josie Parker are among the librarians who will discuss library transformation, not as an abstraction or buzz word, but with practical suggestions for improvement. They will identify what needs to happen in facilities, budgets, staffing, management, and leadership to make transformation a reality. This event requires no registration.

### Scholar's Day

Scholar's Day will be held on Wednesday, April 11, 2007 from 8:30 am - 5 pm. MetroCenter Scholars Night will be from 6 pm - 7:30 pm in the MetroCenter in downtown Rochester. All members of the SUNY Brockport community including students (graduate and undergraduate, full and part time), faculty and staff -- alone or with others -- are invited to participate. In order to participate one must present a paper, demonstration or performance about your scholarship alone or with other students or faculty, which generally range in length from 15 minutes to one hour. Please note that the deadline for online abstract submission is February 5, 2007.

For more information, please visit <http://www.brockport.edu/scholarsday>

### CIT 2007

CIT 2007 will be held from May 29 to June 1, 2007 on the beautiful campus of SUNY Plattsburgh. CIT 2007, "Technology and the Future of Academe," will include tracks on:

1. The Politics and Policies of Technology Deployment, Use and Maintenance
2. Reflections on Technology in the Disciplines
3. Strategies for Teaching, Learning, and Assessment
4. Exploring and Implementing Emerging Technologies
5. Professional and Continuing Education
6. Social Networking, Collaboration, and Sharing

For continual updates on information, please visit: <http://www.cit.suny.edu/cit2007>. Brockport can provide \$100 towards registration for a limited number of participants on a first-come basis through SUNY Training Center points. If interested, please contact M.J. Orzech, x 5688 or [morzech@brockport.edu](mailto:morzech@brockport.edu).

### SUNY Technology Conference

The STC 2007 Enhancing Innovation, Resources and Service conference will be held on June 13-15 at the Rochester Convention Center. For more information, please contact: <http://www.stc.suny.edu>

## Where are They Now?

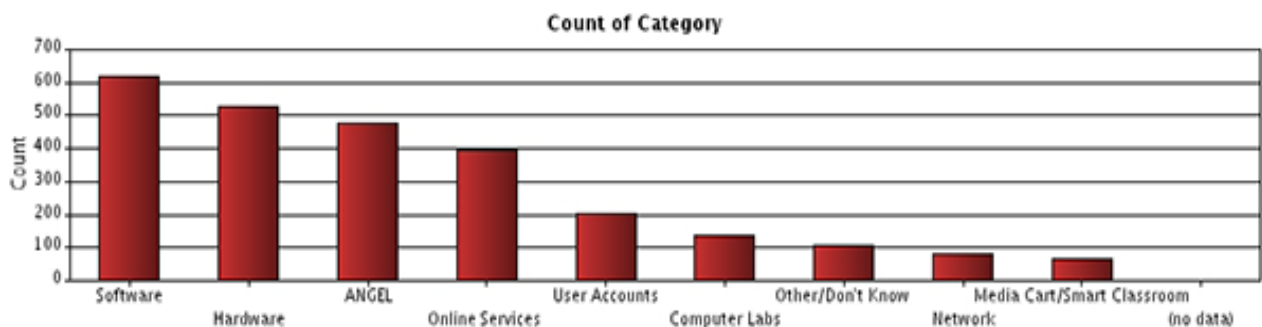
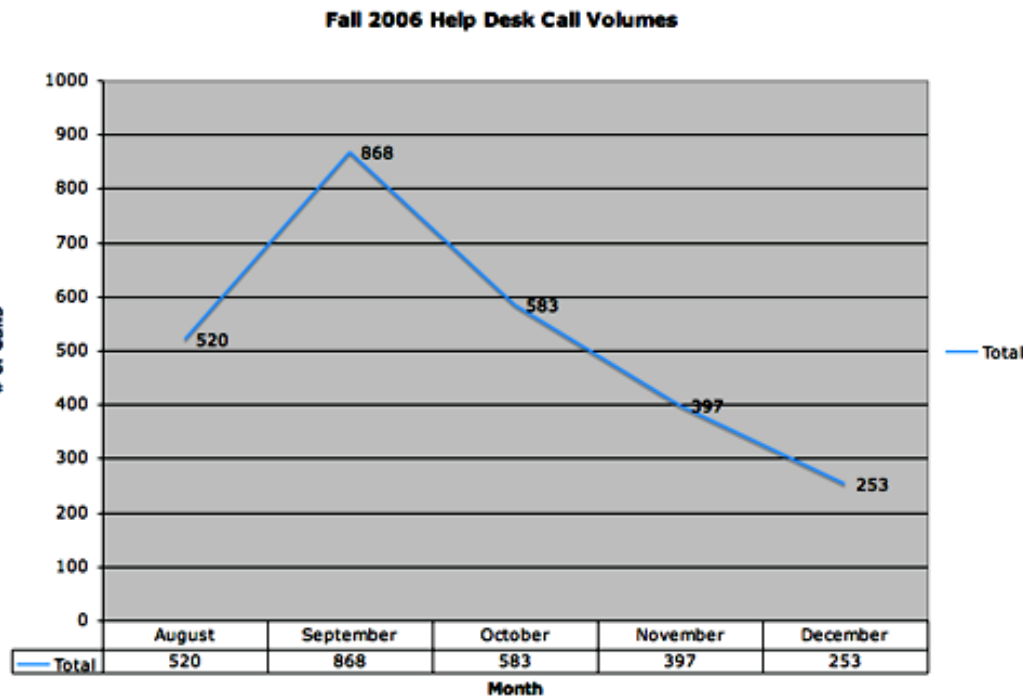
**Jon Jarvis**, a former A-Team student, has recently accepted a position at AMD in Austin, Texas. At the semiconductor company Jon is a software developer and database analyst in the process of creating processors such as the Athlon, and Opteron. This semester Jarvis has returned to SUNY Brockport to complete his bachelor's degree in Computer Science and Math with Honors.

## In the News

Congratulations to **Jennifer Little**, Drake Librarian, who recently had an article published in College and Undergraduate Libraries. The article was published in volume 13 in 2006 and is titled "Strategic planning: Sharing information literacy goals with faculty across the disciplines."

## Help Desk Statistics

Below is a graph outlining the number of Help Desk calls to x5151 per month for Fall 2006. Calls include references to software, hardware, and ANGEL support offered by ITS. Not surprisingly, the back to school months of September experienced the greatest number of calls. Implementation of Footprints, new helpdesk tracking software, has been a significant improvement to Help Desk service.



## Sonic Archaeology (About finding and hearing some long-buried words)

*Lisa Powell* is a graduate student working on her MA in English/Creative Writing. Last year she worked on converting the Writer's Forum audio tapes to digital format. Below is the story of her experience.

"The subject matter chooses you, really..."

-Donald Hall

Discovery is a strange concept. It has less to do with actually finding a thing, than it has with sensing the intrinsic value of the thing. To find something by accident is pretty easy. What's not easy is digging for what that something might mean in the world. Discovery causes something that has previously been static, to become dynamic.

When I worked for Dr. Frank Wojcik, in IT Services, I was lucky enough to have a chance to work on the Writers Forum Digitization project. I was helping sort out the videotapes in the Writers Forum office when I noticed something that had almost become part of the wallpaper. That is, it was something static.

Located on the metal shelving next to the window in the Writers Forum office were stacks and stacks of reel-to-reel tape boxes. To paraphrase John Berryman, what wonders were they hiding, sitting on the shelf since maybe 1975?

I was curious about these tapes, coiled in their flat little boxes like rattlesnakes under the dust. The labels, such as they were, revealed little about the contents of the boxes. I decided to listen to what these tapes had to say. Maybe some of them would turn out to be of use. So with the help of Mary Jo Gigliotti, I began sorting through the tapes. Bob Cushman got a reel-to-reel tape player from Media Services, and set up a little "studio space" for me in the library. I brought my (really good) headphones from home, and the archeological excavation began in earnest.

When I saw the reel-to-reel tape machine, I experienced a rather severe flashback to 1972, when I spent hours listening to "Abbey Road" and "D'Israeli Gears" on tapes like these. It felt just like old times, threading the tape through the little notch on the empty reel and turning it slightly to begin the take-up process.

I found that some of the tapes were matching soundtracks for various interviews, previously broadcast on Brockport Television and recorded onto videotapes. But they sounded better. I also found, and here was the treasure that had been buried in plain sight, readings and lectures by poets and authors that had visited the school. These writers had been at Brockport in the late sixties and early seventies. Most of the lectures took place the night before the Writers Forum interviews. And they had a free-range quality that was especially intriguing. By free-range I mean that they were unfettered by interviewers' questions. That is not to say that the interviews constrained the writers terribly! It is just that these readings and lectures lasted longer than the interviews and had some other interesting differences.

These tapes featured a writer speaking directly to a room full of students and faculty about his or her work--with no prompting at all. So these recordings actually capture an hour or more of time from a long-gone decade when critical thought and intellectual curiosity were encouraged and almost taken for granted. This struck me as one of the more potentially valuable aspects of the entire Writers Forum digitization project.

I was inspired by the idea of maybe using the reel-to-reel interview audio as a soundtrack for notoriously bad-sounding videotapes. If the reel-to-reels could be used without the whole thing ending up looking like a bad dubbing job, then it might work. Analog recording sounds so much more natural and immediate. Once they are converted to digital files, they do lose some of that warmth and naturalness: if anyone has listened to a CD version of an old vinyl album, she will understand what can be lost in the digitization process. Fortunately, though, with speech it is not as noticeable as it is with music.

But that is not to say that these tapes are devoid of any form of music.

I heard sounds of cigarette lighters clicking (probably Zippos, but I will leave the cultural reference at that!), inhaling and exhaling smoke, gulps of water--or other beverages, laughter, and--best of all--long pauses.

Long silences, during which the attentive listener can almost hear the speaker think, are especially valuable when listening to poetry. The silences give the listener a minute to digest what she has heard, and to reflect on the meaning of the words. In this speed-driven culture, addicted to efficiency, we miss that. The practice of reflecting on meaning is undervalued. Our thoughts are fractured and can hardly be called thoughts. Poorly written diatribes are rampant, not only on the internet, but also in what's left of newspapers, on billboards, and in advertisements everywhere. You can't blame the messengers; they are only reflecting the speed at which society feeds them information. The ideas presented on these tapes, with the long silent gaps preserved (I am not in the business of editing, except in some cases where feedback occurs or the tape simply cuts off) have been rewarding to listen to. Maybe it is because I believe that when we don't think, and we only react, we are starting wars all over the place.

And there is something else. Listening to these tapes provides time travel and also "place" travel. They will take you places. When James Dickey, who in describing himself claims, "I am not a Southerner, I am the Southerner," reads his poem about sitting on the porch at night, and describes porch-sitting as something that people do in the South, I am there with him. I am there with him and his family, and whoever else might be there--be they dead or alive. The presence of ghosts, demons, carnivorous insects is resurrected for me in his voice. It is recognizable as uniquely Southern, and it makes up a part of the slow quality of life there. Just sitting and being with the evening. Maybe that's what John Keats meant when he wrote about "Slow Time?"

Some of the tapes contain obsolete sounds, like the ones mentioned earlier, sounds no longer found on college campuses. Besides both direct (Allen Ginsberg, Michael McClure) and oblique (Richard Hugo, Galway Kinnell) references to drugs and alcohol, which I found refreshing in this time of such strict avoidance of the topic, I could hear long, luxurious drags on cigarettes. I could also hear in some writers' soundtracks the progressive sound of sip after sip of encouraging draughts of some liquids that might not be water. I am not saying that I think we are lacking in debauchery. It's everywhere co-opted and televised.

And of course I can't speak fondly of drug or alcohol abuse--it really does mess up people's lives. But at the same time, when Michael McClure introduces his reading with "Peyote Poem," I felt myself uttering a little, "yeah!" Why? I think it is most likely related to the lack of rebellion, the utter straightness and the lack of imagination--and the pride taken in that lack--all of which I detect in the full open. In short, I think we are Boring. And in a big fat hurry to be boring! So, to the rebellion of airing that poem in the stillness of the present day, and to the rebellion of working towards digitizing those words to be broadcast someday to someone's unsuspecting headphones--someone whose ears have been dulled by MTV and the shrill cha-ching of corporate music and talk--I say, "yeah!"

And in that spirit, I went ahead and digitized the beat poets first. I wanted their beat-nesses to loosen up my aural cavities with some of their rhythm and reason. So I started with Allen Ginsberg. He chanted "Om Nama Shivaya," and played his harmonium with true and saintly authority. I am not saying he sings pretty, and I am sure that the compression wrought by digitization will not be kind to Ginsberg's rambling harmonious vocal sprawl. But, like Ginsberg's understanding of William Blake, and his musical renditions of Blake's Songs of Innocence and Experience, the voice is sublime in its truth.

I am thankful to have had a chance to take a trip with these tapes. And my hope is that teachers of history, political science, sociology, math and chemistry--will also take that trip and find relevance in some of the words of these wise writers. I am thinking that maybe these recordings, or their digital files, can be used as teaching tools. The reel-to-reel tape recordings end up as smaller digital files than the files of digitized videotapes. This has two advantages. The first is that they are more portable. The second is that they were originally captured on reel-to-reel tape, and therefore sound better to begin with. In my imagination, they will be posted on web sites and databases for students to use. The static could become dynamic. In the words of one of the greatest San Francisco poets:

Remember what the dormouse said:

Feed your head! Feed your head!\*

## ELMS a Success

Shaun Jeffers

The E-Academy License Management Server (ELMS) was setup Fall 2006 semester to allow participating departments (Computer Science and Computational Science) to download MSDN Academic Alliance Software. Currently the following software is available to their faculty and matriculated students: Access 2003, Project 2003, Virtual PC 2004, Visio 2003, One Note 2003, Visual Basic 2005 Express Edition, Visual Studio 6.0 Professional, Visual Studio 2005 Professional, Visual .NET 2003 Professional, Windows XP (Sp1a, SP2, and 64Bit Edition), and Windows Server 2003 Enterprise. Students and faculty members of these departments were able to download these full featured products and get their own unique license to use on their own personal equipment.

Please note that as Microsoft makes new versions available, ITS will be make those products available. Windows Vista Business Edition and 2007 versions of Microsoft's latest software will also be made available in the next month or so. Please feel free to contact ITS if you'd like further information for your department to be a part of this program. Note that there is a small yearly cost for this service through Microsoft. ITS will be glad to assist you if you do decide this would benefit your department's faculty and students.

The ELMS server that went live last semester had 118 total downloads from various allowed users. There are a total of 220 users who had access to this server. Hopefully, this usage will continue by the students and faculty of the CPS and CSC departments.

## iPod Program Update

During the Fall semester Delta College, the Communication Department, and Foreign Languages participated in a pilot project using iPods as an instructional aid. On December 11-12, 2006 Delta College presented their short films and podcasts in the Rainbow Gallery in Tower Fine Arts. All films were warmly acclaimed for the quality of work accomplished in such a short period of time. iPods from the grants will be reused in classes this Spring to afford other students the chance to use innovative technology in an academic setting. Thanks to *Ginny Orzel, Kitty Hubbard, Ted Lewis*, and other instructors and students who participated.

## ANGEL Update

During Winter break, the campus ANGEL servers were re-configured for enhanced reliability and improvements to service. Load balancing is providing additional fail-over and backup capability. Improved monitoring and testing have been designed to enhance performance and user experience. Special thanks to Brendan Post and others in ITS for their efforts on this project. Edwina Billings, Computing Skills Coordinator, has indicated that use of ANGEL appears to be off to a good start this semester due to much of this work. Future improvements are planned to address account management, archiving policy development, etc.

## MetroCenter Update

Daniel Sargent

The MetroCenter is increasing the number of multimedia carts (smart carts) this semester. We will have seven units in all. These carts will be deployed into classrooms for faculty/student use. We do ask that users follow standard MetroCenter IT/AV policy of reserving the equipment and requesting training in advance. Remember the equipment may be housed in the current classroom but may be moved if someone else requests it.

IT/AV equipment located at the MetroCenter is for use within the MetroCenter only.

### Reminder from Drake Library

Academic departments are reminded that the January 31st deadline for encumbering/expending 75% of book/media allocations is upon us! Departments not meeting this deadline risk having their monies reallocated. For help in spending your allocation, contact your library liaison. Please return any order cards already in your possession!

For additional information, please call Jennifer Smathers, Head of Technical Services, x2151.

**Fall 2006**  
**LIBRARY INSTRUCTION**  
**PROGRAM**  
**Jennifer Little**

Librarians taught a total of 95 classes reaching 2092 students during the Fall 2006 semester, a slight increase from the 90 classes and 2000 students from the Fall 2005 semester. The majority of these classes was course-related and was taught at the request of the faculty member. They covered a wide variety of topics and usually included demonstrations and opportunities for hands-on learning in the use of the online library catalog and article databases such as Academic Search Premier or Lexis-Nexis. Topics such as evaluating resources and identifying differences between magazines and scholarly/peer-reviewed journals were also covered. English 112 and 102 and GEP100 professors continue to request the most classes for instruction.

#### **LIBRARY INSTRUCTION ASSESSMENT**

During the fall semester library faculty used an assessment survey to solicit feedback from professors. After classes were taught faculty received an email pointing them to an online survey. There, they provided their class information, answered five short questions and gave comments and suggestions. The responses for the questions were based on a 5 point Likert scale with rating of "Strongly Agree," "Agree," "Neutral," "Disagree," and "Strongly Disagree." Information from the surveys is available for each librarian, but all responses were averaged in the summary below. (The web site for this survey is at: <http://www.brockport.edu/~library5/assessment.html>)

#### **Evaluation of Teaching Effectiveness (5=Strongly Agree, 1=Strongly Disagree)**

1. *The amount of material presented was appropriate for the time period. Average: 4.59*
2. *The workshop content (library resources, databases, etc.) was related to my students' assignment. Average: 4.59*
3. *My students will be able to apply the information to their assignments. Average: 4.68*
4. *There was enough time for hands-on practice during the class. Average: 4.29*

5. *The overall quality of the class was excellent. Average: 4.47*

6. *What was the most helpful aspect of this class? Many professors mentioned how well the librarians tailored the class to the needs of their students. They also mentioned the introduction to the library databases – how to use different search strategies how to access remotely, and hands-on practice.*

7. *What was the least helpful aspect of this class? Some professors mentioned the opposite from the above: the class was not tailored specifically for their class. A few mentioned that there was not enough "hands-on time." Many left this area blank or said there was nothing that was least helpful.*

8. *Suggestions: Several professors mentioned working more with the librarian or assignment before the class meeting. Other suggestions included: spend more time honing advanced searches, break into smaller groups, explain refereed journals, and meet with individual departments.*

#### **DISCUSSION OF RESULTS**

Most of our scores indicate that the professors are satisfied with librarians' effectiveness. The question with the highest ranking was: "My students will be able to apply the information to their assignments" with an average of 4.68. One professor stated, "I STRONGLY AGREE that my students SHOULD be able to apply the information to their assignments. Remains to be seen if they WILL be able to apply the information." We will have to explore ways to measure student outcomes in the future (possibly in conjunction with an English 112 initiative). Our lowest ranking (although still above average) was: "There was enough time for hands-on practice during the class" with an average of 4.29. (1 being strongly agree and 5 being strongly disagree). Providing "hands-on time" in a short one-hour workshop can be a challenge, depending on how much material needs to be covered or what the professor has requested. The most ideal situations occur when a class has more than one period devoted to research instruction or has a two or three hour block, as was the case with the high school groups and graduate students. The reference and instruction unit is meeting regularly to learn about ways to incorporate more hands-on and active learning techniques.



## New Library Learning Commons Help Desk

Continuing the effort to improve Drake library, the college recently installed a new help desk in the library. Located in the back of the main floor, an IT employee will be available to assist any of your computing needs Sunday to Wednesday 3 to 11 pm and Thursdays from 3 to 7 pm. Pictured below is the new desk. We hope to see you stop by.



## File City

File City is intended as an ITS service to provide temporary file storage service in campus labs. It is not backed up or archived. It is available anywhere with Internet access (<http://filecity.brockport.edu>). The File City server was rebuilt over the winter break. Files stored prior to break are no longer available. This is a reminder that users are responsible for backing up their files on a regular basis through use of jump or thumb drives or CDs.

## Technology Procurement System

Information Technology Services has been working with Procurement and Payment and Facilities and Planning to develop improvements to campus technology procurement, deployment and IT equipment de-accessioning. The 'cradle to grave' motor pool concept has been discussed for many years as a way to streamline acquisition, prevent waste, and assist with proper disposal. More information on the TPS system will be made available after it is approved for implementation later this spring. Thanks to S. Jeffers, D. Hazen, D. Strassenburgh, and others for their assistance.

## E-mail Housekeeping

Users are reminded that e-mail file storage is everyone's responsibility. Please make it a habit to follow these best practices:

- delete your Trash folder on a regular basis, preferably upon every logout;
- save large attachments (photos, images, etc.) offline;
- unsubscribe from lists you are no longer interested in receiving;
- use e-mail filters to cut down on junk mail.

Make regular e-mail maintenance part of your daily routine. Some organizations sponsor a 'Biggest Loser' competition to encourage smaller e-mail boxes. Enforcing e-mail quotas is another strategy to save space.

## SPRING 2007 ANGEL TRAINING WORKSHOPS

Attention all SUNY Brockport Faculty and Staff: ANGEL has been upgraded to version 7.1. With it comes an abundance of new and exciting features that you can use to enhance your teaching and enrich your student's learning! All ANGEL training workshops are cosponsored by Information Technology Services (ITS) and the Center for Excellence in Learning and Teaching (CELT). You can register for any of the following workshops by calling CELT @ x5088 or by sending an e-mail request to [celt@brockport.edu](mailto:celt@brockport.edu). All ANGEL training workshops are held in the CELT Resource Center, Room 100B Edwards Hall.

| ANGEL Workshop               | Date                  | Time                |
|------------------------------|-----------------------|---------------------|
| ANGEL E-Portfolio            | Thursday, 02/01/2007  | 3:30 pm – 5:00 pm   |
| ANGEL Quizzes & Surveys      | Friday, 02/02/2007    | 8:30 am – 10:00 am  |
| ANGEL Reporting & Automation | Monday, 02/05/2007    | 10:00 am – 11:00 am |
| ANGEL Discussion Forums      | Wednesday, 02/14/2007 | 3:30 pm - 4:30 pm   |
| ANGEL Quizzes & Surveys      | Thursday, 02/15/2007  | 1:30 pm - 3:00 pm   |
| ANGEL Gradebook              | Thursday, 02/22/2007  | 3:00 pm - 4:30 pm   |
| ANGEL Discussion Forums      | Monday, 02/26/2007    | 10:00 am - 11:00 am |
| ANGEL Quizzes & Surveys      | Friday, 03/02/2007    | 9:00 am - 10:30 am  |
| ANGEL Reporting & Automation | Thursday, 03/08/2007  | 3:00 pm - 4:00 pm   |
| ANGEL Gradebook              | Friday, 03/09/2007    | 10:30 am - 11:30 am |

### WORKSHOP DESCRIPTIONS

#### **ANGEL Discussion Forums**

This hands-on workshop covers all facets of the ANGEL Discussion Forums, including their advanced features. This in-depth session includes extensive discussion of Best Practices for Discussion Forum use and companioning online discussions with in-classroom discussions effectively.

#### **ANGEL Gradebook**

This hands-on workshop covers all facets of the ANGEL Grade Book, including its advanced features. This in-depth session balances coverage of technical features with hands-on time for you to begin structuring a grade book for your courses.

#### **ANGEL Quizzes and Surveys**

This hands-on workshop covers all facets of the ANGEL Quiz and Survey tools, including their advanced features. This in-depth session balances coverage of technical features with strategies for using these tools to advance learning.

#### **ANGEL Reporting and Automation - \*New\***

This hands-on workshop covers the use of built-in tools available to generate meaningful course-based reports on student learning and progress along with the ability for instructors to dynamically and conditionally schedule the release of course content based on student achievement.

#### **Walk-in ANGEL Training Hours**

The Center for Excellence in Learning and Teaching and Information Technology Services are continuing to offer walk-in ANGEL training hours during the spring semester on Monday afternoons from 1pm-5pm and Thursday mornings from 8am-12pm in the CELT Resource Center, room 100B Edwards Hall. On a first-come, first-served basis, faculty and staff can stop by CELT and receive help with any problems, questions, or issues relating to ANGEL. The walk-in training is conducted by Brandon St. John, Learning Management Systems Coordinator. If you have any questions about this service, please call CELT at 395-5088 or send an email to [celt@brockport.edu](mailto:celt@brockport.edu).

## ITS Macromedia Dreamweaver and Fireworks Workshops

### With Donna Ehrhart

Improve your webpage creation skills by attending ITS sponsored software training workshops with Donna Ehrhart. Training is provided for faculty, staff and students on how to create web pages. Build your skills with a series of Thursday afternoon workshops in Dailey Hall, Room 202. Plan to build your own website during these five three hour sessions. You can register on-line for any of these sessions by visiting the following URL: <http://www.brockport.edu/its/itss/workshop>

Thursday, February 1, 2007, 1:00 pm – 4:00 pm - Intro Setup Class and planning a web site  
Location – Dailey Hall Room 202

Description: Learn how to establish an account, use of ftp programs, organize and file management through folders and paths, develop process for backup, create a barebones html page, use resources of basic html code, and basic filename extensions. Also, learn storyboarding and design methods, the color palette and coloring schemes, use Dreamweaver Properties Inspector, learn about Web Accessibility, and planning how to use Style Sheets.

Thursday, February 8, 2007, 1:00 pm – 4:00 pm - Creating and Controlling Web Pages  
Location – Dailey Hall Room 202

Description: Learn Dreamweaver toolbars and basic features, such as e-mail links, hyperlinks, and tables. Also, learn to use layers, convert layers to tables, and to apply types of style sheets.

Thursday, February 15, 2007, 1:00 pm – 4:00 pm - Using Fireworks and Adding Multimedia to your Web Page  
Location – Dailey Hall Room 202

Description: Learn to optimize images, explore the tools of Fireworks, create logos and edit images. Also, learn to link and embed sound, movies, and flash to your web page.

Creating Frames- Learn to create framesets, adjust frame properties, and use browsers with no frame support.

Thursday, February 22, 2007, 1:00 pm – 4:00 pm - Creating Frames  
Location – Dailey Hall Room 202

Description: Learn to create framesets, adjust frame properties, and use browsers with no frame support.

Thursday, March 1, 2007, 1:00 pm – 4:00 pm - Forms  
Location – Dailey Hall Room 202

Description: Learn to create Jump and pull-down menus, create messages boxes, and how to use existing java script.

### ITS Workshop

**George Elyjiw**

On Thursday, Feb. 8th from 10 to 11 am, ITS will be holding a workshop on iMovie and Final Cut Pro in CELT. These Mac programs are used in video and podcasting creation and are available on select computers on campus, including the Macs in Holmes, Tower Fine Arts, Dailey, and Drake Memorial Library. If interested, please contact CELT at x 5088. This session will be taught by George Elyjiw.

# Information Technology Services

Frank Wojcik, Dean of Information Resources and CIO

Information Resources includes Drake Library, ITSN, ITSS, and Media Services areas.

## IT Support Services

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Interim Director of Drake Library  
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## Media Services

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## Telephone Numbers

|                            |          |
|----------------------------|----------|
| HelpDesk                   | 395-5151 |
| Dailey Hall 2nd floor desk | 395-2247 |
| Fax                        | 395-2399 |
| Status Phone               | 395-2390 |

## Computer Labs in Dailey

202 PC Teaching Classroom  
203 PC Teaching Classroom  
205 PC Teaching Classroom  
212 Linux Lab  
213 Computer Skills Testing

## Dailey Hall Hours of Operation\*

|          |                   |
|----------|-------------------|
| M-Th     | 7:45 am - 1:00 am |
| Friday   | 7:45 am - 9:00 pm |
| Saturday | 9:00 am - 9:00 pm |
| Sunday   | 1:00 pm - 1:00 am |

\* Hours of operation are subject to change. Call x2390 for hours.

Information Technology Services newsletter is published three times a year by ITS, State University of New York, College at Brockport. Contributions and suggestions in any form (voice, fax, mail, or e-mail) are welcome and should be addressed to Information Technology Support Services, Dailey Hall.