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DVC InfoTech newsletters are online at <http://www2.dvc.edu/technology/newsletter.htm>.

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Faculty Replacement Computers – Group IIIB

This semester Computer Services will install the last allotment of faculty computer replacements – a [computer replacement project](#) that began fall, 2001. Your computer request will be confirmed at the start of the semester and the order will be placed in September. New computers should be received and ready for installation by November with a goal of installing most of them before the semester ends. The remainder will be installed soon thereafter. We plan to begin a new cycle of faculty computer replacements in 2004-05.

Part-time Faculty Outlook Accounts

The “official” Exchange/Outlook email system has been expanded at DVC to include part-time faculty accounts by request. These accounts are processed by request through the respective division dean offices and will be accessible via [Outlook Web Access](#) by using Internet Explorer. The account will be included in relevant distribution lists (e.g., 00-everyone@dvc, 02-faculty@dvc, etc.) and provide access to the Intranet and shared directories by request. Drop-in or scheduled appointments for training are available in Staff Development throughout the semester.

Student Computer Upgrades/Replacements

Over the summer, the following student computers have been upgraded or relocated as follows: Journalism lab moved to Humanities building; GIS lab moved to Learning Center; Installed 53 replacement computers in the Computer Center (kept old monitors); Installed 5 replacement computers in the Media & Tutoring Center; Put recycled computers with additional RAM and software in ET125; Upgraded RAM and software in ET103; Prepped additional removable hard drives for ET125/ET103; Refurbished and installed 7 computers for Biology Tutoring lab (LS212); Installed new audio-video server-based editing system in Multimedia lab; Upgraded RAM and OS in Transfer Center, Career Center, Counseling 101 lab; Upgraded/re-imaged software in the Library lab, Computer Center (includes MyMathLab plug-ins). Replaced 12+ student laptops for chemistry lab. We are still working on the following: Prepare 10 new student laptops for ETS checkout; Installed new flat panel monitors in English Center LC105; Install new audio-video editing computer in media center; Preparing 4 wireless laptops available to students for checkout at the Tutoring Center; RAM, OS and software updates to LC202 English lab (includes MyMathLab plug-ins); Preparing more refurbished laptops for the chemistry lab.

DVC Website Remodel – New Look and Feel

The DVC website has been remodeled to include a drop-down menu system and a new look and feel. The promotional graphics on the former front page have been moved to the course schedule

page (<http://www.dvc.edu/schedule>). Promotional events may also be published on the calendar pages. Thanks to everyone who contributed to the new website – especially Kelly White! Let us know if you find any missing/misplaced links or have any other [comments or feedback](#). The former site will be accessible at <http://wwwold.dvc.edu> for a limited time.

DVC Intranet – Accessible, but Under Development

The DVC Intranet is now accessible at <http://home.dvc.edu>. It is still under development and this would be a good opportunity to review it and provide your [feedback and suggestions](#). The difference between an INTRA-net website and an INTER-net website is that the former would usually contain private/institutional type information while the latter would usually contain public type information. They both use the same technology; however, an Intranet site requires a network account to access it. Your DVC domain account will provide access to the Intranet.

Network Passwords – Recommended Practices

You have at least two network passwords that are important to protect from unauthorized use: (1) WebAdvisor/Datatel and (2) DVC Domain. We recommended these practices for protecting passwords:

- Do not select easy to guess passwords (e.g., password, your name, abc123, etc.) or easy to hack passwords (e.g., few characters, all lower case letters, etc.). Instead, select passwords that are 8 or more characters in length and contain non-alphabetic characters such as numerals or symbols. Better yet, include some upper case letters, too (since passwords are case-sensitive).
- Do not write your password on a place near your computer.
- [Change your password](#) at least once every 6 months.
- Do not give your password to students or any non-authorized user.

Tech Tips

1. **BCC Field** – When sending an email message to multiple addresses – use the blind carbon copy field if you do not wish for every recipient to see a long header list of email addresses that received the same message. To access this field within Outlook – Start a new mail message, go to the **View** menu and select the **Bcc field**.
2. **Intranet Access** – To access the district or college Intranet WITHOUT having to enter your username and password each time – modify your **Internet Explorer** settings as follows: Go to the **Tools** menu and select **Internet Options**. Select the **Security** tab and choose **Local Intranet**. Click on **Sites...**, then **Advanced...**, then enter the Intranet address, <http://home.dvc.edu>, and select **Add**. Then, do the same for the district Intranet address, <http://basilisk.4cd.net>.
3. **Windows Updates** – You should make it a regular practice to update your Windows software from Microsoft’s website. Launch Internet Explorer, go to the **Tools** menu and choose **Windows Update**. This will take you to <http://windowsupdate.microsoft.com>. Follow the directions to scan for updates and be sure to install all critical updates. This process can be automated by **right-clicking** on **MyComputer**, selecting the **Automatic Updates** tab and selecting your preferences.
4. **Antivirus Updates** – You should make it a regular practice to update your antivirus software definitions by launching Norton Antivirus and doing a Live Update to get the latest virus protection. This process can be automated by selecting a daily, weekly or monthly schedule to automatically get the latest updates.

Server and Network Upgrades

Brief listing of network upgrades that were completed in the last 6 months: **Internet2** access; **WebCT 4.0**; New **VLANs** and **DHCP IP addressing** across campus; New **student lab domain**; Core network **IOS upgrades**; Installation of 50+ replacement **network switches** and **UPS backup batteries** in wiring closets; new **VPN** accounts; Server upgrades (Quicksand, WebCT, Voyager).

Personal Data Protection – SB1386

New [state legislation](#) went into effect July 1, 2003 whereby we must take extra precautions to protect electronic data that contains personal information such as a name and SSN or CA ID or financial accounts. If you have such information on your computer, a PDA or on the network, please notify [Ben Seaberry](#).

See the [last issue of the DVC InfoTech](#) for information on relatively new projects/resources:

- *ID Cards for all Students – Connect Card*
- *Fee-Based Printing in Computer Labs*
- *Media Center Remodel and Tutoring Center*
- *WebCT Student Email for Courses*
- *Personal Directories on the Server*
- *Shared Directories on the Server*
- *Digital Media Studio and Streaming Services*
- *Faculty Group IIIA Rollout*

Here is a preview of some of the projects we are currently working on:

- Web curriculum system for submitting course proposals and rewrites
- Student services tracking that integrate with Connect Cards
- Wireless access points (hotspots) in the Media & Tutoring Center and Library
- Student email distribution list
- Windows 2000/2003 Active Directory Services (district wide project)
- Technology plan update
- New/Remodeled Building Infrastructure Planning

Information Technology Support Resources

You may view a comprehensive list of [information technology staff](#) and [support resources](#) at the [information technology website](#). A special thanks to all of the staff that worked on these projects!