

# DVC Infotech Spring 2001

Ben Seaberry, Information Technology & Services  
[bseaberry@dvc.edu](mailto:bseaberry@dvc.edu)

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<http://www.dvc.edu/technology>

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## **Virus Alert**

Please do not open an email attachment before you have considered whether or not it might contain a virus. Also, don't be fooled into thinking that the sender actually intended to send you the attachment. As we've seen, email attachment viruses often self-replicate through email address lists and masquerade as intentional messages. That is how they spread. If in doubt, don't do it. If not in doubt, think again. Thanks for practicing caution and diligence.

## **Roster and Grade Access via the Web**

WebAdvisor was recently installed to enable you to access **course rosters** and enter **student grades** by using Internet Explorer or Netscape Navigator. The WebAdvisor interface is much easier to use than the original system. Furthermore, you may access WebAdvisor by using a **Mac** or **PC** from **off-campus** or **on-campus**. It is online at <http://207.62.211.243/openweb/index.html>. Your login ID is your employee 7-digit number (see paystub). Your password is your 6 digit date of birth (e.g., 020950 for Feb. 9, 1950). You should change your password ASAP to protect your account. Please call the district help desk if you have a problem accessing WebAdvisor (x1234).

## **Student Information Access via the Web**

Students may now access their schedules, unofficial transcripts and financial aid information via WebAdvisor. Their login ID is their student ID number. Their password is their 6-digit birth date. The district is working on making online registration possible in the future.

## **New Website – Update**

The new DVC website will be published in March/April. Three goals of the revision are to provide (a) a more intuitive interface, (b) additional features, and (c) a new back-end database system. Each division chair and service manager has received directions for collecting and submitting content for the new website. It is not too late to provide information for the next revision by going to [/content](#).

## **Technology Master Plan – Update**

Last month, Collegis Strategic Services has begun facilitating our planning process for developing a new technology plan. The state Chancellor's Office has recently announced that it will require every community college to have a technology plan in place by July 1, 2001 in order to receive potential funding for the new statewide technology plan, "Technology II" (<http://www.cccco.edu/cccco/esed/irt/tnt/TechII/TechII.htm>). This timeline coincides with our prior goal of having a strategic technology plan in place by the end of this academic year. LMC, CCC and the district office are also using Collegis's services for developing their respective technology plans and in an effort to better coordinate the district and college plans. The planning process involves focus group discussions with various

constituencies (e.g., students, faculty, staff) and five half-day planning sessions with the planning team. The first session was held on 2/1/01. The last session is scheduled for 4/5/01. Following the five half-day sessions, Collegis will work with a subset of the planning team to refine the plan and complete an implementation grid that includes responsible parties, funding-related issues and dependencies. Midway through the planning process, the planning team will share the working draft of the vision, guiding principles and planning assumptions for review. The **technology planning team** participants are listed here:

<b>Representation</b>	<b>Information Technology Committee</b>	<b>Additional Planning Members</b>
Co-Chairs	Ben Seaberry & Mark Steidel	
Management	Carol Maga, Ted Wieden, Mary Dolven	Bob Johnson
Faculty	Tom Chatagnier, Bill Hammond, Andy Kivel, Carol Lokke, Melinda Moreno	Ron Rusay (Tech Council), Wayne Larson, Jack Flanagan, Cheryl Martucci  Judy Foster, Maria Giulli, Judy Myers
Classified	Stu Fogg, Toni Magaldi, Joie Hallstrom	Leslie Leong, Chris Wilson, Betty Salvador
Students	Scott Yoon, Chuck McLaughlin	

#### **Exchange/Outlook – Update**

Exchange Server has many components: Email, Calendar, Tasks, Notes, Journals, Personal and Public Folders. In order to access all of these components, it is necessary to use Outlook (corporate option), which is installed on faculty and staff computers. As of the beginning of this year, all full-time faculty and permanent staff have had the opportunity to receive Exchange/Outlook installations and over 95% of the installations have been completed. Please call the district office help desk (x1234) if you need Outlook installed/configured on your DVC computer. We will begin offering these accounts to part-time faculty by this summer. If you would like to learn more about the various features of Exchange, I would encourage you to attend a staff development workshop or drop-in service. You may also learn about the various ways you may access Exchange resources from off-campus (e.g., Internet Explorer, Outlook Express, Outlook Corporate, Eudora, etc.).

#### **Student Use Computers – Update**

During the winter recess a total of 39 new computers were installed for student use in the Business Lab, English Tutoring Center and Computer Science classrooms. The surplus computers have been redistributed to part-time faculty offices and some faculty and staff.

#### **A Favorite Website – Google**

PC Magazine gave the Google search engine its Editors' Choice award in 11/00. It has quickly become my personal favorite. Google is intuitive, fast and effective. Plus, it has customizable features to provide results in your preferred format. Try it out at <http://www.google.com>.

#### **A Favorite Web Service – Efax.com**

Efax.com provides a service that enables you to receive faxes via email. With a free account, you receive a personal fax number that will convert an incoming fax to a graphic

format that goes to your email address. For a monthly fee, you may send faxes via email and use a 1-800 number for receiving faxes. See <http://www.efax.com>.

### **TechTip – Internet Explorer Tool Bar Buttons**

You may add buttons to the Internet Explorer (IE) toolbar that link to your favorite websites with a single click. This little known feature is done by going to a favorite website (like Google) and dragging the website icon from the **IE address box** to the **IE toolbar** – drag and drop. You may customize (or delete) the new button by *right*-clicking on it and choosing the appropriate pop-up menu option. Buttons are an alternative to bookmarks.

### **Information Technology Support Resources**

<b>Service Request</b>	<b>Resource</b>	<b>Ext.</b>	<b>Email</b>	<b>Notes</b>
Computer support	Help Desk	x2245	<a href="mailto:helpdesk@dvc.edu">helpdesk@dvc.edu</a>	Computer and network support
AV services	AV Desk	x2248	<a href="mailto:media@dvc.edu">media@dvc.edu</a>	Scheduling and deliveries.
Special Events	Media Services	x2240	<a href="mailto:tmagaldi@dvc.edu">tmagaldi@dvc.edu</a>	Special events, cataloging, forum use
AV Lab & Preview Rm.	Media Services	x2255		Reservations and off-air recording
Datatel or Exchange	District Help Desk	x1234		
Website or WebCT	Computer Services	x1011	<a href="mailto:kogden@dvc.edu">kogden@dvc.edu</a>	<a href="http://www.dvc.edu/technology">http://www.dvc.edu/technology</a>
Dial-up access  (925-686-4089)	Computer Center	x2541	<a href="mailto:Nryanen-grant@dvc.edu">Nryanen-grant@dvc.edu</a>	<a href="http://www.dvc.edu/technology">http://www.dvc.edu/technology</a>

### **DVC InfoTech Feedback**

You may send your comments, suggestions, information requests or article submissions for future editions of **DVC InfoTech** newsletters to [bseaberry@dvc.edu](mailto:bseaberry@dvc.edu).