

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

Spring 2004 Index: *WebCT Upgrade, Office 2003, BFL Community Center, U-Drive, Distribution E-mail Lists, SARS Track, Fee-Printing in Labs, Media Services Reminders, Streaming Audio Video, Quick Tips, Project Previews*

WebCT Upgrade

As of spring semester 2004, all DVC WebCT courses are now hosted with [Campus Edition 4.0](#). This edition offers streamlined menus, browser checks for all users, an expanded communication system, an HTML editor for documents, student email, discussion posts and an equation editor for scientific notation. [Jeanette Peavler](#) is our new system administrator for WebCT and has been doing an outstanding job. Neal Skapura is available for overviews and training throughout the semester and also offers Flex and Staff Development workshops. To request a WebCT account, go to <http://www2.dvc.edu/it/accountrequests> and to request services please see the staff development workshop calendar or contact Neal Skapura at nskapura@dvc.edu. WebCT 4 may be used for online courses, hybrid courses, online tutoring, traditional courses (built-in student email), and more. Next year, we hope to have it integrated with Datatel so that students are automatically added or removed from WebCT courses when they register or drop courses using WebAdvisor.

Office 2003 is Available

Microsoft Office 2003 was just released late last year. Per our [MS Campus Agreement](#), faculty and staff may install the latest versions of MS Office on their college or home computer for “work-at-home” purposes. To install this version on your college computer, you may either request the service by contacting the Help Desk (helpdesk@dvc.edu, x2245), or, borrow the CD from the Help Desk (L112) and install it yourself. If you would like to install it on your home computer, you may either borrow the CD (L112) or purchase the CD at cost from <http://msca.foundationccc.org>. Also, through a different program established by the Foundation for California Community Colleges, students may purchase MS Office at a greatly reduced price by following the links from <http://elms06.e-academy.com/CollegeSoftware>. For more information about MS Office 2003, go to <http://office.microsoft.com/home>.

BFL Community Center is AV Ready

The BFL Community Center has been equipped with the following AV resources: Wired and wireless microphones, video player (VHS/DVD), LCD projector and sound reinforcement for all AV sources. The Community Center is scheduled through [Central Services](#). AV support is provided by [Media Services](#).

The U-Drive

The U-Drive is catching on and many people are sharing and accessing interdepartmental files of interest. Of late, there has been some “housecleaning” to consolidate and organize the documents – *with more organization to come*. Here is a sampling of some resources that are currently on the U-Drive: Instruction Office documents including draft schedules; Committee notes and college-wide memos; Faculty office hours; Newsletters; Organization Chart; Software Updates and a growing collection of

resources. There are many ways to locate the U-Drive. For most, the easiest way is to go to “My Computer” after logging into the network, and finding the U-Drive under “Network Drives.” Here is a link to a document that explains how the **U-Drive**, **S-Drive** (departmental shared directory), and **P-drive** (personal directory) is accessed: <\\cheers\everyone\networkdrivesprimer.doc>.

New District Guidelines for “Everyone” Distribution Lists

Guidelines have recently been published for the use of the “everyone” distribution email lists. This document explains the specialized function of the global address lists and provides guidance for their usage. In summary, the “everyone” lists are to be used sparingly for general information distribution needs that are applicable to possibly all faculty and staff. Attachments should be under 250 KB and replies should be sent to the sender of the message and not to everyone. The guidelines are posted online at <http://www2.dvc.edu/technology/EmailDistribution.pdf>.

Student Service Tracking – *SARS Track*

Thanks to the collective and collaborative efforts of Student Service’s managers/staff, the Research Office and Information Technology staff at DVC and the district office, we are implementing an “[automated check-in/check-out system for measuring students’ use of school services](#).” Beginning with the Transfer Center, Financial Aid Office and Student Life, the SARS Track system will enable students to go to a computer workstation and swipe their **Connect Card** to check-in and select a service. SARS Track will keep a record of the student appointment, duration and the type of service received. This data can be used to provide better services and for research purposes. Furthermore, SARS Track is integrated with SARS Grid – a student appointment system that is currently used by the Counseling Office and Tutoring Center. The plan is to expand the system to other student service areas: Assessment, Career Center, DSS, One-Stop, SRVC, Counseling, etc., in time for the beginning of fall semester 2004.

Fee-Printing in Student Labs

The student lab fee-print system is currently in the Computer Center, Library and Engineering Labs. The system is currently being expanded to additional locations for implementation sometime during spring semester 2004: Learning Center; Student Union; Physical Science Lab; BFL Business Labs; BFL Multimedia Labs; BFL Foreign Language Lab; Biology Tutoring Lab; SRVC Open Lab. The standard fee is 10 cents per black, LaserJet page. Instructors may offer a limited number of free prints to students during a class lab period by borrowing a “unit card” from their respective division offices. Such unit cards must be safeguarded to protect the integrity of the system and used sparingly as appropriate. In order to use the fee-print system, students must add value to their **Connect Cards** or purchase a cash card to use. Currently, the card value stations are located at the *Computer Center, Library and Engineering* labs. Soon, card value stations will be installed at the *Student Union* and *SRVC*. If necessary, more card value stations will be installed at different campus locations.

Media Services Reminders

Please remember to request keys for AV cabinets in rooms that you use. Typically, these key requests are issued by respective division offices. Do not move overhead projectors from one room to another. Properly turn off an LCD projector when it’s not in use, and, secure the room if possible. We have streaming videos that demonstrate, step-by-step, how to use LCD projectors on campus at <http://www2.dvc.edu/media/equipment.htm>. You may access the video collection by going to the online library catalog (ALICE). The latest titles are highlighted at <http://www2.dvc.edu/media/collection.htm>. We encourage all part-time and full-time faculty and staff to get a **Connect Card** at the library or Student Union.

Streaming Audio/Video

The [Digital Media Studio](#) located at the Media Center is provided for instructors/staff to create instructional or informational streaming resources that would be provided via the web. Such digital resources can be used to enhance courses (online or otherwise) or provide a streaming reference. Many such streaming resources are provided within WebCT or DIVACE (the Foreign Language Lab). Here are some examples of streaming videos accessible on the public website that were created at DVC.

- [Physical Education Class](#)
- [Convocation Speech \(2003\)](#)
- [LCD Projector Training Video](#)
- [PowerPoint Lecture with Streaming Audio](#)

Support resources for streaming audio video are located at <http://www2.dvc.edu/streaming/>.

Quick Tips

1. **Innovations 2004** – The [Innovations 2004](#) conference is in San Francisco this year – February 29th to March 3rd. Our very own Neal Skapura and yours truly will be presenting a session entitled, “Streaming Audio/Video, Pedagogy, and a CMS System”.
2. **DVC Intranet** – The DVC Intranet at <http://home.dvc.edu> has recently been updated to include a searchable staff directory with images and links to the U-Drive.
3. **Global Address List Members** – You may discover who exactly is a member of global address list in the CCCC Exchange by (a) starting a new email message, (b) choosing the address list of interest (e.g., 02-faculty@dvc), and, (c) selecting **properties**. This will display a list of users/groups that makeup the list. If you find an error or omission, you may notify Computer Services at helpdesk@dvc.edu.
4. **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**.
5. **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 updates.

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

- Web curriculum system for course outline proposals and rewrites
- Windows 2003 Active Directory upgrade
- Additional student services tracking stations
- Wireless access points (hotspots) in the Media & Tutoring Center and Library
- Student email distribution list
- WebCT integration with WebAdvisor
- Network security development
- 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](#).