

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

**DVC InfoTech Spring 2005 Index:** *Part-time faculty email, Viking decommissioned, IT/AV in LAT, IT in LHS, IT in Forum, Change password enabled, Progress Report II, Email Distribution List Guidelines, Junk e-mail filter, Media Services, Tech Tips & Resources, Help Desk Hours*

### **Part-time Faculty Email Accounts**

Email accounts were created for all DVC part-time faculty last year, accessible via Outlook Web Access (OWA), <http://diamond.dvc.edu>. A significant number of these accounts have been **unused** and will be **deleted** if they are **not used by January 31, 2005**. Directions for accessing OWA are online at <http://www2.dvc.edu/staffdevelopment/OWA>. DVC part-time faculty email accounts may be requested through your division office.

### **Viking Decommissioned**

At long last, the legacy email server Viking is scheduled to be decommissioned in mid-February. You may contact Nancy Ryanen-Grant (x2241) if you have questions or need assistance. You may request a district email account through your division office.

### **IT/AV Resources for Liberal Arts Temporary Classrooms (LAT)**

Media Services will place a TV/VCR and an overhead projector in each of the LAT classrooms. We will provide delivery services of LCD video projectors and other materials to LAT as scheduled by request in advance (x2248, x2249). However, there are no wall-mounted screens for projection (not permitted) and the plan is to make use of the bare wall or whiteboard. Computer Services will install wireless access points for Internet access by the end of January. You will need a wireless antenna for your computer and loaner antennas will be made available through the DVC Help Desk (L112, x2245, [helpdesk@dvc.edu](mailto:helpdesk@dvc.edu)). Your patience and flexibility is requested and appreciated as we work to serve new, remote, temporary classrooms.

### **IT/AV in Life and Health Science Building (LHS)**

The new LHS building will soon have the following information technologies available. (*Please note: Due to unforeseen circumstances, the LCD video projectors may not be installed until the first week of school. The VCR/DVD players may not be installed until the second week.*) Each classroom and lab has a ceiling mounted LCD video projector and wall-mounted speakers for computer/VCR/DVD/CD audio output. The lecture rooms have a built-in AV closet for the VCR/DVD/CD player, remote controls (don't remove), subwoofer and computer cart and cables (BYOC – Bring Your Own Computer). At this time, the AV closets need locks (punch list item). The labs have similar AV equipment located in the instructor's station at the front of the room. The Computer/Tutor Lab (Room 116) has 18 desktop computers and 6 notebook computers. The notebook computers may be checked-out for use in LHS on a short-term basis. The computer network is being activated one port at a time this week with an anticipated completion of the computer lab and faculty/staff office ports by this Friday. For security and efficiency purposes, not all of the network jacks will be activated at this time; however, any network jack may be activated by contacting the DVC Help Desk. Later this year, the classrooms and labs will have wireless computer access.

### **New IT in Forum**

A new LCD video projector was installed in the Forum between semesters to provide brighter projections at a greater resolution. Also, a Dell notebook computer is now available for faculty use in the Forum. It is kept in the booth and is available upon request.

### **Change Password Enabled on Outlook Web Access**

It is no longer necessary to come to campus to change your email password. Now you may change it via Outlook Web Access (<http://diamond.dvc.edu>) – log into the system with your current account name and password, select **options**, scroll down to select **change password** and follow the prompts. Directions for logging on and locating the change password option are at <http://www2.dvc.edu/staffdevelopment/owa>.

### **Progress Report II – DVC Technology Master Plan**

In 2003, Diablo Valley College was ranked among the top ten digital savvy suburban community colleges by the Center for Digital Education and the American Association of Community Colleges. This achievement is largely attributable to the college's commitment to using technology effectively for instructional and administrative purposes as outlined in the Technology Master Plan. One strategy of the plan is to *develop an annual review process to continually assess the current and future needs of technology at DVC*. This Progress Report is an outcome of that strategy and it documents the projects and activities that have been completed as of November, 2004 (e.g., Web Curriculum System, DVC Connect Cards, Internet2, computer replacements, network infrastructure upgrades, classroom video projectors, etc.). It is accessible at <http://www2.dvc.edu/technology/techplan.htm>.

### **Email Distribution List Guidelines**

The Email Distribution List Guidelines are posted at <http://www2.dvc.edu/technology/policies.htm>. The Guidelines state that the “everyone” lists (e.g., 00-everyone@DVC, etc.) are for one-time messages of a general nature that pertain to all users in accordance with the Acceptable Technology Use Policy and Procedure. Replies should not be sent to an “everyone” list.

### **Junk E-Mail Filter – Outlook 2003 Required**

**Microsoft Outlook 2003** has a built-in junk e-mail filter that you may enable to reduce the amount of junk e-mail you receive – this feature is NOT included in prior versions of Outlook. In order to activate the filter, you must turn on **Cached Exchange Mode**. Microsoft Office Help provides these directions for turning on cached mode:

1. On the **Tools** menu, click **E-Mail Accounts**, click **View or change existing e-mail accounts**, and then click **Next**.
2. In the **Outlook processes e-mail for these accounts in the following order** list, click the Exchange Server e-mail account, and then click **Change**.
3. Under **Microsoft Exchange Server**, select the **Use Cached Exchange Mode** check box.
4. Exit and restart Microsoft Outlook.

To modify your junk e-mail settings (MS Office Help):

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.
3. Select the protection level that you want.

You may contact the DVC Help Desk to request the installation of Office/Outlook 2003 onto your DVC computer.

### **Media Services Scheduling and Deliveries**

The Media Center and Media Service offices are **closed at 1:00 p.m. on Fridays and on the weekends** (<http://www2.dvc.edu/media/>). Please plan ahead for your AV needs:

- All DVC orders for Fridays and Saturdays must be in by 9 p.m. on Thursday.
- No deliveries of high-end equipment (e.g., LCD projectors) or carry items (e.g., tape decks, slide projectors, etc.) will be made **after 11:00 a.m.** on Friday. These items will be **picked up at noon**. Please plan accordingly. If you have need for a high-end item for a Saturday class, you may need to relocate to a classroom that has built-in equipment and obtain the proper key for the AV cabinet in that room if needed. If you need a carry item for a Saturday class, it will need to be checked-out to you over-the-counter before 1:00 p.m. on Friday.
- All Friday (evening) Saturday and Monday (daytime) **SRVC orders** need to be in by **9:00 p.m. on Thursday** for delivery before noon on Friday.
- Instructors may use the Library Book Return/Drop Box located near the Library elevator to return videos during closed hours.
- If you don't already have one, **PLEASE** obtain your **CONNECT CARD** from the Library or Student Union and use it when checking out videos. This will greatly facilitate a more timely and accurate check out.

### Tech Tips & Resources

1. You can **access DVC email** from off-campus by going to <http://diamond.dvc.edu> and entering your username, password and domain – OWA directions are accessible at <http://www2.dvc.edu/staffdevelopment/OWA>.
2. **Managing E-mail Quotas:** Here is a tip to help Windows users quickly locate large email messages that can then be deleted or transferred out of the inbox. This is done by adding the **Size** field to the Inbox view and sorting by size: From your inbox, right-click within the **From** heading and select **Customize Current View...** Select **Fields...** Go to **Available fields:** and double-click **Size**. Under **Show these fields in this order...** select **Size** and click the **Move Up** button until the Size field moves to or near the top of the list. Select **OK** twice. Now, click on the Size field in the Inbox view and your Inbox messages will be sorted by size. Scroll to the end until you find the largest message. Then, start deleting or transferring these large messages from your inbox. When you're done, then, click on **Received** to sort by date.
3. DVC's **Microsoft Campus Agreement** includes the license for district employees to install such software on home computers for work-at-home purposes. See the following website for ordering information, [http://www.collegebuys.org/collegebuys/collegebuys\\_microsoft.html](http://www.collegebuys.org/collegebuys/collegebuys_microsoft.html).
4. DVC **students** may purchase Microsoft Office and XP at a significantly reduced cost by going through the Microsoft Select program at <http://www.collegesoftware.org>.
5. Technology Resources:
  - a. @One Training Resources – <http://one.evc.edu/>
  - b. TechEDge Newsletter – <http://www.ccctechedge.com>
  - c. CCC Confer Meeting Maker – <http://www.cccconfer.org>
  - d. CCC Confer Resources – <http://www.cccconfer.org/trainingCenter/resources.aspx>
  - e. CCC Confer **Office Hours** Request – <http://www.cccconfer.org/meetingCenter/officeHoursRequest.aspx>
  - f. CVC (California Virtual Campus) – <http://www.cvc.edu>
  - g. SOFIA (Sharing of Free Intellectual Assets) – <http://sofia.fhda.edu>
  - h. MERLOT (Multimedia Educational Resources for Learning and Online Teaching) – <http://www.merlot.org>
  - i. MIT Open CourseWare – <http://ocw.mit.edu/>
  - j. DVC Instructional Technology Resources – <http://www.dvc.edu/it>

6. The **S-Drive** is an ideal location for you to share documents with your department and division colleagues. When you log on the DVC network, you will automatically have access to this resource – as well as access to the U-Drive (everyone) and the P-Drive (personal). For more information go to <http://www2.dvc.edu/technology/networkdrivesprimer.mht>.
7. You can request a WebCT shell for your “on-ground” course and use it to send email to your students or host discussion groups between class meetings, etc.  
<http://www2.dvc.edu/technology/webctrequest.htm>.
8. Make it a practice to **change your passwords** at least once every semester!

The **DVC Help Desk** is closed on Fridays at 1:00 p.m.,  
<http://www2.dvc.edu/technology/helpdesk.htm>.