

# January 2008

This is the first issue of a new monthly ITS e-newsletter. Its purpose is to provide a concise summary of recent or upcoming changes in IT services at Hamilton, alerts, tips and reminders about existing services, and notices about upcoming events. Please let me know how I can make this more useful to you. Also, if you have ideas for a better title for this newsletter I am interested. ---- Dave Smallen, VP for Information Technology

## ALERTS!

**DVDs** - Do not purchase High Definition or Blu-ray DVDs for use in classrooms. Current equipment in these spaces will not play these formats.

**Off-campus email** - Email sent through an off-campus Internet provider (e.g. verizon.net, roadrunner.net, aol.com) is sometimes significantly delayed by the off-campus provider. Using the web interface to our email server through My Hamilton avoids this problem.

## TIPS

**Technology Classrooms** - If you are teaching in a technology-enhanced classroom please test the technology you plan to use prior to your first class. If you would like "one-on-one" assistance, contact Stefany Lewis (x4231, slewis).

**Spam** - If you are tired of seeing messages in your INBOX with [SPAM: XX%] in the subject, you can easily create a filter to move those messages to a different mailbox or directly to the trash. The following document will help!

<http://www.hamilton.edu/college/its/documentation/E-mail/web%20based/external/HTO-CommunicationsExpFilters-ALL.pdf>

**Email** - Never copy and paste content from a word processor into your email message. The word processor imbeds hidden codes that may do unpredictable things in email.

## NEW SERVICES FROM ITS

**Blackboard** - The Blackboard System was recently upgraded to version 7.3. Among the enhancements are improved navigation in the discussion boards. We will soon begin testing the newly-released version 8.0 for our regular summer upgrade, which will include a complete revision of the grade book.

**Typing** - Tired of the "hunt and peck" method? Do you desire to improve the speed and accuracy of your typing? Are you curious to know how fast you type? ITS is announcing the availability of an on-line typing program, **Typing Master Pro** through Element K. The program is accessible via the Internet. Contact Maureen Scoones, (x4178, mscoones).

## REMINDERS

**Instructional Support** - Thinking about redesigning your lectures? Curious about how your students might learn with technology? Contact Instructional Technology Support Services (x4877) to discuss your teaching and learning goals.

**Events** - If you are hosting an event on campus and need any kind of technical support then complete the form at:

<https://my.hamilton.edu/college/its/itsst/forms/avform.html>.

**Film** - Need to rent a film for showing on campus? Schedule a showing of a film from the Media

Library? Want the College to purchase a film for its collection? Marilyn Huntley is the person to contact - well in advance (x4120, mhuntley).

**Loaner Equipment** - ITS has several kinds of equipment for short and long term loan. This includes boom boxes, slide projectors, 13" TV/VCR units for offices and many other items. Contact Stefany Lewis (x4231, slewis).

**Mass Email** - Messages sent to the mass mailing lists (allcampus-a, allemployees-a, allstudents-a, etc.) must comply with the College guidelines. Employees and designated students are authorized to send messages. Only two messages can be sent *per event*. If the event is canceled, two cancellation messages are allowed. Others can send messages to [exception@hamilton.edu](mailto:exception@hamilton.edu) for possible posting. The complete guidelines are available at:

[http://www.hamilton.edu/college/its/policies\\_standards\\_plans/sec\\_5\\_email.html](http://www.hamilton.edu/college/its/policies_standards_plans/sec_5_email.html)

**Anti-virus** - Sophos anti-virus is available **free** for your home computer (Windows XP & Vista, Mac 10.2 and higher). Installation instructions can be found at <http://www.hamilton.edu/college/its/support/sophos.html>

**Video Cameras** - If you plan to have students use video cameras in your spring course please contact Janet Simons (x4424, jsimons).

**IT Help** - The Help Desk is the first point of contact for your technology problems (x4181, M-F: 8:30 a.m. – 10:00 p.m., weekends 10 a.m. – 10 p.m.).

## **UPCOMING IT EVENTS**

**Presentation** - [Commercial Folk: Dow Chemical's 'Human Element' Campaign](#), Professor Lydia Hamessley Tuesday January 29th at 4:10 pm in Schambach 108.

**Presentation** - [New Media Education: Strategies for 21st Century Educators](#), David J. Gunkel, Associate Professor of Communication at Northern Illinois University , Monday February 4th at 7 pm. Science Auditorium.