



The IT Newsletter

As we progress into this new semester, we would like to continue our communications to you via our newsletter. Periodically, we will inform you of new technology available to you, explanations of software features you might find helpful and other information we hope you will find useful. If you have any ideas to share with other faculty, feel free to let us know what you'd like covered in future issues. We will distribute this issue in paper form, but there is also a copy posted on the academic website at <http://academic.ursinus.edu/>

This Issue:

- ◆ New staff in IT
- ◆ Resources Available for Faculty
- ◆ Website of the Month
- ◆ First Year Students
- ◆ Blackboard – The COPY function
- ◆ Outlook 2003 – Organize your Inbox

The Instructional Technology Team

The Instructional Technology Team in Computing Services is here to assist you with a wide range of teaching with technology support. Call or email either of us! We will discuss your interests and projects and determine who can best satisfy your requirements.

Each of us brings a unique background and skill set to her position. We can work together, or coordinate with other individuals in Computing to provide a complete solution to your instructional technology needs.

New IT Team Member – Stacey Gawrys:

“If learning is an act of exploration, then technology equips the explorer for the journey of a lifetime” In a way I am a teacher, a developer, a manager, and an artist, and I have discovered a way to combine all of these roles together into my career in instructional technology. Finding myself on the Instructional Technology team at Ursinus College this fall, I am grateful for the journey I have gone through to get here. I have recently finished my educational experience at Bloomsburg University of Pennsylvania in the Master of Instructional Technology program.

During my master's program, I held a graduate assistantship with the Institute for Interactive Technologies, a partner with the graduate program and a division of the university. In this assistantship, I had the opportunity to develop instructor led training for Toys “R” Us, write step-action charts, create course objectives, work on facilitator guides, and develop interactive instructional pieces. I also played a role in developing web-based training for Toys “R” Us by creating graphics, designing the graphical interface, and conducting formative evaluations. During this time, I also helped on the Keystone National High School project by developing instructional interactive modules.

Before venturing into instructional technology, I explored my talents in the fields of business and art studio. I hold a bachelor's degree in Office Information Systems from Bloomsburg University where I learned about end-user computing, including web page development, networking, business communication and training and development.

I was lucky enough to stumble into instructional technology on my campus and I realized that it combined all of my interests and skills into one field. My experience ranges from video and audio, to graphics and digital art, to web pages and databases. Today, I enjoy many aspects of instructional technology, but my focus and interests lie in development of multimedia.

Since I have been here, I have spoken with a few faculty members and I am looking forward to meeting with more of you. If you are interested in discussing any of your ideas with me, feel free to contact me at sgawrys@ursinus.edu or at x2755.

Continuing IT Team Member – Paula Laholt:

I am now in my 5th year at Ursinus and I am still challenged by the variety and new opportunities in working in this teaching and learning environment. My support has been in the areas of Blackboard, research data acquisition and analysis, online survey design and analysis, web design and implementation, and the creation of image, audio and video products. I look forward to my continuing relationships with faculty members and also my support of those with whom I have not yet worked. Contact me at: plaholt@ursinus.edu, x2678.

Faculty Resources

A wide range of software and equipment is available for multimedia development and there are high-end computing resources not available elsewhere. Applications are located on four machines in what is known as the Faculty Multimedia Resource Room located on the 3rd floor of Myrin. The room contains software for which Ursinus has only a few licenses either because of the prohibitive expense or because the application is used infrequently. This facility is for use by faculty and staff and by students working for a faculty member on a specific academic project. The room is secured and can be opened from 8 AM to 5 PM during the weekdays. If this is inconvenient, there is also a workstation outside the HelpDesk which is available at anytime the library is open. This station

incorporates Photoshop, Studio 8 for video capture and edit, a CD-RW drive, a DVD-RW, and flatbed scanner. Come visit us! It is cozy, but we do not serve coffee. However, you can easily get coffee at Jazzman's.

At this time, the resources include:

- ◆ Photoshop and Illustrator for images and graphics
- ◆ Acrobat for making pdf files
- ◆ Video editing with Premier or Studio 8
- ◆ Web development with Studio MX
- ◆ Pagemaker for brochure and print layout

For a full listing of the resources, contact us.

Website of the Month:



<http://www.techlearning.com/>

If you are interested in different ways that you can use technology to strengthen your methods of teaching, visit the tech-LEARNING website, a resource for technology education leaders produced by Technology & Learning Magazine. This website provides topics relevant to teachers, faculty instructors and technology staff. You can research ways to incorporate technology or discover tips on using different software.

Visit the "How To" section of the site to learn about online projects, time-saving tips, and how to incorporate multimedia into your documents. The site links to a site of the day, showing what others are doing with technology in learning environments. Many articles are available on topics varying from laptops in the classroom to how to better use Microsoft Word.

You may find the information collected on this website quite useful and it may answer many of your questions. Questions that you may not have even known you had. As always, you can still come to the Instructional Technology team, but this site can initiate or broaden your interest in and application of technology.

If you are interested in receiving an online newsletter from tech-Learning, you can sign up. It's easy to subscribe, just send an email to sub_techlearning@news.techlearning.com or [sign up online](#).

First Year Students – Fall 2004

This was the second year that incoming first year students (Class of 2008) had their own Blackboard site prior to coming to campus. Enhancing communication by giving these students access to staff, faculty and each other has been shown to engender a sense of community. A sense of community has been shown to enhance learning

In June, administrative departments disseminated information and communicated online with these students, in addition to the regular paper process. Faculty advisors were able to do the same. Students were assigned their regular UC logon and password. They engaged in Discussion Boards on various topics, emailed each other, and converse electronically with staff. A report of student feedback is being developed. If you would like a copy, please contact Paula.

Notes on the Blackboard

The COPY Function

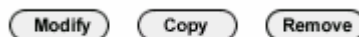
Many of you have already realized the benefit of using the Copy function in Blackboard that is new with our installation of version 6.0. It allows you to copy from one of your courses to another or from one location in a course to another folder or content category in that course. This is most useful at the beginning of the semester when you might be moving course content from a previously taught course to your newly set-up course for the current semester.

The Copy function can also be valuable around mid-semester when you have spent the semester adding many documents and materials without an eye to organization within folders. Or, perhaps the materials became voluminous and now you see a clear way to assist the student by categorizing the material or reorganizing it.

You may copy a single document or a complete folder. You can take a document from one folder and insert it into another or make a folder a sub folder of another.

To use the Copy function:

1. Start by accessing the **Control Panel** for the area you want to reorganize. For example, select **Course Documents**.
2. To the far right, you will see the options, including Copy.



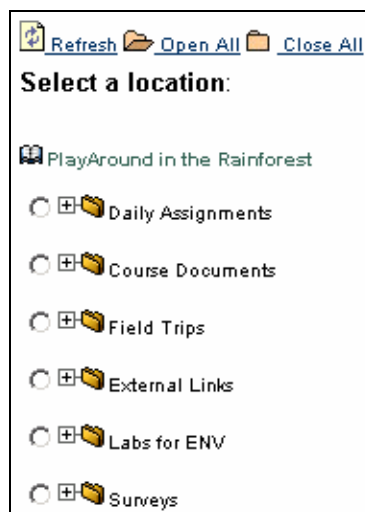
3. Click **Copy**
4. In Section 2: you will have the chance to select the destination course and the destination of the item, whether in a folder or not.


Destination Course:

Destination Folder:

Delete item after copy? Yes No

5. Click the **Browse** button and a new window will display the organization of the course.



6. Select the location where you want to have the file copied. You can use the  to expand the listings within each content area.

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7. Click the **Submit** button. This will return you to the main portion of the Copy function.
8. Decide whether you want to erase the file from its original location after the transfer is made.
If you want only 1 copy to remain, click the **Yes** radio button at the question **Delete item after copy?** An “item” can be either a folder or a single item, document, file.
9. The final step – Click **Submit**.

Outlook 2003

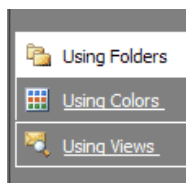
Tips on Organizing your Inbox

There are many ways that you can organize your Inbox. You could just let it go and read the mail that comes in without any added indication of the importance or sender. Or, you can customize your Inbox to make managing your messages easier.

Outlook 2003 allows you to manage the Inbox by color-coding, arranging, prioritizing, and creating folders. This explanation covers color-coding and prioritizing. Any other desired information can be found at: <http://office.microsoft.com/en-us/default.aspx>.

You can auto-format your Inbox to automatically assign a color to a specific sender. This will help clarify what you have in your Inbox. To color code your messages:

1. In your Inbox, select the sender you would like to format, select the **Tools** menu, and click **Organize**.
2. Choose the **Using Colors** box

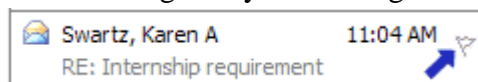


3. Click on the color drop-down box and select the desired color.
4. Click **Apply Color** Apply Color
5. Repeat this for all senders you want to color-code. Note: You can select different

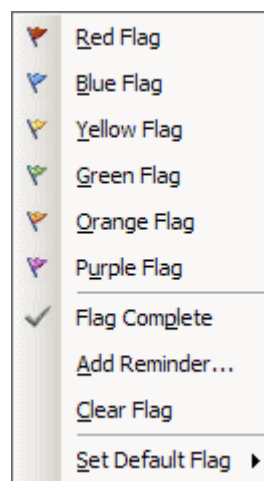
senders by clicking on them in the Inbox while the Organize Panel is open.

Another way to format your Inbox is to use flags. These make certain messages stand out and are actually automatically filed into a separate folder for attention at another time. This feature helps you to keep track of the messages that are important and reminds you to attend to the message later. To use flags:

1. Right click on the faded flag that appears to the right of your message in the Inbox.



2. Choose the desired color flag.



3. Once you have attended to the flag, right-click and select **Flag Complete**.
4. You can also select **Add Reminder** to schedule a date and time for a reminder.

*Note: When you have put a flag on your message, it automatically gets filed into the **For Follow Up** folder.*

