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8-1997

## Academic Computing Newsletter: Fall 1997

Mary Jo Orzech

*The College at Brockport*, morzech@brockport.edu

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# Academic Computing Newsletter

SUNY BROCKPORT

Volume 13, Number 1

August 1997

## Software Volume Licenses

Volume licenses for MS Office 97, FoolProof, and McAfee are being negotiated for campus PCs and will be ready for distribution shortly. The volume license allows distribution of 350 copies of MS Office97. After these copies are distributed, a procedure will be established where departments will be asked to pay for copies individually at a reduced rate. For the MS Office97 license, this cost will be less than \$50. Academic Computing Services will house the CDs or disks and distribute copies to departments as requested for:

<u>Name</u>	<u>Media</u>	<u>Description</u>
Microsoft Office 97	CD	Word, Excel, Access, and PowerPoint
FoolProof, Windows 95	Disk	PC desktop security management software
McAfee, Windows 95	Disk	Virus protection

If manuals are needed for MS Office, departments may purchase them through the bookstore. To allow us to keep track of the number of copies installed, users will be required to complete a software license agreement and return it to ACS. A license agreement needs to be completed for each PC in the department on which MS Office is installed. If you are interested in acquiring any of the above software, please contact Jeanne Saraceni, at ext. 2452 or send e-mail to [jeanne@acs.brockport.edu](mailto:jeanne@acs.brockport.edu).

## New Programmer Analyst

Academic Computing Services welcomes a new staff member, Mathew E. Kirsch. Mathew is a 1996 Mechanical Engineering Technology graduate from SUNY Alfred and joined ACS in August 1997. He worked as a UNIX System Administrator for a mission critical resume database application at Computer Task Group in Buffalo. Mathew also maintained sixteen (16) Sun workstations at SUNY Alfred. Matt will be responsible for maintaining campus listservs, creating and maintaining UNIX accounts, and installing a variety of Sun software for campus use.



## Technology Roundtable

In June a group of faculty and staff participated in a two-day roundtable, "Teaching, Learning, and Technology: Levers for Change," sponsored by the SUNY Office of Educational Technology. Part of the American Association of Higher Education (AAHE) effort to promote the improvement of teaching and learning with the assistance of technology, the roundtable provided a forum for information and technology pro-

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viders and instructors to discuss issues of mutual interest.

SUNY Brockport participants were: T. Conroy, S. Crafts, A. Crume, B. Hasnat, C. Houston-Wilson, and D. Needham, B. Petit, B. Sirvis, B. Todd, P. Veronesi, and J. Wash.

This group is being expanded to include all areas of campus. The group will meet to continue the discussion and dialogue regarding technology planning for the future.

**Access Career Services through 1st place at**

[www.brockport.edu/~cshome.htm](http://www.brockport.edu/~cshome.htm)

**Educational Technology Initiative Awards 1997**

This year 16 proposals were submitted to the ETI program. This year's award recipients are as follows.

<u>Name/Department</u>	<u>Title of Proposal</u>
<b>Beers/Ed &amp; Human Dev.</b>	Student Production of CDROM Portfolios
<b>Hullfish/Interdisc.Arts</b>	Music MIDI Lab and Music Computer Projection
<b>Lending/Biological Sciences</b>	A Microvideo System for Laboratory Demonstration and Instruction
<b>Mancuso/Chemistry/Physics</b>	Chaos in the Introductory Physics Laboratory
<b>Mukherjee/EOC</b>	Upgrading Computer Laboratories at REOC
<b>Musante/Theatre</b>	Upgrade of Graphics Computer Classroom Projector for Instructional use in Dailey Hall.
<b>Parsons/Academic Computing</b>	

**New Laptops**

ACS recently received three IBM ThinkPads that are now available for instructional use at Dailey Hall. Currently Office97 is installed on all these systems. This equipment was obtained through an IBM matching donation program.

**Snappy**

Snappy is a hardware device that uses a parallel port on a PC and is now available at ACS. This hardware can be used to capture still images from any video source. For instance, VHS video tape frames can be captured to a PC as images or as Video For Windows movies (VFW). Finally the images/movies can be added to create a publication or a multimedia (PowerPoint) presentation. For details contact ACS at ext. 2463.

**Software Update**

ACS has annual renewable site-licenses for a limited number of software products for faculty and staff use including.

**Borland products**

C++ and Turbo Pascal for DOS, Windows3.x, and Windows95 systems.

**Mathematica for Suns**

Mathematica is a full featured mathematical software package and is available for use on all campus Suns.

**Microsoft**

MS Office (Word, Excel, Access, and PowerPoint) suite for Win3.11, Windows95, and Macs have been purchased for faculty and staff offices through a volume license.

**SPSS**

SPSS 7.5.1 for Windows95 is available in Dailey Hall PCs. It's also available for Win3.x, Macs, and the Prime.

Requirements for obtaining the above products are as follows:

- a. Fill out a site license agreement form.
- b. Send appropriate number of disks for the software.
- c. Software on CD-ROMs will be loaned out for a maximum of one day.

For more information, contact ACS at ext. 2368 or send e-mail to [staff@acspr1.acs.brockport.edu](mailto:staff@acspr1.acs.brockport.edu).

## Computer Labs Across the Campus

Department	Location	Systems	Phone	Operating Hours
Academic Computing Services	Dailey Hall	PCs, Macs, Suns, Prime	2247	Mon. - Thu. 8 am - 11pm Fri. 8 am - 7 pm Sat. 10 am - 7 pm Sun. 1 pm - 11 pm
Center for Academic Improvement	B - 10 Cooper	26 Pentiums	2293	Mon. & Wed. 9 am - 5 pm Tue. & Thurs. 9 am - 5 pm Fri. 9 am - 2 pm
Education	C - 6 Cooper	20 Pentiums	2423	Limited by classes.
Health Science	14 Hartwell	24 Macintoshes	2643	Mon. & Wed. 11 am - 6 pm Tue. 11:30 am - 2:30, 3 - 9 pm Thurs. 11:30 - 2:30, 3 - 6 pm Fri. 12 - 3 pm Sun. 5 - 9 pm
Business	103 Hartwell	24 - 30 Pentiums	2623	Check Schedule on door or call for current hours.
Communications	103 Holmes	20 Macintoshes	2511	Check Schedule on door.
Biology	101 Lennon	24 Pentiums	2193	Call for current lab hours.
Chemistry & Physics	121A Smith 241 Smith	6 - 10 PCs	2182	For majors only.
Nursing	231 Tuttle North	15 PCs	2634	For majors only.
Physical Education	166 Tuttle South	24 Macintoshes	5339	Mon. - Fri. 9 am - 5 pm
Earth Sciences	317 Lennon	12 Pentiums	2582	For Earth Science students only.
SUNY Metro Center	Rooms A16 and A19	2 Pentium Classrooms	232 - 7313	Mon. - Thu. 9:00 am - 9 pm Fri. 9:00 am - 3:30 pm Sat. 9 am - 4:00 pm when classes are in session.

Hours of operation subject to change

## The Campus Network Update

The campus network project to wire the majority of campus buildings has progressed quickly this summer. An update on the status of the project is outlined below. The first phase of physically wiring the buildings has been done according to schedule. The second phase includes installing the electronics in the buildings. Finally installing network cards, and assigning an IP address and install networking software on each PC and Mac will be done. The networking project will continue through the Fall '97 semester. The following table illustrates the progress of the network project on the campus.

**Network Status Table**

<b>Building</b>	<b>Network Electronics</b>	<b>PC Connections</b>	<b>Comments</b>
Bookstore	To be installed week of 8/11/97	BASC will connect their own equipment	
Cooper	Electronics Installed	ROTC and Dev. Math Lab to be connected	30 PCs in Dev. Math; 11 PCs in ROTC
Dailey	Electronics Installed Changes need to be made to Campus Network to work properly	No date set for transferring PCs from old network to new network.	More testing needed
Drake	to be installed week of 8/11/97	PC connections starting week of 8/11/97	25 PCs
Holmes	Electronics installed	PC connections complete	Complete
Morgan	To be installed week of 8/11/97	PC connections starting week of 8/11/97	6 PCs
Rakov	Electronics installed	Pentium PCs connected, waiting for 100+ new PCs	
Seymour	Electronics installed	PCs connected	Complete
Smith	Electronics installed	Physics and Chemistry to move from old Network to new Network.	
Thompson	Electronics installed	BASC will connect their own equipment	
Tower Fine Arts	Electronics installed	PC connections starting week of 8/11/97	60 PCs
Tuttle South	To be installed week of 8/18/97	PC connections starting week of 8/18/97	
Tuttle North	To be installed week of 8/18/97	PC connections starting week of 8/18/97	
Chapman	Metro Center		

## TopClass Software

TopClass is software that allows an instructor to offer courseware, syllabi, classnotes, e-mail, and on-line testing via the World Wide Web.

It provides a protected portion of the Web for instructors and students to create an on-line classroom environment. TopClass is being pilot tested at a number of SUNY schools including Brockport this year. To see an example, go to:

[emlab.bio.brockport.edu](http://emlab.bio.brockport.edu)

ID: student

PASSWORD: demo

Craig Lending and others will be using the software this semester. They will be exploring its potential use for computer literacy testing beginning next fall.

### Want to know more?

Two TopClass workshops for faculty will be held on the following days in Dailey Hall room 205:

#### Thursday, Sept. 4

9:30 - 11:15 am

#### Wednesday, Sept. 10

9:30 - 11:15 am

Contact Craig Lending at 5755 for more information.

## Basic Information Technology (BIT)

Sixty (60) minutes of free hands-on help, presented by ACS.

### Learn how to:

- Log on and use our e-mail system
- Access the World Wide Web with Netscape
- Find books through Drake Library's on-line catalog
- Track your progress using the Student Information System
- Use Windows95 and Office97
- Get more help if you need it and when you need it

#### Monday, August 25

12:00 - 1:00 pm

2:30 - 3:30 pm

#### Tuesday, August 26

10:00 - 11:00 am

1:30 - 2:30 pm

4:30 - 5:30 pm

7:00 - 8:00 pm

#### Wednesday, August 27

8:15 - 9:15 pm

1:15 - 2:15 pm

7:00 - 8:00 pm

#### Thursday, August 28

8:30 - 9:30 am

11:30 - 12:30 pm

3:00 - 4:00 pm

#### Friday, August 29

9:30 - 10:30 am

10:45 - 11:45 am

Sessions are held in Room 203 Dailey Hall. Seats are filled on a first come basis. Reserve your space by signing up on sheets available on the 2nd floor Dailey Hall.

## Fall 1997 Workshops Schedule in Dailey Hall

### Presented by ACS

The following hands-on workshops are designed for the users who wish to know more about a software package. Basic knowledge of Windows95 is required for the following workshops.

#### **MS Word 7.0 (97) -Room 203**

Wordprocessing using MS Word 97.

Friday, September 5 .....9:30-11:00 am

#### **MS Excel 7.0 (97) -Room 205**

Introduction to Excel Spreadsheet.

Friday, September 12 .....9:00-12:00 pm

Friday, September 26 .....9:00-12:00 pm

#### **MS Access 7.0 (97) -Room 205**

Introduction to MS Access database.

Friday, September 12 .....1:00-4:00 pm

Friday, September 26 .....1:00-4:00 pm

#### **PowerPoint 7.0 (97) -Room 203**

A creative presentation program that uses text, graphics, and drawing tools.

Friday, October 3 .....9:30-11:00 am

#### **Creating a WEB page -Room 203**

Learn the basic skills needed to create a own web pages.

Friday, September 26.....1:30-3:00 pm

#### **SPSS 7.5 for Windows95 -Room 203**

Introduction to a comprehensive statistics software system for PCs.

Friday, September 5.....2:30-4:00 pm

#### **MINITAB 11 for Windows95 -Room 203**

Introduction to a statistics software system for PCs.

Friday, September 19.....1:30-3:00 pm

#### **Introduction to UNIX (Suns) -Room 213**

Friday, September 19.....1:30-3:00 pm

#### **How to Write on a CD -Room 211**

Demonstration of how to create CDs using CD-ROM Burner. (PC or Mac formatted documents)

Friday, September 26.....1:30-3:00 pm

### Presented by Drake Library

Three 60 minute introductory sessions. Open to faculty and graduate assistants.

#### **Tuesday, September 9 (Room 203)**

10:00-11:00 am Using First Search

#### **Wednesday, September 10 (Room 203)**

3:00-4:00 pm Internet Search Engines

#### **Monday, September 29 (Room 203)**

1:30-2:30 pm Using FirstSearch

No reservations necessary. Seating is on a first come basis.

### Presented by Administrative Computing

The following workshops are open to faculty and staff only.

#### **Friday, September 19 (Room 203)**

8:30-9:30 am Introduction to WWW  
9:45-10:45 am How to use IBM E-mail  
11:00-12:00 pm Using the Eagle System

#### **Monday, October 17 (Room 203)**

1:00-2:00 pm Introduction to WWW  
2:15-3:15 pm How to use IBM E-mail  
3:30-4:30 pm Using the Eagle System

#### **Wednesday, November 14 (Room 203)**

8:30-9:30 am Introduction to WWW  
9:45-10:45 am How to use IBM E-mail  
11:00-12:00 pm Using the Eagle System

**Valid IBM accounts required.** For information and reservations, call extension 2385.

## Recommended PC Configuration

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The following information may be useful as a guide for individual or office PC acquisitions. Specifications change quickly; these general guidelines are not meant to be "forever". Basic recommended PC configuration for campus departments are as follows:

Processor:	Intel 200MHz Pentium with MMX Technology
Memory:	32MB SDRAM DIMM
Cache:	512K Pipelined Burst SRAM cache
Monitor:	15" SVGA color (13.9" viewable area)
Graphics Accelerator:	2MB, 3D 64-bit PCI Graphics
Hard Drive:	3.2GB EIDE
Floppy Drive:	3.5", 1.44MB Diskette
CD-ROM:	12x minimum
Multimedia Package:	Wavetable sound card (Speakers - optional)
Keyboard:	104+ Keyboard
Mouse:	MS IntelliPoint Mouse
Operating System:	MicroSoft Windows '95

For individual purchases of Mac and PC hardware, peripherals, software and printers, please contact University of Buffalo Micro Computer sales at (716) 645-3554. Individuals may also wish to contact APPLE Direct at (800) 877-8433 ext.107 for MAC hardware, peripherals, software and printers. Learning Technology Group (LTG) in Rochester can also provide Mac products information (249-5300). The College Bookstore offers over 1000 titles of software products. Call College Bookstore at 2554 or 2563 or visit campus bookstore.

## Student Assistants at ACS

### **Student Supervisor -Tom Giaquinto (Senior, Math)**

**Q.** How long have you worked with Academic Computing Services?

**A.** "A year this fall."

**Q.** What do you enjoy most about your job?

**A.** "Helping, polite, appreciative students."

**Q.** What would you say is the best way to keep updated on current software?

**A.** "Experiment and play with the software- don't rely on others to show you everything. Not being afraid to figure things out on your own is the best way to learn."

**Q.** What do you think is the most common mistake students make in the lab?

**A.** "Not saving their work often enough."

### **Student Assistant -Katanya Moore (Grad. student, EDI)**

**Q.** Why did you decide to work for ACS?

**A.** "I thought it would be a good experience."

**Q.** What do you enjoy most about your job?

**A.** "The people that I work with, and also I've learned an abundant amount of information about computers."

**Q.** What do you think is the best kept secret at ACS?

**A.** "Being able to listen to a CD through some of the computers while you work."

### **Student Supervisor -Jaimie Radesi (Senior, Biology)**

**Q.** What are the advantages to being a student employee at Academic Computing Services?

**A.** "Learning many of the most popular software applications on the market, and being able to meet and assist a large number of my peers here on campus."

**Q.** Do you find it difficult to work several hours a week and maintain your grades?

**A.** "This fall will be my third year working for ACS. I've always managed to keep my grades up in the past, and I don't suspect it will be a problem this year either. Actually, keeping a job while going to school has taught me a great deal about time management."



## **Interested in an ACS Graduate Assistantship for 97-98?**

A Graduate Assistantship at Academic Computing Services is available for the 1997-98 year. Responsibilities include proficiency with a variety of office productivity software and tools e.g., Windows 95, MS Office, e-mail and WWW.

Duties include scheduling PC classrooms and student staff, conducting software training, troubleshooting hardware and software problems, etc.

Requires excellent communication skills, both oral and written and must be able to provide a variety of consultation to students, faculty and staff. Must have excellent problem solving skills and be able to respond rapidly to varying scenarios professionally and courteously. This is a front-line user services position; GA must be reliable, dependable and conscientious. Other duties related to Academic Computing as assigned.

If you would like to be considered, send your resume with a cover letter describing your experience and qualifications as soon as possible to M. Orzech, Academic Computing Services, Dailey Hall. References will be required for final consideration.

Assistantship covers 20 hours work per week in Dailey Hall and includes \$3,000 per semester plus full tuition waivers.

# How to Forward E-Mail

## To forward mail from the IBM Mainframe

### Follow the steps below:

Sign on to your IBM E-MAIL account.

From the READY prompt enter:

FWD MAIL jdoe at frontiernet.net

<press enter>

This will forward all mail being sent to your IBM account to userid jdoe at frontiernet.net.

(Note: Use the word "at" with a leading and trailing space instead of the @ symbol between the userid and the address.)

### To stop mail from being forwarded:

From the READY prompt enter:

FWD DELM jdoe at frontiernet.com

To list your forwarding address, from the READY prompt enter:

FWD LIST

## To forward mail from the Prime

### Follow the steps below:

At the OK, prompt, type:

MAIL

At the main Mail Menu, type:

U (for Utilities)

Then type:

X (to set Automatic Mail forwarding)

You will see the following:

'X' sets the Prime mailer to automatically forward mail to another Internet address.

Please enter the address carefully.

Forward mail to: (enter the address here, e.g.,  
jdoe@aol.com, ab2345@frontiernet.net,  
smith@po.brockport.edu)

-More- (hit return)

Type:

Q (to go to the previous screen)

Note that the X option shows that mail is being forwarded to the address you've indicated. X is a toggle switch and typing it again will disable mail forwarding.

## To forward mail from the Sun

### Follow the steps below:

Create a ~/.forward file, in your home directory.

This file should contain one or more e-mail addresses to forward the mail to.

After the file is created, typing the following command at the shell prompt:

```
chmod 644 .forward
```

will make sure the UNIX mailer can read the file.

If you want to stop forwarding the mail to a different address, simply remove the file .forward.

If you still experience problems in forwarding your mail to a preferred address, please contact ACS

# ACS General Information

## Professional Staff

### Director: Mary Jo Orzech

Office: 217 Dailey, Phone: 395-2368

E-Mail: morzech@po.brockport.edu

### Computer Resources Manager: Anne Parsons

Office: 204 Dailey, Phone: 395-5470

E-Mail: aparsons@po.brockport.edu

### Software Support Specialist: Jeanne Saraceni

Office: 208 Dailey, Phone: 395-2452

E-Mail: jeanne@acs.brockport.edu

### Systems/Network Manager: Brian Volkmar

Office: 127 Dailey, Phone: 395-2417

E-Mail: sysadm@acspr1.acs.brockport.edu

### User Services Coordinator: S. Reddy Anugu

Office: 207 Dailey, Phone: 395-2463

E-Mail: reddy@acs.brockport.edu

### Programmer/Analyst: Mathew E. Kirsch

Office: 117 Dailey, Phone: 395-2624

E-Mail: matt@acs.brockport.edu

## On-Line Forms

The following forms are available on the WEB. You can access them through the ACS WEB page or directly using the URLs shown below.

- ACS Resources Request Form  
<http://www.acs.brockport.edu/request.html>
- Faculty/Staff/Student Accounts Form  
<http://www.acs.brockport.edu/accounts.html>
- ACS Student Employment Application Form  
<http://www.acs.brockport.edu/employapp.html>
- Workshop Evaluation Form  
<http://www.acs.brockport.edu/evaluation.html>
- Faculty/Staff Survey Form  
<http://www.acs.brockport.edu/survey.html>

## Telephone Numbers

Dailey Hall 1st Floor Desk	395-2479
Dailey Hall 2nd Floor Desk	395-2247
Prime Status Phone	395-2390
Technology Hot Line	395-2121
Dial Access Lines	395-2180
Fax	395-2399

## Hours of Operation

Monday - Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 8:00 pm
Saturday	10:00 am - 8:00 pm
Sunday	1:00 pm - 11:00 pm

## Computer Labs in Dailey

202	Pentium PC Teaching Lab
203	Pentium PC Teaching Lab
205	Pentium PC Teaching Lab
211	Software Hardware Evaluation Lab (SHEL)
212	Macintosh Lab
213	Sun Lab

## SUNY Brockport WEB Servers

### Official Campus Web Server

<http://www.brockport.edu>

### Academic Computing Services Web Server

<http://www.acs.brockport.edu>

## NOTE

Academic Computing Newsletter is published three times a year by Academic Computing Services, State University of New York, College at Brockport. Contributions and suggestions in any form (Voice, Fax, Mail, or E-mail) are welcome and should be addressed to User Services Coordinator, Academic Computing Services, Dailey Hall.