

Special points of interest:

- Student Computing Survey 2007 Results
- New Password Policy effective June 6th
- ITS Summer Hours begin June 18th

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New Password Policy Starts June 6th

The domain password policy for students, faculty, and academic staff is changing. This will affect logging into email, networked storage, and the Minerva web server. Beginning June 6th, passwords will expire every 6 months. The system will alert you 14 days in advance that your password needs to be changed.

New passwords must be 8 characters or more in length, and must include at least three of the following - upper case characters, lower case characters, numbers, and special characters (!, %, #, &, *, etc.).

Please change your password now at <http://changepassword.union.edu> (documentation at <http://its.union.edu/documentation/acad/Umail-PW-Change.pdf>) using the above criteria. If you do not change it soon, you will receive reminders that you have not yet changed your password.

A self-service web-based method to reset passwords will be advertised shortly. This will allow you to change your password even if you have forgotten the current one. You must set up a personal profile that will allow you to validate your identity by answering a series of questions to which you have previously provided personal, unique answers.

Detailed information is forthcoming.

Don't risk having your password expire over the summer - change it now while you are thinking about it.

<http://changepassword.union.edu>



Prof. Jan Grigsby (Sociology) demonstrates the use of Google Earth for web-based mapping to Dean Cherrice Traver, Diane Keller (ITS), and Kelly Andolina (ITS) at the Faculty Fair on March 2nd.

BLACKBOARD LEARNING SYSTEM (online.union.edu)

Unavailable July 5-6 for Upgrade to Version 7.2

Our Blackboard Learning System (online.union.edu) will be upgraded to the latest version beginning July 5th. It will be unavailable from 8 a.m. on Thursday, July 5, until 4:30 p.m. on Friday, July 6. Some new features of this new release are:

- Instructors can inform students of a new or modified course announcement by class-wide emails. Instructors will not have to rely on

students visiting the Course to see new information.

- A new Course Email tool has been added that allows mail to be sent all enrolled students.
- Email sent from within Blackboard now supports HTML-formatted messages.
- For each grade in the Gradebook, Instructors can now add comments that are

visible to students.

- The **Existing Date** field will be relabeled **Due Date** and will no longer be required for Gradebook Items. The **Creation Date** is now shown as a read-only field. No new date fields were added to support the changes. Existing Gradebook items' with date values will not be impacted by the system update.

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Interested in video or audio editing? Need to know how to publish a webpage? Want more information about podcasting and iTunes?

Check out the Curricular Support website for tips:

curriculum.union.edu

Forgot your thumb drive? Try using your network storage on ufiles.

For more information, see:

acaddocs.union.edu

Getting too much spam?

Check that your Junk E-mail filter is on.

For more information, see the Umail tips at:

<http://its.union.edu>

BLACKBOARD LEARNING SYSTEM Unavailable July 5-6 (continued from page 1)

- In the Discussion Board, users are returned to the last highlighted post or to the first post in the thread when a user modifies, deletes, or replies to a post.
- “Date-range only” searches are available. No search text is required.
- Discussion Board Grades, for forums and threads, are automatically included in Gradebook calculations. The Instructor does not need to set new Gradebook items within the Gradebook.
- Disabled users no longer appear in the Discussion Board grading interface.

If you have questions about the upgrade, please contact Kesheng Yu (kesheng@union.edu) or Diane Keller (kellerd@union.edu).

Progress Report Relating to “ITS Concerns Document”

Members of the Academic Computing Steering Committee sent a progress report to the Academic Affairs Council addressing concerns raised in the recently circulated “ITS Concerns Document”. The Committee has been discussing each set of issues in turn. To read the full text of the report, go to:

<http://acaddocs.union.edu/ITS-ProgressReport05-01-07.pdf>

New Virus Protection for Windows and Macintosh

New versions of the virus protection software used on campus have been released by McAfee. After extensive testing by ITS staff, VirusScan 8.5 Enterprise for Windows and VirusScan 8.5 for Macintosh are ready to be distributed to the campus community.

Most faculty and administrative computers on campus will receive the upgrade automatically. Students, faculty, and administrative staff can download the new version(s) from the ITS website at <http://its.union.edu/jservices/software.htm> for use on home computers. In order to do this from off-campus, you will need to be running the VPN client prior to downloading the software.

If you need assistance or would like to be sure that your office, lab, or departmental computer has received the upgrade, please get in touch with your ITS contact or call the ITS office at 388-6293.

Windows Vista & Office 2007 Faculty Testers Wanted

Windows Vista and Office 2007 are two of the latest software technologies released by Microsoft. ITS is currently testing the Enterprise version of Windows Vista, the operating system version licensed by our Microsoft Campus Agreement. ITS is not planning on installing Vista on classroom, lab, or other institutional computers for the fall of 2007.

Office 2007 for Windows runs under Windows XP as well as Windows Vista. One of the major changes within the Office suite is that Microsoft has changed the default file formats for the major applications (Word, Excel, PowerPoint) so that they save in an XML format.

We would like to start pilot programs with a variety of faculty running Vista and/or Office 2007 as part of our investigation. If you are interested in participating, please contact Mary Parlett-Sweeney at x6661 or by email at parlettm@union.edu.

Graduating Seniors – Take Your Email With You

Several graduating seniors have requested that Information Technology Services provide a way for them to “take” the email stored in their Union College email accounts (Umail) when they graduate and leave campus. This capability has been set up **only** for the seniors and will be available to them between June 8th and September 30th.

An email to seniors with full information will be sent out on June 7th.

Administrative Computing – Fast Facts

- 7 Enterprise-Wide Servers Supported
- 7 Major Implementation Projects in Progress:
 - ⇒ Colleague 18
 - ⇒ Colleague 18 - UGC
 - ⇒ New Online Purchasing System
 - ⇒ New Human Resources System
 - ⇒ Web-Based Financial Reporting
 - ⇒ Online Registration
 - ⇒ Online Petition Course Registration
- 28 Administrative Offices Receiving Services Last Year
- 36 Departmental/Special-Purpose Computer Servers Supported
- 55 Blackberry PDA Devices Supported
- 475 Desktop, Laptop, Neos, Supported
- 1,350 Project Requests Completed Annually
- 8 Staff Dedicated To All Administrative Computing Support

Seniors – Accounts Expire September 30, 2007

User accounts for graduating seniors will be kept active through **September 30, 2007**. After that date, the accounts will be deleted. If you are planning on continuing your education in a graduate program here at Union, you must submit a **new** Application for Computer Account (AFCA) at the beginning of fall term which indicates your change in status. This will ensure that your account is not

deleted. Graduate AFCAs are available in **Lamont House**.

If you are not returning to Union College, you should begin moving your email to a new account immediately. **Do not** apply for employment or graduate school using your current Union College email address. Sometimes these types of application procedures can take months and you will risk missing important

responses.

The Office of College Relations offers free lifetime email forwarding for Alumni. For more information go to:

<http://www.union.edu/Alumni>

2007 Student Computing Survey Highlights

- 19% have desktop computers
- 91% have laptop computers
- 84% use wireless
- 99% use Blackboard
- 30% use blogs
- 98% use IM

Tips for Returning Students

Cleaning up your account:

Log into your Umail account and empty the Deleted Items and Junk E-Mail folders. Keeping your Inbox small is also a good idea. For more information on ways to control the size of your email folders, see our Tips document at http://its.union.edu/documentation/acad/HT_Forward_Umail.pdf

Forwarding your email :

If you plan on using another email account through the summer, you may want to forward your email from Umail to that account. Instructions on setting up an email forward can be found at http://its.union.edu/documentation/acad/HT_Forward_Umail.pdf

Unsubscribing from listservs:

If you are not planning on reading your email throughout the summer, unsubscribe from any email listservs that you may be on. Instructions for doing this are usually included with any email that comes to you from the list. This typically requires that you send a message to the listserv with the word "unsubscribe" in the subject line or body of the email. If you have trouble removing yourself from an email list, contact Information Technology Services for assistance.

For more tips, go to:

<http://its.union.edu/jservices/documentation.htm>

Information Technology Services

Union College
Phone: 518-388-6293
E-mail: its-acad@union.edu

Summer Hours (Beginning 6/18/07)
8:00am–4:24pm Monday–Friday

ITS @ Union



ITS is committed to understanding and supporting the growing and ever-changing uses of information technology for both academic and administrative purposes. ITS will ensure a robust, stable, secure and innovative technology infrastructure that allows members of the Union community to work efficiently and effectively from facilities both on and off campus. We will create, in partnership with members of the community, facilities that support and enhance the learning, teaching, research and collaboration processes. ITS will assist faculty in the integration of appropriate technology into their curriculum and pedagogy to further enhance student learning.

We're on the web!
<http://its.union.edu>

iTunes U and Curricular Support Projects

Union College on iTunes U is a vehicle for sharing audio and video files over the Internet with Apple's popular iTunes. Faculty can publish their digital media files (lectures, music, voice recordings, or video clips) using a simple iTunes interface. Students in the class can then access course content through iTunes. The published files can be available for both download and subscription. Subscription allows the student to automatically get new course content when they "login" to iTunes U. To see *Union College on iTunes U* in action — visit our iTunesU site at <http://itunes.union.edu> and log in as Guest.

Curricular Support will be working with thirteen faculty members this summer on a variety of projects, including course and departmental web site design and development, online research projects, and digital media recording, editing and posting. In addition, the Curricular Support office will continue to provide opportunities to those who would like to experiment with *iTunes U* to develop basic skills and become familiar with the hardware and software involved.

If you are interested in using *iTunes U* in the Fall term, we would be glad to help you prepare over the summer break. For more information, please email Kesheng Yu at kesheng@union.edu.

Be sure to check out the tips at the Curricular Support web site: <http://curriculum.union.edu>

Networking Updates Planned — June 20th

The wireless registration information currently in use for **faculty and academic staff** will be deleted on June 20th. Faculty and academic staff who use the campus wireless network will need to re-register their laptop using the Union Network Registration System. To do so, simply connect to the Union wireless network, launch your web browser, and follow the on-screen instructions. If you have a PDA or other non-laptop wireless device that you use on the network, please contact Bob Babb (babbr@union.edu) after June 18th to make arrangements to be set up on the wireless network.

For **students**, all student network registrations will be deleted on June 18th. Students who wish to use the network (wired, wireless, gaming) over the summer will need to re-register using the Union Network Registration System. To register, simply connect to the Union network (wired or wireless connection), launch your web browser, and follow the on-screen instructions. For gaming devices, go to <http://149.106.96.16:8080/registration/GameRegister.html> and re-register the device.

If you have questions, please contact Bob Babb at 388-6667 or by email at babbr@union.edu.