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Web Office Introduces CMS

The CMS (Content Management System) is a web-based tool used to maintain web site content. Unlike programs such as FrontPage and Dreamweaver, advanced web editing skills are not required to use it successfully. The Web Office purchased the software last year and has already imported a significant portion of the College's website into the CMS. The majority of administrative offices with a website have been trained to use the CMS to maintain their content, and we have begun to move academic department sites at their request. Initially there will only be one template option for imported sites; however, the College has committed to purchasing new professional designs for the main site as well as academic sites. This will allow academic sites to maintain a different identity while using a standard tool with regular training opportunities.

Current College Web Needs

- Reduce outdated content
- Reduce redundant content
- Share site management easily with colleagues
- "Clean" the site in preparation for a complete professional redesign



Goal of the CMS

To easily enable the creation of more relevant, current, engaging content in professional design schemes that will make it easier for visitors to find the information they need.

For more information please visit
www.union.edu/web

Graduating Seniors—Email Information

User accounts for graduating seniors will be kept active through **September 30, 2008**. 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 with the rest of the Senior accounts. 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 emails while you transition to a new address. Graduating seniors may "take" their email with them by downloading it into an email client such as Outlook or Entourage. This process must be done before September 30, 2008. Instructions on how to

download your email can be found at http://its.union.edu/PDFs/policies/Senior_Email.pdf

Alumni Email Accounts:

The Office of College Relations offers, as one of many services to Alumni, free lifetime email forwarding. For more information go to: <http://www.union.edu/Alumni> and click on the link for "Free Lifetime E-mail address" under Alumni Services or send email to alumni@union.edu.

Returning Students—Email Information



2008 Student Survey

Highlights

- 91% use the wireless network
- 94% have a laptop
- 17% own more than one computer
- 73% run Windows
- 23% run Mac OS
- 99.6% use Blackboard
- 94% use IM
- 74% have a printer
- 85% have an MP3 player

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/EmailTips.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 newsletters and mailing lists:

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/docs.html>

Student Survey a Success

Thank you to all students who participated in the 2008 Student Technology Survey. 536 surveys were submitted, which is just over 25% of the student body population.



Be sure to congratulate the \$50 gift card winners:

- Ashley Braniecki
- Benjamin Cote
- Thomas Fagin
- Anthony Savaglio
- Lisa Vallee

Summer 2008 Electronic Classroom Changes

Humanities 117 will be converted into a presentation style electronic classroom during the summer of 2008. In addition to the renovation of Hum 117, ITS will be upgrading all electronic classroom Macintosh computers to Apple's Mac OS 10.5 (Leopard) and Microsoft Office 2008. The electronic classroom PCs will be upgraded to Microsoft Office 2007. All student computers will also be

replaced this summer.

If you have a software request for the fall of 2008 please send an email to strohecj@union.edu. Please make any requests prior to August 1st, 2008. As a reminder, for any software requests in the classrooms (including for special events) please give ITS a minimum of 72 hours' notice. If there are problems during class (8:00am – 8:00pm) please call x2442. You can report any general problems in an electronic classroom electronically by sending an email to helpdesk@union.edu.





Information Technology Services

Union College
Peschel Computer Center
807 Union St.
Schenectady, NY 12308
Phone: 518-388-6293
Help Desk: 518-388-6400

Monday - Friday 8:30 am - 4:54 pm



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.



Blackboard Upgrade Scheduled July 1-3

The Blackboard system (<http://online.union.edu>) will be upgraded to the current version (version 8) this summer. The system will be unavailable for use beginning at 8 a.m. Tuesday, July 1, until 4:30 p.m. Thursday, July 3rd.

This upgrade will provide a number of new features to the user without significant change to the user interface. Among these new features is a new interface to the Gradebook. The Gradebook feature has been redesigned and

renamed to Grade Center. The Grade Center main page has a new tool bar which contains multiple functions such as Managing Grading Periods, Emailing Students, Creating Reports and Viewing Grade History. Instructors will have the ability to create customized views of students based on selected criteria.

A new feature within Blackboard 8 is Blackboard Scholar. This is a social bookmarking service that has been customized for

education. Scholar provides a way for students and instructors to find resources on the web, store, and then share information about those resources through tags. Blackboard Scholar allows users to find relevant and reliable resources and make them available to others.

Please mark your calendar – Blackboard (online.union.edu) will be unavailable Tuesday, July 1st through Thursday, July 3rd.

