

TLT: Technology For Learning and Teaching

Fall, 2003 Issue

TLT, a publication of Information Technology Services-Educational Technology, is distributed each semester to faculty at The University of Northern Iowa. The purpose of this newsletter is to provide information on how technology can be used to enhance the educational experience at UNI.



A-V Production

The Division of Audio/Video Production Services has continued to document UNI events of a historical nature during the fall semester. Activities such as the UNI Convocation, the Dedication of the Native Roadside Vegetation Center, the Dedication of the McCollum Science Addition, and numerous other events were chronicled recently by student crews who recorded and edited these activities. The documentaries were then distributed on VCR or DVD media, and also replayed on both the on-campus and the two Cedar Falls cable TV systems. A/V Production Services has been one of the major compilers of UNI video history over the past few decades. Any campus activity may be recorded for a small cost by contacting us at 273-6299 at least one week in advance of a proposed recording date.

Faculty Focus

Intersession Technology Workshops—January 5-9

Have you wanted to incorporate technology into your teaching but aren't sure where to begin? Perhaps you want to add an online component to your course or learn how to present content electronically during class. Maybe you're aware of the use of portfolios with students but you're curious about all the hype lately concerning electronic portfolios. **ITS-Educational Technology offers a free opportunity you won't want to miss—Faculty Focus!**

Faculty Focus consists of a number of technology workshops January 5-9. These workshops are offered the week just prior to the beginning of the spring semester so faculty can focus on learning new technology skills before the pressures of the new semester begin. Our focus that week is entirely on faculty, and only faculty, through workshops and consultation concentrating on technology's role in teaching and learning. Fifteen workshops will cover topics related to:

- Online course development via WebCT (more information below)
- Developing/managing web sites (HTML, FrontPage, DreamWeaver)
- Creating presentations with PowerPoint
- Electronic portfolios
- Using StudioIT (ITS-ET's Studio for Innovative Teaching)

For the workshop schedule and detailed descriptions visit

<http://www.uni.edu/its/et/tlt/focus/>

Please note several workshops do have prerequisites.

Seating is limited. Reservations are required. Call 273-2309 to register.

WebCT

WebCT is UNI's online course management system, and it will be getting a new look beginning Summer 2004 when UNI upgrades to WebCT 4! The upgrade will retain WebCT's existing data and functionality, but the interface will look significantly different. Everyone who has seen WebCT 4 is excited about this new release and believes both instructors and students will find the new version more streamlined and easier to use. Watch the Announcements section of <http://webct.uni.edu> for more information about WebCT 4 features, the transition process, and guest access to WebCT 4.

Computer Security Issues

We've all heard or read about the virus alerts and noticed the effect on our computer systems here on campus. Below are listed the **top 10 security issues** identified by our system administrators from ITS and the various colleges and departments:

- Failure to install or keep up-to-date anti-virus software and associated virus definition files.
- Opening unsolicited e-mail attachments without verifying the source and checking the contents.
- Failing to install critical security patches – especially for Microsoft Operating Systems (Windows), Microsoft Office, Microsoft Internet Explorer, and Netscape.
- Not making and testing backups.
- Using a modem while connected through a local area network.
- Executing games, screen savers or other programs from untrusted sources.
- Password management: creating passwords that are easily guessed; failure to change on a routine basis; writing down passwords and displaying them in plain view of others; using university passwords on other systems; and sharing your password with anyone (including technical staff).
- Using un-encrypted passwords from locations outside of UNI—home, cyber café's, and other places of work.

OK, there are only 8 listed here, but they are all very important! If you are not sure what they mean or how to deal with any of these issues, ask your college/department technology support person or call the Computer Consulting Center at 3-5555.

Workshops for Credit

Do your students need to have more experience in using computers for completing coursework? ITS-Educational Technology now offers two workshop series to students for one credit hour each: **Mastering Microsoft Office (240:133) & Creating Web Pages (240:133)**. Each series consists of eight two-hour workshops. For more information visit <http://www.uni.edu/its/et/tnt/>

New & Updated Computer Workshops

ITS-Educational Technology has added a new workshop on Macromedia Dreamweaver to the Creating Web Pages series. Look for "Creating Web Sites Using Dreamweaver" on our monthly schedules online at <http://www.uni.edu/its/et/tnt/c.html>.

All workshops covering Microsoft Office programs (Word, Excel, PowerPoint) have been updated to Office XP. Updates have also been made to workshops for Microsoft FrontPage 2002, Oracle Calendar 6.0, Netscape Composer 7.x (HTML editor), and Netscape Messenger 7.x. For a complete listing of computer workshops offered by ITS-Educational Technology go to <http://www.uni.edu/its/et/tnt/all.html>.

StudioIT

We are now taking reservation requests to use StudioIT for next semester. Located in Lang 245, the Studio for Innovative Teaching is a flexible, interactive technology classroom. Technology available in the room includes an interactive whiteboard called a SMART Board with an integrated instructor computer, twenty wireless laptop computers for your students to use, and a Polycom video conferencing unit to bring in colleagues/content experts from virtually anywhere in the world! StudioIT is available at no charge to UNI faculty to use for classroom instruction. Please visit <http://www.uni.edu/its/et/studioit/> for more information or take one of our orientation sessions during Faculty Focus week (see front page).

The Production House

Among the many cost-effective services provided to the UNI community by ITS-ET is web site design and production. In conjunction with Digital Design Services, we will provide consultation, design, and creation services for University related web sites. Additionally, we provide website maintenance services, including routine updates, posting of new content, and adding pages or links from material you provide. For further information call Chuck Sengstock at 3-6192.