

TLT: Technology For Learning and Teaching

Fall, 2004 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.



Faculty Institutes

Sponsored jointly by the Roy J. Carver Charitable Trust and the University of Northern Iowa, the UNI Faculty Institutes initiative involves summer institutes for selected faculty that provide the foundation for ongoing collaborative faculty learning communities. For descriptions of the first two institutes, held in May, 2004 and involving approximately 40 UNI faculty members, please visit <http://www.uni.edu/facultyinstitutes>. The next two sessions will be scheduled for the summer of 2005. Watch UNIONline for announcements about these exciting opportunities!

A-V Production

Audio/Video Production Services documents UNI events of a historical nature. 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 have been chronicled recently. Any campus activity may be recorded for a small cost by contacting us at 3-6299 at least one week in advance of a proposed recording date. Visit www.uni.edu/its/et/audio-video-production for more information.

WebCT

If you are interested in teaching online courses you will want to become acquainted with WebCT, UNI's online course management system. WebCT offers a secure environment for distributing class materials electronically, conducting class discussions, giving quizzes and tests, and many other activities. For details visit <http://webct.uni.edu>, send an email to ids@uni.edu or call 3-5854.

Online Learning and Teaching

Have you ever wondered what students experience when taking a course entirely online, with no face-to-face meetings? ITS-Educational Technology offers a two-week faculty workshop entirely on the web using WebCT. From November 8-19 participants will experience the student point of view of online learning while learning about and discussing online teaching with colleagues. Activities involve about 2-3 hours per week and include:

- Reading and discussing online articles and viewing online videos related to online learning and teaching.
- Participating in real time chats on the Internet.
- Taking an online test.
- Discussing issues and concerns pertaining to the online learning environment.

Faculty Focus:

For more information visit <http://www.uni.edu/its/et/tlt/olt>

Intersession Technology Workshops—January 3-7, 2005

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! Watch UNIONline for further announcements.**

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 more experience in using computers for completing coursework?

ITS-Educational Technology now offers two workshop series for one credit hour each for all students: **Mastering Microsoft Office** and **Creating Web Pages**. A third series, **Teaching over the ICN** is designed for teacher education majors. Each series consists of eight two-hour workshops. For more information visit <http://www.uni.edu/its/et/tnt>

StudioIT

We are now taking reservation requests to use StudioIT for spring 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. 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.

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. Call Chuck Sengstock at 3-6192 or visit <http://www.uni.edu/its/et/productionhouse> for further information.

Where Are We?

ITS-ET is located at the corner of 23rd and College streets, just across from the main campus. Our website is <http://www.uni.edu/its/et>

New & Updated Computer Workshops

ITS-Educational Technology has added two new (**free, of course!**) workshops—**Dreamweaver** and **Preparing Materials for the Web**. While they are part of the Creating Web Pages series, they may also be taken alone by those already familiar with the process of creating web sites. Look for them on our monthly schedule online at <http://www.uni.edu/its/et/tnt>

All workshops covering Microsoft Office programs (Word, Excel, PowerPoint, and FrontPage) are consistent with versions currently supported in the Student Computing Centers. Updates have also been made to workshops for Oracle Calendar, Mozilla Composer (HTML editor), and Thunderbird (email). For descriptions of all computer workshops offered by ITS-Educational Technology go to <http://www.uni.edu/its/et/tnt>