Over the past several years, a significant number of faculty have become interested in using the Web to support their courses (distributed education) or teaching courses via distance learning. Seeing the need to provide faculty resources and support in technology-based instruction Samantha S. Birk (x6368) joined the IPFW staff as the instructional designer this past summer.

Working with the newly formed Center for the Enhancement in Learning and Teaching (CELT) and Continuing Studies, she is primarily responsible for helping faculty use instructional technology, assisting faculty in developing course materials for distributed education, and serving as a resource for faculty incorporating instructional technology in their classes.

On September 27, the CELT office was officially opened as a resource center open to all faculty. Besides its many pedagogical resources, the office will be offering workshops and short courses specific to distributed education. Also available to all faculty is a lab that includes several PCs and one Mac computer workstation, a slide/negative scanner, flatbed scanner, and several other software packages designed to assist in the development of interactive, technology-based instruction.

The CELT office is located next to PIT Theater Kettler Hall, room G30 phone ext. 6354 Call for an appointment Monday through Friday between 8:30 A.M. – 5:00 P.M.

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Using LRC computers in the classroom

Instructors often need to demonstrate software, explore the Internet, or make multimedia presentations in their classes. But very few classrooms have projection-capable workstations. The Learning Resource Center (LRC) makes such systems available, upon advance request to their office (481-6519). These cart-based setups require an activated network drop in the classroom. Although most classrooms have drops, not all have been activated, so please make your request at least two working days before you need the computer -- given the growing demand, more advance time might be warranted. If the room lacks a drop, it can take as long as 4 weeks to install one. Fortunately, virtually all classrooms now have wired drops.

These machines connect to the Student Lab servers and offer all the software available to students in their labs. There is a common username assigned to all of these machines: LRCFLOAT. These stations all have a one hour timeout. This means they will reboot themselves after an hour of inactivity (keystrokes, mouse clicks, etc.). If you need to reconnect to the server at any time during your class, use the LRCFLOAT username (no password is required from these workstations).

You will not be able to access your office computer's hard drive from a classroom setup, but you can link to your files on your server's I: or O: drives. You may connect to your office's server and your account by either using the Network Neighborhood desktop icon or by going to a DOS prompt and issuing the LINK command. For detailed directions on these procedures, see the IT Services Web site:

http://www.its.ipfw.edu/faqs/lrc.html
Jenny Gunkel, Help Desk Supervisor, buckles down for the new semester with some familiar and some fresh new faces at the Help Desk. Jenny affectionately refers to the student workers as “her kids” and is proud to introduce them to you.

Mike Atkins is an Electrical Engineering Technologies Major. He likes electronics and just about any gadget he can get his hands on. He enjoys biking, running, roller-blading, and video games in his free time. Mike is familiar with many commonly used programs and hopes computers will become as common as indoor plumbing.

Jennifer Caseldine is an Information Systems and Philosophy major. She likes to surf the Internet, and has experience using various types of popular software. Besides working at the Help Desk, she does part-time bookkeeping work. Her hobbies include computers, books, and almost anything athletic.

Mike Collins is a Senior Chemistry major. He got his start in computers building IBM compatible PC’s for Memorex/Telex Corp. in Raleigh, North Carolina. Mike has experience with a variety of PC hardware, operating systems and applications. His hobbies include running, watching movies and computer gaming.

Jim Pingle is an Information Systems major. Jim enjoys exploring and using the Internet, as well as solving problems involving computers. He has experience with most popular applications, especially word processors and internet software. In the area of personal interests, Jim enjoys music, movies, and television.

Jenny Gunkel, Help Desk Supervisor, introduces the Help Desk student workers

Software Upgrades Delayed… although most upgrades have been added to student access labs, upgrades for faculty/staff will take a while longer to be completed.

Corel
WordPerfect 8
Beyond the Basics
taught by Pam Zepp
Friday - Oct. 1st
9:00 A.M. – 11:00 A.M.

MS Office 97
PowerPoint
taught by Chris Beekman
Part 1 - Friday - Oct. 15th
1:30 P.M. - 3:30 P.M.
Part 2 - Friday - Oct. 22nd
1:30 P.M. - 3:30 P.M.

Excel the Basics
(for beginners)
taught by Pam Zepp
Part 1 - Monday - Oct. 4th
9:00 A.M. - 11:00 A.M.
Part 2 - Wednesday - Oct. 6th
9:00 A.M. - 11:00 A.M.

Operating Systems
Windows 95/98
taught by Pam Zepp
Part 1 - Tuesday - Oct. 5th
1:30 P.M. - 3:30 P.M.
Part 2 - Tuesday - Oct. 12th
1:30 P.M. - 3:30 P.M.
Part 1 - Thursday - Oct. 14th
1:30 P.M. - 3:30 P.M.
Part 2 - Thursday - Oct. 21st
1:30 P.M. - 3:30 P.M.

Lotus Applications
cc:Mail 6 – Overview
Monday, Oct. 11th
9:00 A.M. – 10:30 A.M.

Mandi Marquardt has accepted the new position as Help Desk Technician and will become a full time member of IT Services. This extends full-time employee coverage of the Help Desk through operating hours. Many of you are already acquainted with Mandi as she has worked at the Help Desk as a student employee for two years. Please welcome Mandi.

Web Page How To
Creating Text-based Web Pages from Word Processed Documents (for beginners)
taught by Pam Zepp
Part 1 - Thursday – Oct. 14th
9:30 A.M. - 11:30 A.M.
Part 2 - Friday – Oct. 15th
9:30 A.M. - 11:30 A.M.

Creating and Using Links in your Web Pages
taught by William Baden
Wednesday - Oct. 27th
10:00 A.M. - 11:00 A.M.

Creating & Using Images in your Web Pages
taught by William Baden
Thursday - Oct. 28
10:00 A.M. - 11:00 A.M.

Creating Web Pages using basic HTML language
taught by Pam Zepp
Part 1 - Tuesday - Oct. 19th
1:30 P.M. - 3:30 P.M.
Part 2 - Tuesday - Oct. 26th
1:30 P.M. - 3:30 P.M.
Part 1 - Friday - Oct. 22nd
9:00 A.M. - 11:00 A.M.
Part 2 - Friday - Oct. 29th
9:00 A.M. - 11:00 A.M.

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