As the cold and flu season approaches we take more notice of our health, but what about the health of our computers? Computer viruses can be highly destructive and cost you days of lost work. Put your mind at ease. Join the anti-virus group.

You don't have to download PC-Cillin from the IMENU. Simply call the Help Desk (ext. 6030) and ask to be included in the PC-Cillin anti-virus group. In a day or two after you have been added to the group, the anti-virus software will automatically start after you login to the network. PC-Cillin will check the hard drive at every login and will continue to run in the background of your operating system as you work. Because you are part of this group, the anti-virus software is automatically upgraded with new 'vaccines' for new viruses. Joining the anti-virus group protects your computer and gives you peace of mind.

Other Symptoms — Have you noticed that your computer seems a little sluggish or run down lately? It may be overdue for a checkup. The checkup we're talking about is called Scandisk and Double Defrag. Scandisk will identify and correct file errors on your computer's hard drive. Disk Defragmenter will reorganize the data on your computer's hard disk by putting files into contiguous order which promotes maximum performance and increases productivity. Checkups are a three part process; Scandisk, Defrag and Defrag again. To keep your computer in tip-top shape, follow the directions below twice a month. Your computer will thank you for it.

Scandisk for Windows 95/98
Close all programs before proceeding.
From the Start button:
- Choose Programs> Accessories> System Tools> Scandisk
- Select the C: Drive (your computer's hard drive)
- Use the default settings and click OK

Disk Defragmenter for Windows 95/98
This procedure can take upwards of an hour to complete.
From the Start button:
- Choose Programs> Accessories> System Tools> Disk Defragmenter
- Select the C: Drive and click OK
- Step 1: Defragmenter will determine what percentage of your files are fragmented and report back to you.
- Step 2: You may receive a message saying, "Drive C: is X% fragmented. You don't need to defragment this drive now." We recommend that you "Start" the defragmenter if the amount of fragmentation is over 1%.
- This process may take some time and you will not be able to use your computer until Defrag is complete.
- Step 3: Defrag a second time to clean up all files.

A project began in November of 1998 to assure that all IPFW computer equipment would be Y2K compliant by December 31, 1999. Through network login testing and direct testing of stand-alone workstations, a total of 1,714 campus computers were tested. As of this date, 321 of the 351 failed units have been replaced. So, the work is almost complete! The new machines are a mix of reconditioned and new computers. To date, over $350,000 has been spent on the replacement equipment.

... and as for the software...

The final step in preparing computers for Y2K will be the application of PC operating system patches. IT Services is in the process of preparing a network application to be run from IMENU (the software install menu) to apply the necessary fixes to network PC's. Please watch for the instructions later in November that will be distributed through campus mail and posted to the cc:Mail Bulletin Boards. Also, network software programs that are not Y2K compliant will be removed or replaced. Reminder: You are responsible for assuring compliance of any personal software you have installed on your hard drives.

Help Desk
Construction for the new Help Desk area is almost complete. Watch for a "Moving Notice" later in November. The new location is where the "retired" Kettler VAX cluster resided for many, many years.
To Grandmother’s House We Go - but how do I check my e-mail?

Those of you with cc:Mail accounts will be happy to know that attending a conference or going to grandma’s house for Thanksgiving does not have to mean missing important e-mail. If you can access the World Wide Web (whether through AOL, another Internet Service Provider, etc.), you can check your account without using the cc:Mail software. Just point a Web browser to:

http://webmail.ipfw.edu/

and follow the link to cc:Mail’s login page. Of course, ask grandma first.

Web courses for Spring, like spring bulbs, require early planning

by Samantha Birk - Distributed Education Instructional Designer

The leaves may be falling and frost is in the air, but it is not too early to start thinking about the Spring semester! Integrating the World Wide Web to support a course takes time. One of the keys to successfully using the Web is pre-planning and getting an early start to incorporate technology into a course.

WebCT is a “courseware” tool that facilitates the creation of sophisticated World Wide Web-based educational environments. It allows faculty to design the appearance and organize course web-pages, it provides a set of educational tools that can easily be incorporated into any course, and it provides a set of administrative tools that assist the educator in the task of course administration. So don’t wait till the snow is on the ground. Start early in building your technology-assisted course for Spring.

OASIS update: Online access to the Student Information System

- 386 students registered this semester via OASIS
- 19% of the total IPFW registration (to date)

The AOL browser does not support full functionality of the OASIS software. AOL users may get best results by logging on to AOL and then opening the newest version of Netscape or Internet Explorer to visit OASIS. For problems or questions: call the Registrar’s office at ext. 6815, (not the Help Desk).

Extended OASIS Access Hours
Monday - Thursday: 7:00 A.M. To 8:00 P.M.
Fridays: 7:00 A.M. To 6:00 P.M.
Saturday: 12:00 A.M. to Sunday: 12:00 P.M.

World Wide Web and HTML

Creating Text-based Web Pages from Word Processed Documents (for beginners) taught by Pam Zepp
Part 1 - Monday - Nov. 8th
9:30 A.M. - 11:30 A.M.
Part 2 - Wednesday - Nov. 10th
9:30 A.M. - 11:30 A.M.

Creating Web Pages using basic Hypertext Markup Language (HTML) taught by Pam Zepp
Part 1 - Wednesday - Nov. 17th
9:30 A.M. - 11:30 A.M.
Part 2 - Friday - Nov. 19th
9:30 A.M. - 11:30 A.M.

Excel Office 97
Excel the Basics - Level 1 (for beginners) taught by Pam Zepp
Part 1 - Monday - Nov. 8th
1:30 P.M. - 3:00 P.M.
Part 2 - Wednesday - Nov. 10th
1:30 P.M. - 3:00 P.M.

Excel Data Tables - Level 2
Taught by Pam Zepp
Part 1 - Wednesday - Nov. 17th
1:30 P.M. - 3:00 P.M.
Part 2 - Friday - Nov. 19th
1:30 P.M. - 3:00 P.M.

PowerPoint
Taught by Chris Beekman
Part 1 - Friday - Nov. 5th
9:30 A.M. - 11:00 A.M
Part 2 - Friday - Nov. 12th
9:30 A.M. - 11:00 A.M
Part 1 - Friday - Nov. 5th
1:00 P.M. - 2:30 P.M
Part 2 - Friday - Nov. 12th
1:00 P.M. - 2:30 P.M

MS Word The Basics
Taught by Pam Zepp
(one class) Tuesday - Nov. 4th
9:00 A.M. - 11:15 A.M.
(one class) Thursday - Nov. 16th.
1:30 P.M. - 3:45 P.M.

Lotus Applications
cc:Mail 6 – Overview
Tuesday - Nov. 9th
9:00 A.M. - 11:00 A.M.

If you’re interested in a WebCT account, contact the CELT office.
Location: next to PIT Theater,
Ketter Hall room G30.
Phone: ext. 6354.
Call for an appointment.
Mon.- Fri.
8:30 A.M. - 5:00 P.M.
http://www.ipfw.edu/ceLT/

Remember to bring a disk to Short Courses

See the Web site for course descriptions
http://www.its.ipfw.edu/docs/training/short_courses.html

Operating Systems
Windows 95/98
Taught by Pam Zepp
Part 1 - Thursday - Nov. 11th
9:30 A.M. - 11:30 A.M.
Part 2 - Thursday - Nov. 18th
9:30 A.M. - 11:30 A.M.

Corel
WordPerfect 8
Beyond the Basics
Taught by Pam Zepp
(one class) Thursday - Nov. 4th
9:00 A.M. - 11:15 A.M.
(one class) Tuesday - Nov. 16th.
1:30 P.M. - 3:45 P.M.

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