The new Banner student information system is set to go live on March 4. On that date, nearly all student enrollment functions will be performed in Banner rather than the old Plus SIS. March 4 was chosen as the go-live date so that the system can be used for two weeks prior to the start of summer/fall registration on March 18.

An intensive mock registration period was held during the week of February 11. Faculty and advisors from all the academic units assisted in testing the system, with as many as 90 users on line at one time. Other than the usual — and expected— minor glitches, no major problems were found. The list of remaining problems is being worked on daily and should be eliminated by March 4.

The old Plus SIS will be taken off line on Thursday morning, February 28, so that data can be converted into Banner. Data conversion will include all relevant Plus data, including academic history. The data conversion process has been run twice in test mode, so the project team is confident that it will complete successfully over the four-day weekend.

The Plus system will be available in a limited, inquiry-only mode during the down period. Enrollment offices will be able to look up student data but not change it. OASIS will not be accessible during these four days. Plus will be available again after March 4 for limited functions, such as spring course drops and grading, and (Continued on page 2)

Thanks to a four-year, $800,000 agreement between IU and the National Education Training Group, Inc., all IU campuses and satellites now have desktop access to computer-based training.

NETg (pronounced ‘net G’) is owned by Thomson Learning, a leading global provider of innovative e-learning solutions. NETg, along with Course Technology, an affiliated Thomson company and worldwide leader in computer education publishing, will collectively leverage their strengths to target exact learner-level skills and knowledge needs. The two companies now offer more than 50 blended courses.

NETg courses cover a broad range of computing topics including lessons from novice to expert level. Choose from the hundreds of NETg courses available including basic desktop applications such as Microsoft Office Suite, GroupWise and Web design with HTML or prepare for an IT certification in Microsoft, Novell or Oracle.

NETg features "just-in-time" learning, making it possible for you to repeat a class as many times as you feel necessary, stop in the middle of a class and come back to it when convenient or skip over material that is already familiar. This is personalized learning at your own pace and on your time schedule.

NETg is not a replacement for traditional hands-on training. Use it to enhance your technical concepts, fill the gaps in your knowledge base or use it as a warm-up before you attend a traditional class. But no matter how you use NETg, just be sure to use it! IT Services invites you to explore Computer Based Training with NETg. Open your Internet Explorer Web Browser and start today. http://cbt1.ipfw.edu
summer financial aid transactions. Student Bursar accounts will be frozen in Plus on February 28 and all financial transactions will occur in Banner beginning March 4.

OASIS will show something of a split personality after March 4, but it should be mostly transparent to student and faculty users. Students will be automatically directed to Banner for summer or fall information and to Plus for spring, based on the term they select. The new Banner web pages won't look exactly like their Plus counterparts, but the functions are essentially the same in both systems.

The Banner project began in December, 2000. The various project teams have been working for the past 15 months to define variables, build processes and convert data. Admissions and Financial Aid have been working live in Banner for several months with limited functions relating to future terms, and the Catalog/Schedule module went live in mid-February. Several features will become available over the next several months, including much of the CAPP academic advising module.

The Banner training team has conducted dozens of sessions to help campus users learn the new system. The team maintains a web site with current information for faculty and advisors at www.banner.ipfw.edu/training.htm. The site contains a directory of academic unit trainers, future training dates, cheat sheets to help with common functions and on-line training documentation.

The project has been successful due to the involvement of many IPFW people, including the staffs of the enrollment offices, technical staff from ITS, and academic advisors and faculty from the various units. Yes, there is a learning curve with Banner due to its relational database and graphical design, but IPFW’s new student information system is much more powerful and flexible than our old one. The project team is relieved that most of the implementation work is past and looking forward to using Banner to provide service to IPFW’s students.

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Newsgroups

By William Baden

As IT Services upgrades GroupWise to version 6.01, a new feature will become available -- Newsgroups. The concept of newsgroups originated in 1979 when three graduate students (two at Duke U. and one at U. of North Carolina) developed a system that exchanged information between the two campuses' Unix networks. Designed to be like the then popular bulletin board systems (BBS), the concept and evolving software spread to other campuses. Today this system globally "feeds" over 28,000 news topics to thousands of Internet news servers.

Newsgroup topics are labeled in an hierarchical manner using abbreviations for the groupings and subgroupings. With the most general to the left, topic labels can look like sci. archaeology. moderated. Browsable and somewhat searchable, they fill a gap between listservs and static Web pages.

To use this system you need a news reader running on your workstation and a news server to supply the messages. IPFW has a news server at news.ipfw.edu. Microsoft's Outlook and Netscape's Communicator e-mail programs each offer a news reader function. There are other downloadable news reader programs, as well. With the installation of GroupWise 6.01 you will also be able to use it as a news reader.

Our reason for introducing you to newsgroups and promoting the new feature in GroupWise is, frankly, not to distribute 28,000 news topics to the campus. If you find useful information from some of the available topics, great. But be aware that there's a lot of junk in there, too. What we see as the value of GroupWise's news reader function is the creation and distribution of the campus bulletin boards. Upon approval of the ITPC and the conclusion of the GroupWise upgrade of all campus computers, we will be moving the Web-based bulletin boards (http://bboards.ipfw.edu/) to this new environment. Watch for future announcements about this move and instructions on configuring GroupWise to read the bulletin boards.
**Sharing Resources in GroupWise**

Advanced features in GroupWise E-mail make collaboration easier than ever. Do you have a special Address Book that you’d like to share with others? How about placing specific e-mail messages in a shared folder so colleagues can see them? These instructions will tell you how.

**To Create a New Address Book**
1. Open the Address Books.
2. Click **File > New Book** & follow the prompts.

**To Share a GroupWise Address Book**
1. Open the Address Book.
2. Click the tab of the desired address book.
3. Click **File > Sharing.**
4. Select **Shared With,** then start listing the desired user names; clicking ‘Add User’ after each.
   After you add names to the ‘Shared With’ list you can specify access rights. To do this:
   1. Click on each name to select it.
   2. The default Access is “Read only” - To change access, Click “All (read, add, edit, delete)”.
   3. To finish Click ‘OK’.
   
   A new window opens with the message that will be sent to the ‘Shared With’ list. If you wish, you can edit the message and then Click ‘OK’.
   - The members of your ‘Shared With’ list will receive a message inviting them to share your Address Book.
   - Once the members of your ‘Shared With’ list accept the invitation to share, the Address Book will appear as a new tab in their Address Book.
   - The tab can be renamed - Right-Click on the tab and choose ‘Rename Book’ (or choose File > Rename Book) to shorten the tab name.
   - When those with access rights add or delete names in the book, others see the changes.

**To Share a Group (Mailing List)**
- Simply save the Group to the shared Address book. (Hint: you can copy a Group or individual name from one address book to another by dragging it on to the desired Address Book tab).
  - You cannot share a Group without sharing everything in that particular Address book.

**Sharing a Folder**
- Right-Click the folder and choose ‘Sharing…”
  - Basically, the steps are the same as above except the access rights are for adding, editing or deleting messages placed in the folder by your ‘Shared With’ group.

Need a traditional class to help with these skills? Specialty classes on the GroupWise Calendar, Address Book and Archiving are offered regularly. See the list of Short Courses on page 4.

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**Student Technology Education Program (STEPS)**

As the semester progresses and assignment due dates approach, students may discover they need assistance with certain technologies. At such a time, IPFW’s STEPS Program, offered by IT Services and the Center for Academic Support and Advancement, can help. This program consists of **FREE 90-minute training sessions** designed to help students create PowerPoint presentations, create and publish Web pages, and conduct research on the Web. Detailed information about this program, including a list of training times and locations, can be found on the STEPS Web page at the following URL:

http://www.its.ipfw.edu/students/STEPS/

Please encourage the students with whom you interact to visit this site and take advantage of the free training available.

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**Basic Computer Terminology**

**Web Browser** - A software application that, in conjunction with an Internet connection, enables users to take advantage of the Internet services such as e-mail, the World Wide Web, newsgroups, etc. Netscape Navigator and Microsoft Internet Explorer are the two most popular Web browsers.

**Multitasking** - The concurrent execution of two or more tasks by a single computer.

**Directory tree** - A hierarchical directory of computer files and folders. PC users, using ‘Windows Explorer’ can see their directory tree from the Folders list on the left side of the screen. Note the ▼ in front of the folders that contain subfolders. Click the ▼ and the tree ‘expands’ to display the subdirectories. Click the ▼ and the tree ‘collapses’ to hide the subdirectories.
Banner Training
For General Users Who Have Not Yet “Bannered”!
Small group hands-on sessions will be held in KT-G13. Please e-mail Laurie Herbrand to reserve a seat at one of the following sessions:
 Tues. April 23, 9:30-10:30 A.M. ~ Wed. April 24, 1:30-3:00 P.M.

Windows Software Updates

**SPSS 11.0** *** SAS 8.2 *** **HTML Validator 5**

To update your office Windows workstation to the newest versions of these programs, open the ‘Application Explorer’ folder on your desktop. Open IPFW_TREE > IPFW Icons > Math-Stats (for SPSS and/or SAS) or Internet (for HTML Validator). Click on the appropriate icon for the new version. Be sure to replace any old icons that point to previous versions of these programs after you update your workstation.

New Look for Help Desk Web Page
The Help Desk Web pages have undergone a transformation! We hope you will find the new layout to be ‘user-friendly’. “We get a lot of repeat phone questions,” states Help Desk Operator Mandi Witkovsky. “That’s one reason we’ve redesigned our Web page. Answers to the most frequently asked questions are now easily accessible on the Web, as well as by phone.” Visit the Help Desk Web page. You never know what you might learn. http://www.its.ipfw.edu/helpdesk/

Tempting New Classes from ITS
Two new Short Courses are being offered FREE to IPFW faculty and staff this month.

- **MS Word Productivity Tools for the Workplace**, taught by Pam Zepp, features the creation of templates, converting lists to tables, mail merges, creating a macro, customizing tool bars and more.
- **Using Cascading Style Sheets in your Web pages**, taught by William Baden, features basics of what Style Sheets are, when to use them, how to write Style Sheets and how to include them in a Web page. See dates and times in column 2. Seating is limited so register early.

- **Using DreamWeaver**
  - (Part 1) Tuesday - March 5th - 9:00 - 11:00 A.M.
  - (Part 2) Thursday - March 7th - 9:00 - 11:00 A.M.
  - (Part 3) Thursday - March 28th - 9:00 - 11:00 A.M.

- **Excel Basics**
  - (Part 1) Monday - March 18th - 9:00 - 11:00 A.M.
  - (Part 2) Tuesday - March 19th - 9:00 - 11:00 A.M.
  - (Part 3) Thursday - March 21st - 9:00 - 11:00 A.M.

- **Creating Tables on a Web page using HTML**
  - Tuesday - March 5th - 2:00-3:00 P.M.

- **Using Cascading Style Sheets in Your Web Pages**
  - Thursday - March 14th - 10:00-11:00 A.M.
  - Wednesday - March 20th - 2:00-3:00 P.M.

- **GroupWise Basics**
  - Tuesday - March 5th - 10:30-11:15 A.M.

- **GroupWise Calendar**
  - Friday - March 22nd - 1:30-3:00 P.M.

- **GroupWise Address book**
  - Tuesday - March 26th - 1:30-2:30 P.M.

Classes meet in KT 205-B.
Bring a floppy or zip 100 disk to classes.
See http://bboards.ipfw.edu for weekly announcements of classes & registration - or - Register from the Short Course Web page at: http://www.its.ipfw.edu/docs/training/schedule.htm