

the Computing Connection



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The D. W. Mattson Computer Center
Tennessee Technological University

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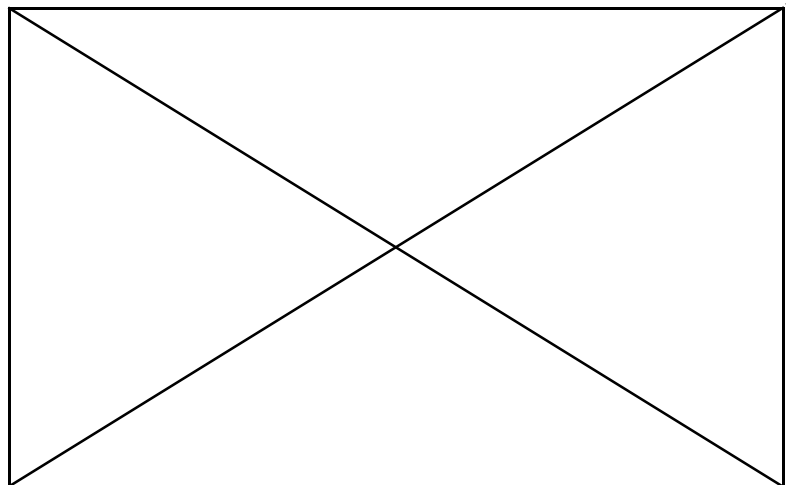
Want a Web Syllabus? We've Made It Easy.

David Boocker (English), Andrew Stein (Political Science), and Kriste Lindenmeyer (History) are working with Andy Wills and Jeff Gold (Computer Center) on a special project to develop a web-based syllabus template that will be available for all interested TTU faculty. The goal is to design an easy to use template that could be adjusted to the diverse needs of individual TTU faculty.

With this template, faculty do not have to learn the HTML language in order to put

information and course syllabi on the Internet. Even though some TTU faculty are already using web-based syllabi for their courses, this template will open new opportunities to those already using web-based syllabi by integrating the Internet's multi-user capabilities into one "user-friendly" site adaptable to the individual instructor's needs. The template will also make it easier for faculty who do not currently use a web-based syllabus to go "on-line." Web-based syllabi are another tool for faculty to enhance their

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(L-R) Jeff Gold, David Boocker, Andrew Stein, Andy Wills, and Kriste Lindenmeyer designing the new template

Get Connected

If your image of the typical composition class still consists of rows of students slumped into chairs and a teacher lecturing at the front of the room, it's high time to change this perception. Come to the Mitchum Computer Lab in Henderson Hall any day of the week and observe a different scenario.

Here eager freshman, eyes intent on the screen, fingers clicking away at the keyboard, are highly engaged with the task of the moment. Sometimes a chuckle can be heard or a call across the aisle, "Hey, George! Nice Job!"

Where is the teacher? No one is visibly directing traffic, except, wait—the teacher station is occupied. But the person there is looking at the screen, also, while frowns and smiles flow across her face. Suddenly she moves into action and types a message. Seconds later, boxes pop up on students' monitors and freeze what they have been doing: "Hi, students. Your coach speaking. Nice job in the discussions. Many

insightful contributions. Now move on to file 20 and start using the discussion contributions to begin a first draft." Without much ado, students close the broadcast window and select the next task from their assignment menu.

Last fall, about 90% of TTU's writing teachers in the English Department began to teach with Connect.Net, an interactive writing software package. Classes now meet once a week in the computer lab and the rest of the time in the regular classroom.



What is Connect.Net and what does it do for teachers and students? As the little scenario at the beginning of this article shows, with Connect.Net, students and teachers can engage in small and large group discussion, access those discussions, and send messages to one another.

Connect.Net also allows students to use drawings and to connect to the Web. In addition, once students write and post drafts, both classmates and the instructor can send helpful comments to further re-writing. Finally, if desired, teachers can even grade papers online and return them to students electronically.

Connect.Net, which uses Microsoft Word, is easy to learn and available in all University Computer Labs. If students have the right setup at home, they can send their work via the Internet to class. Writings are saved automatically to both students disks and the network. Lost or damaged disks cause no reason for despair since files can be retrieved from the network. The \$26.95 cost is reasonable for the student, since the software can be used for student's entire college career and in all classes using Connect.Net.

Although teachers can adjust Connect.Net to the conceptual and pedagogical goals of particular courses, the software is probably best suited to approaches that emphasize student-centered and collaborative learning. In other words, if you have always wanted to try a workshop approach, Connect.Net may just be the solution you need.

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The Computing Connection

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Online Admission Application!

Recruiting new students is a mission-critical task. Many of our prospective students learn about TTU through information provided on our website. The Admissions Office has added **The Online Application** on the web to apply for admission or check admission status. Students can also request information on various campus services including financial aid, campus safety, housing, and specific college or curriculum brochures.



Want to check it out? Go to TTU's home page at www.tntech.edu and click on

Online Admissions, Grades under the **Student Services, Organizations, and Offices** section. This will load the Eagle Online Information System page allowing you to **Request Institution Information** or **Apply for or check your Admission**.

To access the system, you will need your nine-digit login ID (preferably your social security number) and a six-digit Personal Identification Number (PIN). If a PIN has not been assigned, then it will be your birthdate in MMDDYY format. If you have not been in contact with TTU before and do not wish to use your social security number for your TTU Student ID, follow the

directions given on the Welcome Page after clicking **Apply for Admission**. If you have communicated with or have attended TTU before, use the same Student ID Number and Personal Access Code used on the Eagle Line Telephone Registration System.

It is strongly recommended that you change your PIN once you are in the system by clicking on **Student Information Access** and then **Administrative Functions**. Your PIN will be the same as your Personal Access Code on the Eagle Line Telephone Registration System. ■

—Brenda Anderson
Cari Williams

Confused By Procedures?

Looking to upgrade the software or hardware on your office computer, or buy a new system? In order to purchase either software or hardware with University or State money, you must submit an itemized *ITC Request to Purchase Hardware / Software Form (ITC Request)* prior to placing any order. Forms may be obtained from your departmental office, online at www.tntech.edu/comp/purchase.html, or by contacting the Computer Center at x3387.

For software, there are some additional regulations that must be followed. All software must be bid through Purchasing unless it is

available from a University site license, the University Center Bookstore, or Dell Computer Corporation. Upon receipt of the *ITC Request*, site license products are automatically scheduled for installation, after which your department will receive an IDT for the total amount. To see a listing of site licenses online, go to www.tntech.edu/www/comp/site.html.

For other software products, you may submit your requisition to Purchasing for items available through Dell or purchase it from the

University Center Bookstore via an IDT, after receiving your ITC approval letter.

For hardware purchases under \$500, you may order those products directly from a vendor of your choice, after receiving an ITC approval letter. Should you prefer, the Computer Center can order your hardware upgrades; submit a memorandum to Jerry Boyd, Box 5071, to place the order and coordinate the installation.

Other hardware items, such as computers, may be purchased from our



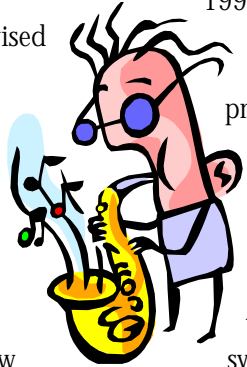
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End of the 'Registration Blues'

From a student's perspective, perhaps the only thing worse than midterm and final examinations is registering for classes. Although many students believe that registration is a specially devised series of torturous events, Tennessee Tech University offices have been working diligently to end those "registration blues."

On March 26th, a pilot project was launched to allow students to register via the World-Wide Web. Coupled with the Eagle Line Telephone Registration System, students now have two convenient ways to register for classes. Enrolled students have

accounts in all University Computer Labs which provide web access to this new system.



To test the system for a Spring 1998 release, a random pool of approximately 200 students was selected to pre-register for classes during Advisement Week. Feedback from these students allowed officials to work out unexpected glitches and to further enhance the system.

The system allows students to look up, register, drop, and add classes. Additionally, they can print or view their schedule and check for registration holds.

Other features available include viewing an account balance, as well as financial aid and demographic information. After registering, students may also select a meal plan and a parking permit. The system was so successful during this test, that students used it to register for Summer and Fall 1998 classes!

Currently, students who are required to enroll in University 105 may only use the Eagle Line Telephone Registration System to register. Solutions to allow these students to register via the web are currently being investigated. ■

—Cari Williams
Kay Hume

Web Syllabi

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David Boocker's new web syllabi

teaching, provide detailed information to students, and better communicate with students enrolled in their classes. But, often, the challenge of learning a computer language, HTML, hinders many who would like to take advantage of this new teaching tool. The template being developed will tentatively include space for: (1) a course description; (2) requirements; (3) schedule; (4) links to related web resources; (5) an on-line discussion forum; (6) email; and (7) a faculty personal webpage.

The project is progressing well and the new template should be available for faculty to adapt to their fall 1998 courses. ■

—Kriste Lindenmeyer

Procedures

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Dell contract. Pricing information is available at www.dell.com through their **Online Store**.

For printers, several HP and Epson printers are available through a contract with CIC systems. SMC Network cards are currently available from MultiComputer Products. After receiving ITC approval, you may submit your requisition to Purchasing for any item on contract.

Some items that do not require ITC approval include various types of supplies, such as paper, toner, tape cartridges, etc. Additionally, any type of furniture does not require approval.

Network wiring requests also do not need ITC approval. For a new network connection or a change in an existing one, submit a *Computer Center Network Connection Form*, available from your departmental office, online at www.tntech.edu/www/comp/nw.html, or by contacting the Computer Center at x3387. Prior to submitting this form, ensure that your computer meets the minimum requirements for the network

software and connection as listed in the document *Network Connection Needs Assessment Worksheet*. After receiving ITC approval for all necessary software and hardware upgrades, including a network card, you may submit the *Network Connection Form*.

Microcomputer Support Office in Clement Hall 227 (x6315) is available to help you through the upgrading and network connection processes! ■

—Jim Johnson
Andy Wills

Always remember that the

Item	Procedure
Site License Software	<ol style="list-style-type: none"> 1. Submit an <i>ITC Request Form</i>. 2. Installation and billing occur automatically.
Software available from the UC Bookstore	<ol style="list-style-type: none"> 1. Submit an <i>ITC Request Form</i>. 2. Take a copy of the ITC approval letter with you and purchase directly from the bookstore.
Software available from Dell	<ol style="list-style-type: none"> 1. Submit an <i>ITC Request Form</i>. 2. Process a requisition through Purchasing. Include a copy of your ITC approval letter.
Hardware upgrades or purchases under \$500	<ol style="list-style-type: none"> 1. Submit an <i>ITC Request Form</i>. 2. Purchase the item(s) from a vendor of your choice OR contact Jerry Boyd via a memorandum (Box 5071) to coordinate ordering and installation.
Hardware upgrades or purchases over \$500	<ol style="list-style-type: none"> 1. Submit an <i>ITC Request Form</i>. 2. Check to see if the item is available from a University contract. If so, process a requisition through Purchasing. Include a copy of the ITC approval letter. 3. If the item is not available from a University contract, submit a bid request through Purchasing.
Network Connections	<ol style="list-style-type: none"> 1. Ensure you have obtained the necessary hardware and software upgrades for your machine. 2. Submit a <i>Network Connection Form</i>.

Say Goodbye To An Old Friend

The gopher server will be turned off by Fall Semester. If you or your department has any information located on TTU's gopher server, you should migrate it to the World-Wide Web as soon as possible.

For assistance or additional information, contact Andy Wills via E-Mail at aww@tntech.edu or by calling 372-3982. ■

—Michael W. Wheeler



Daniel Lab: A Real Success

There was a lot of excitement in Matthews-Daniel Hall this semester with the opening of the new joint Sociology and Psychology computer lab in Daniel 203. The new computer lab serves as both a classroom for psychology and sociology classes and as a general computer lab that is open to all students.

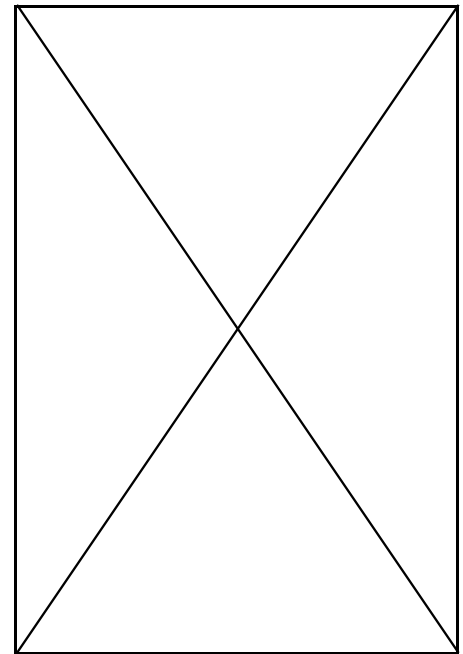
Dr. Barry Stein and Dr. Ada Haynes worked with the Computer Center to help design a lab that would satisfy a broad range of student needs in the social sciences. The departments are very pleased with the new lab and believe that it will create many new opportunities for students. Access to current technology is necessary to prepare our students to be competitive in the job market.

There are approximately 450 undergraduate psychology and sociology majors who will be served by the lab in addition to other students who have classes on that side of campus. The new lab has 22 computers and one teaching station with an Elmo video system and a

high quality large screen projection system. The machines are equipped with sound capabilities, CD-ROM's, and 100 MB ZIP drives for storing large multimedia applications.

The lab is used to teach statistics in sociology and psychology, experimental psychology labs, and an advanced computer applications course in psychology. In addition to providing students the opportunity for "hands on experience" with data analysis using the SPSS software, students will soon be able to access abstracts in the field of social science through the SOCIOFILE database, which is used to do research in sociology and criminal justice. Currently, sociology students have to drive to Vanderbilt or the University of Tennessee at Knoxville to conduct research in sociology and criminal justice.

Specialized software has also been installed so that students can experiment with applications derived from research in artificial



Dr. Barry Stein's Experimental Psychology Lab

intelligence involving neural networks. The lab also offers students the opportunity to design multimedia applications using specialized software for graphics and computer-based training (CBT). Additionally, students are learning to design their own web pages and to do professional presentations. ■

—Ada Haynes

Departmental E-Mail Accounts

Does your department want to include an e-mail address on its letterhead? If so, you will need a departmental e-mail account. Contact Paul Tsai via e-mail at PJT@ntech.edu or by

calling 372-3983 to obtain a *Request for Departmental E-Mail Account* form.

The form **must** be signed by the department chairperson. Use of the account, as with all accounts

at TTU, must comply with the *TTU Code of Computing Practice and Guidelines for Acceptable Use of e-mail for Mass Mailings*. ■

—Frank Bush

Computer Center Classes

The D. W. Mattson Computer Center will be offering PC and VAX classes this summer, free to faculty, staff, and students. Watch your campus mailbox for the times and dates!

Getting Started with Windows 95

Covers using the Start menu, exploring your computer, and finding files.

Beginning Word for Windows

Covers creating, modifying, printing, and saving a document

Intermediate Word for Windows

Covers additional document formatting options, special characters, and drawing, along with headers and footers.

Advanced Word for Windows

Covers bullets, table creation and formatting, along with mail merge.

Desktop Publishing with Microsoft Word

Shows how to use Microsoft Word to create simple desktop publishing documents. Includes WordArt, columns, graphics, and drop-caps.

Beginning Excel for Windows

Covers creating, formatting, printing, and saving a spreadsheet as well as using formulas and copy commands.

Intermediate Excel for Windows

Covers formatting a spreadsheet, graphing, functions, and other intermediate-level topics

Advanced Excel for Windows

Covers advanced functions, advanced charts, and other advanced-level topics.

Introduction to PowerPoint

Covers creating and modifying presentations, adding graphics, printing, and saving

VMS for Beginners

Covers system commands and an introduction to the EVE editor as well as MAIL on node Gemini.

Surfing the Web with Netscape

Covers using the Netscape graphical browser to locate and retrieve resources on the World-Wide Web.

Publishing on the WWW

Covers creating and publishing Web Pages with the HTML markup language.



Get Connected

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The following excerpts from a recent discussion demonstrate how students teach one another how to learn: "I found Limerick [Empire of Innocence] hard to read," complains one student in the initial discussion of the piece. Another member agrees, "I somewhat agree with you but not totally....what helped me was to just slow down (sometimes reading a sentence more than once)." A third points out what she got from the text, "I felt that Limerick was telling the [reader] that there are

two sides to every story." Finally, there is advice to those group members who still have difficulties, "It will make sense to you after another reading. Ms. Limerick does incorporate in her story many aspects of the American West. I think this relates to the difficulty in reading her work. You seem to have to sort them all out and then grasp each one separately."

Is this software only for writing classes? Although

specifically created for composition, the software has been successfully integrated into other disciplines as well—literature, history, biology, psychology, graduate business programs, long distance learning, and culture studies. If you would like to know more about Connect.Net, go to the Connect website at www.wwnorton.com/connect.htm. ■

—Heidemarie Z. Weidner
Students quoted by permission

Tips and Tricks Corner

Microcomputer Specialists Jim Johnson and John Stevens know that most users on campus like to learn new shortcuts and helpful tips for popular software packages. The tips and hints listed below for Windows 95 may trim some time or provide easier usage for many of your common computer tasks!

More desktop space in Windows 95:

Make your taskbar disappear! Click on the **Start** button, select **Settings**, and then **Taskbar**. Put a check mark before the option **Auto Hide** and click **OK**. Now when you move your mouse pointer to the bottom of your screen, your taskbar will reappear.

Change your speaker volume in Windows 95:

Click on the Speaker icon in the system tray beside of the clock in the lower-right hand corner of your screen. Use the volume slide to increase or decrease the overall volume of your system.

Copy Start Menu icons to your desktop:

Wouldn't it be much nicer if you could double-click on an icon on your desktop instead of going through the Start Menu? You can! Right click on the **Start** button and select the **Explore** option. Double click on the **Programs Folder** and locate the icon in the appropriate program group by double clicking on the group. Next, right click on the icon and drag the icon to the desktop (background). Release the mouse button and select the option **Create Shortcut Here**. See, that wasn't so bad!

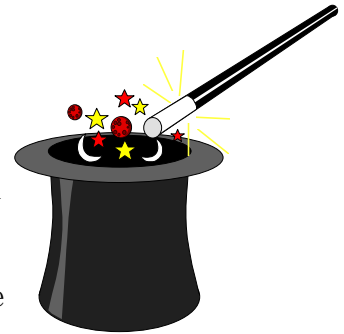
Time-saving keystrokes and mouse commands:

1. To quit any active program, hold down the **[ALT]** and press **[F4]**.
2. To rename a file or item: Left click on the item, press **[F2]**, and type in the new file

name **OR** right click on the item and select

Rename.

3. To quickly locate a file or folder on your hard drive, press **[F3]** and type in a portion of the name for which you are looking.
4. Have you deleted files from your system and never emptied the Recycle Bin? The space on your computer is not restored until you right click on the Recycle Bin icon and select the option **Empty Recycle Bin**.
5. Need to delete a file? Left click on the file and press the **[DEL]** key **OR** right click on the item and select **Delete**.
6. Did you just accidentally delete an important file? Right click on the desktop and select **Undo Delete**.



Windows 95 keys?:

Do you have one of the new keyboards that has two extra keys that look like little Windows icons? Have you wondered what these can do?

1. To start Windows Explorer, hold down the **Windows key** (has the Windows logo on it) and press **E**.
2. To Minimize all open windows, hold down the **Windows key** and press **M**.
3. Do you want to restore those minimized windows? Hold down the **Windows** and **shift keys** and then press **M** to undo the minimize.

Watch for other tips and tricks in future editions of *The Computing Connection!* ■

—Jim Johnson
John Stevens

For additional information on Microsoft Windows 95, check out its home page at:

www.microsoft.com/windows95/

Whom to Call

Call these people when you have questions about...



College of Education Microcomputer Support Purchase Consultations Upgrades	Annette Littrell (ALittrell@tntech.edu)	372-6487 FB106C
College of Business Microcomputer Support Purchase Consultations Upgrades	Rob Finegan (RFinegan@tntech.edu)	372-3684 JH307
Microcomputer Support Purchase Consultations VMS (Gemini) Internet	Jim Johnson (JJohnson@tntech.edu) John Stevens (JPStevens@tntech.edu)	372-6315 CH227
Statistics, Graphics, and Scientific Computing Applications Helpdesk Administration Lab Reservations VAX Account Requests Disk Quota Problems	Paul Tsai (PTsai@tntech.edu)	372-3983 CH310
WWW Instructional Technology World-Wide Web Publishing Site License Administration Training and Documentation Special Class Requests	Andy Wills (AWills@tntech.edu)	372-3982 CH219
Short Course Registration	Carol Farris (CFarris@tntech.edu)	372-3387 CH220
Support Problems Computers in the Curriculum Educational Technology Planning	Jeff Gold (JGold@tntech.edu)	372-3979 CH217
Hardware Problems	Operations (OPS@tntech.edu)	372-3388 CH226
Administrative Computing (TTUMIS)	Richard Cashion (RCashion@tntech.edu)	372-3973 CH116
Policies and Procedures	Jim Westmoreland (Westmoreland@tntech.edu)	372-3387 CH220



Computer Labs

Lab	Equipment	For information
Terminal and PC Lab CH215	4 GraphOn terminals for VAX access; 19 Dell Pentium 200 MMX PCs connected to the campus laboratory network; Internet access; 7 Epson FX-870 printers; laser printing	Paul Tsai (PTsai) 372-3983
PC Lab and Teaching Labs CH313	30 Dell Pentium 200 MMX PCs, 29 Dell 486-66 PCs, and 30 Dell Pentium 75 PCs connected to the campus laboratory network; Internet access; 17 GraphOn terminals for VAX access; dot matrix and laser printing	Paul Tsai (PTsai) 372-3983
PC Lab HH111	23 Dell Pentium 200 MMX PCs connected to the campus laboratory network; Internet access; 23 Epson FX-870 printers; laser printing	Paul Tsai (PTsai) 372-3983
PC Lab BN207	32 Dell Pentium 166 PCs connected to the campus laboratory network; Internet access; 4 Epson FX-870 printers; laser printing	Paul Tsai (PTsai) 372-3983
English Writing Lab HH306B	24 Dell Pentium 200 PCs for writing connected to the campus laboratory network; Internet access; laser printing	Paul Tsai (PTsai) 372-3983
Sociology and Philosophy Lab DN203	22 Dell Pentium 200 MMX PCs connected to the campus laboratory network; Internet Access; ZIP drive access; laser printing	Paul Tsai (PTsai) 372-3983
Computer Science Lab BR207	24 Dell Pentiums for word processing, databases, spreadsheets, and programming; Internet access	Eric Brown (ELBrown) 372-3691
College of Business Computer Lab JH214	57 Dell Pentiums for word processing, databases, programming, and spreadsheets; Internet access; laser printing	Rob Finegan (RFinegan) 372-3744
College of Education Macintosh Lab BH106A	21 Power Macintoshes for word processing, databases, spreadsheets, and graphics; Internet access; laser printing	Annette Littrell (ALittrell) 372-6487
Mathematics Macintosh Lab BR313	30 Macintosh IIci's for word processing, spreadsheets, graphics, and specialized software; Internet access; dot matrix printing	Jeff Norden (JNorden) 372-3441
Media Center Lab LM113	4 Apple II's, 4 Power Macintoshes, 20 Dell Pentiums connected to the campus laboratory network; Internet access; Epson FX-870 printers; laser printing	Julie Manis (JulManis) 372-3544

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