

News from IT, April 29, 2005



**Respondus Gets an Overhaul** - Respondus is an exam generator that can be used as a standalone product, with courseware (Blackboard, eCollege, etc.) applications, and with publisher test banks. Exams that were typed in Word or with publisher test generators can be imported into Respondus once they are saved as .txt files. Tamela Bastion says there is a new version of Respondus available that can be obtained by the individual user. Here's how:

The upgrade to Respondus 3.0 is seamless for existing Respondus 2.0 users. Instructors who previously installed the Campus-wide version of Respondus 2.0 (using NAL Suites - Respondus 2.0) can upgrade to Respondus 3.0 by using the "Check for Update" feature. That is, existing users don't have to reinstall the software or reenter their licensing information.

Follow these steps:

- \* Start Respondus
- \* Select "Help" from the menu bar
- \* Click "Check for Update" (this requires a live Internet connection)
- \* Click "Get Update"
- \* You may see a message -- "No update needed, this is the latest version," but ignore this message.
- \* **Upon exiting the software, Respondus will be upgraded to version 3.0.**

If you have not used Respondus and would like to try the software, it can be found under NAL Suites - Respondus. The following code must be entered when installing Respondus - 528390072. This application is licensed for office and home use. A new code is required annually (usually August) when the license agreement is renewed. If you have any questions or need assistance, you may contact [tbastion@mansfield.edu](mailto:tbastion@mansfield.edu).

## Blackboard Ready for Summer –

Blackboard course shells are loaded for summer session I.

Bb instructions for faculty can be accessed from within Blackboard on the **new "MU-Bb Resources" tab**. The direct link is [Get Ready for 2005 Summer Term -- MU Bb News](#).

**The following information is included:**

- Copying Content to Summer Shells
- Student (System Feed) Enrollment in Bb
- Add/Drop Process for Summer
- Guest Access - Preview Syllabus & Staff Information
- Making a Course Available

The "**MU-Bb Resources**" tab should display when you login to Blackboard with a "faculty" role. Students have a similar tab with specific instructions, manuals, and quick guides on their "**HELP**" tab.

If you have questions, you may contact Tamela at x-4857.

## Dormlink becomes TechConnect –



Dormlink has a new name, TechConnect, as well as an expanded roll at Mansfield. As time and technology changes, so do the services and resources required by our students. TechConnect does a better job of describing what is available for all students. Learn about the latest

resources for students by visiting the Student Technology Pages on the web at <http://it.mansfield.edu/students/2004/>

Residence Life and IT also welcome a new addition to the Mansfield family. Tina Cassada was selected to fill a new technical position assisting the Residence Hall students with their technology problems. Student needs for more technical assistance funds the new position through increased room charges. Tina, as a full-time employee, will provide a helpful voice at the student helpdesk, 5806. Our student staff will continue to assist students in their residence hall rooms, with Tina providing an additional layer of technical help for diagnosing tougher problems. Tina will be located in Pinecrest. Look for a posting of available hours on the Student Technology Pages.

**Webmail to Change over Summer** – As announced previously in the *News*, the university is changing over from *Eudora/Webmail* to *Microsoft Outlook/Outlook Web Access* for faculty and staff Email services. It is anticipated that the faculty mail will be transitioned during the months of July and August. During that transition, OWA will replace Webmail as remote access for university mail services. At that time, you will be given further instructions on accessing OWA services. We believe the basic interface is fairly straightforward and do not anticipate any serious issues with transitioning to the new product, but felt you should be warned that you will, at some time this summer, be greeted by a new Welcome screen when you try to remotely access university Email services. If you have questions or encounter problems with this transition, the IT HELP desk will be available to help. For more information on this transition, refer to the February and March issues of *News from IT*, available in the web archives at <http://it.mansfield.edu>.

**Wireless Marches On** – Wireless access is now available in North Hall library in the 2<sup>nd</sup> floor circulation desk area, Soupy Sales lounge in Butler Center, the common area on both floors of Elliot Hall and in the green space between Memorial and Elliot Halls. More hot spots to follow! Complete information on MU's Wireless project and how to obtain access can be found here: <http://wireless.mansfield.edu> .

## **Commonwealth Acceptable Use Policy A Good Read –**

OK, so maybe that's overstating the case a bit... In light of recent issues regarding the university's Acceptable Use Policy, we thought it advisable to remind everyone that, as an instrument of the Commonwealth, we must comply with all state mandates regarding computer, Internet and Email use.

The Commonwealth of Pennsylvania's Management Directive # 205.34 establishes Internet access and usage policies for all Commonwealth of Pennsylvania employees and authorized users, and workstations operating on computer networks operated by Commonwealth entities. This directive defines and clarifies acceptable use for E-mail, computers, networks and all other "Commonwealth computing resources" including those of Mansfield University. The document is located here:

<http://www.oa.state.pa.us/oac/lib/oac/MDs/205-34.pdf> .

We recommend that everyone take the time to review this important information. The university's Acceptable Use Policy (viewable [here](#)) is based in-part on this Office of Administration document. State documents are subject to change, and if there is found to be an inadvertent conflict in policy, OA's directives take precedence.

## **Gaskievicz to Head IT Committee –**

Mark-Daniel Schmid, Faculty Senate's IT Committee Chair for the 2004-05 academic year, has advised us that Andrew Gaskievicz, History and Political Science, has accepted the position of chair beginning with the fall, 2005 semester. Congratulations on your appointment, Andy! John Phillips, Math and CIS, has agreed to serve a second term as committee secretary.

## **Prepare your Office for the Summer Break –**

If you expect to be away from your office for an extended period of time over the summer, please remember to update your voicemail greeting and Email to reflect your "vacation status". These changes only take a minute, advise those trying to reach you not to expect an immediate response, and can redirect them to an available campus resource.

To record an updated voicemail greeting:

- Dial 4400, and enter your mailbox as you normally would
- When prompted for messages, enter 3-1-3-2.
- Follow the prompts to record a new voicemail greeting.

Remember, the voicemail system only saves message for 30 days on faculty and staff accounts; any messages held longer than 30 days will be automatically deleted by the voicemail system.

With a vacation message in-place, the first Email message anyone sends you will be automatically replied-to by the Email system you use with your vacation message. To create an Email 'Vacation' message:

Eudora/Webmail users ONLY:

- Go to the web and enter: <http://webmail.mnsfld.edu>
- Click on [Webmail for Faculty and Staff](#)
- Login to your email account using your Email username (what you write *prior to* @mnsfld.edu), and your password, which is the password you use to enter My.mansfield and other standard applications.
- Select the pull-down menu labeled '[Options and Styles](#)', then scroll down to "[Vacation Message](#)".
- Click on that selection and an online form will appear.
- Place the message you wish to convey in the online form, then press "[Save](#)".

To eliminate your vacation message once you've returned: Follow the steps, above, deleting completely the message in the text box. [SAVE](#) it. You will receive a message indicating your vacation message has been deleted.

Microsoft Outlook users:

- In Outlook, Click on [Tools, Out of Office Assistant](#).
- Click on the radio button: [I am currently Out of the Office](#).
- In the upper text box, type the message you want sent to others while you are out.

To disable your vacation message once you've returned: Follow the steps, above, to enter the Out of Office Assistant. Click on the radio button: [I am currently In the office](#).

## Microsoft Outlook Web Access (OWA)

- Log in to OWA via your web browser
- On the lower-left, click the folder labeled [Options](#).
- The Out of Office Assistant is at the top of the right-hand screen. Follow the instructions under Microsoft Outlook users, above.

Our high-tech advice for remembering to change everything back upon your return? A Post-It note stuck to the phone seems to work for us!

**Beware the *Yahoo! Tool Bar*** – We have received word of problems due to inaccessibility of certain web sites and serious performance issues, all traced to the presence of the *Yahoo! Tool Bar* on the affected machine. Our advice? If you prefer the convenience of a tool bar on your machine, give the *Google Tool Bar* a try. It seems to be far less confusing to use and doesn't create the performance drain noted with the Yahoo! Product. Remember, though, IT policy is that, if performance problems are noted on university-owned machines, unsupported add-ons such as these tool bars will be removed as a first, rather than last, choice to help identify and fix the problem.

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That's it from here. For all of you heading off to greener pastures for the summer, IT wishes you a safe and satisfying break from the ordinary, wherever your travels may take you. See you in August!