



# Faculty/Staff Technology Guide

Version 1.0



Delivering a World of Technology

## Table of Contents

- 1--- University Computing
- 1--- General Computer Centers
- 2--- Student Technology Training Center
- 4--- In-Classroom Instruction
- 4--- 24-Hour Computer Labs
- 5--- Student Accounts, Access PINs, and File Shares
- 6--- ResNet and Dial-up Networking for Students
- 6--- Guidelines and Policies for Computer Use
- 7--- Information Technology Strategic Plan
- 7--- Information Technology Committee (ITC)
- 8--- Technology Classrooms
- 8--- Reserving Technology Classrooms
- 8--- Windows Guest Account
- 9--- Class-Specific and Specialized Software
- 9--- Specific Software and Hardware Requests
- 9--- Acquiring Technology for your Office
- 10-- Faculty Windows and Lotus Notes (e-mail) Accounts
- 11-- Faculty Drives
- 11-- Banner Self Service Web Products and Faculty Banner PINs
- 12-- Reserving University Equipment
- 12-- Getting a Faculty Webpage
- 13-- Reporting Telephone Problems
- 13-- Requests, Assistance, and/or Suggestions
- 13-- Dial-up from Home/Remote Access
- 13-- Directory Dialer
- 14-- Connected Learning Solution
- 15-- Software Available for Faculty and Staff to Install on their Home Computers

Technology changes quickly and University Computing (UC) is constantly exploring innovative ways to keep up with these changes in order to continue to build an effective and up-to-date information technology environment for the Western Connecticut State University community. This technology guide is intended to help new and returning faculty further their knowledge about the technology available at WestConn. UC wants this guide to be a comprehensive document that provides useful information to the University community. Your feedback and input are not only welcome but also essential in order to make this possible.

The first part of this guide disseminates technology information necessary for your students to know. It then focuses on technology available to faculty. If you would like to learn more information about technology available at WestConn and/or you require special assistance, please feel free to visit the UC offices, located on the Midtown Campus (third floor of Old Main) and the Westside Campus (room 119), or call the UC Help Desk at 203 837-8467. We look forward to serving your technology needs.

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## ■ University Computing

([www.wcsu.edu/technology/ucstaff.asp](http://www.wcsu.edu/technology/ucstaff.asp))

University Computing (UC), located on the Midtown Campus (third floor of Old Main) and the Westside Campus (room 119), supports a diverse computing environment consisting of Windows, Sun Solaris, and Linux servers, Windows desktops and laptops, IBM PCs, Digital Unix, and Apple computers. The WestConn community relies on UC for support with academic and administrative needs and services, network and telecommunication issues, residence hall and remote computing, application development and programming requests, database management, and the management of computing facilities and technology-equipped classrooms. In an effort to maintain an effective information technology environment for WestConn's students, faculty, and staff, and to provide the University community with hands-on computing experience, various facilities exist on both campuses.

## ■ General Computer Centers

([www.wcsu.edu/technology/students/mt-wscc.asp](http://www.wcsu.edu/technology/students/mt-wscc.asp))

The Computer Centers, located on the Midtown Campus (White Hall, room 031) and the Westside Campus (room 117), offer approximately 40 IBM desktop computers in each facility. These facilities support a variety of software packages, including Microsoft Office, Visual Studio, Netscape and Internet Explorer, Visio, and FrontPage. These facilities also support specialized software required by faculty and are equipped with laser and color printers in each facility. Each computer center is also equipped with one or more group workstations, where students working on group projects may do so more comfortably, and a graphic station, which offers QuarkXPress, Photoshop, Illustrator, Acrobat, and OmniPage. A color scanner is also connected to the graphic workstations.

The machines in the computer centers are connected to the University's network allowing data and applications to be shared and providing access to the various file servers and/or UNIX systems throughout the campus, and, of course, the Internet. All full- and part-time, undergraduate and graduate students must have a valid WestConnect Card to use the computer facilities at WestConn. The computer centers are staffed with student lab assistants during posted operational hours. The lab assistants' main responsibility is to monitor the facilities, however, they will try to provide individual assistance based on their knowledge. Students who need extensive help should visit the Student Technology Training Center.

The operating hours of these facilities during the fall and spring semesters are as follows:

### Midtown Computer Center

Monday – Thursday	9:00 AM - 10:00 PM	Friday	9:00 AM - 4:00 PM
Saturday	10:00 AM - 3:00 PM	Sunday	2:00 PM - 10:00 PM

### Westside Computer Center

Monday – Thursday	9:00 AM - 10:00 PM	Friday	9:00 AM - 4:00 PM
Saturday	10:00 AM - 3:00 PM	Sunday	3:00 PM - 9:00 PM

The computer center hours vary slightly over winter intersession, breaks, and the summer. Schedules are available in all the computer centers and online at [www.wcsu.edu/technology/students/hours.asp](http://www.wcsu.edu/technology/students/hours.asp).

## ■ Student Technology Training Center

([www.wcsu.edu/sttc](http://www.wcsu.edu/sttc))

Students who require one-on-one instruction or more detailed assistance with hardware and/or software should visit the Student Technology Training Center (STTC), located on the Midtown campus in the Student Center (room 225).

The role of this facility is to provide students with a comfortable environment where they can experiment with and learn about technology. The primary goal of the STTC is to improve student life outside of the classroom, by creating and maintaining an environment in which all students can empower themselves with a practical understanding of current technology. The focus of this facility is on the various workshops offered, the individual assistance and tutorials provided, and the hardware and software available. The STTC, funded by the technology fee paid by all students enrolled at the University, is not designed to be a classroom or lab.

The STTC is staffed with students who have interests in various and diverse technology fields and who are dedicated to facilitating the empowerment of the University's student body. Students looking for help with the technical aspects of using Microsoft Office products, various graphic design software packages, computer equipment and peripherals, the Internet, webpage design, and other tasks will find the help they need in the STTC. The facility, equipped with a laser printer, a color printer, and scanners, supports IBM desktop computers and Apple workstations. This facility also supports a variety of software packages, including Microsoft Office, Visual Studio, Netscape and Internet Explorer, Visio, FrontPage, specialized software, and various graphic design software programs, including Photoshop, Illustrator, and QuarkXPress.

The operating hours of this facility as follows:

Monday – Thursday	9:00 AM - 9:00 PM	Friday	9:00 AM - 4:00 PM
Saturday	closed	Sunday	3:00 PM - 9:00 PM

### Technology Workshops

One type of student training offered by the STTC each semester is technology workshops. All sessions are approximately one hour long and are open to students, faculty, and staff. Schedules are updated and posted every month and are available at the STTC, the Midtown and Westside Computer Centers, and online at [www.wcsu.edu/sttc](http://www.wcsu.edu/sttc). Workshops are conducted on the following applications:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Access
- Microsoft FrontPage (Web Design Program)
- Lotus Notes R5 Domino (E-mail)
- Introduction to Library Databases

No appointments are necessary for workshops. Participants should arrive five (5) minutes prior to start time. Workshops are conducted on a first come, first served basis.

### One-On-One Tutorials

Those needing more individualized instruction may wish to take advantage of the STTC's one-on-one tutorials.

The STTC offers tutorials on the following applications:

- Basics of Computing (Pc and Mac)
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Access
- Microsoft FrontPage (Web Design Program)

- ❑ Introduction to the Internet
- ❑ Intro, Intermediate & Advanced HTML
- ❑ Visual Basic
- ❑ Adobe Photoshop
- ❑ Adobe Illustrator
- ❑ QuarkXPress
- ❑ Lotus Notes R5 Domino (E-mail)

All sessions are approximately one hour long. Appointments are necessary for tutorials. To make an appointment, your students should stop by the STTC or call 203 837-8715.

The STTC welcomes your input on needed new workshops and tutorials. Please send your ideas to [sttc@wcsu.edu](mailto:sttc@wcsu.edu).

## ■ In-Classroom Instruction

A special service of the Student Technology Training Center is In-Classroom Instruction. Instructors who wish to invite a member of the STTC staff into their classrooms to deliver workshops to their classes on specific applications, should contact Tammy Hammershoy at [hammershoyt@wcsu.edu](mailto:hammershoyt@wcsu.edu) or at 203 837-8752. To date, this service has received great reviews and grows more popular each semester.

## ■ 24-Hour Computer Labs

([www.wcsu.edu/technology/students/24hrlabs.asp](http://www.wcsu.edu/technology/students/24hrlabs.asp))

Two 24-hour computer labs are also available at the University, one on the Westside campus (room 247c), and another at Midtown in the Student Center (room 214). These labs are available to students 24 hours a day, seven days a week, including holidays and University closings. While they are not staffed with personnel, they are maintained regularly.

These facilities support IBM desktops and Apple computers and are equipped with a laser printer. To gain access into these labs, students must present their valid WestConnect Card to either University Police or a lab assistant in order to obtain the access code. These facilities support Microsoft Office, Visual Studio, Netscape, and Internet Explorer. It is the responsibility of each student to use these facilities in accordance with the CSU and WCSU computer policies. To report any problems, please call the University Computing Help Desk at 203 837-8467.

## ■ Student Accounts, Access PINs, and File Shares

### Student Windows and Lotus Notes Accounts

([www.wcsu.edu/technology/students/windows.asp](http://www.wcsu.edu/technology/students/windows.asp))

([www.wcsu.edu/technology/students/lotusnotes.asp](http://www.wcsu.edu/technology/students/lotusnotes.asp))

Students must obtain a Windows account if they wish to use any of the computer centers, technology classrooms, labs, etc. on campus. Students are required to receive a Lotus Notes e-mail account for all University business. Students needing a Windows and/or Lotus Notes account (or password change) can obtain them at the Midtown Computer Center (White Hall, room 031), Westside Computer Center (room 117), or the Student Technology Training Center (Student Center, room 225).

### Student Banner PINs

([www.wcsu.edu/technology/students/banner.asp](http://www.wcsu.edu/technology/students/banner.asp))

Students needing a Banner PIN to access WestConn's Banner Self-Service web products—the University's Enterprise Resource Planning System (ERP)—may obtain one at any of the computer facilities listed above. Students can use their Banner PIN on the web to retrieve information about their academic standing; verify/print their course schedule; look up their grades as they are being processed; confirm their address, degree, major, and advisor on file with the registrar; view/print their academic history; check their Financial Aid information, account summary, academic status, and earliest registration date; and register, drop courses, and pay online. Account information is also available to students and credit card payments are accepted online.

### Student Registration PINs

Students needing a Registration PIN for Banner Web Registration should be referred to their faculty advisor. Every semester, faculty advisors are provided with updated registration PINs, for each of their advisees, to be used for online registration.

### Student File Shares

([www.wcsu.edu/technology/students/fileshares.asp](http://www.wcsu.edu/technology/students/fileshares.asp))

University Computing also offers network file storage, or Student File Shares, for all current WestConn students to save their academic documents and data. All students who received their Windows account, after October 8, 2002 will automatically receive a Student File Share. If their Windows account was created prior to this date, they should visit one of the staffed computing centers, with their WestConnect Card, so one can be created.

## ■ ResNet and Dial-up Networking for Students

### ResNet

([www.wcsu.edu/technology/resnet](http://www.wcsu.edu/technology/resnet))

Students who live on campus and wish to be connected to the University's network from their residence hall room can do so by obtaining a ResNet packet and form that must be completed, signed, and returned to University Computing (UC). The ResNet packet guides students through the steps necessary to successfully connect to the network. After reading through the ResNet documentation, students should complete the Network Request and User Agreement form. Once completed, this form should be returned to Old Main room 210 (Midtown residence halls) or to the Westside Classroom Building room 119 (Westside residence halls). As part of the residence hall network connection, UC will supply students with a 15- or 25-foot Category 5 network cable.

Students who live at the Wellesley Inn should follow the Dial-up Networking instructions below.

### Dial-up Networking

([www.wcsu.edu/technology/dun.html](http://www.wcsu.edu/technology/dun.html))

Dial Up Networking (DUN) allows students to connect to WestConn's network using a modem on their personal computer off campus. DUN information may be found online at the URL above.

ResNet and DUN materials are available in each of the staffed computer facilities, the University Computing (UC) offices, and online. Students can contact the UC Help Desk at 203 837-8467 with questions regarding these services.

## ■ Guidelines and Policies for Computer Use

University Computing (UC) offers computing services on various computer systems at no charge to all members of the University community (i.e., students, faculty, and staff). The following delineates the current policies on software ownership, software copying, and gaining access to the computer facilities as well as a set of guidelines and responsibilities for the users of these resources.

The general principles underlying these policies and guidelines are that the computing resources are made available to the WestConn community for educational and research purposes. Users must assume responsibility for trying to minimize costs and be responsible in their use of these resources.

The CSU Network Policy, WestConn's Policies and Guidelines for Computer Use, and the Electronic Monitoring Notice can be found under Policies at the following URL: [www.wcsu.edu/technology/students](http://www.wcsu.edu/technology/students).

## ■ Information Technology Strategic Plan

([www.wcsu.edu/technology/wcsu\\_it\\_strategic\\_plan.pdf](http://www.wcsu.edu/technology/wcsu_it_strategic_plan.pdf))

A collaborative effort of students, faculty, and staff has yielded WestConn's IT Strategic Plan 2002-05. This plan is a dynamic document comprised of our mission, vision, and seven strategic goals. To obtain a printed copy, contact University Computing.

## ■ Information Technology Committee (ITC)

([www.wcsu.edu/technology/itc](http://www.wcsu.edu/technology/itc))

The ITC is a sub-committee of the University Senate. Each school within the University has a technology committee made up of faculty in that school. The chairs of these committees sit on the University's Information Technology Committee (ITC) along with the CIO, a representative from the Computer Science (CS) department (needed if the Arts & Sciences technology chair is from a department other than CS), a representative of the Management Information Systems (MIS) department (needed if the Ancell School of Business technology chair is from a department other than MIS), Director of Information Technology, Director of Media Services or designee, Director of Library Services or designee, Student Government Association president or designee, and a technical student representative from CS or MIS. The ITC acts as a recommending body to the CIO, as well as a mechanism for disseminating information throughout the University. The technology chairs and their school committees also decide the distribution of desktop and laptops to faculty within their school and provides input into the replacement plan. This infrastructure allows WestConn to continue to provide its faculty with the services necessary to meet their educational and occupational needs along with delivering excellent services through the use of state-of-the-art technology and information systems to the University community.

The ITC members for the 2003-04 school year are: Mitch Wagner (A&S)—position formerly held by Hugh McCarney, Richard Montague (ASB), Dan Goble (PS), Rona Gurkewitz (CS)—position formerly held by Dick Jones, Jamie Gravius (SGA), Veronica Kenausis (Library), Rebecca Woodward (Media Services), Lorraine Capobianco (CIO), Fred Zarnowski (UC), Vacant (student MIS rep)—position formerly held by Eric Goodsell.

## ■ Technology Classrooms

([www.wcsu.edu/technology/techroomshome.html](http://www.wcsu.edu/technology/techroomshome.html))

More than 70 percent of WestConn's classrooms are equipped with technology, including 3 Mac and 11 PC multi-station rooms, offering a hands-on learning environment for both students and instructors. Two types of technology classrooms exist at the University. One offers basic standardized technology with a projector, instructor workstation, VCR, and laptop connection. The other is a multi-station, technology-equipped classroom containing student workstations in addition to the basic standardized technology described above. Each technology room is assigned to a specific academic department, which has the responsibility of monitoring the computers and equipment, reporting any issues to University Computing (UC), and having knowledge of software installations. The academic department also has priority scheduling for its room. Each week UC staff performs room checks of all technology classrooms and labs.

One of the technology goals at WestConn is for all classrooms on both campuses to be equipped with at least the standardized technology. To achieve this goal, 6 to 8 technology classrooms are added each year, from recommendations of the ITC. The ITC also developed a 4-year replacement plan where technology in the classrooms, labs, and faculty offices are refreshed every three to four years. The plan also states when new multi-station technology classrooms are to be added.

## ■ Reserving Technology Classrooms

If you wish to schedule a class section in a technology classroom, you must contact your department chair so that he/she can include this information when sending scheduling requests to the Registrar's Office. If you wish to reserve a technology classroom on an ad hoc basis, you should contact the Registrar's Office, located on the first floor of Old Main, to determine the availability of technology classrooms. If you plan to use any of the technology classrooms and would like instruction on using the equipment, please make advance arrangements with University Computing.

## ■ Windows Guest Account

Students are required to obtain and use their own Windows account. However, at the beginning of each semester, the Windows Guest Account may be used until students can get to the computer centers to obtain their own accounts. To obtain the guest account, faculty can call the University Computing Help Desk at 203 837-8467.

## ■ Class-Specific and Specialized Software

There are specialized software packages available in the Computer Centers. This software includes: Microsoft Office, SPSS, Adventure Learning System: Business Stats, ALEKS, Derive For Windows, Geometer's SketchPad, Matlab, MDEP, MicroCalc, Minitab, MPP, Visio, Storyspace, Maple 8, Studio MX, Photoshop, Illustrator, GoLive, and QuarkXPress.

Another resource available in the multi-station classrooms is NetSupport, a remote control software solution. This software gives instructors the ability to interact with their students by allowing them to view/project a screen on a student's workstation or view up to 16 screens on the instructor's workstation simultaneously.

## ■ Specific Software and Hardware Requests

Requests for software and hardware are typically funded through the academic department, grant funds, and/or the appropriate school technology committee to the Information Technology Committee (ITC).

At the request of the ITC, University Computing (UC) allocates money towards the purchase of software to be used in classrooms/labs (currently the allocation is \$20,000). UC also allocates money towards the purchase of software to be used for faculty office/research (currently the allocation is \$7,000). These requests can be for new software or for upgrades and, when possible, should be for network installed software so that it can be made available to all locations on campus (including faculty offices). If you wish to request software for the classrooms/labs and/or your office/research, you must complete the Classroom/Lab Software Request form or Software for Faculty Development in Technology Request form. Once or twice a year, UC sends these forms to the department chairs to distribute to their faculty. Once completed, the forms should be forwarded to the appropriate department chair who will in turn submit them to the technology committee chair. After pricing is put to the requests, the ITC makes the final decision on the purchases.

Hardware and software purchases from departmental or grant funds are reviewed for consistency and pricing by the CIO. It is wise to consult with UC for hardware and software purchases as well as special pricing that may be available to the University.

## ■ Acquiring Technology for your Office

Two methods exist for acquiring technology for your office:

- Contact your representative on your school technology committee and/or your technology chair.

- ❑ Work through your department chair to use department funds.

## ■ Faculty Windows and Lotus Notes (e-mail) Accounts

### Windows Account

If you wish to use any of the computer facilities at the University (computers centers, technology classrooms, offices, etc.), you must obtain a Windows account. The purpose of a Windows account is to provide users access to the University's computers, software, and network. Any faculty member can receive a Windows account by sending or having their department chair or department secretary send a message to Request University Computing or [request\\_university\\_computing@wcsu.edu](mailto:request_university_computing@wcsu.edu).

To log into the WCSU network (your Windows account), you must enter three pieces of information:

**Username:** The username assigned to you by University Computing.

**Password:** Your Windows password. A temporary password is assigned to you when you receive your Windows account. Upon first login, users are prompted to change their password. It must be at least eight (8) characters.

**Domain:** WCSU\_USER

### Lotus Notes (e-mail)

Any faculty member can receive a Lotus Notes (e-mail) account by sending or having their department chair or department secretary send a message to Request University Computing or [request\\_university\\_computing@wcsu.edu](mailto:request_university_computing@wcsu.edu). Workshops are available on Lotus Notes for faculty. After attending a workshop, the Lotus Notes client is then installed on the faculty member's desktop and/or laptop. Adjuncts that teach only at night can get web access to Lotus Notes and a reference handout for navigating Lotus Notes mail via the web.

### About Your Windows and Lotus Notes Passwords

- ❑ Both passwords must be at least 8 characters long (no spaces).
- ❑ Both passwords are case sensitive.
- ❑ Please try to make your passwords something you can easily remember without sacrificing security.
- ❑ Windows passwords will expire every 60 days. It is recommended, for security purposes, that you synchronize your Windows and Lotus Notes passwords (change your Lotus Notes password to be the same as your Windows password).
- ❑ If you forget either password, you should contact the University Computing Help Desk at 203 837-8467 to request your password(s) be reset.

## ■ Faculty Drives

Once you are given your Windows account, you will have access to the following network drives:

- ❑ **H Drive:** individual file space.
- ❑ **K Drive:** the common drive that all faculty members in your department have access to.
- ❑ **N Drive:** the class drive where you can place documents for students to access, copy, and print. (Students may not alter the files or save to this location. Students have read-only access to class folders.)
- ❑ **S Drive:** class-specific software is stored in this location. All students and faculty have access to this software.
- ❑ **T Drive:** the general drive, including a gallery of clip art that can be use to enhance filers, syllabi, presentations, etc.

### Accessing these Drives

- ❑ Log onto your workstation with your Windows account. Let the system start up. Do not close out of any windows.
- ❑ Double click on (My) Computer.
- ❑ A window will appear containing all of your drives, including your floppy (A:), CD (D:), and Hard (C:) drives.

If you have problems accessing your drives, call the University Computing Help Desk at 203 837-8467 for support.

## ■ Banner Self Service Web Products and Faculty Banner PINs

Banner is WestConn's Enterprise Resource Planning System (ERP) which integrates and assists in managing administrative functions such as Human Resources, Finance, Alumni, Admissions, Registration, and Financial Aid. The Banner Self Service Web products assist students, faculty, and staff in obtaining information and performing various functions from any computer with Internet access.

By entering a student name or ID, you can look up specific student information such as academic history and the status of in-progress courses, addresses, student type, class, advisor, birth date, degree, major, and SAT and placement scores. Using Banner, you may also view your class lists containing student ID, name, level, program, and class, and can view your own teaching schedules as well as individual student schedules in detail and grid formats. Midterm and final class grades can also be entered completely online.

To gain access to WestConn's Banner Self-Service Web products, you need to request a Banner PIN. To obtain a PIN, send a message to Request University Computing or to Request\_University\_Computing@wcsu.edu. You will be sent, via e-mail, your PIN information and a form which you must sign and return to University Computing within 7 days. Don't be left behind. Get your Banner PIN today.

### Logging into Banner:

- ❑ Open up a web browser (Internet Explorer is the preferred browser)
- ❑ In the address field, type <https://online.wcsu.edu/login>.
- ❑ In the User ID field, type your Faculty ID.
- ❑ In the PIN field, type your six-digit PIN. Upon first login, users are prompted to change their Banner PIN. It must be exactly six (6) digits.
- ❑ Press Login.
- ❑ The first time you sign into Banner, you are prompted to enter a hint question and an answer. This question and answer can be used in the event that you forget your PIN.

The Banner Self Service Web products continue to be enhanced with additional information and functionality. To report problems or request assistance, please call the UC Help Desk at 203 837-8467.

## ■ Reserving University Equipment

If you wish to reserve technology equipment (laptop, portable projector, digital camera) for University business, you should contact the University Computing (UC) Help Desk at 203 837-8467 or e-mail Request University Computing or request\_university\_computing@wcsu.edu. You are required to pick up the equipment at UC (on the third floor of Old Main or Westside room 119). You must complete and sign an Equipment Loan Form before the equipment will be released. If you wish to extend the duration of the loan, you must request an extension from UC as the piece of equipment may have been reserved by another faculty/staff member.

## ■ Getting a Faculty Webpage

If you would like to publish on the University's webpage, you should send a message to Request University Computing or request\_university\_computing@wcsu.edu.

## ■ Reporting Telephone Problems

If you have any problems with your campus telephone equipment or service, please call 611 from an on-campus telephone. These requests are first processed through the CSU's System Office.

## ■ Requests, Assistance, and/or Suggestions

If you have any questions about technology at WestConn or experience problems with University supported equipment, call the University Computing Help Desk at 203 837-8467. You may also send a message to Request University Computing or to Request\_University\_Computing@wcsu.edu.

## ■ Dial-up from Home/Remote Access

If you wish to connect to the University's network from home, visit the following website—[www.wcsu.edu/technology](http://www.wcsu.edu/technology)—and click on Dial-up Networking.

## ■ Directory Dialer

As a result of WestConn's partnership with IBM, WestConn was the first university in the world to install IBM's ViaVoice Directory Dialer. The Directory Dialer enables WestConn to provide a virtual operator that directs calls throughout both campuses by simply speaking the name of the person (first and last) or department you would like to contact.

### Instructions:

- Call the Directory Dialer number on-campus at x7-9411 or from off campus at 203 837-9411.
- The system will prompt you to say the name of the person (first and last) or department.
- The virtual operator will repeat the name you have spoken and give the telephone number of the requested person, and will then immediately ask for "other information." Press # to connect immediately.
- Currently, the "other information" options that may be requested are:
  - "Location:" the virtual operator will respond with the location of the person or department,
  - "Connect:" you will automatically be connected to that number, and
  - "New Name:" allows you to say a new name.

## ■ Connected Learning Solution

In line with our goal of providing a connected learning solution, WestConn is in the process of implementing WebCT, course authoring software, and Campus Pipeline, a customized portal, to complement our ERP, Banner.

### WebCT

WebCT offers a flexible, integrated environment where you can use the latest technology to foster inquiry, encourage discourse, and inspire collaboration—all online—allowing you to integrate flexible pedagogical tools within the existing classroom infrastructure.

### Campus Pipeline

Campus Pipeline, a web platform used at many colleges and universities across the country, improves efficiency, builds community, and provides freedom of choice by integrating disparate systems and applications into a unified whole. Campus Pipeline provides WestConn's students, faculty, staff, and eventually alumni, with a communication tool through web access to information, services, and communities.

## ■ Technology in the Libraries

WestConn's Libraries provide an array of technological resources to assist students, faculty, and staff. Hardware resources include public access computers throughout both libraries from which students can access the library catalog and journal databases, and a 27-station laptop classroom located on the 4th floor of the Haas Library, on the Midtown campus. This facility can be reserved for use on an ad-hoc basis by contacting the library reference desk at 203 837-9110.

Software resources include the library's public access catalog, numerous magazine and journal databases (available remotely), a fully electronic interlibrary loan service called ILLiad, and a web-based electronic reserves program (ERes) which gives faculty the ability to upload articles, documents, and links for students to access from on- or off-campus.

For more information regarding these and other library resources, visit the library web-page at <http://www.wcsu.edu/library>, or contact Veronica Kenausis, Electronic Systems Librarian, at [kenausisv@wcsu.edu](mailto:kenausisv@wcsu.edu) or 203 837-8818.

## ■ Software Available for Faculty and Staff to Install on their Home Computers

The CSU system has signed a Microsoft Campus Agreement (MSCA) licensing us to run eligible Microsoft products on all of CSU's owned or leased PCs. As part of this agreement, faculty and staff also have the opportunity to run one copy of the software, for school-related activities, on either a laptop or desktop that they personally own or lease.

The agreement changes from year to year. For FY0304, the products covered on this license are Windows, Office, Publisher, FrontPage, and Visual Studio for the PC. Additionally, Office is available for the Mac. Earlier releases of these products are available on a special request basis. We are finalizing the process for distribution in order to comply with the Microsoft rules. More information will be forthcoming.

With an eye toward security, University Computing is in the process of providing anti-virus software, McAfee, for faculty and staff home machines. We are also trying to make it available for student home machines.



**Western Connecticut State University**

181 White Street  
Danbury, CT 06810  
[www.wcsu.edu](http://www.wcsu.edu)  
203 837-8467 Help Desk

Updated August 2003

Delivering a World of Technology