



## April 2009

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### **ITS GREEN INITIATIVES (Dave Smallen)**

- ITS has been planning and implementing technologies and processes to help save institutional resources and reduce our carbon footprint. Among the initiatives underway are:
- Using recycled paper in laser printers campus-wide
- Refilling toner cartridges for laser printers rather than purchasing new ones
- Configuring computers in ITS managed public labs to shut down during off hours or utilize reduced power consumption configurations
- Purchasing energy star rated computer equipment
- Setting printers in ITS managed public labs to 2-sided printing as the default. This will be extended to other areas of the College
- Combining multiple servers on a single piece of hardware thus reducing power and cooling requirements – called server virtualization

### **UPDATES TO TECHNOLOGY-ENHANCED (TE) CLASSROOMS (Marilyn Huntley)**

There will be updates to several classrooms over the summer. The five TE classrooms in Root Hall will be update with touch screen controls, document cameras and new sound systems. With the completion of the KJ project there will be over 100 TE spaces on campus. In Root Hall, and Benedict, classrooms will be made into single platform rooms, meaning either a resident Mac or PC, and the capability to hook up a laptop. When you make your requests to the Registrar's office for classroom assignments this coming fall, it is very important that you make sure that if you have an important preference for a "Mac" or "PC" room you let the Registrar know this. (department chairs will receive a request from the registrar's office in February).

## **ITS STAFF SPOTLIGHT – (Maureen Scoones)**

### **MARILYN HUNTLEY**

Nearly 18 years ago, Marilyn, a member of the Audiovisual Services team, began her career at Hamilton as a Circulation Assistant in the Library. Today, Marilyn is a Staff Assistant/Film Specialist, and while people might infer that she makes movies, a more accurate description is scheduling, purchasing, renting, previewing, licensing, and copyright. Marilyn starts each day by going through a stack of paperwork she's placed on her chair the night before. By the end of the day, Marilyn reports she is still sitting on a partial stack because new requests come in that seem more urgent than what she was going to do. Marilyn loves the challenge of locating elusive and obscure films and the unexpected successes that sometimes result. "The Internet is a double-edged sword. I've become so good at finding films that people now believe I can find anything and everything." Marilyn's advice - plan ahead, ask in advance, don't advertise your movie without checking with her about the public performance rights. She can make all of the arrangements for you and may even be able to save you money.

The path Marilyn took to become a film specialist began when she was in graduate school - she regretted her career choice, home economics teaching, but loved her part-time job in a Library. Her ability to use the Library computer system opened the door for her and the rest, as they say, is history! She continues to be intrigued by the more technical aspects of technology and peripherals and would love to learn more. When not searching for films, you'll find Marilyn volunteering in community organizations and her church, curled up with a good mystery, or tending her chicken collection.

## **PERSONAL VIDEOCONFERENCING WITH SKYPE (Terry Lapinski)**

It's that time of year, when committees need to find the best and brightest to fill open positions. Many departments have been employing video conferencing in an effort to cut the time and expense of bringing potential candidates to campus, particularly in the early stages of a search. While video conferencing is good for a committee interview of a candidate, **Skype** has its place for one-on-one conversations.

Skype is a free service available over the internet which uses software you download onto your computer. The only equipment you need is a computer, web cam and microphone or headset. We have set up a Hamilton College Skype account on our equipment in the Faculty Media Workstation located in the ITS offices on the 3rd floor of Burke Library for those faculty members who want to use Skype for candidate interviews. You will need to give us at least 1 week notice of your intention to use the system so we can schedule the room. You will also need to have your candidate's Skype address. The rest is very simple. You show up at your appointed time, we dial in for you and then leave you in the privacy of the workstation to conduct your interview.

If your needs are a little more complex, where we need to find your candidate a location to interview, and/or you have a committee that needs to interview the candidate, then we will need a minimum 2 week notice of your intention to work through the many variables required to set up a standard video conference. We use the Remote Collaboration Facility located on the 3rd floor of the Christian Johnson building.

If you would like more information about video conferencing, please contact Terry Lapinski ([tlapinsk@hamilton.edu](mailto:tlapinsk@hamilton.edu), x 4352) to discuss your needs.

## **iCLICKER LOANER PACK (Janet Simons)**

ITS maintains a batch of clickers for special (one-time ) event use. The Clicker loaner pack includes one receiver, up to 53 clickers, one instructor clicker, a USB key with the clicker software preinstalled, and a carrying case. Borrowing the iClicker Loaner pack requires 48 hrs advance submission of the request form located at <http://my.hamilton.edu/college/its/survey/index.html?id=861> Upon submitting a request, you will be contacted to schedule a 15 minute orientation session and to confirm your reservation.

General information about the iClicker system is at <http://my.hamilton.edu/college/its/iclicker.html>. If you are interested in learning more about clicker technology and potential uses, please contact Instructional Technology Services at x4877 or e-mail [itss@hamilton.edu](mailto:itss@hamilton.edu). If you anticipate needing regular use of clickers, please complete the Clicker Request Form at <http://my.hamilton.edu/college/its/survey/index.html?id=862>

## **UPDATE ON EMAIL AND PRINT TASK FORCES (Dave Smallen)**

Email – Over 100 members of the Hamilton community have volunteered to be part of the pilot testing of Google email (Gmail) and calendaring. The members of the pilot group are actively using the Gmail and Google calendaring software and exploring its features. Ultimately the group will produce a comparison of our current email/calendaring environment with that from Google. In May we will hold sessions to gather comments and questions from participants. If you would like to see the Google interface, join Ted Fondak and Maureen Scoones on Wednesday, April 22, 2009, 4:00 p.m. - 5:00 p.m. in KJ 102. They will give a brief tour of both the mail and calendar programs. To let us know you will be attending, please use our [sign up form](#).

Print Management – The task force exploring options for tracking and charging for laser printing will be testing out at least two products over the course of the next month (Papercut and Pharos-Uniprint). After comparing the functionality and cost of these products they will decide whether to test additional systems prior to making a recommendation. The goal is to have a system in place by Fall 2009.

## **COOL TOOLS FROM ITS (Maureen Scoones)**

### **The Survey Tool**

Hamilton's [Survey Management Tool](#) enables you to create a variety of on-line surveys or polls. Choose from standard multiple choice, check all that apply, true/false, scaled response, short answer, or open-ended question types. You can also create a question matrix, containing multiple choices arranged in a table with automatically generated radio buttons. It's possible to require a login to surveys you send to the Hamilton Community or to make a survey anonymous. You'll be able to view the survey results on-line or you can download them to do more in-depth analysis. Contact Maureen Scoones ([mscoones@hamilton.edu](mailto:mscoones@hamilton.edu), x4178) if you'd like to learn how to use the Survey Management Tool.

## **OFFICE 2007/2008 TIPS (Maureen Scoones)**

Looking for some quick tutorials or references to get you started on that end of the semester project or paper?

### **Microsoft Quick Reference Cards for Office 2007 (Windows)**

[Office 2007 Keyboard Shortcuts](#)

[Shortcuts for selecting text and moving around your Word 2007 document](#)

[Word Header and Footer Basics](#)

[Word Track Changes](#)

[Excel Charts](#)

[Excel Formulas](#)

[PowerPoint Basics](#)

### **Video Tutorials**

Pieces of these tutorials do not require you to login. To request an account to view a complete tutorial, contact Maureen Scoones ([mscoones@hamilton.edu](mailto:mscoones@hamilton.edu), x4178).

<b>Office 2007 Titles (Windows)</b>	<b>Office 2008 Titles (Mac)</b>
<a href="#">Word 2007</a>	<a href="#">Word 2008</a>
<a href="#">Excel 2007</a>	<a href="#">Excel 2008</a>
<a href="#">PowerPoint 2007</a>	<a href="#">PowerPoint 2008</a>