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INTERNET CONNECTION SPEED INCREASED (Dave Roback)

Over the Thanksgiving break our connection speed to the Internet was increased by 33% (60 to 80 mbs). The main reason for this increase is the widespread availability of multi-media Internet resources (videos, images, audio). Viewing these formats require the transferring of large files of data.

TASK FORCES TO BEGIN WORK (Dave Smallen)

Starting second semester, task forces will begin work to review four basic technology-related areas. These groups will include faculty, staff and student representatives.

- **Email/ Calendaring** – consider outsourcing Hamilton’s email to Google or another provider.
- **Charging for printing** – consider charging for printing as a way of controlling costs, and making the campus “greener”.
- **Telephone services** – consider changes to existing services. During the last decade the telephone needs of students have changed dramatically.
- **Cable Television** – as the television world moves to digital, consider how we provide cable television services on campus.

LEARNING OPPORTUNITIES

A. NEW WEB-BASED TOOLS (Maureen Scoones)

Thursday, January 8, 2009, 10:00 a.m. - 11:30 a.m., Science Center Auditorium (G027) Light refreshments will be served. Please [register](#) if you plan to attend.

- **Resource 25** - Join ITS and representatives from various offices on campus as we unveil a new web based tool that will revolutionize the way we schedule events at Hamilton. Resource 25, a.k.a. R25, is a tool that the Hamilton Community can begin using in early January. Using R25, you'll be able to quickly and easily determine room availability, make room reservations, and learn what, when and where events and classes are happening throughout the campus.
- **Web Directory** - The on-line Web Directory went live on September 30, 2008. This session will highlight some of the features of this tool that exists for you to quickly and easily find the contact information for students and employees.

B. BLACKBOARD (Nikki Reynolds)

What is that new Grade Center? If you've been using the grade center this fall semester, would you like more details about what it can do for you? What do you get if you use the "assignment" item type to post an assignment? Come to the open question and answer session for all things Blackboard on **Thursday, January 15th from 10:00 AM to 12:00 noon in KJ 220**, and get all your questions answered! No questions in your mind? Come anyway, and we'll show you some Blackboard tricks that will make your life easier!

C. MS Word & Excel (Maureen Scoones)

MS Word 2007 Mail Merge Troubleshooting, Advanced Word, Excel Refresher, and Advanced Excel. Details for these workshops can be found on the [ITS Web Site](#).

Please contact Maureen Scoones, (mscoones@hamilton.edu, x4178), if you have any questions about the training opportunities.

CLICKERS @ HAMILTON (Janet Simons)

Clickers (personal response systems) are a way for students to provide instant feedback to questions posed by their professors. For the past two years, ITS, in collaboration with a group of faculty, has been evaluating clicker systems to standardize on one system for campus-wide use.

Beginning in January 2009, ITS will support the [i>clicker](#) personal response system. The following rooms will be equipped with receivers: Science Center Auditorium (G027), G041, G042, G047, and 3024. Students enrolled in courses that regularly use the i>clicker will purchase the portable handheld device from the Bookstore. ITS is in the process of working out the details to have a batch of clickers that also can be signed out for one-time use.

Over the next few weeks, ITS will communicate specific details to those faculty already planning to use clickers in the spring. If you are interested in learning more about using clickers in your courses, please contact Janet Simons (jsimons@hamilton.edu, x4424).

REMINDERS

A. TEST DRIVE YOUR CLASSROOM (Stefany Lewis)

During the break, check out your assigned classrooms for the spring semester. Many classrooms have been upgraded and if you would like some training on those systems, contact Stefany Lewis (slewis@hamilton.edu, x4231).

B. RENTING AND SHOWING FILMS (Marilyn Huntley)

If you plan to show movies in your course and we don't have them in our library collection, send your requests to Marilyn Huntley (mhuntley@hamilton.edu, x4120). Please allow enough time to search for sources and approve the orders. This can take days, or weeks, depending on the film.

C. INTERNATIONAL DVDS (Tim Hicks)

There are a limited number of classrooms that contain the right equipment for showing DVDs from other countries. For more information contact Tim Hicks (thicks@hamilton.edu, x4790).

D. USING OLDER VHS TAPES ON CAMPUS (Stefany Lewis)

VHS tapes are still widely used on campus. When using older VHS tapes it was common to see tracking lines on the TV screen when a weak signal was coming from the tape. With our older control systems, you could manually or automatically adjust the tracking on the VHS player to improve the picture quality. Things have changed with the new control systems in our technology classrooms.

The new systems see a weak signal coming from the tape and they black out while adjusting. Replacing the tape with a DVD is the best alternative. So if you are planning to use VHS tapes in your classes please test them in your classroom before the start of the semester.

FACTS ABOUT TECHNOLOGY SPACES ON CAMPUS (Tim Hicks)

When phase II of the KJ project is complete the number of technology-enhanced spaces on campus will total 105:

- 60 classrooms and auditoriums for general use.
- 24 labs, conference & seminar rooms.
- 21 other TE spaces such as those in the Siuda House, Bristol Campus Center and the Levitt, Writing, and Oral Communication Centers.

SCHEDULING MEETINGS WITH DOODLE (Dave Smallen)

Have you ever had to find a common time for a phone call or a meeting among people from different organizations. You send emails, make calls and go round-and-round trying to agree on a date. There is a FREE Internet service called **Doodle** that can make your life easier. Check it out at: <http://doodle.ch/main.html> You set up a visual grid for the possible meeting times and then send the link to each of the people. They check their availability and it provides a real-time update as people complete it.