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COPYRIGHT VIOLATIONS IN 2008-2009 (Dave Smallen)

The Recording Industry Artists Association (RIAA) and the Motion Picture Artists Association (MPAA) are regularly scanning the Internet looking for illegal file sharing of copyrighted material. If they detect such activity at Hamilton they file a complaint (a.k.a. take-down notice). These complaints are sent to Ken Herold, Director of Library Information Systems. Ken works with Network Services in ITS, to identify the potential violator and to contact him/her. If the offending activity is not stopped, the person's computer is not allowed to access the Hamilton network.

Since July 2008, we have received **58** such take-down notices. Several years ago, three Hamilton students were sued by the RIAA and each incurred expenses of several thousand dollars. More information about Hamilton policies relating to copyright can be found at:

www.hamilton.edu/college/its/policies_standards_plans/policies_finder.html?number=009

VIDEOCONFERENCING SAVES TIME AND MONEY!!!! (Terry Lapinski)

You might not be aware that Hamilton has been using videoconferencing for the last decade. The Remote Collaboration Facility is located in Christian Johnson 305 and enables people at Hamilton to "meet" with people around the world without incurring travel or other related expenses. In the past year, approximately **50** videoconferences were held to interview faculty job candidates, conduct student interviews for possible positions after graduation, administer language exams, and provide guest speakers for classes. All of this saves considerable money and time for all involved.

To set up a videoconference we work with a company that finds a suitable location for the remote guests and tests out the connection. Generally it takes a two week lead time to make all the arrangements.

To arrange for a videoconference contact: Terry Lapinski at x 4169. A conservative comparison of costs shows how videoconferencing can save time and money.

A one hour interview of a prospective job candidate:

- Via videoconferencing: \$275 - \$335,
- Bringing the person to campus \$1,000 (\$500 travel, \$150 hotel, \$350 food and entertainment)

The savings are even more substantial for meetings that are held via videoconferences rather than having the participants travel to a common location – without even accounting for the loss of productivity during travel.

POSTERS – THE MULTIMEDIA TERM PAPER (Krista Siniscarco)

We often think of posters as something used to advertise an event on campus, or sell a product. But posters are also a very effective means of presenting the results of student and faculty work using text and images. In this sense, a poster is the multimedia equivalent of a term paper. The challenge is to take the results of many hours of research and present it in a concise and engaging way in a limited amount of real estate (the poster).

Every semester students create posters as a way to present the results of their research and course-related projects. In October, as part of Family weekend, students who did summer research projects created 106 posters and printed them in the Multimedia Presentation Center, located in Burke Library. This group of students included 85 who did research in the sciences, 18 whose research was part of the Levitt Center and 3 supported by Emerson grants. During a typical academic year 350 students create posters in connection with their courses/research.

To find out more about posters at Hamilton go to:

<https://www.hamilton.edu/college/its/itsst/supportLFP.html>

FACULTY WORKSHOP (Carl Rosenfield)

Authentic Learning in a Virtual World Information Session

Imagine a computer-generated simulation where you are invulnerable, can fly (or teleport) anywhere you want to go, communicate and collaborate with people from all over the world, and freely design and build whatever you can imagine. Now think what could be accomplished educationally with this kind of a “reality”. This information session covers how virtual world software, specifically Second Life, can be used to create authentic learning experiences for students. Several examples of work done by Hamilton College students will be shown along with other “yet to be implemented” ideas for student activities. This session will be divided into 20 minutes of presentation and 40 minutes of fun hands-on use of Second Life. No prior experience using Second Life is required. Two identical sessions will be offered. Details are below:

Date: Monday, November, 24

Times: 10:00-11:00 and 2:00-3:00

Location: Burke 001 (limit of 10 people per session)

Please send an email to crosenfi@hamilton.edu to sign up.

MS OFFICE – TIPS OF THE MONTH (Maureen Scoones)

Copy Data from a Table in a Web Page to Excel 2007

If you see a data table on a Web page and you want to import it into Excel:

1. Copy the URL (address) of the page.
2. In Excel, on the **Data** tab, in the **Get External Data** section, click **From Web**.
3. In the **New Web Query** dialog box, paste the URL into the Address box.
4. Select the table that contains the data you want to work with, and then click **Import**.
5. In the **Import Data** dialog box, indicate where you want the data to appear, and then click **OK**.

Word 2008 Publishing Layout View

The Publishing Layout view allows you to create a variety of documents, such as brochures, flyers, and newsletters.

1. From the **View** menu, select **Publishing Layout View**.
2. To open the existing document in the Publishing Layout view, click the **Continue** button.
3. To create a new document in the Publishing Layout view, click the **Create New** button.

PHISHING – TWO HAMILTON FOLKS GET CAUGHT! (Dave Roback)

Phishing is a scheme used to trick you into providing personal information, such as passwords, through seemingly official email messages. NEVER provide personal information in response to an email, or by clicking on a link in an email, unless you are absolutely sure that you know the sender. Hamilton College and ITS will NEVER ask for your password, or other personal information via email.

Recently, two members of the Hamilton community fell for Phishing schemes and their email accounts were compromised and used for sending out large amounts of spam messages. Not only did this affect the individuals but also the Hamilton College email server was "blacklisted" by several other sites, causing emails sent to those sites to be rejected. Don't get phished!