

# IS&T NEWSLETTER

*"... Whatever you do whether in word or deed, do it all in the name of the Lord Jesus" – Col. 3:17.*

## IS&T summer projects, activities & maintenance

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Another school year is about to come to a close. So what will IS&T do over the summer? While it may appear like it is a quieter time around campus, that is not the case in IS&T. Here are some of the projects that we have on the books for this summer:

- Acalog online catalogue
- Nolij document imaging implementation
- Update labs and classrooms
- E-learning training
- Install a Collaborative classroom in Foreign Languages department.
- Host Christian Schools Librarian Conference
- Install more desk and computer space in the library
- Upgrade Benson sound system
- Upgrade Pipeline
- Install Banner 8 and Oracle upgrade
- PC replacement project
- Payroll time input for employees – design
- Dormnet and lab worker training
- Remove phones from Dorm rooms
- Install Mesh wireless for West and Village Apartments
- Upgrade fiber network
- Investigate ServiceU for online event ticketing
- Construction project involvement:
  - Academy addition
  - Mabee remodel
  - Preaching Lab
  - Sears Dorm
  - COE expansion in Memphis

These are some of the projects, in addition to the to the regular day-to-day activities, and the 'normal' summer maintenance projects, e.g. cleaning projector filters, checking network connections in the dorms. In some ways, some of us look forward to classes starting again!

As happens more and more regularly, our bandwidth is now full to capacity (and beyond sometimes). Our plan at this stage is to increase this in December. We will increase it by 50mbps. We will try to do this each year until we have more than we need!!!!

Thanks to all who attended the lunchtime consulting meetings this semester. It is a big help to hear your feedback and requests. Also we hope you found the Moodle Rounds helpful. E-learning said they have now visited or left a note on the door all the academic offices on campus!

## Registrar's Office

### Summer Sessions

#### Intersession

May 10 – 21

#### Summer I

June 7 - July 2

#### Summer 2

July 6 - July 30

#### Summer Graduation

July 31

### FALL 2010 Semester

#### Student Impact

August 19 – 20

#### Fall Classes Begin

August 23

## Registrar's Office: Online forms, imaging, & VA

The Registrar's Office recently started using online forms for students to complete and submit from their Pipeline account.

Forms such as summer enrollment requests, transfer requests, concurrent enrollment requests, and identifying honors and humanities courses are included. Other forms will be added as they are created. These are now located on their Pipeline account in a

box called 'Registration Forms'. These forms are emailed to the Registrar's Office and processing may begin immediately. There is approximately a three day turn-around time for these forms rather than more than a week it took to process the hardcopy versions.

Faculty may now use an online form to drop a student from their class for non-attendance. The form is found on their Pipeline

account under 'Quick Links'.

The Registrar's Office will begin imaging documents this summer. All hardcopy documents will be imaged and this should assist with processing and storage.

As of July 1, the office will begin processing and maintaining files for the students receiving VA benefits. This has been maintained in the Financial Aid Office so it will be a change on campus.

## Summer reading: What's on your list?

British novelist and playwright Oscar Wilde once said, "It's what you read when you *don't* have to that determines what you will be when you can't help it."

For students, faculty, and staff whose time is tied to an academic calendar and agenda, summer can often be a time to catch up on **want to** books instead of **have to** books. Since fall of 2006, Brackett Library has

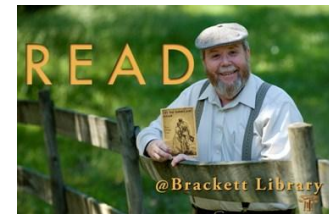
featured faculty reading selections each month on the library website.

Although most choices are nonfiction, there are several fiction titles each year. In the spirit of summer, the library has compiled a list of the fiction titles chosen over the four-year life of the program.

The collection is located at [http://www.harding.edu/library/faculty\\_favorites2007.html](http://www.harding.edu/library/faculty_favorites2007.html).

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Movie and audio cassettes may be found at [http://www.harding.edu/Library/Movies\\_and\\_audio.html](http://www.harding.edu/Library/Movies_and_audio.html).



**Above:** Henry Terrill, professor & Brackett Library staff.

## E-Learning summer lab schedule announced

During Intersession two labs will be open. The **Art 212** lab will open Monday through Friday from 1 p.m. to 7 p.m., Saturday from 10 a.m. to 1 p.m. and Sunday from 1 p.m. to 4 p.m. The **Mabee 128** lab will open Monday through Thursday from 7:30 a.m. to 9

p.m., Friday from 7:30 a.m. to 5 p.m., Saturday from 10 a.m. to 1 p.m., and Sunday from 1 p.m. to 4 p.m.

During Summer I & II the **Mabee 128** lab will be open. The lab will open Monday through Thursday from 7:30

a.m. to 9 p.m., Friday from 7:30 a.m. to 5 p.m., Saturday from 10 a.m. to 1 p.m., and Sunday from 1 p.m. to 4 p.m.



## MEDIA CENTER

### SUMMER HOURS

8 a.m. - 12 noon  
and  
1-5 p.m.  
Monday – Friday

Brackett Library, RM 132

## Network Services: password lockers secure data

If you are like most people, you use one password for all of your computing activities. You use the same password to get into your Facebook account and your bank account.

You have chosen a really good password so you are fairly confident that it is secure even though you have been using the same password for ten years. If this sounds like you, you may need to consider other options.

If you use only one password and someone steals it, suddenly they have the opportunity to log into anything you use anywhere! In fact, if your one password should be compromised, would you even remember all of the places it needs to be changed?

You might want to consider

using a "password locker." A password locker, or vault, is a place you keep a list of all of your accounts and the passwords. Then your password locker itself is encrypted and protected by one, good password.

There are programs available to create password lockers on your computer, but you can also create a very effective password locker with Microsoft Word.

Did you know that Word documents can be password protected? By using this feature, a Word document can be used as a very effective password locker. Here's how.

Create a Word document and list all of your various accounts. You might consider three columns: 1) the name of each account, 2) a hyperlink that takes you to

the login page for each account, and 3) the username and password to get into each account. Now instruct Microsoft Word to encrypt your document. In Word version 8, you do this by selecting "Prepare" from the office button in the upper left corner of the Word window. Then select a password for your document.

When your document is saved, it will be encrypted where it will be all but impossible for anyone else to read it without knowing your document password. Fair warning: No one can help you recover your document if you forget the document password you choose!

Voila! You can open your password locker document with one password, click on the hyperlink of the site you wish to visit, and you have the username and

Password to access the account right there on your screen to copy or use cut and paste to log in. By going through the extra step of using a password locker, it is no longer too inconvenient to have different passwords or even different username names for different accounts.

You can also change your passwords periodically with little or no inconvenience. You have also improved your protection against identity theft many times over and probably helped secure your Harding accounts and Harding's data as well.



## Lab and Tech rooms are receiving summer upgrades



**"... You must submit your form by May 31st."**

**~ E-Learning & Multimedia Services.**



**Science 207, Science 213, and Art 212** labs, along with several tech rooms will receive new computers this summer. CT&L spends much of the summer installing new equipment and doing general maintenance on computers and equipment in public labs and technology classrooms.

All tech rooms and public labs will be wiped clean and new images installed. The

new image will include Windows 7, Office 2007, Adobe Reader, Flash, Shockwave, IE8, Java, MacAfee Virus scan, Firefox, and QuickTime. There will also be a new program called TurningPoint on the tech room computers.

This software allows instructors to check out the TurningPoint Student

Response System from E-Learning and for use in any tech room. If you need additional software loaded on your tech room or lab computer(s), please fill out the [Software Install Request Form](#) located in [Google Docs](#).

In order to ensure your software is on your machine(s) before the first day of class, you must submit your form by May 31.

## Project '42' makes its debut on Pipeline

The time has arrived when the performance, look and feel, and reliability of Pipeline needed to be improved!

A project called "42" was started last fall to do just that – replace the current Pipeline. The first phase became operational in mid-March. You can see it by going to <http://pipeline.harding.edu> and logging in using the username and password box on the right. These new sections were aimed at student registration and faculty advising and were available during registration this spring. This first release has worked very well overall. The next phase, the section designed for faculty, will be released before final exams (don't worry – the old Pipeline will still be available during this time). Our hope is to have the new Pipeline fully operational before the first Summer Experience this summer.

The portal will still be called Pipeline and it will have a familiar look and feel. The current content and layout has

been carefully examined with redundant and confusing data removed, and a cleaner and more intuitive interface designed. For your convenience, more personalized information has been added.

A major feature being added is what is called, the Whiteboard. The purpose of the Whiteboard is twofold. It provides a single place where people can go to see announcements, and it will provide each of us with choices on how we can have some announcements 'pushed' out to us. That means it will allow you to specify how you want to receive the messages. e.g. email, RSS feed. Regardless, the announcement will still be on the Whiteboard. The Whiteboard will 'front and center' on the home page when you login to Pipeline. It will replace the current announcement features and the Colleagues tab in the current Pipeline.

So look forward to the new Pipeline – faster, cleaner and more reliable....

## May down-time for Banner 8 installation



The upgrade installation will begin Monday evening, May 24 and should finish sometime Thursday, May 27.

During this downtime, a freshly-cloned version of the Banner test database GOLD will be available for informational purposes. It will have been updated from the Production instance as of Monday evening May 24.

The Test database for Banner 8 (BLCK) will also be available for continued exploration of the Banner 8

changes. Barring unforeseen complications, the new Banner 8 should be "open for use" on Friday morning May 28.

This will be a major upgrade for both the Banner database and the Banner application software. The Banner database will be converted to the UTF8 character set standard to allow use of international characters, including characters such as å, é, and ö, characters used in non-Roman alphabets, and technical symbols used in a

variety of academic disciplines.

Along with this change, many fields will be expanded in Banner tables and forms. For more information on the numerous changes and improvements with Banner 8, please consult the Banner 8 Bookshelf available on the Banner tab in Pipeline.



## Registrar's Office – *continued from page 2*

This summer we are expecting another baby Carrigan. Big brother Carter is anticipating "New Baby" in early July.

Congratulations to Amy and Ben as they also wait for

their second child to arrive.

We congratulate our graduate assistant, Yen She, on her Chinese marriage to West Ling. The American wedding is scheduled for May 1.

Yen has completed the "international students' brochure" that will be placed on the Registrar's website for easy access to all international students. The information will help newly

admitted students to understand the registration process and other issues as they arrive on campus.

We look forward to summer experience and new student registration.