

ASG NEWS

Fall 2004
Volume 11, Number 2



A Joint Newsletter of the John M. Lilley Library, the Computer Center,
Center for Teaching & Educational Technologies, and the Media & Instructional Support Center

JOHN M. LILLEY LIBRARY

The Staff of the John M. Lilley Takes Pride in Student Accomplishments

Student intern helps organize the Hammermill Archives ...

Pamela Grove, a senior General Arts and Science major with a history minor, is serving as an intern in the Archives. She has been working to preserve business files from Hammermill Paper Company, many of which date back to the late 19th century and are written in Mr. Behrend's native German. She is also completing another important task: the indexing of scrapbooks that have been kept since the opening of the campus when we were known as "Behrend Center". She has noted that in the earliest scrapbooks many of the news clippings showed extensive community involvement and interest in the school and included the most esoteric of events such as a young Behrend couple attending church services on Easter Sunday. Her indexing will allow us to have a better picture of our past and our place in Erie history. We are grateful for her assistance in these projects.



Pamela Grove

Behrend College's own home-grown librarian ...

Amy Johnson, a Behrend psychology graduate in '03, completed her MLS (Master of Library Science) degree at SUNY Buffalo this summer. She has just started in her new position as the Director of the Wilcox Public Library in Wilcox, PA. Amy also appears in the Fall 2004 issue of the Behrend Quarterly, speaking about her experience with undergraduate research at Behrend.

... And one in the making

Lilley Library is pleased to announce that one of its student workers, Olga Miroshnichenko, is the 2004/2005 recipient of the Martha Conner Memorial Award. A junior at Behrend, Olga is working towards a double major in international business and finance, and hopes to become a business librarian after graduation. The Conner Award is presented annually by the Penn State University Libraries to undergraduate students who plan careers in the field of library science.



Olga Miroshnichenko

INSIDE

2

Enhancing Teaching

Teaching Support

ANGEL

3

Computer Lab Upgrades

Online Parking Permits and
Package Tracking

Napster Now Available

4

Technology Installation
Complete in All Penn State
Behrend Classrooms

Course Packets



This publication is available in
alternative media upon request.

Penn State is an affirmative action, equal
opportunity university.

CONTACT US

Carla Torgerson

Director

**Educational Consultant
& Instructional Designer**

cnt2@psu.edu

898-7596

Stephanie Janson

eLearning Support

Specialist

**Educational Consultant
& Instructional Designer**

slj131@psu.edu

898-6537

[pennstatebehrend.psu.edu/
faculty/teachingcenter/](http://pennstatebehrend.psu.edu/faculty/teachingcenter/)

Enhancing Teaching

Now that the semester is in full swing, you may have questions about various teaching styles or techniques, ways of evaluating student learning or how to best help your students through particular concepts. The staff at the Center for

Teaching and Educational Technologies is available to help with such issues related to teaching practices. They can help you with topics such as assessment, rubrics, learning portfolios, improving student learning and others.

Teaching Support

The Behrend College Teaching Workshop Series

The Center for Teaching and Educational Technologies is offering a series of workshops to provide an opportunity for faculty members from all disciplines to share ideas and strategies for successful teaching.

What you will gain:

- learn new strategies you can use in your classes
- become more confident in the classroom

- create materials you can use in your classes
- develop items you can include in your teaching portfolio or dossier
- earn a certificate of participation for your portfolio

For further details on these workshops or to register for any session, please visit <http://pennstatebehrend.psu.edu/faculty/teachingcenter/workshopseries/> or contact Carla Torgerson.

ANGEL

ANGEL helps faculty to put course materials online without having to know how to make a Web page. ANGEL is available at <http://oms.psu.edu>. For help with ANGEL, please contact Stephanie Janson.

ANGEL Tips: Changes in ANGEL 6.0

Prevent students from taking an online quiz late

If you're using the ANGEL quiz feature, you may have experienced the dilemma of not wanting students who missed the quiz to be able to take it after you've released the quiz results. The latest version of ANGEL gives you a solution to this problem. By editing the "advanced" settings for a quiz, you can disable the link to Take the Quiz. This will allow those who took the quiz to see their full results without allowing additional submissions.

ANGEL Help is now searchable!

At the top of the ANGEL Help page is a "Search ANGEL Help" link which lets you search for key words or phrases. For example, you can search on "grade dropbox" to find out how to grade items that students have submitted via an ANGEL dropbox. This tool should help you to find the information you need more easily.

Add a Welcome Page

Add a Welcome Page that shows announcements when students enter your course, and gives them the option of "jumping" to where they last were. ANGEL automatically places an internal placeholder at the point you are working in a course when you either exit the course or log off from ANGEL. Using the internal placeholder feature requires the activation of the course "Welcome Page."

You may elect to have a "Welcome" page display when a user first enters a course, before any of the six course tabs, as a convenient means of conveying information to course members. If you do not enable this page, the initial page displayed to users entering the course will be whichever of the six course tabs you have set as the start tab; the default is the "Lessons" tab.

Enable the Welcome Page

If you wish the "Welcome" page to be displayed each time a user enters a course:

1. Select the "Tools" tab.
2. Select the "Tab Settings" link under the "Course Settings" subheading.
3. Uncheck the "Skip Welcome Page" check box.

If you do not choose to enable the "Welcome" page to be the first page displayed, users may still access it by selecting the "In Touch" tab, then the "Welcome Page" link under the "News and Events" subheading.

Addition of a Course/Group Site Map

In ANGEL 6.0, you now have the option of enabling a site map, making it easier to maneuver through the course. You may choose to display or not display the site map by using the "Show Map" and "Hide Map" toggle commands located in the menu at the upper right.

The site map acts as an index for the course. It can be used to navigate directly to any item within the course. You can customize the site map display using the icons/bullets toggle command and the expand all/collapse all options. The site map also includes a "What's New" tab enabling you to view new, ungraded, and unread items in the course.

COMPUTER CENTER

Computer Lab Upgrades

The Computer Center staff was busy this summer and made a number of upgrades and enhancements to the College's academic technology infrastructure.

Hammermill 130

The PCs in the Hammermill 130 lab were upgraded to 2.8 GHz and the number of workstations was increased from 28 to 42. The lab was also remodeled; changes included new carpeting, new workstation tables, and a paint job.

Library Lab

The older 1 GHz PCs in the Library Lab (room L4 on the ground floor) were replaced with new 2.8 GHz workstations. This lab contains 55 workstations and is designated as an open lab (which means that no classes are scheduled in this room).

SEET Teaching Labs

The Computer Center assisted with the upgrade of the SEET teaching labs in Benson room 185 and in Prishak 105. In B185, 27 new HP Compaq workstations were installed. Each of these workstations has a 40 GB hard drive, 1 GB of memory, a 3.0 GHz processor, and a 17" flat panel display. In P105, eight new HP Compaq business minitowers were installed. Each of these minitowers has a 40 GB hard drive, 1 GB of memory, 3.0 GHz processor and a 17" flat panel display.

Academic Web Servers

Independent servers have been established for class-based Web development and instruction.

Online Parking Permits and Package Tracking

The Computer Center administrative support team was involved with a variety of projects this past summer. Two of those projects centered on the development of online applications for Police and Safety and the Mail Room. In the case of Police and Safety, a Web-based registration form was created to enable students to register for parking permits. In addition, the application directly bills the students' accounts for payment.

Napster Now Available

As part of the University's continuing on-line music initiative, the Penn State Napster program is now available for use in all Computer Center labs. Only those students who have registered for this service can take

These new servers enable faculty and students to explore more advanced Web development concepts and projects.

Academic Server Cluster

Behind the scenes, upgrades were made to the academic server cluster. The academic server cluster provides software services to the public and departmental labs that the Computer Center supports, including 150 software packages and file storage for faculty and students. The previous server was over 5 years old and showing its age. The new server equipment includes four 3.2 GHz dual processor servers in 2 clusters, SAN based disk storage, a backup tape system, and a new UPS. All Windows servers now run Server 2003. This was, by far, the largest upgrade to system hardware that the Computer Center has undertaken and was accomplished with only a minimal impact to our users.

Expanded Support of School Labs

The Computer Center continues to expand its support of the teaching and research labs of the various schools. This initiative began last academic year when SEET handed over the support (including application installation and network support) of 15 of its labs. The Computer Center is now assisting the School of Science in the system support of the physics lab (room 104) in the Science Building. Future plans under consideration are the support of a second physics lab in S105 and the workstations in the biology labs.

It also has made the registration process more convenient since students no longer have to wait in line.

The support team also developed an application that tracks all packages delivered to the Mail Room. This program automatically sends an e-mail to the recipient when a package is received and allows the recipient to digitally sign for their package by logging into a secure Web page.

advantage of its many features. Visit <http://www.napster.psu.edu> for registration and program details. As per Computer Center policy, headphones must be used at a reasonable volume.

ACCESSING YOUR P DRIVE

Just a reminder ... The Computer Center provides Web-based access to a student's personal disk space. This disk space also referred to as the P drive, resides on a server at Behrend. To access the P drive, visit: <http://pdrive.psu-erie.psu.edu>.

Technology Installation Complete in All Penn State Behrend Classrooms

misc at MISC

- **All ITEC classrooms video/data projectors support XGA graphics and video projection via the DVD/VCR.**
- **All ITEC classrooms allow use of dual computers for projection via the A/B switch box located inside the podium. For example, instructors could switch between their laptop and the installed computer simply by switching back and forth using the A/B switch.**
- **MISC now has 5 portable video/data projectors for short term loan. We also have 5 digital still cameras for loan as well.**

Penn State Behrend recently completed installation of technology in the Behrend Science Building, bringing the last of the college's classrooms in line with Penn State's technological goals.

"I believe that we are now the first of Penn State's twenty-four locations to reach 100 percent technology classrooms," said Jim Carroll, manager of Media and Instructional Services. "We've been working steadily toward this goal for the past seven years, and it's very rewarding to see all Penn State Behrend's classrooms achieve this level of service."

"Reaching this goal so soon would not have been possible were it not for the strong support from Behrend's administration to become a leader in academic excellence through the use of information technology," said Ron Hoffman, manager of Network and Information Systems, who's office shares responsibility for supporting the technology classrooms on campus. "Our administration continues to find funding sources to maintain and enhance the College's information technology infrastructure even when budgets become tight."

"Having every classroom equipped with the latest technology encourages faculty to make use of all the resources available to them," said Carla Torgerson, director of Penn State Behrend's Center for Teaching and Educational Technologies. "They don't need to be concerned about which classroom they are assigned, because they know all their teaching tools will be available in every classroom."

Torgerson added that Penn State Behrend faculty are tech-savvy users, opting for teaching tools such as ANGEL, PowerPoint, eLion, QuizWizard,

and more. Students also benefit from the convenience of technology, according to Jen Town, a recent Behrend graduate.

"Technology allows faculty to post their teaching notes online, so if you miss a class, you can always catch up," said Town. "You also get faster response from faculty on questions. Tests can be taken online, and test grades are available sooner by computer."

Carroll said Penn State offers several definitions of a technology classroom, but that most at Behrend are Installed Technology Classrooms (ITEC) featuring an Internet connection; an instructor podium with a permanently installed computer; plug-in capability for an instructor-supplied computer; CD-ROM; zip drive; remote/wireless mouse; ceiling-mounted video/data projector; microphone; audio system for multimedia presentations; room lighting controls; DVD/VHS player; and a help phone connected to the Media and Instructional Support Center.

Penn State also defines other technology classrooms as STEC or VTEC, with STEC having student work stations and VTEC having video-conferencing equipment.

Now that Behrend has reached a goal of 100% technology classrooms, the job is not finished. It is time to polish the jewel. We have already received suggestions on how to improve the classrooms and we welcome any further suggestions so we may continue to improve. Toward that end, please watch for a classroom survey that should be ready for distribution by the beginning of spring semester.

Course Packets

It is hard to believe, but it is already time to submit course packs for the Spring 2005 semester. Copy Services at University Park requests 10-12 weeks in order to get any copyright clearances taken care of. All course packs must be approved and priced by them whether they need copyright clearance or not.

Before submitting your packets, please remember that MISC is available to assist in making originals from books. Books originals should have edge clearance for binding purposes and not have

black areas on them. Large black areas not only look unprofessional but also pull much toner from our machines. Book originals are a time intensive procedure so please add some time to the above 10-12 weeks to allow to get your materials ready in an expedient manner.

By the way, our new machines also allow us to offer additional features like numbering pages, so stop by when you are thinking of submitting your course packet to see how we can assist you in making your packet as easy and professional as possible.