

**STERLING COLLEGE TECHNOLOGY**  
**FALL 2003**  
**Sally Haggerty - x309**

**OUTLOOK** e-mail Microsoft Exchange Server

We are in the process of migrating all employee computers to Microsoft Outlook e-mail. Some employee hardware needs upgraded prior to installation therefore not all employees are using OUTLOOK at this time.

- The OUTLOOK Today icon displays events for the day.
- OUTLOOK provides a quick link to the Sterling master calendar.
- Using MS Word as your e-mail editor is an OUTLOOK option.
- OUTLOOK has the capability of keeping your schedule and “to do” list.
- OUTLOOK will sync with your Palm
- The OUTLOOK/exchange server is internal to the campus. Using Outlook Express at home is NOT the same as being on the campus OUTLOOK exchange server.
- Future plans are to purchase the OUTLOOK webmail module. Until that is accomplished you need to be aware of the following:
  - ✓ Students currently do NOT have OUTLOOK accounts. You must include “@sterling.edu” in addresses when mailing to students from OUTLOOK.
  - ✓ Include “@sterling.edu” when mailing to employees not yet using OUTLOOK or add those employees temporarily to your address book. (You know the recipient is an Outlook user or in your address book if their name “pops up” as you start entering an address in the “to” field.)
  - ✓ E-mail sent from a campus OUTLOOK user to another campus OUTLOOK user never appears on our Webmail server. This means – if you read your Sterling e-mail off campus (at home or while traveling) you will NOT see messages sent directly through OUTLOOK. If you want to make sure the recipient receives your message (whether at home or the office) make sure you include “@sterling.edu” in the address.
  - ✓ E-mail lists (students@sterling.edu, faculty@sterling.edu, employees@sterling.edu) reside on the Webmail server and will be received on AND off campus.
- Faculty are NOT expected to enter their personal schedule of activities/appointments into the calendar but may choose to do so.
- Using OUTLOOK’s formatting features (stationery, clipart, etc) are problematic for most non-OUTLOOK e-mail software.
- If you are new to OUTLOOK and want one-on-one help getting started, give me a call.

**BLACKBOARD** – Course Management System

ACCK hosts and manages one Blackboard v5 system for all ACCK schools, Central College and Hesston College. The web address is <http://vette.acck.edu>.

- Course setup requests can be made by filling out the form at:  
[http://www.sterling.edu/academics/cs/faculty/shaggerty/BBcourse\\_form1.htm](http://www.sterling.edu/academics/cs/faculty/shaggerty/BBcourse_form1.htm)
- Instructors can NOT setup or delete courses.
- Instructors can ENROLL students from the master list however; the master list will not contain names of new students until after enrollment.
- ACCK will “bulk” enroll students to your class after enrollment. (Students you enroll will not be re-enrolled.)
- Instructors can DELETE students from their class roster.
- Students with BB accounts prior to 9/02 have user Ids configured as “bbunny”
- Students with BB accounts after 9/02 are configured as “bbunny12345” (where 12345 is student ID#)
- Initial setup configures student’s first name as the password
- Send me an e-mail request to set up your initial Instructor account, if necessary.
- Courses created this Fall will have “generic” IDs (i.e. they won’t be identified as Fall03). Once a course is created instructors will be responsible for deleting students from the prior semester and updating course data. Your course will therefore not be re-created every semester and will be available for editing during the summer.
- Respondus is a companion software used to create tests for Blackboard. I’d be happy to show you the benefits of Respondus (purchase price \$80).
- If you are new to Blackboard and want one-on-one help getting started, give me a call.

## COOPER TECHNOLOGY

- One classroom with 18 wireless laptop computers (w/DVD ROM and CDRW) connected to the campus network/Internet
- One interactive smartboard (ActivBoard with ActivVote/ActivSlate)
- Instructor computer with DVD ROM/CDRW, VCR/DVD player, projector, document camera for each classroom
- Mimio capture boards
- Network printers

## WEB PAGES

Upper level web pages (including department pages) are maintained by webmaster Andrew Schechter. Your department chair may request changes. You may create and maintain your own personal page.

## EQUIPMENT

Academic Computing has 2 laptops and 3 projectors which may be borrowed for use in your classroom or other SC activities. Projectors reservations are already full for Fall 2003 MWF mornings. Our next major purchase of computer equipment (hopefully this school year) will include classroom projectors.

Computer Science has a digital camera available for student or faculty use.

## CPC – Computer Policy Committee

The CPC reports to the VP of Academic Affairs. Representatives from all areas of the institution are appointed by the President. Committee responsibilities include campus technology:

oversight	priorities	coordination
long range planning	problems/issues	

ALL technology purchases must be approved by Jim Tyrell, Network Director.

## ONLINE INFORMATION

Instructions, forms, etc. are available in PDF format for viewing and WORD format for editing at:

<http://www.sterling.edu/campus/acadaffr/facultyinfo/>

## MISC

Jan Lee (Library) will accept your used toner cartridges for recycling. Just drop them in the campus mail to her.

## ASSISTANCE

Part of my responsibility at Sterling is Academic Computer Resource Director and TLM (Teaching/Learning Mentor) working with Kansas Independent College Assn. initiatives. I also chair the Computer Policy Committee. Give me a call if you have questions about hardware/software issues, policy, technology problems, etc.

Sally