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- I. Standard Software on Campus PCs**
- a. Microsoft Office Suite 2007
 - b. Microsoft Front Page 2003
 - c. Windows XP
 - d. Lavasoft AdAware
 - e. McAfee Virus Scan
 - f. EndNote X2 (Client-based bibliographic management software to generate bibliographies)
 - g. Quicktime
 - h. Java
 - i. Adobe Acrobat Reader
 - j. Banner/SAP
 - k. SPSS v. 16
- II. Software Available for Home Use**
- a. McAfee Virus Protection (<http://www.iup.edu/howTo.aspx?id=14357>)
 - b. SPSS (Faculty, Staff and Students)
 - c. Microsoft Office 2007
 - d. Mathematica (<http://www.iup.edu/itsupportcenter/howto.aspx?id=11789>)
 - e. EndNote X2 (<http://www.iup.edu/itsupportcenter/howto.aspx?id=14359>)
 - f. Contact the College Technology Support Center for more information
- III. IUP Networks**
- a. Wired
 - i. 10mbps or 100mbps connection
 - ii. Personal devices can be setup through the College Technology Support Center
 - iii. Computing devices must first be patched, checked for virus protection, and established on the IUP network.
 - b. Wireless
 - i. 11 mbps connection
 - ii. Any faculty member wishing to use the wireless network at IUP must first contact the College Technology Support Center for access
 - iii. Computing devices must first be patched, checked for virus protection, and established on the IUP network.
- IV. Network Resources**
- a. What is a “network drive”?
 - b. To map a network drive:
 1. Right click on My Computer
 2. Pick Map Network Drive
 3. Pick the drive letter
 4. Type the path (see bookmark)
 5. Check the Reconnect at Login box (makes it reappear next time you log into Windows)
 6. Click OK
- Summary of drives is on your bookmark and in the table below. More tips are at <http://www.hhs.iup.edu/onlinehelp/docs/HHS%20Drive%20Mappings.pdf>.
- c. Network Drives

	College or Univ	Network Location	Folders	Comments
H:	College	Home Directory \\yourserver\username\$\br/> \\hhsnt\username\$ <i>Nightly backups</i>	My Documents Preferences Recent	Access limited to you. Personal or highly confidential items. Location for My Favorites (Internet bookmarks) Most recent documents worked on
I:	Univ	Instructor Drive \\acad\instruct\$ <i>Nightly backups</i>	Your username is folder name	To place materials for courses in a drive accessible from classrooms
N:	Univ	Common Drive \\acad2\common	Variable	Sharing among students/colleagues Not backed up, not secure
O:	College	Office/ Dept Directory \\yourserver\officesharename <i>Nightly backups</i>	Folders organized as department wishes	<ul style="list-style-type: none"> • Access limited to dept. members. • Can read and modify these files. • Joint project space for team-oriented work and information.
			Secure folders	<ul style="list-style-type: none"> • There can also be secure folders restricted to particular users – e.g., Dean and secretary, Tenure & Eval Committee • Request from CTM.
P:	Univ	Project Directory \\UPA06\PROJECT\$ <i>Student files purged after semester</i>	Folder for each instructor, course section, & student	<ul style="list-style-type: none"> • Request quota increase right away • Folders for student hand-ins, course info, student work, instructor only (class lists) • Can access read-only from web www.project.iup.edu
W:	both	Web Space <i>Nightly backups</i>		Optional - personal or department web page Visible to anyone on the web
X:	Univ	Global Transfer Drive \\adm\admnet\global <i>Nightly backups except Temporary folder</i>	Divisions Committees Group Sharing Middle States	Secure folders to share documents in divisions, university-wide committees, major university projects, and inter-office or inter-college groups.
			Public	Read-only General interest info & forms - e.g. HR Updated by administrative offices.
			Technical Support	Tech support uses read-only area to share common files like printer drivers.

	College or Univ	Network Location	Folders	Comments
			Temporary	Faculty, managers or staff can upload or delete files and create folders. Not secure. Quick way to give a file to someone outside your division or college. Purge runs every Saturday and deletes files that are 7 days old. <i>No backups.</i>
Z:	College	\\hhsnt2\hhsmain\$ <i>Nightly backups</i>	Various	College HHS drive for sharing info, projects, forms, etc. Tech support folder – read access – many how-to guides

V. Specialized Software

- a. Available at a cost
 - i. Macromedia Software
 - ii. Adobe Software
- b. Available at no cost
 - i. TurnItIn
 1. Web-based plagiarism detection service which reviews submitted material for originality of content
 2. Contact the IT Support Center for access (x4000)
 - ii. SPSS v. 16
 1. Is a standard install on campus PC
 2. Is available for home use by faculty and staff
 3. Students can get full but watered down version

VI. Specialized Services

- a. Library Services (<http://www.iup.edu/library/services/>)
 - i. E-reserve
 1. Used to create online course pages and make journal and magazine articles, book chapters, course syllabi, instructor's notes, old exams, problems sets, homework solutions and much more available online to students via the World Web Web.
 - ii. PALCI
 1. A web gateway that allows simultaneous searching of academic library catalogs in Pennsylvania
 - iii. Ebsco Host
 1. Access to the full-text of over one thousand periodicals and newspapers, the bibliographic references to thousands more, and links to Internet sites and information on local holdings of periodicals.
- b. WebCT
 - i. Web-based Learning Management System used for online courses or course enhancement
 - ii. Supported by Instructional and Research Technology (7-4000)
 - iii. <http://webct.iup.edu>
 - iv. Help Sun.-Thurs. after 6-11 p.m., <http://www.iup.edu/itsupportcenter/lms/help/>

- v. Status
- c. Course Email: <http://www.iup.edu/itsupportcenter/howto.aspx?id=22543>
- d. Blogging
 - i. A blog (from “web log”) is a web site where the maintainer provides commentary, descriptions of events, or multimedia material, and readers respond. Blogs can function as individual diaries, journals, or editorial or artistic commentaries.
 - ii. Request a blog at <http://blog.iup.edu/cgi-bin/home/> (personal, group or course blogs)
- e. Streaming Media
 - i. IUP now offers a Streaming Media Service, which enables employees or students to publish streaming media utilizing Microsoft Windows Media Services 9.
 - ii. <http://www.iup.edu/itsupportcenter/howto.aspx?id=47683> provides instructions on using streaming media, or simply search on “streaming media.”

VII. Getting Help

- a. HHS Technology Helpdesk – first line of support
 - 1. <http://www.hhs.iup.edu/helpdesk>
 - 2. Submit request on this page when you have a problem with equipment or software.
- b. Second line of support
 - i. Email and telephone support for equipment/software. If you have an issue, submit a trouble ticket at the helpdesk page above.
 - ii. College Technology Support Personnel
 - 1. Steve Linta, College Technology Manager
Eicher Hall, Room 102
(724) 357-4985
slinta@iup.edu
 - 2. Joshua Muscatello, Information Technology Technician
Eicher Hall, Room 102
(724) 357-5655
joshmus@iup.edu
- c. Third line of support
 - i. IT Support Center (<http://www.iup.edu/itsupportcenter>)
Delaney Hall, G35
950 Grant Street
(724) 357-4000
It-support-center@iup.edu
 - ii. Direct students with technology problems here.

VIII. Off-Campus Access to IUP Network Resources

- a. Virtual Private Network (VPN)

- i. Allows user to connect securely to the IUP network at home, giving access to all network resources as though you were on campus.
 - ii. For connection instructions determine your operating system and click the appropriate link at <http://www.iup.edu/itsupportcenter/howto.aspx?id=45777>.
- b. Resources that require connection to the VPN
 - i. Network Drives
- c. Resources that do not require connect to the VPN
 - i. Web Mail (<http://imail.iup.edu>)
 - ii. URSA (<http://www.iup.edu/ursa>)
 - iii. Bookstore (<http://www.iupstore.com>)

IX. Multimedia Classrooms

- a. Log on to Multimedia Stations in the same manner as you would any other PC on campus
- b. Keys to instructor stations are available in your department office.
- c. Available equipment
 - i. Projector
 - ii. VCR
 - iii. DVD player
 - iv. Document Camera
 - v. Connection for laptop and thumb drive
- d. Desktop Items
 - i. Apps Folder
 - 1. Projector control software
 - 2. SPSS
 - 3. TurningPoint
 - 4. AdAware
 - 5. Internet Explorer
 - ii. Microsoft Folder
 - 1. Entire Microsoft Office 2007 Suite
 - 2. FrontPage 2003
 - iii. Bookmarks
 - 1. HHS Helpdesk
 - 2. College FAQ
 - 3. Multimedia Tutorial
 - 4. Multimedia Instructions
 - 5. Projector Control Software Manual
- e. How to use the equipment
 - i. Refer to <http://old.www.iup.edu/irt/MMC/tutorial.htm>
 - ii. If problems arise, contact College Technology Support Personnel.
 - iii. To use a laptop in the classrooms:
 - 1. Connect your laptop's video port to the cable provided and
 - 2. On the projector control software, switch to "laptop."

X. Computing Labs

- a. Departmental
 - i. Mobile Laptop Carts

1. These laptops are set up for wireless access and stored in a cart designed to move from room to room.
 2. The college has two mobile carts located in the Human Development and Environmental Studies Department and the Industrial and Labor Relations Department.
- ii. HHS Computer Labs
 1. NAHP (Johnson 209)
 2. SAFE (Johnson 130)
 3. HRIM (Ackerman 110A)
 4. FOOD (Ackerman 7)
 5. ILR (Keith 4)
 6. HPED (Zink 201)
 - iii. University Computer Labs
 1. The library just outfitted a new computer lab that faculty can reserve for teaching periodic classes (not a whole semester).
 2. Standard instructor station and recessed desks with student laptops are provided. Videoconferencing will be available in the future.
 3. The use policy is still being written. Contact Ed Zimmerman (edzimmer@iup.edu).
- b. University Public Computing Labs (<http://www.iup.edu/itsupportcenter/howto.aspx?id=26549>). These labs are for student use.
 - i. Eberly – Room 110 (x7959)
 - ii. Leonard – Room 117 (x4867)
 - iii. Library – Room 113 (x2030)

KARS – Key Assessment Rating System

Background

In 2004, the College of Education and Educational Technology and the Technology Services Center (now Instructional Technology Services) created a system to support student assessment for the 2005 NCATE review of teacher education programs. KARS (Key Assessment Rating System) was the result of that effort. Some flexibility was built into this system so that it might be possible to do assessments of programs other than teacher education in the future.

In 2006-07, the Department of Safety Sciences in the College of Health and Human Services (CHHS) volunteered to pilot the first application of KARS outside of teacher education. Working with ITS and college personnel, Safety Sciences customized the system to assess the achievement of key outcomes it must needed for recertification by ABET (Accreditation Board for Engineering and Technology in Safety). CHHS had already developed a set of college outcomes to which outcomes for every academic program were mapped. In addition, it was necessary for Safety Sciences to identify 1 - 3 graded activities per course that reflect ABET outcomes, which instructors would assess. Additional academic programs in CHHS have asked to adapt KARS for their accreditation self-studies and are awaiting authorization to begin.

Your Role in KARS

KARS stands for Key Assessment Rating System. If you teach any courses that are part of a teacher education curriculum, including some Liberal Studies courses and electives, or part of the Safety Sciences curriculum, you will need to assess each student on 1 – 3 key assignments in your course. An illustrated manual for entering these assessments is available at <http://www.coe.iup.edu/kars/>. In brief, the steps are as follows:

1. Enter the KARS assessments when you enter your course grades.
2. Go to the URSA web site (www.iup.edu/ursa) and log in, using your Banner ID and PIN.
3. Click the Faculty and Advisors link.
4. Click the Key Assessment Ratings link
5. Choose the Term and CRN (course title and CRN # of your section)
6. For each student, you will see the course grade you entered for each student as well as a place to choose the assessment level for 1 – 3 activities your program selected from this course.
7. For each student assignment, choose an assessment level from the drop down menu.
8. Click Submit to finish the process.
9. Be sure to click Submit every 30 minutes to save your data. If you are entering a large number of key assessments at one time, and fail to hit Submit, the system will time out and fail to save your data.
10. To start entering assessments for another course, click Back to Select Term and CRN.
11. To generate a report on your students, click Back to Select Term and CRN, choose a course, and click the My Report button.
12. Leave URSA by clicking the Exit link at the top of the entry page.

Comprehensive information on the NCATE review, with extensive reports, is available at <http://ncate.adm.iup.edu/>. The reports present the assessment data by semester, by program, by standard, by course, and in other formats. Selected reports of these types were adapted for the Safety Sciences pilot.

Right click on **my computer**.

Pick the 4th option down
(**map network drive**)

Pick the drive letter for the
drive.

Type path into the next line
(**Choose from the
information below**)

Check the **reconnect at
login box**, Click **OK**

H: Drive

[\\hsnt\username\\$](#)

I: Drive

[\\acad\instruct\\$](#)

N: Drive

[\\acad\common](#)

O: Drive

See Tech Support Folder
On the Z drive

P: Drive

[\\iupa06\project\\$](#)

Personal Web Space

[\\hswb\username\\$](#)

X: Drive

[\\adm\admnet\global](#)

Z: Drive

[\\hsnt2\hhsmain\\$](#)

HHS Service Request
Webpage
www.hhs.iup.edu/helpdesk

IUP TechZone
<http://www.iup.edu/techzone>

IUP WebCT
<http://webct.iup.edu>

URSA
<http://www.iup.edu/ursa/>

IUP Webmail
<http://www.iup.edu/email>

HHS Tech Support Office
102 Eicher Hall

Steve Linta
Technology Manager
724-357-4985
Steve.Linta@iup.edu

Josh Muscatello
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Technician
724-357-5655
J.M.Muscatello@iup.edu

