



RHODE ISLAND COLLEGE  
600 Mount Pleasant Avenue  
Providence, Rhode Island

**The Helpdesk is now located in Room 113 Gaige Hall. Hours of operation are:**  
**M-TH 7:30 AM - 8PM;**  
**F 7:30 AM - 5PM;**  
**SAT 8AM - 2PM. The phone number for the USS HELPDESK is 456-8803 or x- 8803**

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## Blackboard 9 Training

This fall, User Support Services will offer 2-hour workshops for faculty and adjunct faculty in Blackboard, RIC's Learning Management System. In each two 2-hour session, faculty will use a standard template for online course development. The course template leverages the native organization of Blackboard courses to facilitate student learning.

Blackboard's web interface differs significantly from that of our previous LMS, WebCT. For this reason, we recommend that faculty to participate in a Blackboard Basics workshop before developing a course in Blackboard.

For those of you that have already attended a BB Day 1 and BB Day 2 and want to learn more on how to use some of the Blackboard Tools, we are offering a series of workshops for experienced Blackboard users.

- ◆ [SafeAssign/SafeAssignment](#)
- ◆ [WebDAV/Content Collection](#)
- ◆ [Grade Center](#)
- ◆ [Discussion Forums](#)
- ◆ [Chat Tool and Wimba Pronto Tool](#)
- ◆ [Monitoring Students Performance](#)
- ◆ [Respondus LockDown Browser](#)

If you plan to use Blackboard 9 to manage your online learning environment during the Fall Semester, please visit [http://www.ric.edu/toolbox/training\\_schedule\\_Bb.htm](http://www.ric.edu/toolbox/training_schedule_Bb.htm) for Blackboard 9 workshops' descriptions and dates. If you are interested in attending some of these workshops, please email [ittraining@ric.edu](mailto:ittraining@ric.edu).

## WebCT Retirement Calendar

6/2/2010 – 2/11/2011	Migration of courses from WebCT to Blackboard
7/3/2010 – 7/31/2010	WebCT becomes an archive server and remains available for on-campus use.
2/12/2010 – 6/30/2012	WebCT archive server is available to IT staff for administrative backup and retrieval of content.
7/1/2012	WebCT archive server shuts down permanently. +

## Ways to Migrate Your WebCT to Your Blackboard Course

If you want to migrate your entire WebCT course over to your Blackboard course, you have 4 options.

- ◆ Self-service—follow the white paper and videos on the [WebCT Migration to Blackboard - Option A](#) page.
- ◆ Register for a [WebCT Migration to Blackboard Workshop](#).
- ◆ Attend [Open Walk-in sessions](#) which are being offered in the Horace Mann Tech Center. The following are the days and times USS is offering the Open Walk-in sessions.
  - ◆ Mondays - noon through 2PM
  - ◆ Tuesdays - noon through 2PM
  - ◆ Wednesdays - 1:30 through 3:30PM
  - ◆ Thursdays - 1 through 3PM
- ◆ USS staff will migrate your WebCT course over to your Blackboard course. You will need to email [imsrequest@ric.edu](mailto:imsrequest@ric.edu) and provide with the following information within this [form](#).

### Important Tip:

When you migrate your WebCT course to your BB course, the migration process may take several minutes or even hours to complete. Please avoid migrating unnecessary files.

# Faculty Resources

## What's New in Blackboard



**LockDown Browser:** LockDown Browser is a browser that enhances the existing Blackboard testing environment by restricting other running programs while the test is in session. LockDown Browser is available in the computer labs on campus and to students taking exams and assessments at home. Students may install the browser at no cost on their personal computers. To deploy LockDown Browser instructors must make the tool available as described here: [LockDown Browser](#) Once the tool is available, watch this how-to video to enable the tool on an assignment. [Video](#)



**Wimba Pronto Basic:** Wimba Pronto is a hosted instant messaging system linked to Blackboard and designed for educators to advance and promote learning. Some additional features Wimba Pronto Basic offers Blackboard users are: group chat, VoIP conferencing, emoticons, auto-population of courses, user profiles (pictures, contact information), Spanish language option, and more! To set up your Blackboard course with Wimba Pronto, check here: [Setup Wimba Pronto](#)

**\*Coming Soon\* Course merge tool:** Teaching multiple sections of the same course? Merge the sections so you only have to load material to Blackboard once!



## You Tried This

- ◆ Discussion forums in Blackboard to engage your students online learning?
  - ◆ If you want to learn more on how to incorporate discussion forums in your Blackboard course, please check out the [white papers and videos](#) that User Support Services put together. USS is also offering [Discussion forum workshops](#).
- ◆ Camtasia videos to orient your students to your Blackboard course?
  - ◆ If you want to learn more on how use Camtasia, please check out [videos](#) from TechSmith. USS is also offering [Camtasia](#) workshops.

## Windows 7

Windows 7 is here at Rhode Island College! You will find that Windows 7 has been installed on all of the walk-in labs, PC Teaching Labs, and Electronic Classrooms. If I had to describe Windows 7 in two words, I would use "simplified" and "minimized". Similar to Vista, the way programs and applications are organized on the taskbar has the user in mind. Users should not have a problem getting to what they need and getting to it quickly. In a similar vein, the way several windows of the same program or grouped together saves room on the taskbar.

Microsoft is also incorporating Aero Effects for advanced versions of Windows 7, which are certainly not just for visual appeal. Many of the effects make navigating and utilizing the desktop a breeze. Aero Snap is great for running two programs at once, and Aero Flip 3D is an especially good way to navigate through everything you have open.

Coming from XP, my greatest concern was the navigation through the system's Explorer, however I found the navigation process simple to pick up on. In fact, there are many elements that make the navigation superior to XP. Among these elements are the Libraries feature, which allows users to gather similar file types together in one place, and the ability to click folder names within the address bar, which takes the place of XP's "Up" button.

In short, Windows 7 is fast, clean, and simple. Those coming from XP might need to take a little bit of time to become accustomed to the new features, but I assure you that it is time well spent.

Please check out our Windows 7 white papers and videos located on the Faculty Toolbox (<http://www.ric.edu/toolbox/Training/Windows7.htm>).

**WINDOWS 7 WHITE PAPERS & VIDEOS**

**Instructor Resources**

\*\*The white papers are saved as .pdf files for compatibility issues.

White Paper	Camtasia Video
*Download	**Win MAC
Download	Win MAC
Download	Win MAC
Download	Win MAC
Download	Win MAC
Download	Win MAC
Download	Win MAC

\* - white paper and video supplied by Microsoft

## Leopard Upgrade to Snow Leopard

Apple's next generation operating system, Mac OS X 10.6 'Snow Leopard' was released late last year and is in the process of being deployed by User Support Services. Users of the new operating system may not see a drastic difference in Snow Leopard's user interface when compared to its predecessor, Mac OS X 10.5 'Leopard'. Some notable but minor improvements to Mac OS X's interface include improved support for nested folders and scrolling in the Dock, and a rewritten Finder that performs faster and more reliably. The rest of Snow Leopard's visual look and feel remains mostly unchanged.

Snow Leopard's real improvements are located "under the hood" in some of the underlying core technologies that have been included in this update. The operating system has been updated to take full advantage of 64 bit processors, and new technologies such as 'Grand Central Dispatch' and 'Open CL' allow updated applications to better utilize multiple CPU's and graphics processors. These new features combined result in a significant boost in performance that is noticeable on both current and previous generations of Macintosh computers.

The minimum requirements for Mac OS X 10.6 Snow Leopard are any Macintosh with an Intel processor and 1GB of RAM. Unfortunately older Power Macintosh and iMacs that use G4 and G5 processors are unable to run Snow Leopard. All Macintosh labs will have Snow Leopard installed for the Fall 2010 semester; it is also being installed on Macintosh computers assigned to faculty and staff that meet the minimum requirements.



## Update on New E-Classrooms

The AV staff has been busy outfitting a number of rooms on campus as e-classrooms. Over the summer, multimedia and presentation equipment was installed or updated in the following classrooms.

- ◆ Murray 201, 202, 203, 217, 220, 223
- ◆ Craig Lee 102, 103, 152 and 4 new classrooms in the former CL 050 area
- ◆ Art Center 07, 16, 17
- ◆ Fogarty Life Science 060, 201, 214, 242
- ◆ Clark Science 210

\*\* General E-classroom video - [Win](#) [MAC](#)

### Want to know what equipment has been installed in your e-classroom or e-lab?

To see the equipment available in a particular electronic classroom or lab, please go to

[http://www.ric.edu/toolbox/technology\\_services.htm](http://www.ric.edu/toolbox/technology_services.htm).

### E-classroom/Lab Access

Your classroom assignments are listed in RIconnect. If your classroom is a technology-enhanced classroom, you will gain access using either your Campus Card or a security token.

To check your classroom's access type, card, key or token, please go to [http://www.ric.edu/toolbox/room\\_access.htm](http://www.ric.edu/toolbox/room_access.htm).

## Lab Refresh

User Support Services replaced all of the computers in Horace Mann Tech Center and Whipple 102 walk-in labs with new computers during the Summer of 2010. USS also replaced the computers in the MIDI Lab with new computers. Whipple 104 Multimedia lab was renovated in the over the summer with an HD projector, window treatments, and a newly -equipped voice over room. New chairs are expected to arrive in October.



REACH  
INSPIRE  
CONNECT

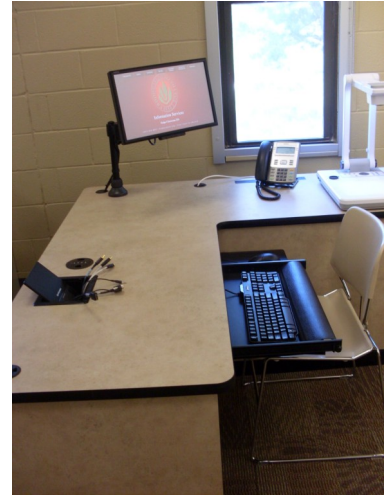


# Faculty Resources

## Update on STEM II

Four years after it began in the fall of 2006, the STEM Project has entered the final stage of construction with the renovation of three lecture halls and eight classrooms in four campus buildings. Financed by grants from the Champlin Foundation and State funding from the Governor's Office, the STEM project has given faculty and students in STEM disciplines (Science, Technology, Engineering and Mathematics) state-of-the-art instructional facilities, new lab equipment, and hands-on experience with classroom digital technologies. Phase I of the STEM Project concluded at the beginning of Spring Semester in 2009 with the celebrated opening of the RI STEM Center and four newly renovated high tech classrooms on the second floor of Henry Barnard School.

STEM I facilities are highly interactive offering video and audio conferencing and a full lecture capture system; they instantly set a new standard for teaching with technology at RIC. Phase II targets the preparation and continuing educating of middle school and high school teachers in STEM disciplines by renovating rooms in Clarke Science, Gaige, Fogarty and Horace Mann. Phase II classrooms are similar to the Phase I Henry Barnard rooms in that all STEM rooms feature Crestron controls, annotation monitors, high definition document cameras, and wireless networking. However, the new facilities have a digital framework to ensure compatibility with the next generation of multimedia equipment. Each classroom contains an equipment rack housing new technology such as a Blu-ray disc player while retaining legacy devices such as a VHS player. The nine new STEM rooms are expected to be fully operational in November of 2010.



## Scanning to Savin Copiers

New scanning features are being added to a copier near you. The Savin copiers that you have been using for copies will soon be able to scan and create PDF files for you. The User Support Services Help Center along with Network & Telecomm and Office Services are activating the scanning feature on copiers throughout the Campus. If your department has a Savin copier, you may be able to scan documents and retrieve documents from your office computer. This feature is not available on all copiers so please check with the IS Help Center (x8803) for more information.

Savin copiers render PDFs as graphics. To make your scanned PDFs searchable, apply document security, or export the files as text, post processing of scanned files with an application such as Adobe Acrobat is required.



## Copyright Basics

Copying and scanning printed material is easy. However, understanding copyright and fair use guidelines is more difficult. Adams Library has prepared a LibGuide on Copyright—visit <http://ric.libguides.com/copyright>. In addition to the references on fair use tab of the LibGuide, the Center for Social Media at American University has an impressive web site devoted to fair use <http://centerforsocialmedia.org/fair-use>.

## Three Levels of Class Capture

Currently in Henry Barnard School 205, 212, 214, and 215, faculty have the technology to capture their presentations on video or audio from the Crestron Control Panel. Other campus e-classrooms currently don't have the same lecture capture options. However, User Support Services has been exploring different ways for faculty to capture their class lectures with their own personal laptop or the classroom computer at the instructor's desk and now provides active support for faculty using PowerPoint 2007, Jing, and Camtasia for lecture capture.

### HOW TO EMBED NARRATION AND AUDIO FILES IN POWERPOINT 2007 SLIDES

User Support Services is offering a workshop "How to Embed Narration in Your PowerPoint 2007 Slides" in September and October. This workshop will teach you how to use the *Record Narration* feature in PowerPoint 2007. You will learn how to record narration for each slide so your students will automatically hear your recorded narration when they launch your PowerPoint presentation. You will also learn how to insert and manage audio files in your slides. Below are the dates this workshop is offered. Please email [ittraining@ric.edu](mailto:ittraining@ric.edu) to enroll in a Narration in PowerPoint workshop.

- ◆ Narration in PowerPoint Oct 20th 9-10:30am Gaige 168

### INTRODUCTION TO JING

User Support Services is offering a workshop called "Introduction to Jing" in September and October. Jing is a software application for Windows and Macs that allows you to capture the audio and video output of your computer. Jing is available as freeware or by paid subscription of \$14.95 per year. Jing has a very user friendly interface. This workshop will teach you how to use Jing to capture what's on your computer screen along with your audio. You will also learn different ways to share the video (such as Faculty Data Repository and screencast.com) with your students. Below are the dates this workshop is being offered. Please email [ittraining@ric.edu](mailto:ittraining@ric.edu) to enroll in a Jing workshop.

- ◆ Oct 12th 1-3pm Gaige 165



### INTRODUCTION TO CAMTASIA STUDIO

User Support Services is offering a workshop called "Introduction to Camtasia" in September and October. Camtasia is a software application for Windows and Macs that allows you to capture the audio and video output of your computer. You can also import files recorded with Jing and edit them with Camtasia. Are you looking for a way to provide your students with a quick walk through video on your Blackboard course, then this course is definitely for you! This workshop will teach you how to record a particular task on your computer screen and then edit that video and audio within Camtasia Studio. You will also learn how to publish the Camtasia project. Below are the dates this workshop is being offered. Please email [ittraining@ric.edu](mailto:ittraining@ric.edu) to enroll in a Camtasia workshop.

- ◆ Intro to Camtasia Oct 27th 1-3pm Gaige 165



## Loans at AV



The Help Center in Gaige 113 provides one-stop support for computing and AV needs. If you need e-classroom equipment or assistance with the equipment, you can call the Help Center at ext. 8803. The Help Center has laptops, projectors, and camcorders available for faculty *Pick up & Return*; the laptops and projectors may be borrowed for up to two weeks, and the camcorders can be borrowed for two days. (48 hrs). Other equipment such as microphones, tape recorders, conference phones and document cameras are also available faculty/staff loan.

Check with our main office at ext. **8803** with questions or suggestions for equipment loan.



*The newsletter of the Office of Instructional  
Technology and Training, User Support Services*

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Horace Mann,  
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<http://www.ric.edu/uss/helpdesk.php>

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Special thanks for assistance with this newsletter to:  
Scott Badger, Tony Carlino, Pat Hays, Ryan Hanley,  
David Toms

Designed by: Scott Badger

## **HOURS OF OPERATION FOR WALK-IN LABS:**

### **Spring and Fall Semester Hours:**

Monday-Thursday 8am-11:45 pm (Horace Mann)

Monday-Thursday 8 am–9:45 pm (Whipple)

Friday 8 am–4:45 pm (Mann and Whipple)

Saturday 9 am–4:45 pm (Whipple)

Saturday closed (Mann)

Sunday 12 noon–11:45 pm (Mann)

Sunday closed (Whipple)

### **Summer Semester Hours:**

Monday-Wednesday 8am-9:45 pm (Mann only)

Thursday-Friday: 8 am–4:45 pm (Mann only)

Saturday: 9 am–1:45 pm (Mann only)

Sunday closed

### **Non-Semester Hours:**

Monday-Friday 9am-4:45 pm (Mann only)

Saturday closed Sunday closed