



Information Technology eNews

An Informative eNewsletter Sponsored by the Office of Planning & Information Technology
for Administration & Academics

May 4, 2009

Faculty

Please remind your graduating seniors to find and complete the Morgan Exit Survey. The survey was recently sent to their Morgan e-mail addresses by the Office of Institutional Research.

Blackboard eTraining

Want Blackboard Training? Can't get away from the office? Join Bb training via Adobe Connect (a Web Conference tool). Training topics include, Blackboard Exams, Using Google Docs, and Embedding Videos into your Bb Course. See our Blackboard calendar at: http://grizzly.morgan.edu/~techmsu/current_cal.htm. Workshops start May 12, 2009.

Faculty Blackboard Users

Faculty, if you are using Blackboard to give final exams or assignments, please encourage your students to test their Log In **now** and not wait until the last minute. During Finals, our office receives many calls from panic-stricken students who have failed to sign on to Blackboard during the semester.

Banner Backups

On Friday nights, Banner production is unavailable while a comprehensive backup of the system is being run. Sometimes the backup lasts into late Saturday morning. For faculty who need information from WebSIS for a Saturday class, we recommend they access the information on the Friday evening.

Ask the Bear: Question Preparation Training

Ask the Bear is Growing! If your department receives many calls, all asking the same questions, you may want to consider adding these questions/responses to Ask the Bear! Technology Training Services is sponsoring training sessions for question preparation. You can join us on any of these dates, **May 12, 14, 19, & 21 at 10:00 - 11:00 in Jenkins 210**. You will learn to create effective questions, and work with us to have them added to Ask the Bear. Contact Sabah.karam@morgan.edu, if you are interested.

New Blog

The Office of Institutional Research invites you to join **Voices**, their blog discussion at <http://msuvoices.blogspot.com> . **Voices** is designed to be a forum for discussion on issues, research, and projects concerning higher education and the world at large. Faculty, please encourage your students to participate, too. The current topic is “Why are Freshmen Failing?”

Meet our Help Desk Staff

Everyday the HELP Desk fields hundreds of calls -- and provides valuable information to our campus community. Have you ever wanted to put a face with a name? Now you can ... Meet Jackie (L) and Stacey (R), your HELP Desk techies!



Tip of the week:

Is your desktop running s_l_o_w....? Maybe it's time to “**Free up space on your hard disk,**” by deleting unwanted temporary Internet files.

XP Users: From the START menu, select My Computer. Right click on the C or local drive and select Properties from the menu. Click on Disk Cleanup, then OK, and allow the deletion of temporary Internet files.

Other users: In the Control Panel, select Performance and Maintenance, where you will find “Free up space on your hard disk.” Click on the Disk Cleanup option to allow the deletion of temporary Internet files.

Notice to Faculty and Staff - Obtaining Guest Accounts for Labs and Wireless Access on Campus

Occasionally, University departments wish to provide temporary access to the Morgan network to for trainers, visitors, or other temporary guests of the University. Requests for guest accounts must be in writing, and should be sent at least 24 hours prior to the visit to helpdesk@morgan.edu.

Include the following information in the e-mail:

1. Name, phone, and e-mail address of the Morgan employee who is hosting the guest.
2. Dates, duration and purpose of the visit.
3. Guest's first and last name, e-mail address and phone number.

For more information contact: Information Security Awareness Center, Email : security@morgan.edu | Tel : 443-885-1850