



# Information Technology eNews

This eNewsletter is produced by the Office of Planning & Information Technology for  
Administration & Academics

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## **Morgan takes action on Network Abuse and Copyright Violations**

The University has begun to take action against anyone (faculty, staff, or students) who illegally share copyrighted files via the University network and also against users who show excessive bandwidth activity. Consequences of either action may result in suspension of network privileges. More information will be announced soon. For any questions, call Dr. Wole Akpose at ext. 1850 or [wole.akpose@morgan.edu](mailto:wole.akpose@morgan.edu).

## **Morgan State E-mail Use**

This is a reminder that all official Morgan State business conducted electronically should be sent via Morgan e-mail addresses. Students should only contact faculty using their Morgan e-mail addresses.

## **Online Course Design Workshop:**

The Online Course Design workshop for Fall09 will begin with an information meeting on Wednesday October 21, at 10 AM in the Benjamin A. Quarles room of the Library. If you are interested in participating in the workshop this semester, you will have the opportunity to choose between a hybrid version (about four face-to-face meetings combined with specific online assignments) or the self-paced online version.

- Please complete the Online Course Agreement form and (if possible) bring it to the meeting on October 21<sup>st</sup>. Find the form here:

[http://www.morgan.edu/IT\\_Services/Technology\\_Training\\_Services/Online\\_Course\\_Design.html](http://www.morgan.edu/IT_Services/Technology_Training_Services/Online_Course_Design.html)

## **Course Cast Workshop Schedule**

Course Cast is easy to use software that enables you to synchronize your PowerPoint and/or Screen Capture with audio/video. Learn how to use this simple tool to enhance your face-to-face or online course. To participate in the workshop, bring your laptop to Library 212 on the any of the following dates and times:

**Monday October 26: 10 AM**

**Tuesday October 27: 2:30 PM**

**Wednesday November 4: 2:30 PM**

**Thursday November 5: 10:00 AM**

Please contact [karen.rubinstein@morgan.edu](mailto:karen.rubinstein@morgan.edu) to make a reservation.

### **CAPP Student Degree Audit**

The student degree audit program on WebSIS is available for faculty advisors and students. For more information, please contact Mr. Paul Thompson, Registrar at ext. 3555.

### **Respondus Lockdown Browser Pilot:**

Morgan has a *test pilot license for Respondus Lockdown Browser* until the end of November. Respondus LockDown Browser is a custom browser that provides a secure testing environment within Blackboard. Students are locked into the assessment and are unable to print, copy, go to another URL, or access other applications. You may use the Lockdown browser until the pilot ends November 30<sup>th</sup>.

- For instructions, please access the Quick Start Guide :
- <http://www.respondus.com/downloads/RLDB%20Quick%20Start%20Guide-Bb-Enterprise-Instructor.pdf>
- To download the Lockdown Browser software go to:  
<http://www.respondus.com/lockdown/information.pl?ID=287738500>.
- Flash Demonstration and Training movies - A series of Flash movies are available at <http://www.respondus.com/demos> ). These are great resources for introducing and training instructors on the Respondus LockDown Browser software.
- Quick Start Guides - Quick Start Guides for both Faculty and Students are available for Respondus LockDown Browser. These can be downloaded from <http://www.respondus.com/quickstart> . Each Guide is 1-4 pages in length and contains the essential information for getting started.
- **IMPORTANT: Please send feedback to: [karen.rubinstein@morgan.edu](mailto:karen.rubinstein@morgan.edu). If we can generate enough interest, we *may* be able to obtain a campus site license for the lockdown browser, as well as Respondus itself.**

### **Thurgood Marshall Technology Grant Initiative**

The Planning & Information Technology Department was recently awarded software valued at \$36,729 through a *Microsoft Software Grant Initiative* administered by the Thurgood Marshall College Fund. The software consists of professional tools for the technology department, software that enhances project management and a useful MAC application.

### **SPSS**

The SPSS statistical software has been upgraded to a network application to be fully operational for Spring 2010. For further information, contact Brian White, ext. 1501, or [brian.white@morgan.edu](mailto:brian.white@morgan.edu).

### **Morgan E-mail**

**We need to know....**If you are having trouble with your Morgan e-mail or your computer, please call the HELP Desk at ext. 4357. We need to know the problems that folks are experiencing in order to fix them! You may also send a question to the HELP desk at [helpdesk@morgan.edu](mailto:helpdesk@morgan.edu). If you are having any issues or problems in using your University e-mail, you may also contact [Linda.Mehlinger@morgan.edu](mailto:Linda.Mehlinger@morgan.edu).

**TIP of the Week**

If you are using Morgan Web Mail, did you know that you can use folders to organize your Morgan e-mail messages? Once you've created a set of folders, you can even use filters to sort incoming messages and put them in specified folders. For more information about this feature, go to the **HELP** option after to sign on. Select *Managing the Mail you Keep* and then select *Working with Folders*.