



Going Paperless

IT solicited feedback from faculty regarding ways faculty can save resources and help students reduce their printing. Matthew Mooney, School of Education, responded with the following:

Over the past few years I've given less and less paper to my students and asked them to print less for class. Much of this was driven by my desire to conserve paper. I distributed one paper-based item this semester, my syllabus. Everything else was provided in OnCourse.

All the assignments and projects for my course are handled through OnCourse. My students have access to the rubrics and supporting materials as electronic documents. Most of my students view these documents online. There are a few that still print things off, but most view them online. Assignments are submitted, graded, and feedback is given online. Granted, my students are not submitting lengthy papers, so assessing their assignments on the screen isn't difficult.

While this process may not work for every class, it works well in most of mine. My students get feedback on their assignments as soon as I finish grading them, they don't have to print materials they would likely dispose of later, and there are no concerns of my misplacing an assignment; we all know it happens.

This all took some adjustment in my preparation and at the beginning of each semester there is a brief discussion about how things work. I also encourage students to save the electronic materials from class so they can have access to them at a later date.

We welcome suggestions from other faculty. Let us know what you are doing to reduce student printing.

Last Printed Newsletter

This is the last IT Update newsletter to be provided in printed form. Future IT newsletters will be issued online. The new format will save resources, both natural and financial. We hope you continue to find it informative and convenient.

Let Us Hear From You

IT encourages input from students, faculty and staff in order to serve you better. The Academic Senate IT Committee was established for that purpose. Its membership includes faculty, staff and student representatives who serve in an advisory role to Information Technologies. They assist in creating and recommending policy and procedures relating to technology on our campus. Please feel free to forward your suggestions and comments to any of the following members of the 2008-2009 Academic Senate IT Committee:

Matthew Mooney, School of Education - chair
Raman Adaikkalavan, Informatics
Beverly Church, Information Technologies
Zhong Guan, Mathematical Sciences
Jeff Johnston, Student Affairs
Vincci Kwong, Schurz Library
Larry Lambert, Raclin School of the Arts
Deborah Marr, Biological Sciences
Bhavik Pathak, School of Business & Economics
Amy Pawlosky, UCET
Cyndy Searfoss, Alumni Affairs

As always, feel free to offer feedback directly to IT Vice Chancellor Pat Ames or IT Directors Beverly Church and Phil Mikulak.

GoPrint Update

Students can now easily add to their GoPrint funds if they find they are reaching the end of their semester's allotment. The three options available are:

- Add cash using the GoPrint cash-to-account machine in the Library Information Commons (funds are immediately credited to GoPrint account),
- Pay cash at the Bursar's office (funds credited within 1 business day), or
- Visit IUPay.iusb.edu and add funds using your credit card (funds credited within 2 business days).

Students are sent email notifications when they have used 50%, 75%, and 95% of their allotment for the semester. Allotments are refreshed the first day of the new semester.

What's New?

24/7 Support

IT User Support has partnered with University Information Technology Services (UITS) to provide students, faculty and staff assistance 24 hours a day, 7 days a week. Our Helpdesk is currently staffed 8 a.m. to 8:30 p.m., Monday thru Thursday and 8 a.m. to 5 p.m. on Friday. Classroom technology support is available on campus until 9:30 p.m., Monday thru Thursday. With the new service, after-hours calls to the Helpdesk are automatically forwarded to the UITS Support Center. We have provided documentation of IT procedures and practices to assist UITS staff in answering your questions when we are unavailable.

If during off-hours the network or servers appear to be unavailable, please contact Security (520-4239). They will notify IT of the outage immediately.

Bookstore Computer Sales

Beginning the week of December 8th, computers will be sold in the Barnes and Noble Bookstore on the IU South Bend campus on a continuing, as available, basis. Rather than trying to sell all of our surplus and off-lifecycle computers on one or two days a year, we will spread the sales out over the year. Visit the IT web page, www.iusb.edu/~sbit for more information on computers currently on sale, their configuration and cost.

Autorun Disabled

The autorun feature will be disabled for all removable devices except CDs on office and student lab computers by the end of the year. Autorun can be used by malicious software and was recently used to infect some departmental h:drives on campus. How will the disabling of autorun affect you? When you plug in your flash drive, it will not automatically ask you what you want to do (open or play, etc). You will need to find the drive and manually run the software or open the file.

Identity Finder Scans

According to the information security laws passed by the Indiana legislature, credit card and social security numbers must be secured by either redacting all but the last four characters, or encrypting the files that contain them. As a result, the University mandates that sensitive data be removed/redacted, or the file itself deleted from unsecured locations, such as workstations, flash drives, backup media, CD's and paper media.

Therefore, we are asking all users to scan their c:drive and their personal network drive (o:) to check for SSNs and credit card numbers. [Do NOT scan your h:drive!] Step-by-step instructions for installation and use of Identity Finder can be found on the IT website, www.iusb.edu/~sbit. Select "Security" and then "Identity Finder".

Beginning the week of December 22, IT will include o:drive space in the scheduled network scans.

Reminder: Sensitive data should not reside or be copied to workstations, flash drives, or any other media other than IT central systems by mandate of the University Policy Office and the IU South Bend Chancellor.

Turn It Off And Save!



In an effort to cut down on power usage and save dollars for the campus, IT is now recommending that you power off, or shut down, your office computer when leaving each night **EXCEPT** for Wednesday night.

On Wednesday when you leave, please "restart" your computer which logs you off but leaves the computer powered on so that it can receive security updates overnight. All other nights you can "shut down" your computer.

For even more savings, you should power off your monitor and printer as well.

Classroom tech desk computers need to remain on to interact with the anti-theft monitoring system. Be sure to log off but leave these computers powered on.

IT plans to power off computers in the student labs also. At this time we are investigating how to do this with an automated process. Faculty teaching in a lab the first class of the day will need to allow time for computers to be powered on and to boot up.

IT Helpdesk

DW1245 Hours:

8:00 am—8:30 pm, Mon-Thurs.

8:00 am—5:00 pm, Friday

Phone: 574-520-5555

After-hours calls are transferred automatically to UITS Support Center

E-mail: helpdesk@iusb.edu

*Information Technologies
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Beverly Church, Editor*