



Tablet PCs Are Here

Several faculty members from the Computer Science, Math, and Accounting departments are using tablet PCs and DyKnow Interactive Education software in their classes this semester to enhance teaching and learning.

DyKnow fosters collaborative learning by enabling faculty to transmit course content to students' tablet PCs for annotation. Faculty also can use DyKnow to poll students, track attendance, view thumbnails of student screens, and encourage immediate discussion of class material with the chat feature.

Students can save their class notes and access them anytime from a computer that has Internet access and DyKnow installed on it. (DyKnow is available on all of the lab computers, and students may download and install it on their personal computers for free.)

Faculty who'd like to learn more about DyKnow may call Chris Buban (x2193) or Marcie Beintema (x2194). Faculty also are invited to attend a brown bag DyKnow demo on Tuesday, April 6, from 12:15 – 12:45 p.m. in the Stockdale Center's Tartan room.

Information Systems Center

Phone: x2106

Hours: M - F from 8:00 a.m. - 5:00 p.m.

Location: First floor of Hewes Library (across from the coffee shop)

Web: <http://department.monm.edu/is>

New MC Help Desk Program

The Information Systems Center has implemented a new help desk system that allows faculty, staff, and students to enter and monitor the status of help tickets online.

There are several ways you can access the new I.S. Help Desk program:

- Click on the **I.S. Help Desk** link in the **Resources** section on the Outlook Today page.



- Click on the **Email** link in the upper-right corner of the Monmouth College home page and then click on the **I.S. Help Desk** quick link.
- Click on the **I.S. Help Desk** link on the left side of the Information System Center's home page ([http:// department.monm.edu/ is](http://department.monm.edu/is)).

Bandwidth Increase Coming Soon

Monmouth College will be doubling its bandwidth from 30 megabits to 60 megabits this semester.

Bandwidth generally refers to how

fast data can travel through a network. All Internet activities, like web browsing, e-mail, listening to Internet radio, and file sharing, consume bandwidth.

High bandwidth usage across campus can result in slow Internet speeds for everyone on the network, and this can lead to serious frustration for students who are trying to use the Internet for academic purposes.

Since Monmouth College provides Internet access and other computing resources to "meet the educational and professional needs of students, faculty, and staff," it's important that everyone on campus do their part to help conserve these resources.

You can help by limiting all non-academic use of the Internet as much as possible. In addition to limiting your non-academic use of the Internet, you can help conserve bandwidth by:

- Disconnecting from Internet radio when you are not listening to it
- Downloading one file at a time
- Scheduling automatic downloading to run between 2:00 - 6:00 a.m. when bandwidth is readily available
- Turning off your computer when you're not using it

How to Protect Your Personal Computer

Did you know that there are three easy steps you can take to protect your personal computer from viruses, spyware, and other Internet security threats, such as worms and hackers?

1. Keep your Windows operating system up-to-date.

You should install Microsoft security updates as soon as they become available, and an easy way to do this is to turn on Automatic Updates. (Directions are available at <http://department.monm.edu/is/secure-computing/procedures/auto-update.htm>.)

2. Use up-to-date anti-virus/anti-spyware software.

In order to be effective, anti-virus/anti-spyware programs, such as Norton, McAfee, or AVG, must be updated regularly or your computer will be vulnerable to new viruses and spyware.

If you do not already have anti-



Need Help with Your Personal Computer?

Students who need assistance with network connection problems or virus/spyware infections can bring their laptops to the Information Systems Center or call x2106 to schedule an appointment for a room visit.

virus/anti-spyware software on your computer, then the Information Systems Center recommends using Microsoft Security Essentials, which is available at http://www.microsoft.com/Security_Essentials/.

IMPORTANT! You should never have more than one anti-virus/anti-spyware program on your computer. If you have old anti-virus/anti-spyware software, then you **MUST** uninstall it before installing any other anti-virus/anti-spyware software.

3. Use a firewall.

A firewall serves as a barrier between your computer and the Internet, and it keeps hackers from accessing your system.

If you have Windows XP, Vista, or Windows 7, then you can use the built-in firewall, which should be turned on by default. (You can check by opening the control panel and opening the Security Center.)

Moodle-ings

Faculty who used Moodle last semester are reminded to back up their Moodle courses and gradebooks and to hide last semester's courses. Directions are available at <http://department.monm.edu/is/help-docs/moodle/backup.htm> and <http://department.monm.edu/is/help-docs/moodle/hide.htm>.

Office 2007 Tip

Have you ever wanted to clear the formatting of text you pasted into Word? You can do so after you paste by clicking on the **Paste Op-**

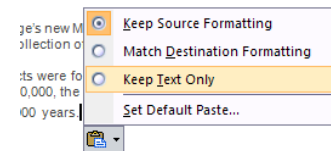
Computer Training



The Information Systems Center offers technology workshops each month during the fall and spring semesters. To view the current schedule, please go to <http://department.monm.edu/is/training> and click on **Current Workshop Schedule**.

Note: One-on-one training is always available by request. To schedule an appointment, please call the Information Systems Center at x2106.

tions button and selecting **Keep Text Only**.



Technology Tuesdays Brown Bag Series

The Information Systems Center is presenting a series of thirty-minute brown bag technology sessions for faculty, staff, and students on the first Tuesday of March and April and on the second Tuesday of May.

All sessions will be held from 12:15 - 12:45 p.m. in the Stockdale Center's Tartan room. Feel free to bring your lunch!

- **March 2 - Accessing Your F: Drive Files Remotely**
- **April 6 - DyKnow Interactive Classroom Software Demo**
- **May 11 - Using Dimdim for Web Conferencing**