

# ST. JOHN'S UNIVERSITY'S GUIDE TO FACULTY TECHNOLOGY RESOURCES

INFORMATION FOR NEW FACULTY

VERSION 2011-0830-001

The latest version of this guide may be found at:

<http://facpub.stjohns.edu/~estudio/WelcomeFaculty/FacultyTechGuide.pdf>

Periodic updates to this document will be stored at the same location.

Please provide feedback to [stjtechguide@stjohns.edu](mailto:stjtechguide@stjohns.edu)

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## INTRODUCTION

The Office of Information Technologies of St. John's University has prepared this resource guide to help faculty members understand the variety of teaching and learning technologies available at the University.

This document is structured into three major sections

- Describes the University's overall academic technology landscape at a 30,000 foot level
- Lists some of the typical faculty activities during a semester from the context of the aforementioned technologies
- Provides extensive links to how-to information for the activities and features mentioned in the previous sections

## THE LANDSCAPE

The University possesses a wide variety of technology systems, places, and services. This chapter provides an overview of the University's resources. More detail about most of the following can be found in subsequent chapters. The resources are organized into the following sections:

- Electronic Mail
- Places to Bookmark
- Places for Learning
- Computing Devices
- Communicate via the Network
- Software
- Collaboration and Storage Places
- Faculty Support and Technical Consultation

### E-MAIL (ELECTRONIC MAIL)

Faculty members are issued a @stjohns.edu electronic mail account on the University's Microsoft Exchange 2007 server. It can be accessed through a variety of methods:

- Using Microsoft's Outlook or Entourage programs,
- using a browser (<https://email.stjohns.edu>) or
- using a mobile device (smartphone or tablet)

All students are issued @stjohns.edu electronic mail accounts on Microsoft's Office 365 system. They can also be accessed using a variety of methods; browser (<http://cprod.stjohns.edu>) and mobile device connections are most prevalent

**The University recommends that faculty use their @stjohns.edu email accounts to correspond with students' @stjohns.edu email accounts.**

### PLACES TO BOOKMARK

Almost anything you want to do is available and accessible anywhere in the world you can find an internet connection. Some of the major facilities are listed below.

**Note: Almost all of the systems are accessible via standard internet connections from on or off campus. A few of these systems require authentication. More information about accounts and passwords is contained in the "Your St. John's Computer Identities" section on page 17.**

The easiest place many people start is the University's main website: <http://www.stjohns.edu>, because it is very easy to remember the url. It has links to St. John's Central, webmail and other servers. Alternatively, you can start from St. John's Central: <http://cprod.stjohns.edu>.

The following diagram illustrates the linkage between some of the University's websites.

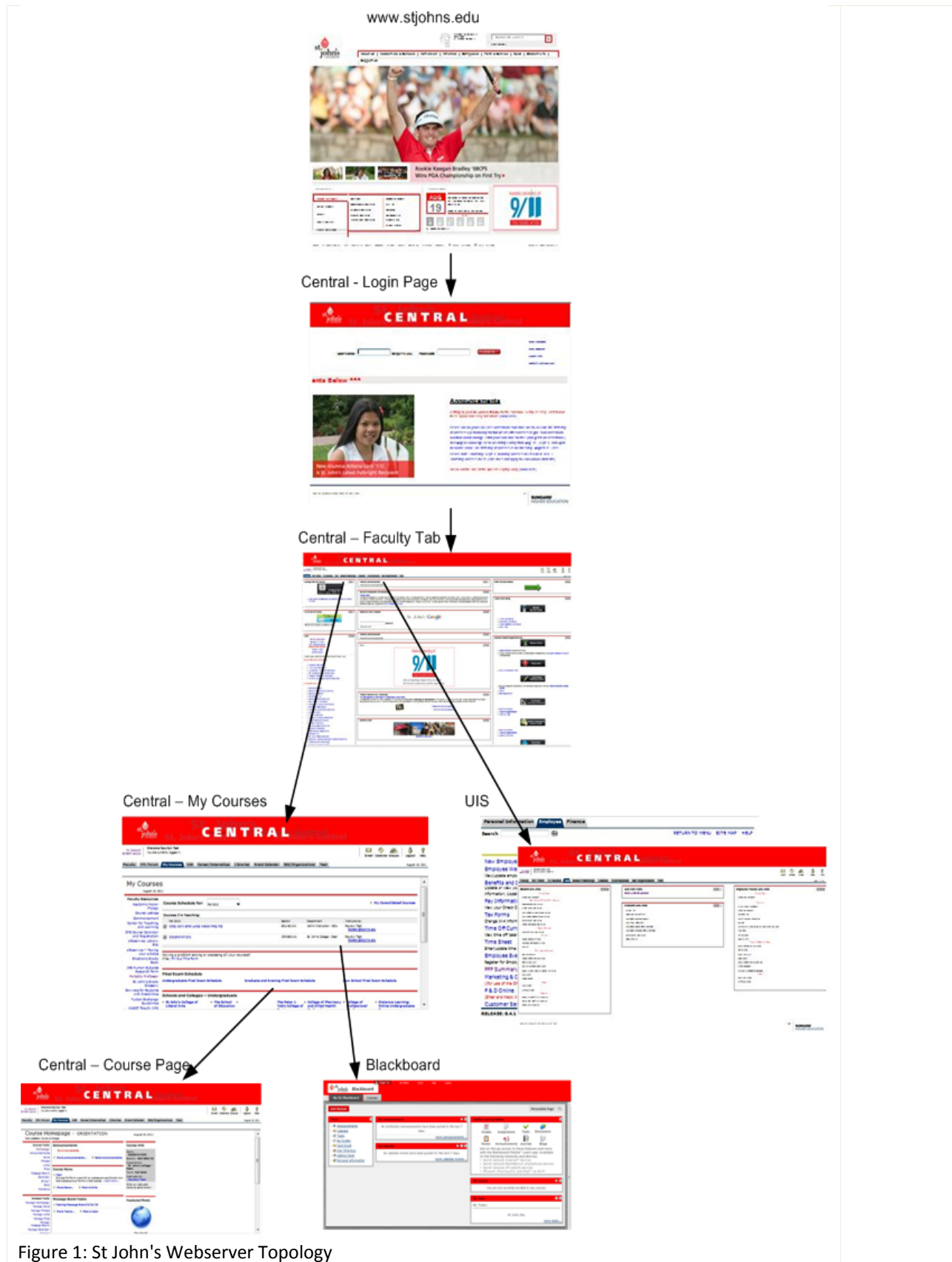


Figure 1: St John's Webserver Topology

### UNIVERSITY WEBSITE ([HTTP://WWW.STJOHNS.EDU](http://www.stjohns.edu))

The University's website contains general information about St. John's for current faculty, students, and employees.

- Information about St. John's; Campus maps, directions
- Course Catalog
- People Finder (At the top right part of the screen, select "Find a Person")
- Links to the St. John's Central, UIS, Library resources, RedStormSports, WebMail, etc.

### ST. JOHN'S CENTRAL ([HTTP://WWW.STJOHNS.EDU/CENTRAL](http://www.stjohns.edu/central)) (or directly through <http://cpprod.stjohns.edu>)

St. John's Central is your portal to most of the other University systems which require authentication. It is based on SunGard's Luminis platform.

Use St. John's Central:

- As a basic learning management tool: Set up your course; add links to other resources
- Optionally link it to Blackboard where you have more comprehensive course management tools. Some faculty members use it as a simple Learning Management System.
- To get information. Announcements, FAQ (Frequently Asked Questions)
- To connect to UIS, Blackboard and SkyDrive without having to retype your ID and password
- Link to other resources such as the Library or Bookstore to reserve/order books for your classes

### BLACKBOARD (ACCESS THROUGH ST. JOHN'S CENTRAL) (Or directly through: <https://bbprod.stjohns.edu>)

Blackboard is the University's Learning Management System. It is based on Blackboard's Blackboard Learn 9.1 system. Use Blackboard for:

- Course Content
- Create Tests
- Collect Homework
- Link to other information resources (ex: YouTube)
- Link to material from book publishers
- Collect assignments through to anti-plagiarism software

### UNIVERSITY INFORMATION SYSTEM - UIS (ACCESS THROUGH ST. JOHN'S CENTRAL) (Or directly from <https://apollo.stjohns.edu>)

The University Information System (UIS) is your link to administrative resources. It is based on SunGard's Banner system. Use UIS for:

- Access Student Roster with/without photos

- Mid-Term and Final Grade submission
- Electronic Grade Book
- Early Alert
- Personal Information (emergency contact, parking permit, campus address, permanent address)
- Employee Actions (Pay Information, Tax Forms W-4, W-2, Benefits and Deductions)

#### INTERNAL INFORMATION WEBSITE ([HTTP://INTRANET.STJOHNS.EDU](http://intranet.stjohns.edu))

This website contains internal information for St. John's employees. **It is only accessible from the campus network or via VPN.** Use intranet for:

- Internal announcements
- Forms

#### ST. JOHN'S NEWS ([HTTP://DIGEST.STJOHNS.EDU](http://digest.stjohns.edu))

News and announcements are available from this site. Use digest for:

- Announcements
- Calendar of events

#### LIBRARY RESOURCES ([HTTP://WWW.STJOHNS.EDU/ACADEMICS/LIBRARIES](http://www.stjohns.edu/academics/libraries))

- Catalog of the University's library
- Access to many external subscription based online resources

#### FACULTY ELECTRONIC MAIL ([HTTPS://EMAIL.STJOHNS.EDU](https://email.stjohns.edu))

Faculty and administrative electronic mail runs on Microsoft's Exchange 2007 software.

#### PLACES FOR LEARNING

Technology is available at a multitude of locations around campus.

#### CLASSROOMS

Almost all classrooms are technology enabled. They have wireless and wired internet service, a computer with access to the full suite of software titles, projector or large display device, speakers, and are laptop ready.

#### COMPUTER LABS

Recognizing that some students may need access to academic software titles for their class work, the University provides computers with a full suite of software titles at various locations on all campuses. The main computer lab locations also have black and white as well as color printers. Printing can be initiated from the lab computers or from their laptops. **Please note that these computers cannot access faculty file servers or faculty H drives (Home Drive).**

<p><b>GENERAL USE COMPUTERS</b></p> <p>Additional computers are available for general use in other locations around campus. <b>Please note that these computers cannot access faculty file servers or faculty H drives (Home Drive).</b></p>	
<p><b>DISCIPLINE SPECIFIC LABS</b></p> <p>Several departments have established rooms with unique computer equipment and software. Some of the labs are:</p> <ul style="list-style-type: none"> <li>• Computer Animation Lab</li> <li>• Financial Information Lab</li> <li>• Pharmacy Lab</li> <li>• Fine Arts</li> </ul>	
<p><b>COMPUTING DEVICES</b></p> <p>All full time undergraduate students have access to a laptop computer while they remain registered (active). While the predominant university laptop runs Microsoft Windows, since academic year 2010/2011, freshmen have been given an option to optionally select a MacBook. All laptops are provided with Microsoft Office so Word, Excel, and PowerPoint files may be easily exchanged. These laptops are also preconfigured to use the University's wireless network which is available on all campuses.</p>	
<p><b>NETWORK</b></p> <p>All faculty and students may use the University's internal campus network. Wired jacks for faculty use are provided in faculty offices. Wireless access is available for faculty and students in all learning areas (classrooms), dining halls, and many outdoor areas.</p>	
<p><b>Visit the eStudio to register your laptop or mobile device to the University's wireless network.</b></p> <p>Faculty and students are also provided with accounts on the University's Microsoft Active Directory network. This account is needed to use any of the lab or general use computers throughout the campus.</p>	
<p><b>SOFTWARE</b></p> <p>Over one hundred twenty software titles are available on the University's Computer Lab, public area, and classroom computers.</p>	
<p><b>COLLABORATION AND STORAGE PLACES</b></p> <p>There are a variety of places to store information. Among them are:</p> <ul style="list-style-type: none"> <li>• Blackboard</li> <li>• Central</li> <li>• SkyDrive</li> <li>• Professor Share</li> <li>• Home (H:) drive</li> <li>• Facpub</li> </ul>	

For [details](#), see page 33

#### FACULTY SUPPORT AND TECHNICAL CONSULTATION

- For classroom assistance, contact classroom support. The phone number is located by the classroom phone. A full list of phone numbers is on page 39.
- For other assistance, contact faculty support - eStudio: 718-990-6402 or e-mail [estudio@stjohns.edu](mailto:estudio@stjohns.edu).

## THE SEMESTER: FROM START TO FINISH

This chapter outlines some of the normal faculty activities performed during each semester to provide some context for the various services and facilities described in the previous chapter.

### AT THE BEGINNING:

#### SET UP YOUR COURSES

Before you set up your course, decide if you want to use St. John’s Central or Blackboard as your primary Learning Management System.

- For St. John’s Central, log on to (<http://cpprod.stjohns.edu>) and then select the “My Courses” tab. The courses you are scheduled to teach should be listed. **(If you don’t see your course on Central, contact [sjcsupport@stjohns.edu](mailto:sjcsupport@stjohns.edu)).**

St. John’s Central without Blackboard	St. John’s Central with Blackboard
<ul style="list-style-type: none"> <li>• Upload your syllabi</li> <li>• Create links to material</li> <li>• Upload files for students</li> </ul>	<ul style="list-style-type: none"> <li>• Activate Central’s course link to Blackboard</li> <li>• Connect to Blackboard through Central - alternate: logon directly through (<a href="https://bbprod.stjohns.edu">https://bbprod.stjohns.edu</a>) (While in Blackboard)                             <ul style="list-style-type: none"> <li>○ Upload syllabi</li> <li>○ Update course links</li> <li>○ Upload files for students</li> <li>○ Import course content/cartridges from publishers</li> </ul> </li> </ul>

Note: Blackboard shells are automatically created for Distance Learning courses. **(Contact [sicsupport@stjohns.edu](mailto:sicsupport@stjohns.edu) if you’d like a Blackboard course shell created for your non-DL course)**

#### SPECIFY BOOKS FOR YOUR CLASS

Login to St. John’s Central and access the faculty tab. Then click on the link to the University Bookstore.

#### REVIEW YOUR CLASS ROSTER

View your roster via UIS. (Select UIS tab on <http://cpprod.stjohns.edu>). Select “Detail Roster with Photo”. This roster is automatically updated as students register or drop from your section. It contains the student name, school, major, year, phone number, and email address. The roster can also be downloaded to your computer.

#### SEND YOUR CLASS AN EMAIL

There are multiple ways to do this. Both St. John’s Central and Blackboard maintain up to date student records. **It is recommended that you use student’s @Stjohns.edu email address.**

- Using St. John’s Central
- Using Blackboard
- Using Exchange via Outlook or OWA.

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## ADD LINKS TO EXTERNAL MATERIAL

- Using St. John's Central ([Details](#) on page 22)
- Using Blackboard

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## SHARE DOCUMENTS WITH YOUR STUDENTS

There are a variety of ways to share files:

- Post the file in St. John's Central
- Post the file in Blackboard
- Copy the file to FacPub
- Leave the file on Skydrive
- Leave the file on the Professor Share

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## CONFIGURE ELECTRONIC GRADE BOOK

If you use Electronic Grade Book to define the grading criteria for the course in advance, the system will automatically calculate a grade based on your marking, Note that you may override the calculated grade.

For [details](#) see page 23.

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## DURING THE SEMESTER

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### TEACHING IN A CLASSROOM

Almost all classrooms are technology ready with projectors, speakers, internet, computers with University software, AND the ability to connect a laptop to the projector. [Details are in the Podium Instructions PDF](#)

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### COLLECTING HOMEWORK

Multiple techniques are available:

- Have email sent to your @stjohns.edu email account 20mb attachment size limit
- Submit through Blackboard.
- Submit to Professor's Share. Details are on page 33.
- Ask students to store the file on their Skydrive and send you a link.

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### SUBMITTING MID-TERM GRADES

From St. John's Central, select the UIS tab and then in the Employee/Faculty UIS Links Section, select Mid-Term grades, select the Term; Submit; Select the course with CRN; Submit.

Alternatively:

Login to UIS, select Faculty Service Services, then select Mid-Term Grades, select the Term; Submit; Select the course with CRN; Submit

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### EARLY ALERT

If you have any concerns about an undergraduate student's:

- Academic Progress
- Attendance

- Change in demeanor or appearance
- Poor attitude/disruptive classroom behavior
- Personal, financial or residence life concerns
- Need for tutorial assistance

Report your concern or the incident to the student's advisor by logging in to St. John's Central, select the UIS tab, in the Employee/Faculty UIS Links section, select Detail Class List, select the Term; Submit; Select the course with CRN; Submit; Select the Early Alert link next to the student's photo; complete the form and submit the alert.

## END OF THE SEMESTER

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### SUBMIT FINAL GRADES

Final grades are submitted through UIS. Login to St. John's Central, select the UIS tab, In the Employee/Faculty UIS Links section, select Enter Final Grades, select the Term; Submit; select the course with CRN; Submit.

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### STUDENT COURSE EVALUATION

At the end of the semester, your students will receive an e-mail with links to a confidential survey of your class. The University encourages all students to complete the survey.

## GETTING HELP

For assistance during your classroom session, please call classroom support from the classroom phone. A full list of contact numbers is on page 39.

If you are not sure of the room number, you can find it at the lower left corner of the monitor or on top of the classroom phone.

For any other assistance, please contact eStudio x6402 or 718-990-6402.

## YOUR ST. JOHN'S COMPUTER IDENTITIES. WHAT USER NAME AND PASSWORD DO I USE?

Multiple computer accounts are currently created for you. We understand the complexity this creates and continue to develop ways to consolidate these accounts.

### (1) LOGGING INTO YOUR NETWORK ACCOUNT/UNIVERSITY LAPTOP/LAB COMPUTER

**User Name:** First seven letters of your last name and the first initial of your first name. If another employee has the same last name and first initial, then your User Name could contain a digit.

User Name Example: (Jane Smith) smithj, (Matthew Sullivan) sullivam; (Jade Smith) smithj1

**Password:** Initially Sj+the 8-digit number on your Storm card. You may change your password by typing CTRL, ALT, DEL at the desktop computer on campus. Choose change password and enter a new password. For your security, we strongly recommend that your new password should be at least 8 characters long and contain at least one UPPERCASE character, one lowercase character and one digit (0-9). You can include multiple UPPERCASE, lowercase or digits, but you should include at least one of each e.g. Basket27. Your network username and password and your email username and password are synchronized when you change your network computer password.

### (2) LOGGING INTO ST. JOHN'S CENTRAL

**User Name:** Your email name, which is the same as your network user name

**Pin/Password:** Initially, your six-digit date of birth, which you should change to another 6-digit pin/password that you will remember. Change password by going to **UIS**, Personal Information.

### (3) LOGGING INTO UIS OUTSIDE OF ST. JOHN'S CENTRAL UIS SERVICES TAB

**User Name:** Your X number from your pay stub or your Social Security Number.

**Pin:** Initially, your six-digit date of birth, which is changed to another 6-digit pin/password that you will remember. Your St. John's Central password and your UIS PIN are always the same.

Tip: Use Central to jump into UIS and Blackboard

### (4) LOGGING INTO BLACKBOARD 9

**User Name:** Your email name (without the [@stjohns.edu](mailto:stjohns.edu)), which is the same as your network user name

**Pin/Password:** Same as UIS

### (5) LOGGING INTO OUTLOOK WEB ACCESS

URL: <http://email.stjohns.edu>

Username and password is the same as your network account ([see Item 1 above](#)).

### (6) LOGGING INTO REMOTE ACCESS - VPN

Username and password is the same as your network account ([see Item 1 above](#)).

### LOGGING INTO FACPUB ACCOUNT

(Full Time faculty get an account automatically, Part Time faculty need to email [estudio@stjohns.edu](mailto:estudio@stjohns.edu) to request an account)

Go to <ftp://facpub.stjohns.edu>

Your St. John's Computer Identities. What User Name and Password Do I Use?

Username and password is the same as your network account (see Item 1 above).

Your facpub folder is used to store htm files that can be accessed from Web and St. John' Central as links. The name of your facpub folder is your user name. Some faculty may have to include a ~ before the user name when including it in a web address. Sample Web address for file: <http://facpub.stjohns.edu/username/filename.htm>

**Summary of User Accounts**

System	Username	Password	Uses
	<networkname> composed of first seven letters of your last name and the first initial of your first name.	Initially Sj+the 8-digit number on your Storm card	Podium, University Laptop, Computer Lab, General use computers, network printers
Faculty email (Exchange)	<networkname>	Same as network	Faculty email
St.John's Central	<networkname>	Same as UIS	
UIS	<X number>	(six digit number) default is birth date	<i>When you log into UIS for the first time, please change your UIS password to another 6-digit number</i>
Blackboard	<networkname>	Same as UIS	
Skydrive	<networkname>@live.stjohns.edu	Different from Network. Default is Sj+the 8-digit number on your Storm card	

## ELECTRONIC MAIL

Faculty, administrators, and staff employees use in-house Microsoft Exchange electronic mail accounts. Students' e-mail is hosted at Microsoft's Office 365 facilities.

Electronic mail for faculty and administrative staff uses Microsoft's Exchange 2007, hosted on the Queens campus. Access is supported through:

- Microsoft's Outlook client application
- Microsoft's Entourage client application
- Various mobile phones and other devices
- Web-access (OWA – Outlook Web Access)

OWA, as compared to Outlook, provides comparable access to Exchange. In addition to inboxes and folders, calendar, address books, and distribution lists are available.

Off-campus Outlook and Entourage access requires a software program called VPN to establish an encrypted network connection over the internet.

Faculty mailboxes are provisioned for 500mb. If you exceed the 500mb space, mail will be received up to 750mb to give you time to clean up your mailbox.

Hints to manage your mailbox space:

- Empty the deleted items folder
- Examine your Sent Items folder
  - Remove large attachments
  - Delete some Sent Items
- Archive mail you would like to retain
- Empty your junk email folder

Web-based mail access is also available via OWA (Online Web Access) <http://email.stjohns.edu>.

The screenshot shows the Outlook Web Access login interface. At the top left is the St. John's University logo. To its right, the text 'Outlook Web Access' is displayed in a large, bold font. Below this, there is a section for security settings with the heading 'Security ( show explanation )'. Two radio buttons are present: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below the security options is a checkbox for 'Use Outlook Web Access Light'. The login form consists of two input fields: 'User name:' and 'Password:'. A 'Log On' button is located to the right of the password field. At the bottom of the page, there is a red banner with the text 'CATHOLIC | VINCENTIAN | METROPOLITAN' and a small icon of a person's head.

## PLACES TO BOOKMARK

### ST. JOHN'S CENTRAL

The centerpiece of St. John's academic facilities is the web portal: St. John's Central (<http://cpprod.stjohns.edu>) or (<http://www.stjohns.edu/central>). It is an integrated gateway (Portal) to all web-based services for all St. John's University students, faculty, administrators, and staff. Its electronic tools allow you to manage and distribute files and syllabi; create announcements, online communities and student groups; post messages and chat online; collect assignments electronically and communicate with all students and much more. The portal displays announcements, provides access to the courses that you are teaching, access to Blackboard(the University's Learning Management System), Library information, UIS for administrative functions (e.g. , Faculty Detail Schedule, Faculty Schedule by Day and Time, Detail Class List, Detail Roster with Photo, Summary Class List, Export Roster(Exports roster in comma delimited text format - use this to import to Excel), and Enter Mid-Term or Final Grades.) Figure 2 on page 21 illustrates the linkage between systems.

St. John's Central is automatically updated with Banner registration changes so both the Student and Faculty views represent the current class enrollment. This permits you to communicate with your class via e-mail without having to deal with enrollment or email address changes.

The main St. John's Central tab pages are:

- Faculty
  - Personal Announcements
  - University Announcements
  - Faculty Resources – Links to other resources, i.e. Blackboard, Portable Professor, Software listings, etc.
  - University Resources: HR, campus bookstore, people finder, etc.
- My Courses
  - Setup a home page for all of your courses
  - Email your Students
  - Participate in message boards and live chats
  - Add the class syllabus and any other files or links to information in order to enhance the teaching process
- UIS
  - Roster
  - Grade Book
  - Mid-Term Grades
  - Final Grades
  - Employee data



Figure 2: Webserver Topology

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## TYPICAL ACTIVITIES

- Click here for a [Quick Guide](#) to Central.
- Adding Course Content ([Details](#))
- Upload files ([Details](#))
- Activate Course Link to Blackboard

**Note** if you activate your course link to Blackboard, you would not upload your syllabus and other files to St. John's Central.

## BLACKBOARD:

St. John's Learning Management System is Blackboard. Blackboard is an online "course management system" that can be used as a supplement to traditional, in-classroom courses, or as a way to conduct and manage online courses. Blackboard provides students access to their courses with a single login. Because it is web-based, it also makes course materials readily available to students any time they wish. Blackboard is also helpful to the faculty since it allows them to expand coverage of their subjects by including technology such as web links, video and audio as well as making courses more interactive for the students.

Two Blackboard courses are available:

- A Transition to Blackboard 9.1 workshop was designed for faculty members who used WebCT (Blackboard 8).
- Introduction to Blackboard 9.1 was designed for those who are new to using a Learning Management System.

Blackboard 9.1 course shells are automatically created for any class sections identified as online (Distance Learning) or hybrid for fall 2011. Course shells for face-to-face sections are created on request. To request a course shell, send an email with the 5-digit CRN to [sjcsupport@stjohns.edu](mailto:sjcsupport@stjohns.edu)

Once defined, rosters are automatically synchronized with Banner's student registration records.

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## TYPICAL ACTIVITIES

- Course Administration
- Create/Grade Discussion Forums, Blogs, Wikis, Journals, Turnitin Assignments (Turnitin is an anti-plagiarism tool)
- Document distribution
- Create/Deploy Assignments and Tests
- Grade Assignments, Tests, Blogs, Wikis, Journals in one central location (the Grade Center)
- Create Tracking Reports / Monitor student activity in course
- Use Blackboard as a supplement to traditional face-to-face courses
- Conduct and manage fully online courses

**Blackboard Workshops and consultation is available at the eStudio.**

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## DISTANCE LEARNING

The Distance Learning initiative supports the University's Strategic Plan, especially the Student Engagement and Global initiatives and provides alternative ways to support the Mission objective.

On February 8, 2010, the University announced that it has decided to significantly expand Distance Learning offerings over the next two years. These new courses respond to students' requests for greater flexibility in scheduling and allow faculty to implement innovative pedagogical approaches. This initiative is consistent with trends in other higher education institutions. According to a 2009 study by the Babson Survey Research Group, online enrollments have been growing significantly faster than overall higher education enrollments.

Among the steps the University has taken to grow Distance Learning are:

- Increase Distance Learning Pedagogy Certification capacity to dramatically increase the number of faculty prepared to teach Distance Learning sections
- Create and conduct Technology workshops oriented to helping Pedagogy-trained faculty use the University's technology tools
- Review class registration sizes to reduce the likelihood that an interested student would be prevented from taking a course
- Review student course evaluations feedback to ensure that Distance Learning courses provided comparable student satisfaction
- Work with colleges and departments to increase the breadth of course offerings
- Work with colleges to increase the number of fully online Distance Learning programs

Note:

1. You must obtain University certification before you are approved to teach courses online. This can be satisfied by attending the University's Pedagogy workshop or by providing prior experience to the Office of Online Learning.
2. Contact your department chair if you are interested in teaching online.

## UNIVERSITY INFORMATION SYSTEM (UIS)

UIS provides browser based access to the University's administrative system, Banner. It can be accessed through the UIS tab in St. John's Central or by logging in directly to <https://apollo.stjohns.edu>.

Typical activities:

- Access personal/employee information; change PIN, Emergency Contacts, etc.
  - Storm Card – Manage your Storm Card
  - Employee – w-2 tax, pay stub, direct deposit breakdown, etc.
- Access academic functions (UIS Tab: "Faculty and Advisors Main Menu" )
  - Detail class list with photos, exportable roster
  - Early Alert - communicate concerns about a student's academic performance or behavior to the Freshman Center or Dean's office
  - Grade submission
    - Mid-term Grades
    - Final Grades
  - Faculty Detail Schedule
  - Faculty Schedule by Day and Time
  - View Final Grades from Academic History
    - View Final Grades for course as posted in Academic History
  - Electronic Gradebook
    - Use Grade Scale Definition to create grade scale
    - Use Grade Components to assign grade scale and enter components to be graded
    - Use Electronic Gradebook by Component to enter marks for course components
    - Faculty may request the creation of an exact copy of their grade scale and all components from a prior semester.

**PAF**

The Personal Action Forms (PAF) was a paper based system of manually passing over 40 copies of paper from department to college to University level for Faculty tenure action approvals. In 2007, a workflow system was created using SharePoint to support the electronic routing and tracking of faculty tenure candidate documents to the appropriate chair for review and approval. Once completed, the document is forwarded to the College Committee for review and, after approval, sent to the University Planning Committee. These Tenure Action Approvals are voted on during weekly meetings held in the Spring semester by the University Personnel Committee. The electronic system resulted in a reduction of these weekly meetings in addition to the expected reduction in paper related costs.

## PLACES FOR LEARNING

St. John's University is continually investing in purpose-built buildings and facilities to provide stimulating learning spaces that are more than just physical classrooms. This section describes the learning spaces of various sizes and configurations, our classrooms with podium technology, general computer labs and specialized Learning Environments (labs). Learning spaces are available on the various University campus locations. All academic software is accessible from these learning spaces.

St. John's students have access to facilities that consist of seven computer laboratories, over 200 multimedia classrooms, computer classrooms, and Library patron computers. Deployment of desktop computers to these facilities now totals over 1,000 Intel-based workstations and over 125 high-end Macintosh computers.

The Queens campus has 13 dedicated computer classrooms and Staten Island has 6 that house both Intel Pentium and Macintosh computers. The Oakdale campus has 2 computer classrooms, the Manhattan campus has 2 combination computer labs/classrooms with the latest Intel-based hardware and the Rome campus has one of the same. Each computer classroom at all five locations provides students with individual computers through which they are able to participate in hands-on training, and a faculty station which enables demonstration of software. Individual instruction for how to use the equipment in both multimedia and computer classrooms can be obtained through both our Classroom support and E-Studio.

## CLASSROOM TECHNOLOGY

Most classrooms are equipped with a standard technology configuration installed in a podium. The instructor can use the Windows or Macintosh computer installed in each podium and project the computer's screen at 1024x768 resolutions to a large screen. The computer's audio output is connected to ceiling speakers. Network connectivity provides access to the internet and to academic servers. DVD movies may be played from the Windows computer. A connection cable for USB devices is also available. If desired, a laptop can be used instead of the podium computer. Connections to the projector, speakers, and electrical power are available at the podium.

Student and faculty wireless service is available in all classrooms. The hardware is reviewed for performance and is maintained in a 3 year replacement cycle.

Details on the following can be found in [Podium Instructions PDF](#):

- Using the Podium Desktop
- Podium Controls
- Using your laptop in the classroom

For classroom assistance, contact classroom support. Phone numbers are listed near the classroom phone.

## STUDENT COMPUTING LABS

### GENERAL COMPUTER LABS

Contain more than 300 Intel workstations and over 30 high end Macintosh computers. The university has many Pentium 4 3.2 GHz platforms with CDRW/DVD drives and 4 GB of RAM matched by multimedia monitors, Windows XP operating system (OS), the MS Office 2007 Professional suite as well as many other Windows-based applications.

All the computers are connected to the St. John's University computer network, UNIX servers, and EMC CIFS servers. Macintosh computing resources consist primarily of Mac Pros, with 4 gigabytes of RAM, and running MAC 10.6.8 OS – Snow Leopard.

Designated laptop work areas are available for St. John's students in most of the St. John's University computer lab facilities. Students can bring in their laptops and connect to the network, email and use the printing equipment. Both black and white and color printers are available in the computer labs for student use.

### COMPUTER ANIMATION LAB – COLLEGE OF PROFESSIONAL STUDIES

Students learn animation techniques that can be applied in making digital feature films and commercials emphasizing computer graphic imagery.

This lab supported by contributions from the Dr. Deckinger family, is used as a classroom/lab for student research and project work. The space has also evolved into a vital hub for student development of print and web portfolios; which has aided upper classmen and graduates in securing academic internships and industry positions. There are WACO drawing tablets to select computer positions in Animation/Advertising Lab for enhanced student class support. Special computer microphones were added to the Animation/Advertising lab environment. This is for use by students in class lessons to create various voice-overs and sound effects to projects.

### FINANCIAL INFORMATION LAB – THE PETER J TOBIN COLLEGE OF BUSINESS

This lab brings real-time news, market information, financial data and industry-class analytical tools to our students and faculty members. This type of facility enables our students to learn about and live in financial markets and business environments and situations throughout the world. Three screens run simultaneously: One captures CNN and news of major corporate mergers; another downloads historical stock data and a third with a faculty member and student team using this information to make decisions about a specific business case.

### PHARMACY LAB

St. John's College of Pharmacy and Allied Health Professions became one of the first Colleges of Pharmacy in the United States to partner with medication management company Talyst, Inc., where students are trained to use the technology in the laboratory.

### WRITING CENTER

The Writing Center was founded in 2006 as a place for students to discuss their writing with trained writing St. John's consultants.

In addition to providing one-to-one consultations with students, the Writing Center sponsors readings and presentations by students and faculty, as well as faculty conversations about writing pedagogy and research methods.

### SMARTBOARD

Smartboard is an Interactive whiteboard which supports interaction with multimedia content. It enables notes to be written and saved in digital ink, for subsequent distribution to students, thus providing a visually engaging experience for students. The School of Education has a limited number of these devices to prepare its students for K-12 environments.

### TOUCH SCREENS

A touch-screen monitor senses touch and can be used to input data or issues commands to a computer or other device. There are 10 new monitors in Queens: St. Albert Hall rooms B70 and B75, Sullivan Hall rooms B13 and B14, St. Louise de Marillac Hall room 426A, St. John Hall room 306, D'Angelo Center rooms 206 and 407 and DaSilva Academic Center room 110 on Staten Island.

## STUDENT RESPONSE SYSTEMS

Clickers provide students review questions that are reflective of their understanding and transform question and answer into an interactive and engaging learning environment. This is in limited use by the School of Education.

## LIBRARY

The St. John's University Libraries commit themselves to the teaching and learning processes by providing content-based information resources, instructional services, and other support in the most effective formats for University programs and student and faculty research. The Libraries provide the foundation for the University's mission of academic excellence and lifelong learning.

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## TURN IT IN

This cloud based service checks for possible plagiarism by comparing submitted papers to several databases. It scans its own databases, and also has licensing agreements with large academic proprietary databases. Turnitin has been integrated with BlackBoard for Fall 2011.

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## DATABASES

The library has subscriptions with over 100 resources that cover a wide variety of subject areas and contain many scholarly and full text articles.

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## CAMPUS GUIDES

This guide has the ability to organize content in groups and customize them. This guide offers discussion boards, professor's video blog, narrated PowerPoint lectures, video and audio programs, discussion board, links, and live RSS feeds. There are an estimated 97 faculty members that use Campus guides as a teaching tool in their courses.

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## LIBRARY CATALOGS

The links below are active.

[Databases A - Z](#)

[Full Text eJournals](#)

[RefWorks](#)

[Collections](#)

[Government Documents](#)

[Non-St. John's Catalogs](#)

[Academic Podcasting Initiative](#)

[eReference Shelf](#)

[eBooks eTexts](#)

[eNews Sources](#)

[Focus On](#)

[Journal Rankings & Acceptance Rates](#)

[Electronic Resources: Selection Guidelines](#)

[MegaSearch](#)

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SERVICES:

[Copying, Printing, Faxing](#)

[Distance Learning Services](#)

[Government Documents](#)

[Instructional Materials Center](#)

[Instructional Services](#)

[Interlibrary Loan](#)

[Laptops and Wireless Computing](#)

[Libraries' Hours](#)

[Logging Into University Computers & Systems](#)

[Media Center](#)

[Reference Services](#)

[Reserve Services](#)

## COMPUTING DEVICES

### FACULTY:

#### COMPUTERS

Full-time faculty laptops or desktops are defined to the University's Microsoft network. The Microsoft Office suite is installed on them. Starting in Spring 2011, faculty laptops will have Microsoft Office 2007 with Windows 7 or be MacBooks with Microsoft Office 2007.

Faculty personal laptops and devices can be added to the University's wireless network.

**Visit the eStudio to register your laptop or device to the University's wireless network.**

#### FACULTY PRINTING

Please contact the eStudio.

#### STUDENT UNIVERSITY LAPTOPS

See Student Technology on page 37.

## COMMUNICATE VIA THE NETWORK

### WIRED AND WIRELESS NETWORK ACCESS

The Information Technology department provides wireless network services in academic and study areas throughout the St. John's University campuses to complement the laptop program.

Classrooms, study halls, libraries, Residence Hall lounges, and many outdoor areas have wireless service. Additionally, the wireless service is compatible between all campuses with the exception of the Law School.

### VPN (VIRTUAL PRIVATE NETWORK) – CONNECTING TO THE UNIVERSITY RESOURCES WHILE OFF CAMPUS:

Virtual Private Network (VPN) will provide St. John's University faculty with the ability to expand beyond our University campus locations and accommodate the needs of remote employees, distant offices and personal preference.

The goal is to provide a mirror image of your campus work experience at any off-site location (i.e. home or office). VPN uses "virtual" connections to provide accessibility to your network drive from your laptop. VPN will improve productivity and provide tremendous benefits to St. John's University faculty members:

- Extend geographic connectivity; office drives are accessible from any off-campus location
- Ability to access your H: drive from an off-campus location
- Ability to access your Shared Folders from an off-campus location
- Access to Outlook Email Client and all email folders

### INTERNET

The University's internet service is provided by two ISPs, Cogent (100mbps) and Time Warner Cable (300mbps), via two physically diverse circuits on the Queens campus. Dynamic address reconfiguration in the event of a failure of either circuit is accomplished using BGP. All New York campuses and buildings receive their internet service through these Queens circuits. Queens Residence Hall and student wireless traffic uses the Time Warner circuit. All other traffic, including classroom service uses the Cogent circuit.

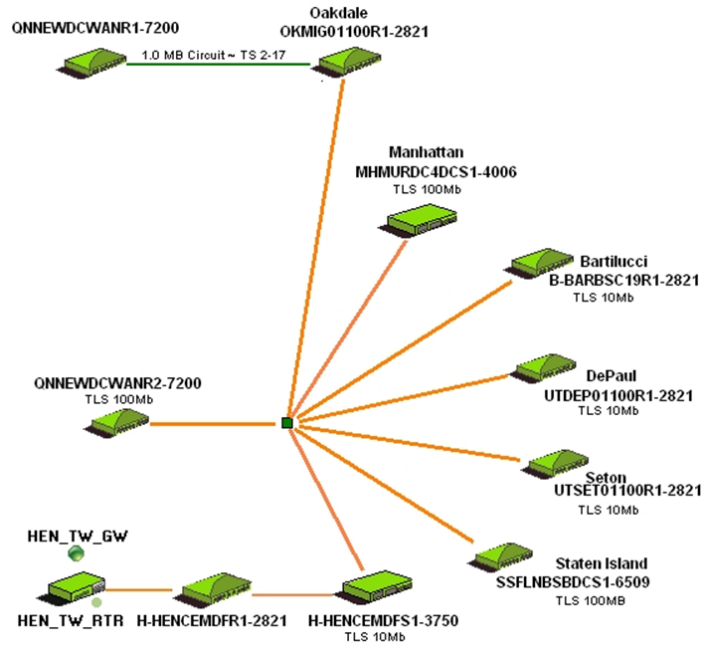


This internet traffic is managed using a Bluecoat Packeteer appliance. This device permits the University to reserve capacity for classroom podium computers.

## INTERNAL NETWORK

The University's 4 New York campuses and 5 buildings surrounding the Queens campus are inter-connected using Verizon's TLS service. While most of the internal network traffic is to/from the internet, the internet network provides remote locations with access to the University's internal web services as well as to shared file servers. All of the New York locations use the Queens Network facilities as their gateway to the internet.

During summer 2011, the capacity to Staten Island and Manhattan was increased to support increased internet demand from these campuses and to support classroom to classroom video conferencing.



## VIDEO / VIDEO CONFERENCING

Over the last few years, the University has broadcast the Commencement exercise to other large rooms on the same campus. More recently, the Commencement exercise was available via the internet to a limited number of family members who could not physically attend.

Earlier this year, we used the same broadcast technology for a Town Hall meeting for the Administrative Staff and Faculty. This meeting in Queens was 'attended' by our colleagues in Staten Island, Manhattan, and Rome.

The technology was used again when Mitch Albom provided us with a speech on faith at Belson Stadium on the Queens Campus. This speech was broadcast to the Staten Island campus.

To date we have used this technology for special events. Equipment is being installed in Fall 2011 to enable classrooms in Queens, Staten Island, Manhattan, and Rome to participate together as one class.

## SOFTWARE

### Academic Software

St. John's University's computer labs and classrooms include 126 software titles which have been requested by faculty members to meet courses' requirements. Included are titles on Windows and Macintosh systems. Each desktop platform, Windows and Macintosh, include the same software titles across all locations. Note that due to licensing restrictions, a small group of software titles are only available in specific classrooms / labs. The available software is updated to reflect the changing courses' curriculum each semester. Faculty requests the software titles and, after appropriate approvals, the software is updated in the computer labs and classrooms.

With the same software configuration installed in podium and computer labs, the Faculty can train / demonstrate the software using the podium computers in the classrooms. Students can complete their assignments using computers in the computer classrooms and/or labs as well as, at times, their laptops. The full list is in [Appendix A](#). It can also be accessed by clicking on the link [Software Titles](#).

If your course require a software title not on this list, or you need software for your computer, please contact the eStudio.

## COLLABORATION AND STORAGE PLACES

Faculty needed the means in which to store course content and homework received from students during the semester. Outside of the storage spaces that are provided by learning management systems, Information Technology provides various alternatives for faculty to store content.

### BLACKBOARD

For more information, please contact the eStudio.

### ST. JOHN'S CENTRAL

For more information, please contact the eStudio.

### LIVE@STJOHNS.EDU AND SKYDRIVE

In Summer 2009, Information Technology provisioned all faculty with Microsoft Live@edu accounts. Live@edu contains a service called SkyDrive to allow users to upload files anytime/anywhere to cloud-based storage and access them from a Web browser. The service offers 25 GB of free personal storage, with individual files limited to 50 MB. A Silverlight-based tool can be installed to allow drag-and-drop uploading.

### FACPUB (FACULTY PUBLICATION WEB FOLDER)

FacPub is a web service that allows faculty to create and post web pages and content that can be viewed publicly on the internet. Any faculty member can request a 75MB FacPub account. Additionally, faculty can request StuPub accounts for student projects. Please contact eStudio if you're interested in using FacPub.

### PROFESSOR'S SHARE

A windows based file server called \\s-qnew175apps\175apps was established as a place for faculty to leave files for students. It also supports the collection of homework assignments – (students can leave files but cannot change or see what other students have submitted.) Note that while students need to be on campus to access this server, through VPN, faculty members can access the server files remotely. Please contact eStudio for more information.

### HOME DRIVE

Every Professor is provided an **H:/ Drive** network drive space to store their data / document files. Faculty can access their H:/Drive while off-campus using VPN.

The following table summarizes these capabilities.

FEATURES	BLACKBOARD	ST. JOHN'S CENTRAL	SKYDRIVE	FACPUB	PROFESSOR SHARE DRIVE
Organizing files with folders	Yes	Yes	Yes	Yes	Yes
Downloading files	Yes	Yes	Yes	Yes	Yes
Zippping files and folders	Yes	No	Yes	No	Yes

Collaboration and Storage Places

Sharing files and folders with others	No	No	Yes	No	Yes
Space available	Server Dependent	50 MB Per Course	25 G	75 MB	Server Dependent

## SUPPORT AND TECHNOLOGY CONSULTING

### ESTUDIO

The eStudio focuses on the support and training of faculty members on the use of technology that they could use in their teaching. The primary eStudio location is in Bent Hall Room 477 on the Queens Campus. Services are also available in DaSilva Hall on the Staten Island campus.

Workshops alone were not enough to teach faculty members how to use a tool in their teaching. eStudio associates are available to provide one-on-one assistance in finding the comfort level needed to use a technology tool confidently in and out of the classroom. Three audio and video edit stations are available for concentrated sessions on how to utilize video and audio technology to enhance the student experience. The staff does research on software applications that can be used in the academic environment.

E-Studio – Queens  
(718) 990-6402  
estudio@stjohns.edu

E-Studio – Staten Island  
(718) 390-4589  
cte@stjohns.edu

Hours of Operation  
Monday - Thursday, 8:30 a.m. - 4:30 p.m., 4:30 - 6:00 p.m. (By appointment)  
Friday, 8:30 a.m. - 3:00 p.m.

### PORTABLE PROFESSOR

Group workshops for faculty are also provided by the eStudio staff.

Some of the newer workshops address the use of revised or emerging technologies such as the Blackboard series which discusses the new features contained in Blackboard Learn Version 9 and the Technology Refresher course which is a companion to the University's Online Learning Pedagogy certification.

The workshop schedule can be found in: <http://www.stjohns.edu/faculty/portable/calendar.stj>. Please contact the eStudio x6402 to register.

### CLASSROOM SUPPORT

Hours of operation during the semester:  
Before the first scheduled class through after the end of the last scheduled class.

## NON-ACADEMIC TECHNOLOGIES AND SERVICES

### SERVICE AND SAFETY

- Campus Notification System - University Information screens are located at various locations on our campuses. The content is managed by the Marketing and Communications department.
- Emergency Notification System - Since 2007, Public Safety has used MIR3 to send emergency messages and campus closing alerts via text messages and phone calls to all students, faculty, and administrators according to the emergency contact information registered in Banner. We recommend that all faculty review their emergency notification information at least once a semester.
- Classroom Phones - A phone is installed in every classroom to make it easier for faculty members to contact Public Safety, facilities or IT Classroom support. Caller-id information for each phone is defined with the room location to facilitate Public Safety assistance. Important phone numbers are posted near each telephone.
- Public Address System - All buildings on campus are tied to a public address system for emergency announcements. The public address system is tested during periodic fire drills tests.

### PRINTING AND DISTRIBUTION

Printing and duplication services are available on all campuses. Please work through your department to contact Printing and Distribution.

## STUDENT TECHNOLOGY

### E-MAIL

#### *STUDENT:*

To give the students better service, student email was moved to Microsoft's Live@edu service on January 6<sup>th</sup>, 2009.

- 10 GB of mailbox space
- Outlook-like user interface
- Windows mobile support – email on phone and other devices

There are currently over 30,000 student accounts. The Live@edu service is free of charges for higher education institutions.

### OTHER STUDENT SERVICES

In addition to e-mail, students using their @my.stjohns.edu account have access to Skydrive and Office Live. Skydrive provides each student with 25GB of cloud space. Office Live is a suite of Office Web Applications that provides a user access to documents online that can be edited and shared online.

### STUDENTS: UNIVERSITY LAPTOPS

The University provides each full-time active undergraduate student with a laptop computer. These laptops are the property of the University and continue to be used by the student as long as they remain on full-time status. On graduation, the laptop can be kept by the student. The actual laptop model varies from year to year. Installed on the most recent laptop computer is Windows 7 64 bit, Microsoft Office 2007, anti-virus software and other utility software. Standard hardware configurations include abgn wireless, speakers, and video camera. Detailed specifications for each year can be found in the attached [link](#).

### STUDENT LAPTOP REPAIR SERVICES

Student Laptop Repair Services are located on various St. John's campuses. Services offered range from basic to complex problem resolution. If a laptop cannot be repaired in a reasonable amount of time, a pool of loaner laptop are available.

### PRINTING

Print stations are distributed in various locations (Computer labs, Libraries, Da Silva Hall) around our campuses. Students can direct printing to them from the various public machines or from their laptops using "Wireless Printing." The Pharos system assesses a print charge per page and this is deducted from the student's Stormcard print allowance.

### YOUR STUDENT'S COMPUTER IDENTITIES

#### E-MAIL ADDRESS

Students' email is firstname.lastname##@my.stjohns.edu. Example [john.smith07@my.stjohns.edu](mailto:john.smith07@my.stjohns.edu). The 2 digits stand for the year the student entered the university. Email to a student can be addressed as john.smith07@stjohns.edu or john.smith07@my.stjohns.edu.

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#### STUDENTS' USER NAME FOR WINDOWS ACTIVE DIRECTORY

Students use this identity in our computer labs, wireless printing, and Sharepoint (<http://gateway.stjohns.edu>)

**Username:**

Students can use their St. John's University email address: [John.doe99@stjohns.edu](mailto:John.doe99@stjohns.edu) **(Note that @stjohns.edu is used instead of @my.stjohns.edu)**

**Alias for Username:**

First letter of their first name with first four letters of their last name and the last three numbers of their X id. (Social Security was used previously). Name is the exact name the student used on the Admissions form.

**Default Students' Password for either format name:**

Sj+8-digit number on the Storm card or the one assigned at orientation

## CONTACT INFORMATION

### Classroom Support:

- Queens – 718-990-5845
- Staten Island – 718-390-4498
- Manhattan – 212-277-5125
- Oakdale - 631-218-7726 or 7728
- Bartilucci Ctr- 718-990-5845
- Rome - +011-39-06-393842-62
- Paris - +011-39-06-393842-62

### Faculty Support: eStudio – Bent Hall Room 477 on Queens Campus

- Hours: Monday - Thursday, 8:30 a.m. - 4:30 p.m., 4:30 - 6:00 p.m. (By appointment)  
Friday, 8:30 a.m. - 3:00 p.m.
- Phone: (718) 990-6402
- E-Mail: [estudio@stjohns.edu](mailto:estudio@stjohns.edu)
- Team Members:
  - Gary Young
  - James Swike
  - Forrest Luu
  - Louise McKenzie
  - John Sheshene
  - Shezhang Wu

## Appendix A – Software Titles

Software List - Spring 2010				
List sorted by Platform/Category/Application Title				
Platform	Software Title / Description	Program Group	Software Version	Comments
WEB	Micro-Medics (Web Based)			Pharmacy Students Only
WIN	Accounting Solutions Software 23rd Edition	Accounting Applications	23rd Ed.	
WIN	ACL for Windows Workbook 7.0	Accounting Applications	7.0	
WIN	AICPA ReSource	Accounting Applications	08-4	
WIN	ATB for Windows 3.05	Accounting Applications	3.05	
WIN	Bisk Total Tape CPA Review Web Based	Accounting Applications	9.0	
WIN	CCH Pro System 2006 (Pro System FX Tax)	Accounting Applications	2006	
WIN	CCH Pro System 2007 (Pro System FX Tax)	Accounting Applications	2007	
WIN	CCH Pro System 2008 (Pro System FX Tax)	Accounting Applications	2008	
WIN	FARS	Accounting Applications	09/01/2008	
WIN	GARS	Accounting Applications	12/31/2008	
WIN	IFRS (International Financial Reporting Standards) April 2007	Accounting Applications	04/2007	
WIN	Lacerte Tax 2008	Accounting Applications	2008	
WIN	PeachTree 2004	Accounting Applications	11.0.029E	
WIN	BIOQUEST 6.0	Biology	6.X	Available only on M55 and M52 platforms
WIN	@RISK 5 (Decision Tools Suite 5)	Business Applications	5	
WIN	Eviews 6.0	Business Applications	6.0	
WIN	Forecast Pro	Business Applications	4.1	
WIN	Lindo 6.0	Business Applications	6.01	
WIN	Profitania Deluxe	Business Applications		
WIN	SAM 2003	Business Applications	2003	
WIN	SAM CHALLENGE	Business Applications	2006	
WIN	SAP GUI 6.20 LS	Business Applications	6.20 LS	
WIN	Kid Works Deluxe	CAMP-US	1.1	
WIN	Kidspiration Version 3 Windows	CAMP-US	3	Available only in Limited Locations
WIN	The Cruncher	CAMP-US	2.0	
WIN	ChemWindow	Chemistry Applications	6.0	
WIN	Medicinal Case Study on CD-ROM	Chemistry Applications	1.0	
WIN	PDB Viewer	Chemistry Applications	3.6	
WIN	SCIFINDER 2007	Chemistry Applications	2007	
WIN	Microsoft SQL Server 2000 Standard Edition	Database & Spreadsheets	2000	
WIN	Oracle SQL Plus	Database & Spreadsheets	8.0	
WIN	Carmen Sandiego Math Detective	Education Applications		
WIN	Inspiration 8.0A	Education Applications	8.0A	Available only in Limited Locations
WIN	InspireData 1.0A	Education Applications	1.0A	Available only in Limited Locations
WIN	The Factory Deluxe	Education Applications	1.2	
WIN	Microsoft Internet Explorer 7	Internet (email, telnet, ftp, web browsing)	7.0	
WIN	Netscape Navigator 7.2	Internet (email, telnet, ftp, web browsing)	7.2	
WIN	SSH Terminal & FTP Client (repl Telnet / FTP for Area51)	Internet (email, telnet, ftp, web browsing)		

Software List - Spring 2010				
List sorted by Platform/Category/Application Title				
Platform	Software Title / Description	Program Group	Software Version	Comments
WIN	TELNET	Internet (email, telnet, ftp, web browsing)		
WIN	WS_FTP32	Internet (email, telnet, ftp, web browsing)	95.01.01	
WIN	Lexis/Nexis Web	Legal Applications	Web	
WIN	Summation Blaze	Legal Applications	5.2	
WIN	Timeslips 11	Legal Applications	11.0	
WIN	WestMate Web	Legal Applications	Web	
WIN	Cindex 1.5	Library Applications	1.5.6	
WIN	Macrex 7.18	Library Applications	7.18	
WIN	Margaret Thatcher Complete Public Statements 1945-1990	Library Applications	1.0	
WIN	MultiTes 2005	Library Applications	2005	
WIN	Maple 12.00	Mathematical Applications	12.00	
WIN	Matlab R2008a	Mathematical Applications	2008a	
WIN	MyMathLab	Mathematical Applications		
WIN	Scientific WorkPlace 4.1	Mathematical Applications	4.1.0.2363	
WIN	McAfee Anti Virus Scan Enterprise	McAfee	8.7	
WIN	Microsoft Access 2007	Microsoft - Office 2007	2007	
WIN	Microsoft Excel 2007	Microsoft - Office 2007	2007	
WIN	Microsoft InfoPath 2007	Microsoft - Office 2007	2007	
WIN	Microsoft One Note 2007	Microsoft - Office 2007	2007	
WIN	Microsoft Picture Manager 2007	Microsoft - Office 2007	2007	
WIN	Microsoft PowerPoint 2007	Microsoft - Office 2007	2007	
WIN	Microsoft Project 2007	Microsoft - Office 2007	2007	MSDN Academic Alliance Only
WIN	Microsoft Publisher 2007	Microsoft - Office 2007	2007	
WIN	Microsoft Visio 2007 Professional	Microsoft - Office 2007	2007	MSDN Academic Alliance Only
WIN	Microsoft Word 2007	Microsoft - Office 2007	2007	
WIN	Adobe Acrobat Professional - Writer / Distiller 8.0	Multimedia - Web Development	8.0	
WIN	Adobe Creative Suite 3 Web Standard Windows	Multimedia - Web Development	CS3	
WIN	Adobe Illustrator CS3 for Windows	Multimedia - Web Development	CS3	
WIN	Adobe InDesign CS3 For Windows	Multimedia - Web Development	CS3	
WIN	Adobe Photoshop CS3 Extended	Multimedia - Web Development	CS3	
WIN	ITUNES	Multimedia - Web Development		
WIN	Quicktime	Multimedia - Web Development	7.1.3	
WIN	Windows Media Player	Multimedia - Web Development	11.0	
WIN	Windows Movie Maker	Multimedia - Web Development	5.1	
WIN	Active State Active Perl 5.8	Programming Languages	5.8	
WIN	BlueJ Java	Programming Languages		
WIN	Borland Turbo Assembler	Programming Languages	1.5	
WIN	Eclipse IDE	Programming Languages		
WIN	Exchanger XML Lite	Programming Languages	3.2	
WIN	G MACS/GCLISP 5.0	Programming Languages	5.0	
WIN	Java Plug-in Control Panel 1.5	Programming Languages	1.5.0	
WIN	Microsoft MSDN (Microsoft Developer's Network).NET	Programming Languages	2008	MSDN Academic Alliance Only

Software List - Spring 2010				
List sorted by Platform/Category/Application Title				
Platform	Software Title / Description	Program Group	Software Version	Comments
WIN	Microsoft Visual Studio.NET 2008	Programming Languages	.NET 2008	MSDN Academic Alliance Only
WIN	MinGW	Programming Languages	5.1.6	
WIN	MS Assembler Language	Programming Languages		
WIN	NetBeans	Programming Languages	6.7	
WIN	NetExpress 4.0 for Windows	Programming Languages	4.0	
WIN	Packet Tracer 4.11	Programming Languages	4.11	
WIN	TextPad 4.7.2 (Using Java 1.4)	Programming Languages	4.7.2	
WIN	True Basic 5.5	Programming Languages	5.5	
WIN	WIN Prolog 4.322	Programming Languages	4.322	
WIN	ATLAsTi 6.0	Reference Databases	6.0	
WIN	RefWorks Write-n-Cite Plugin	Reference Databases		
WIN	InterWrite Response Clicker	Response Units		
WIN	Turning Point Clicker	Response Units		
WIN	AMOS 17.0	Statistical Applications	17	
WIN	AMOS 6.0	Statistical Applications	6.0	
WIN	Minitab 15	Statistical Applications	15	
WIN	PhSTAT 2.2	Statistical Applications	2.2	
WIN	SAS 9.1.3 Education Analytic Suite	Statistical Applications	9.1.3	Available only in Limited Locations
WIN	SPSS 14.0 For Windows	Statistical Applications	14	
WIN	SPSS 17.0 For Windows	Statistical Applications	17	
WIN	WinRATS-32 Version 5	Statistical Applications	5.0	
MAC	Inspiration 8.0A Mac	Education Applications	8.0A	
MAC	InspireData 1.0A	Education Applications	1.0A	
MAC	Kidspiration Version 3	Education Applications	3	
MAC	MPOWER 5.0	Education Applications	5.0	
MAC	Quicktime	Education Applications	4	
MAC	Netscape Navigator	Internet (email, telnet, ftp, web browsing)	4.0	
MAC	Safari	Internet (email, telnet, ftp, web browsing)		
MAC	Adobe Acrobat Professional - Writer / Distiller	Multimedia - Web Development	9.0	
MAC	Adobe After Effects CS4 for Mac	Multimedia - Web Development	CS4	
MAC	Adobe Creative Suite 4 Web Standard MAC	Multimedia - Web Development	CS4	
MAC	Adobe Illustrator CS4 for MAC	Multimedia - Web Development	CS4	
MAC	Adobe InDesign CS4 For MAC	Multimedia - Web Development	CS4	
MAC	Adobe Photoshop CS4 Extended MAC	Multimedia - Web Development	CS4	
MAC	Aperture	Multimedia - Web Development	2.0	Available only in limited locations
MAC	Axel Edge 1.5	Multimedia - Web Development	1.5	
MAC	Fetch 4.0	Multimedia - Web Development	4.0	
MAC	GarageBand	Multimedia - Web Development		
MAC	GIF Builder Freeware	Multimedia - Web Development		
MAC	Graphic Converter	Multimedia - Web Development		
MAC	iDVD	Multimedia - Web Development		
MAC	iMovie	Multimedia - Web Development		
MAC	iPhoto	Multimedia - Web Development		

<b>Software List - Spring 2010</b>				
<b>List sorted by Platform/Category/Application Title</b>				
<b>Platform</b>	<b>Software Title / Description</b>	<b>Program Group</b>	<b>Software Version</b>	<b>Comments</b>
MAC	ITUNES	Multimedia - Web Development		
MAC	iWeb	Multimedia - Web Development		
MAC	Movie Player	Multimedia - Web Development		
MAC	Preview JPEGViewer	Multimedia - Web Development	2.1	
MAC	Quark Express 6.5	Multimedia - Web Development	6.5	
MAC	Simple Text Edit	Multimedia - Web Development	1.4	
MAC	Network Associates Virex	Utilities (e.g. VirusScan)	7.2	