INNER CIRCUITS

A Technology Newsletter for Extension Specialists

Extension Technology and Computer Services
22 Heinkel Building, Columbia, MO 65211   573-882-2096

Also in this Issue:

ETCS 2002 Summer Hours:

Monday - Friday
7:30 am-12 noon
12:30 pm-4:00 pm
May 20 - August 16

SUMMER

ETCS

Web Site Gets New Look

By John Myers

Extension Technology and Computer Services has been busy redesigning our web pages. These pages can be found at http://etcs.ext.missouri.edu/ . The new look was developed with ease of use and limited bandwidth as the highest priorities. Along the left hand side of the web pages you will find our navigation bar to quickly move you through the web site. An arrow head is used to identify which branch of the web site you are viewing. As you go deeper and deeper into the web site, new options will appear in the navigation bar to help you move about.

The new ETCS web site has all the information from the old site plus more. In the "About ETCS" branch you can view our mission and vision statements, find directions to ETCS and parking information. In the "ETCS Staff" branch you can learn about the people that make ETCS work and associate a picture with a name. The "Training" branch is where you go to access the NETg courses and learn about upcoming training ETCS is offering. There are also mailto links in this area for you to inform us of your training needs.

The "Help Desk" branch features a "Tips in Less Than a Minute" section. You can go to this screen to find out how to perform a particular function, like setting up CTX/Lightware projectors or creating personal folders in Outlook. The tips have controls in the upper right hand of the screen to allow you to stop and replay the tips at your convenience. New tips are being added all the time. If you have a particular function that you need help remembering how to perform, just email us and we'll develop a tip for you and add it to the web site. Later additions to the "Help Desk" will include an inventory help desk database where you can search for answers to problems you are having and to submit new problems for our investigation. There will also be an estimate/ordering system to allow you to request information for purchasing software and hardware.

The ETCS web site also has links to the "S Drive" and "Webmail". These are here so you don't have to remember the urls to these services. The "Inner Circuits" branch is where you can go to read past issues of our newsletter. Future plans include a search feature to help you find articles of interest.

The most recent addition to our web site is the "Production Services" branch. Here we try to describe some of the different information technologies that we would like to help you utilize in delivering your educational programs. In this section you will learn about streaming audio, streaming video, flash applications, PowerPoint, web based PowerPoint, web software programs, web database applications, WebBoard, and Blackboard. Included in these web pages are descriptions of these technologies, explaining when they are most appropriate to use. Examples are also included to help you get a feel for how these different technologies can be used in your educational programs. We encourage you to look through these ETCS production services, and contact us if you have any questions or comments.

Downloading Courses

by Jill Dourty

If you are interested in taking NETg courses at home, NETg has fashioned their courses to meet the needs of a variety of users.

You can download NETg courses, disconnect, take the course, and later connect again to NETg to have your results uploaded to the NETg server. Conveniently, that process is so painless and seamless, that you shouldn't even notice it happening! If you want to double check to make sure your scores have loaded, then all you have to do is refresh the web page that displays your training plan. Follow the instructions below to download the course player (called Skill Builder DX) and the courses.

After you have logged into NETg, select the course you would like to take offline. Click on "Take Course" on the next page and wait for the player to open. When you see the Skill Builder DX window that says "Start Up Options", choose "Download" from the menu bar at the top of that window. You have the following options:

- ♦ From Course Map (downloads entire course)
- ♦ From My Learning Track (downloads sections of the course which you choose)
- ♦ From Fast Track to a Topic (downloads only a specific subject within that course, which you choose)

Once you have selected one of the above options, you will be able to change your mind by clicking on the desired tab. Click on the checkbox in front of what you would like to download to select it. Next, you will need to decide if you want to download that course, or section or topic with or without audio. You will notice an incredible size difference between audio and no audio downloads, the more Kb listed, the larger the file to be downloaded. Remember to be conscious of the file size if you are on a time constraint! Click on "Download with (or without) audio" to begin downloading. When the window pops up, identify where you want to save this course (the default location is best) and click ok. After the course has finished downloading, another window will pop up to let you know it is done. You may either click on "Start Course" (starts the course immediately) or "Done" (closes the window and allows for you to take it at a later point). Now you may disconnect from the internet and work on the course offline.

When you are ready to take the course, click on your start button, go to programs, click on "NETg" and then choose "Skill Builder DX". If you have downloaded more than one module to your computer, you will see a window with those modules listed. Select your module and then click the "Start Course" button. You will be prompted for your UserID, which is still the same as your email id (the part before @). Enter your UserID. Click "OK". The course will begin. When you have finished with your modules, you will need to reconnect to the internet and login to NETg again. When you access the NETg web site, your scores from your downloaded course(s) will be sent to NETg's database. You will not see this happening as it will run in the background.

After you have connected to NETg again to have your scores uploaded, it is then safe to uninstall the

course, section or topic from your computer. To do this, click on the start button, then programs and then NETg. From that list, choose to Uninstall "Skill Builder DX". Select the course (or courses) you want to delete. Click "Ok" in response to the "Uninstall Complete" message. Your scores should appear on your NETg Training Plan page.

Special Note: Human Resource titles have a special procedure for downloading and accessing offline. For additional information on Human Resource titles or on downloading those titles, please contact Jill Dourty or visit http://etcs.ext.missouri.edu/netg/hrtitles.htm.

Data Files – Proper Storage

by Ethan Froese

I'd like to take some time and thank everyone on campus for saving your work files on your server drives, affectionately known as your R or Q drive. This has saved me many hours when upgrading or replacing computers and more than once, has saved valuable data information.

The November 1998 issue of *Inner Circuits* included an article, *Are Your Data Files Save?*, which I wrote about this same issue when I first started with Extension. At that time, most people were saving their important work files on their local computer drives. This made computer replacement a real hassle and unnecessarily placed data at risk. I would have to sit down with each person and figure out just where his or her important data files were lurking. Sometimes the data would be scattered amongst the hard drive. The old computer had to be resurrected many times before all the data was transferred properly. A real hassle!

Now, when someone gets a new computer, I simply install the software (i.e. – Word, Excel, Access, etc…) and point these software applications to the person's R or Q drive.

For those of you who are new, let me rehash the two most important reasons why it is beneficial to save your data files to the R, Q, and S drive.

1. Computer setup time is greatly reduced. When you get a new computer or a replacement computer, I know exactly where your files are. Your files will be located on a server most likely right there in your office and not on your local hard drive. I don't have to worry about where your last Excel spreadsheet is located or if your Word documents are in c:\mydocuments or c:\data. I just plug your new PC in and, with some minor adjustments, you are off and working again.

2. Your data is backed up. This has to be the most important reason to keep your data on the server. We do nightly backups of all the server files. If you delete that spread sheet you spent all day slaving over a couple days ago, we can restore it for you. If you kept things on your hard drive, restoration of an accidentally deleted file would be unlikely.

The appropriate type of data to be stored on the server would be any data you create in applications such as Word, Excel, Access, etc. The latest Felix the Cat screen saver or Weather Bug is better stored on your local computer.

Anti-Virus Corner
Current Norton Anti-Virus Versions

Program Versions:	
Program:	7.50.846
Scan Engine:	4.1.0.6
Virus Definition File:	
Version:	40419e
Date:	4/19/2002

(Your versions should be at this level or greater.)

See http://etcs.ext.missouri.edu/tips/default.htm for instructions on updating your anti-virus.

Thanks to all of you that have followed my tireless preaching of computer storage safety and have been religiously keeping their data on the server. For those of you who are new and have not yet heard the fire on top of the server sermon, keep your important data on your file server (R and Q drives) and you won't have to hear my soapbox screeching across the floor.

ETCS Summer Hours

by Jeanne Meyer

ETCS will adopt the standard campus hours again this summer. We will be open from 7:30 am-12 noon and 12:30 pm-4:00 pm beginning Monday, May 20, 2002 and continuing through Friday, August 16, 2002.

Inner Circuits **Mailing List Corrections/Additions** - Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.

Training Anyone?

by Jill Dourty

Training at ETCS is back! Courses are being offered to Extension faculty and staff on the fundamentals of Microsoft programs you use everyday. Below is a schedule of training to be held at 22 Heinkel Building for the beginning of a long and happy software training plan…

Excel 2000 - May 2, 2002: 1:00p-4:00p
Outlook 2000 - May 6, 2002: 1:00p-4:00p
FrontPage 2000 - May 9, 2002: 1:00p-4:00p
Word 2000 - May 13, 2002: 8:00a-11:00a
Excel 2000 - May 14, 2002: 1:00p-4:00p
Outlook 2000 - May 16, 2002: 1:00p-4:00p
FrontPage 2000 - May 20, 2002: 8:00a-11:00a
Word 2000 - May 23, 2002: 8:00a-11:00a
Access 2000 - June 6, 2002: 8:00a-11:00a
Publisher 2000 - June 18, 2002: 1:00p-4:00p
Access 2000 - June 20, 2002: 8:00a-11:00a
Publisher 2000 - June 24, 2002: 1:00p-4:00p

If you are interested in signing up for any of these training sessions, please email ETCS at ETCS@missouri.edu or call Lois at (573) 882-2096. For more information about these courses, please see http://etcs.ext.missouri.edu/train.htm.

Extension Technology & Computer Services
22 Heinkel Building
University of Missouri
Columbia, MO 65211
573-882-2096
FAX 573-882-7927
http://etcs.ext.missouri.edu/