

From the Desk of the CIO



CIO Rich Reeder

Welcome to the first issue of *DoIT News*, a publication devoted to the sharing of information about DoIT services. Our objective is to keep you apprised of DoIT advances and information related to the use of technology

at Stony Brook University.

Some of the initiatives we are working on this fall include enhancements to our classrooms with technology upgrades, developing a simpler authentication process for users utilizing resources from other universities, and a reexamination of our emergency notification procedures. Details of these initiatives will be provided in future editions of this newsletter.

I am happy to announce new file storage capability for faculty and staff. MySBfiles provides 500 MB of storage for each faculty and staff member on East and West Campus. Details of this new capability are highlighted on Page 2.

Our new TLT (Teaching, Learning and Technology) unit, which is profiled on Page 4, is scheduled to complete 20 classroom technology upgrades per academic year. In a parallel effort, TLT has begun plans for a revitalized CELT (Center for Excellence in Learning and Teaching). The focus of this effort is to provide additional resources to faculty on the use of technology for instruction.

The members of DoIT look forward to your feedback on this publication. If you have an interesting application of technology, we would be happy to highlight it.



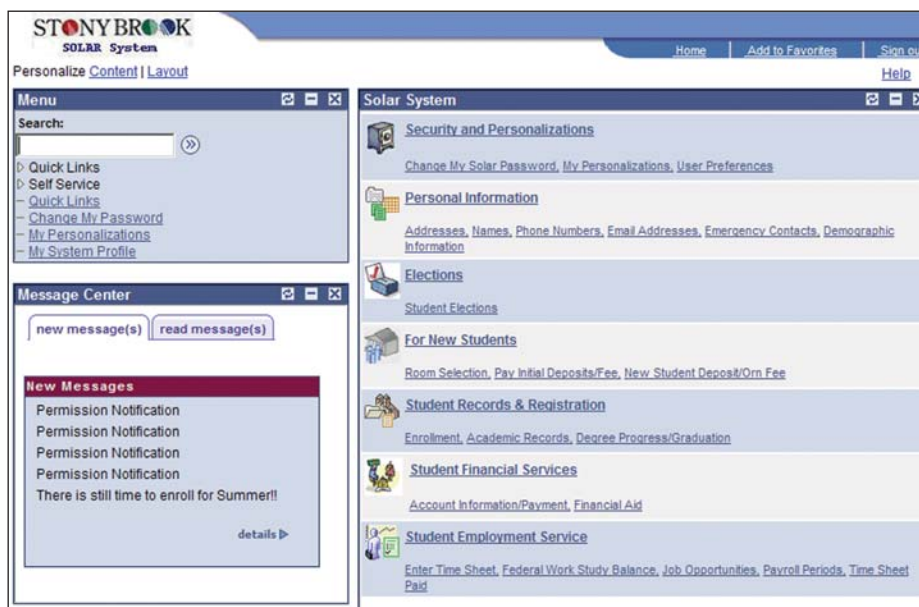
Travel the World with Lotus Notes

Did you know that you could install your Lotus Notes email and databases on a USB flash drive and take them with you wherever you go in the world?

Find out how by reading "Portable Notes Made Easy" on Page 2.



Solar 3 is Coming



The screenshot shows the 'Solar System' web application interface. It features a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out' options. A search bar is located at the top left. The main content area is divided into several sections: 'Menu' with quick links like 'Self Service', 'Change My Password', and 'My Personalizations'; 'Message Center' showing new and read messages; and 'Solar System' with various service categories such as 'Security and Personalizations', 'Personal Information', 'Elections', 'For New Students', 'Student Records & Registration', 'Student Financial Services', and 'Student Employment Service'.

SNEAK PEEK: *Stony Brook will release Version 3 of SOLAR this year. The noticeable difference will be in the look and feel. The new version of SOLAR has simpler navigation, a better search capability, and a favorites list that travels with the user.*

Other Topics This Issue

What's New?

- MySBfiles for Faculty and Staff.....2
- Vista and Microsoft Office 2007.....2
- Southampton Computer Labs.....2
- Portable Notes.....2
- The New TLT Department.....4

Did You Know?

- Department Shares.....3
- Purchase a Work-at-Home License....3

What's Coming?

- Data Warehousing Project.....3
- Lotus Notes 8.....3

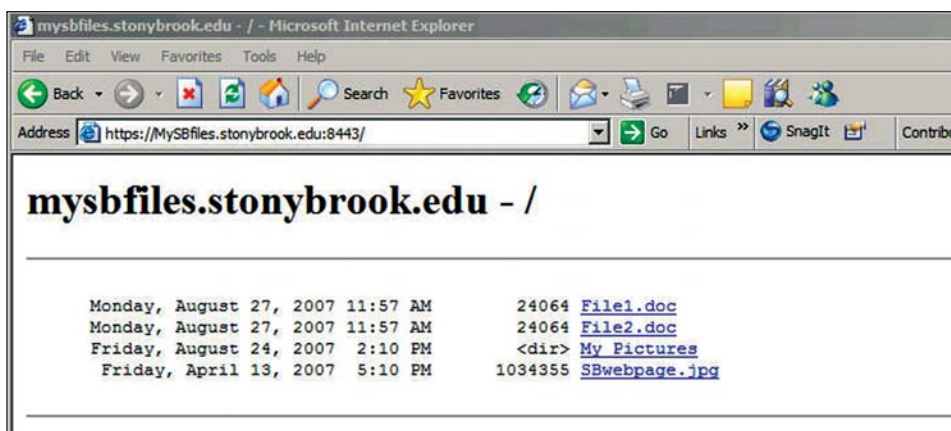
Human Interest

- Librarian Cynthia Dietz.....4



What's New?

500 MB of Secure File Storage for All Faculty and Staff



MySBfiles is the name given to the 500 MB of file storage provided by Stony Brook University to its employees and students.

Stony Brook University has new file storage capability for faculty and staff. MySBfiles provides 500 MB of storage for each faculty and staff member on East and West Campus. These files may be accessed from your local desktop as well as over the Web. This is valuable for faculty who teach in classrooms or lecture halls which are equipped with computers and Internet access. Instructors can pull up class notes or a PowerPoint presentation from their MySBfiles instead of taking a USB key with them to class.

Benefits

- 1) Anything saved to MySBfiles is accessible on any machine with a Web browser from on or off campus.
- 2) The files stored here are protected by AntiVirus software and are kept on the university servers, so your files are not affected if your computer crashes or is stolen.
- 3) Files are backed up at regular intervals and you can easily recover them.
- 4) You can host your own personal Web page on MySBfiles.

Data stored in your MySBfiles will be deleted upon separation (retirement, resignation, transfer, graduation, etc.) from the university. Please copy any files that you want to take with you before you leave the university.

For More Information

Visit <https://tit.stonybrook.edu/StudentServices/FileStorage/Pages/default.aspx> to follow step-by-step procedures for accessing MySBfiles using a Web browser on a PC or Mac. The site also provides instructions for hosting a Web page on MySBfiles, ways to recover your own files using snapshots (backups taken at regular intervals), how to determine how much space you are using and how much remains, and how to map a network drive from a PC on the campus network.

Need Help?

Faculty and staff who require assistance with their MySBfiles can call Client Support at (631) 632-9800 or submit a help request through <http://www.stonybrook.edu/client-support-request>. Students who need assistance with their MySBfiles should contact Teaching, Learning and Technology at (631) 632-9602 or via e-mail at helpme@ic.sunysb.edu.

Vista and Microsoft Office 2007

Microsoft Vista and Office 2007 are currently being tested by support technicians on campus. It is recommended that you do not rush into installing these applications until they are fully tested and you feel comfortable with the differences.

For a complete overview of Microsoft Office 2007, including links to online tutorials, please visit <http://clientsupport.stonybrook.edu/staff/msoffice2007/index.shtml>.

If you decide not to upgrade to Office 2007 at this time, then you must install the Microsoft Office Compatibility Pack. This will enable you to open files created in Office 2007 that others may wish to share with you. For more information, please visit <http://clientsupport.stonybrook.edu/staff/msoffice2007/compatibility.shtml>.

Southampton Computer Labs

Stony Brook Southampton has a computer lab/ SINC Site set up in Chancellors Hall, Room 142. Five personal computers are also available in the Fine Arts Reading Room.

DoIT services in Southampton replicate those in Stony Brook. Logging on to the university network is the same from both locations. Southampton students can receive Microsoft Office 2007 Enterprise by bringing their student ID card to the Student Center, Room 104. They can also purchase ethernet cables and other Microsoft products there.

Wireless is available in Chancellors Hall, the Fine Arts Building and the Student Center. All of the university's wireless is accessed through AirNet.

Brett Auletta is the support technician in Southampton. Southampton faculty, staff and students who need computer support, are asked to dial (631) 632-9800.

Portable Notes Made Easy

Portable Notes is an installation of your Lotus Notes email client on a USB flash drive (jump drive, memory stick, etc.). This means you can take Notes with you wherever you go in the world. The advantage of this compared to using the Web iNotes is that when your USB key is plugged into a PC, you are accessing your own copy of the Notes client and you can open mail plus other databases.



Client Support took all the files that get installed on the USB flash drive and put them into a self-extracting zip file. You can download the zip file and instructions from Softweb at <http://softweb.cc.sunysb.edu>.

Did You Know?

Departments Given Control of Shares

Departments can add or delete users to their department shared folder by designating two individuals to act as Access Controllers. These individuals will be responsible for giving staff members access to the folder and removing access as needed when someone leaves the department. Detailed information about shared folders can be found at <http://clientsupport.stonybrook.edu/training/deptshares.shtml>

Client Support or your department computer support technician must install the Active Directory Users and Computers software on both Access Controllers' machines. This software is used to maintain the access control groups for the shared folder. Client Support will then have to train the Access Controllers on how to use the software.

Once a department designates its two Access Controllers, they should have one of them fill out a Department Shared Folder Request Form and submit it to DoIT Windows Admin. Access Controllers must have a Lotus Notes account to access the online form which can be found at <http://naples.cc.sunysb.edu/doit/sharereq.nsf/share+request>. DoIT Windows Administrators will e-mail the Access Controllers with all of the necessary information about the shared folder including the location of the folder, the folder name and the access group names.

Purchase a Microsoft Office 2007 Work-at-Home License or Office 2004 for Mac

Did you know that as a qualified Stony Brook employee, you are entitled to purchase a Work-At-Home (WAH) license to load Microsoft Office on your personal, home machine?

Employees of the university or its affiliates (Stony Brook Foundation, Faculty/Student Association, and Research Foundation employees) may obtain Work-At-Home DVDs or CDs to load on their personal machines. The Work-At-Home option is for individuals who need to perform university work from home.

Microsoft Office 2007 Enterprise comes on a DVD, while Office 2004 for Mac is distributed on a CD. The cost of the media is:

- * \$11.00 if being paid via Material & Service Requisition Voucher (MSR)
- * \$12.00 if being paid by check of any kind (Personal, SBF, CPMP)

To obtain the Work-At-Home media, you must provide:

- 1) A separate Work-At-Home Agreement form for each DVD or CD that is requested
- 2) A Material & Service Requisition (MSR) form or a check that must be sent to Client Support, S-5410 Melville Library, z = 3382

The forms can be downloaded from <http://clientsupport.stonybrook.edu/staff/office/home.shtml>

You can either bring the forms and your payment with you to Client Support to pick up the software in person or order the software through campus mail. All mail orders should be sent to the attention of Jane Rogan in Client Support, S-5410 Melville Library, z = 3382.



What's Coming?

Data Warehousing Project Underway

During the past four or five years, a few hundred people on campus have used an Oracle Discover database for admissions and student records information. In the next four months, it will be moving over to a new system.

"We're going to be using Microsoft Analytical Services and a technology called Star Schemas and Cubes," said Phil Doesschate, Director of Information Systems. "The purpose is to provide better analytical data for the campus."

The idea is to build a place where those who are authorized to access sensitive and important data can go to get the information they need. Managers will be able to run queries and mine for data that help them make decisions that are more fact-based.

Managers will be able to get the financial data they need from one source and that data will be reconciled and solid.

The challenge is that data warehouses do not always have the data in them that you need. Data is needed not only from the university's transaction system, but also from other sources. Doesschate was quick to point out that this will require cooperation from many groups on campus. He says it ought to be perceived as a campus initiative that crosses boundaries.

"At the high level of the institution, we want to find out what drives retention, how we can improve alumni giving and enhance our attractiveness to students," Doesschate said. "Those types of key questions will be answered using this new technology."

Lotus Notes 8

IBM released Lotus Notes 8 in early September. Stony Brook is testing the software and will eventually release it on Softweb for the campus community.



Some of the enhancements in Notes 8 include a more intuitive user interface with features such as in-line spell check and built-in support for instant messaging. A "collaboration history," keeps all your communications with each contact organized and easy to find. There will be better ways to edit and share attachments, more visual clues associated with e-mail messages to help you find information quickly, and improved calendar and scheduling capabilities.

DoIT and Provost's Office Launch New Teaching, Learning and Technology Department

Teaching, Learning and Technology (TLT) is a new department formed by the merger of Educational Technologies, Instructional Computing and the Center for Excellence in Learning and Teaching. The department's executive director is Dr. Graham Glynn. TLT's mission is to improve the educational experience and student success at Stony Brook University by:



- Guiding and encouraging innovation based on educational research and best practices.
- Encouraging adoption of appropriate instructional technologies; pedagogical, assessment, curricular and course design strategies.
- Supporting and advocating for appropriate numbers of, appropriately equipped and designed learning spaces.
- Providing faculty and students with access to computer and instructional technology, and education in its effective use to support teaching and learning.
- Providing the enterprise-wide systems to support educational access and delivery.
- Providing multimedia development services and resources.

This department will provide an integrated one-stop-shopping approach to supporting the teaching infrastructure and services of the university. Stony Brook is making a significant investment in this endeavor by hiring new staff to support classroom and student lab technology, Blackboard services, and a new faculty center with specialists in educational assessment, pedagogical research, instructional design and technology. New services on the horizon include podcasting and streaming media, virtual classrooms and online synchronous meetings (desktop videoconferencing and webinars), team workspace and Web site content management.

Visit the department's Web site at <http://tlt.stonybrook.edu/> for more information on TLT including its strategic plan, staff profiles and the services it provides.

DoIT Salutes Faculty and Staff Technology Success Stories

Cynthia Dietz, Science/Map Librarian Bringing GPS, Digitized Maps and GIS Training to Our Campus

Cynthia Dietz's back-up storage device is a terabyte. That's 1,000 times larger than the standard one-gigabyte USB storage device that most of us are using today. As Science/Map Librarian at Stony Brook, Dietz needs that space for digitizing historical maps and aerial photos that must be saved in large formats.

"Our aerial photo collection of Long Island goes back to 1926," Dietz said. "We have something from almost every decade. This is of interest to people doing land-use studies, environmental studies, or real estate development."

Dietz is currently in the process of putting these maps and photos on a server, so that they can be displayed through ArcIMS, a Web product developed by ESRI. ESRI is an industry leader in Geographic Information Systems (GIS) and mapping software.

A new library asset that Dietz is enthused about loaning out to patrons this fall is a Global Positioning System (GPS) unit.

"We just got a GPS unit and I'm going to be teaching people how to use it, so that we can loan it to them once they've established their expertise," Dietz said. "Having this service in the library should facilitate a lot of learning and research."

"We just got a GPS unit and I'm going to be teaching people how to use it, so that we can loan it to them once they've established their expertise."

The library's new GPS unit should work well with another ESRI product called ArcPad. This is mobile GIS software used for mapping out in the field on hand-held devices.

"This particular unit that we have is the first one I know of on campus that works seamlessly with ArcPad," Dietz said.



Cynthia Dietz works one-on-one with library patrons interested in learning about geographic information systems.

She refreshed her own skills by taking a GIS course taught by SB anthropology professor Dr. Elizabeth Stone and now conducts one-on-one training sessions with library patrons a couple of times a month.

In addition to sharing her GIS knowledge, Dietz serves as president of the Northeast Map Organization and helped form a GIS user group at Stony Brook and the GeoCLIR Consortium. The Geospatial Collaborative of the Long Island Region was founded by Stony Brook University, the New York State Department of Environmental Conservation, and Peconic Baykeeper, Inc.

"It's basically to try to enhance some of the data sharing and research that happens in the Long Island region," Dietz said. "The first project involved tracking tidal wetland boundaries over time. Aerial imagery, video and pictures are so important. To define locations and to reconstruct an accident or a natural disaster is important. If we don't have a team of people who know how to collect that data at the university, we're not doing our job."

Do IT News →

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