

March 2002

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# Information Technology

Newsletter

## Portfolio: New, Improved

Share your U Card photos and more: <http://portfolio.umn.edu>

We are excited to inform you that a new and improved Portfolio became available to the University community as of February 7, 2002. This new version has several exciting features.

1. U Card photos are now included in each user's *Personal Information* section of Portfolio. This means advisors can see advisee photographs in the Portfolio Academic Profile.
2. Portfolio owners are able to share portions or their entire Portfolio with individuals outside the University community. This means that Portfolio can now be used for sharing educational records and documents with family and mentors or for applying for jobs, internships and graduate or professional schools.
3. Email is automatically sent to people with whom Portfolio folders are shared.

### Secure Website

Portfolio is a secure Website available to all University of Minnesota students, faculty and staff. The permanent URL is: <http://portfolio.umn.edu>

### Why create a portfolio?

Portfolio is a Web-based information management tool for accessing and sharing University of Minnesota academic records and other educational documents. Portfolio can be thought of as an electronic file cabinet in which multiple types of information, such as writing samples, research papers, resumes, presentation materials, video and audio clips and works in progress can be stored. These records and documents can be easily and securely accessed and shared with selected individuals at anytime, from anyplace with an Internet connection. A student traveling overseas, for example, can use Portfolio to share their academic record, resume and selected work samples when applying for that ideal internship or job.

<http://www.umn.edu/oit>

If you have advisees assigned to you in PeopleSoft, you can access some of their academic and personal information through Portfolio's *Adviser View*. To access it:

- Log into your Portfolio account using your U of M username (Internet ID) and password.
- Click on "View."
- Click on "Advisor View."
- Click on the name of the advisee whose Academic Profile you would like to see.
- After viewing their Personal Information, click "Education" to see their academic records.

Students can see the information available to their advisors by using the Academic Profile feature. To access your own academic profile:

- Log into your Portfolio account using your U of M username (Internet ID) and password.
- Click on "View."
- Click on "Academic Profile View."

We hope you find the enhancements in this version of Portfolio make the application easier to use as well as more useful to your academic and career development. Your questions and/or comments about Portfolio are welcome. Please send them to the Portfolio's email address: [portfolio@umn.edu](mailto:portfolio@umn.edu)

■ Kari Branjord, Enterprise Web Development,  
Office of Information Technology

## Camcorder Rental Service

A day, overnight or longer



### Sony MiniDV Handycam

University Computer Services (UCS) has added a new service which allows current University of Minnesota faculty and staff the flexibility to check out a Sony MiniDV Handycam Camcorder for a day, overnight or for an extended period of time.

This camcorder is loaded with features, such as: high quality megapixel 1360 x 1020 still image resolution, digital still memory mode and a precision digital zoom lens.

Visit the UCS Website for a complete list of product features: <http://www.umn.edu/ucs/>

### Fees

How much does it cost to check-out the Sony MiniDV Handycam Camcorder?

1. The first weekday and/or night camcorder checkout fee is \$55. The fee includes one digital videocassette tape (\$8 value). You can purchase additional digital videocassettes at UCS.
2. For each additional week day/night, the cost is \$25 per day/night.
3. UCS also offers a weekend checkout option for \$55. With this option you can pick up the camcorder on Friday afternoon and return it to UCS by noon on Monday.

### Call to reserve it

How can you reserve the Sony MiniDV Handycam Camcorder?

- Call UCS at 612-624-4800.
- Provide a CUFS number or credit card information.

### Payments

UCS accepts U of M departmental CUFS numbers or credit cards.

If you must change or cancel a reservation, call UCS within at least two working days before your reservation. Because we only have one camcorder available for check-out, your CUFS or credit card numbers will be billed if cancellations/changes occur within two working days of your reservation, or if you do not show up for your reserved time.

### Additional rentals

UCS also offers an overnight laptop (Dell or Apple) checkout option for current U of M faculty and staff. For more information, call UCS at 612-624-4800 or visit the UCS Website: <http://www.umn.edu/ucs/>

■ Renee Halvorson, University  
Computer Service

# TA Web Certification Program

*This program meets the needs of the faculty and students*

Teaching assistants (TAs) interested in helping faculty members create Web-based educational materials have a unique resource on campus—the TA Web Certification Program.

## Hybrid approach

The program delivers 30 hours of instruction over 4 weeks and combines hands-on technology training with the principles of sound course design and implementation. Instructors from the Digital Media Center (DMC), Academic and Distributed Computing Services (ADCS), the Center for Teaching and Learning Services (CTLs) and the University Libraries lead the TAs through all phases of the course Website development process. Participants learn to plan based on their instructional objectives, to design effective materials and to author these materials using Macromedia® Dreamweaver™, Adobe® Photoshop®, and WebCT software.

This hybrid approach enables TAs to create educational technology that is both functional and pedagogically smart.

Since its inception in the fall of 1998, more than 400 teaching assistants have participated in the program. Equipped with a comprehensive introduction to online course development, graduates return to their departments and help faculty members use educational technology to improve student learning.

## Curriculum additions

Last summer, we substantially revised the program curriculum to better meet the needs of TAs and the faculty members they support.

## WebCT Basics training

We added a WebCT Basics training session in response to the growing use of the tool on campus. In addition, the TAs are now required to participate in several WebCT activities that give them opportunities for extra practice:

- authoring functioning WebCT course sites as their final projects
- participating in asynchronous discussions using the WebCT bulletin board tool
- completing a collaborative group assignment using the WebCT Student Presentations area

## Active learning strategies

We use several new active learning strategies to facilitate student learning and to model the best practices in college teaching:

- We make use of case studies to help the TAs confront the problems of intellectual property rights.
- We use a variety of Websites and learning objects to provide hands-on experience with planning, designing and usability testing issues.
- Students frequently work together in groups.
- We've set aside time for discussion in every session.

## Future changes

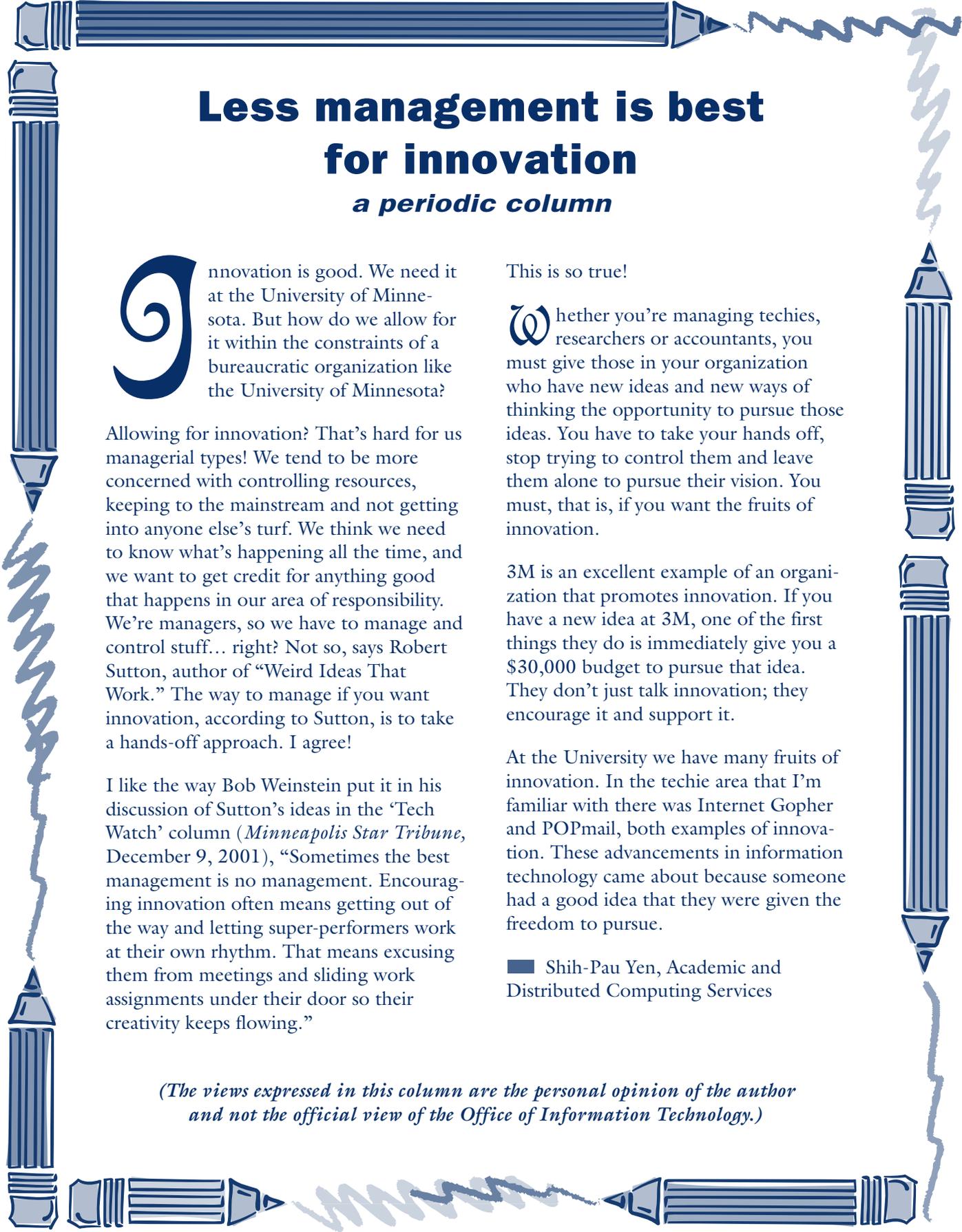
As educational technology and faculty needs change, the TA Web Certification Program will change with them. We will continue to incorporate emerging technologies and innovative teaching strategies into the curriculum to help faculty members improve teaching and learning at the University.

## More information

To learn more about the program:

- visit our Website:  
<http://dmc.umn.edu/ta-web.shtml>
- or contact one of the following:
  - Digital Media Center staff at 612-625-5055 or [dmc@umn.edu](mailto:dmc@umn.edu)
  - Brad Cohen (DMC) at 612-626-0282 or [cohenb@umn.edu](mailto:cohenb@umn.edu)
  - Bill Rozaitis (DMC/CTLs) at 612-625-6812 or [rozai001@umn.edu](mailto:rozai001@umn.edu)

■ Bill Rozaitis, Digital Media Center/Center for Teaching and Learning Services



# Less management is best for innovation

*a periodic column*

Innovation is good. We need it at the University of Minnesota. But how do we allow for it within the constraints of a bureaucratic organization like the University of Minnesota?

Allowing for innovation? That's hard for us managerial types! We tend to be more concerned with controlling resources, keeping to the mainstream and not getting into anyone else's turf. We think we need to know what's happening all the time, and we want to get credit for anything good that happens in our area of responsibility. We're managers, so we have to manage and control stuff... right? Not so, says Robert Sutton, author of "Weird Ideas That Work." The way to manage if you want innovation, according to Sutton, is to take a hands-off approach. I agree!

I like the way Bob Weinstein put it in his discussion of Sutton's ideas in the 'Tech Watch' column (*Minneapolis Star Tribune*, December 9, 2001), "Sometimes the best management is no management. Encouraging innovation often means getting out of the way and letting super-performers work at their own rhythm. That means excusing them from meetings and sliding work assignments under their door so their creativity keeps flowing."

This is so true!

Whether you're managing techies, researchers or accountants, you must give those in your organization who have new ideas and new ways of thinking the opportunity to pursue those ideas. You have to take your hands off, stop trying to control them and leave them alone to pursue their vision. You must, that is, if you want the fruits of innovation.

3M is an excellent example of an organization that promotes innovation. If you have a new idea at 3M, one of the first things they do is immediately give you a \$30,000 budget to pursue that idea. They don't just talk innovation; they encourage it and support it.

At the University we have many fruits of innovation. In the techie area that I'm familiar with there was Internet Gopher and POPmail, both examples of innovation. These advancements in information technology came about because someone had a good idea that they were given the freedom to pursue.

■ Shih-Pau Yen, Academic and Distributed Computing Services

*(The views expressed in this column are the personal opinion of the author and not the official view of the Office of Information Technology.)*

# Do You Know How to Cite the Site You Sighted in Your Search?

Nancy K. Herther, University Libraries, <http://www.lib.umn.edu>

iting sites is not only a tongue-twister, it can also be a confusing and frustrating part of the research process. Knowing how to find and correctly list the Websites or other Web-based informational sources for your bibliography and footnotes has gotten very complex in recent years. Here at the Libraries, however, we are working to try to make this process a little easier to understand and easier for you to do.

## ▼ Step 1: get help finding and reading Websites

Not only are there no standards for organizing Websites – which would help make it a bit easier to determine attribution/ownership, how often the site is updated, etc. – but Websites are often very dynamic. What’s on a site today, may easily be gone tomorrow. Just because *you* found it there, doesn’t mean that your readers would be able to go to that same site and be able to verify your findings.

Web research is not for the faint of heart! However, there are some excellent guides available online to help you evaluate the information presented in Websites. Here are just a few to bookmark:

- *Finding Web Sites* – from our own University Libraries – provides a step-by-step overview on using Websites for research; it starts with how to find good Websites to use and takes you through the process of finding, using and evaluating the information that you find:  
<http://tutorial.lib.umn.edu/infomachine.asp?moduleID=7>
- *Thinking Critically about World-Wide Web Resources* – from the UCLA Library – is an excellent tutorial for any Web researcher:  
<http://www.library.ucla.edu/libraries/college/help/critical/index.htm>
- *Evaluating Web Resources* – from Widener University libraries – is another excellent source of information and assistance:  
<http://www2.widener.edu/Wolfgram-Memorial-Library/webevaluation/webeval.htm>

## ▼ Step 2: citing those sites in your papers

Proper referencing and crediting of all the sources of information used to create papers, articles and other works is a major tenet of academe. All of the standard style manuals give good coverage and excellent examples of how this might be done. The Libraries maintains print copies of all the standard style manuals in our reference collections. Many of these are duplicated in our circulating collections as well. Check out MNCAT® to see if some particular title is available:  
<http://www.lib.umn.edu>

Through the Libraries’ innovative *QuickStudy: Library Research Guide* anyone can jump-start their research process by taking a guided, step-by-step tour of the various stages of doing secondary research – from brainstorming ideas to writing up the final results. Section 8 covers “Citing Sources” and also gives good, concrete examples from the major style manuals: <http://tutorial.lib.umn.edu/>

Under *Reference Sources* on the Libraries’ Web page is a special section of links with more style manuals and citation guides that you can use 24/7:  
<http://www.lib.umn.edu/reference/style.phtml>

## ▼ Help is always available

Need more help? Remember, the staff of the University Libraries is here to help – through our Web page, in person in one of our campus libraries or through Web and email reference services.

The Libraries are also offering a diverse program of free workshops. Some workshops are geared to Freshman just getting used to the University and all its resources, some are geared to advanced researchers. Check out the current offerings by going to our Website: <http://www.lib.umn.edu/registration/>

■ Communications about this column should be addressed to: Nancy K. Herther, Social Sciences Bibliographer, 170b Wilson Library, West Bank, 612-624-2020, [n-hert@umn.edu](mailto:n-hert@umn.edu)

# Libraries Prepare for New MNCAT®

July 2002

If all goes as planned, you will be accessing a much improved MNCAT® catalog on July 1st. The new MNCAT® will be full of helpful features and search guidance. To whet your appetite we listed some features here.

## Top 5 improvements

MNCAT is currently under development. We expect many enhancements with the new system.

Here is a listing of the Top 5 Improvements that you will see:

1. Access to the list of items you have checked out
2. Improved search screens with increased options for limiting
3. Ability to search the collections of a specific library (e.g. Law Library, Science & Engineering Library)
4. Ability to browse MNCAT® alphabetically by author, title, subjects and call numbers
5. Easy way to search for phrases and apply Boolean operators.

## Updates on the Web

Check the Web for updates and a look at how other libraries running the same background software (called Aleph) have designed their pages:  
<http://www.lib.umn.edu/about/aleph/>

## What will the new MNCAT® look like from your office?

It's July 2002 and you're in the office of Dr. O. Pac. The new MNCAT® catalog is currently up on her computer screen.

She's not sure if any of the 20 some books she checked out for that last article she worked on are overdue or not, so she turns to MNCAT® to check.

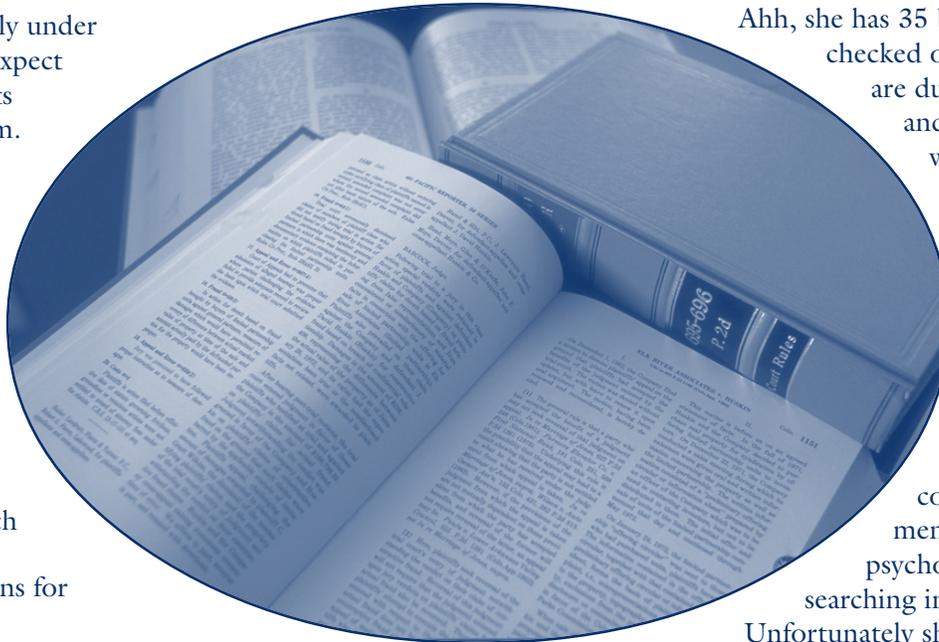
Ahh, she has 35 books currently checked out, 20 of which are due in three weeks, and five that are well overdue. She renews all 35 of her books within a few keystrokes.

Then Dr. O. Pac decides to check on a book that a colleague of her's mentioned about the psychology of student searching in online systems.

Unfortunately she can't remember the title or the author. She goes into "Guided Search" and types "psychology" in the first box, "students" in the second and "online" in the third and sets them all to keyword searching. Then she chooses Wilson Library as the only location to search and sets the language to "English" and the format to "Books." She clicks *Send*.

Within seconds she gets back a list of books in English located in Wilson Library. After perusing the list, she selects a possibility and clicks on that call number for a list of all the books surrounding this one on the shelf. She recognizes her book on the list, but notes that it is currently checked out of the library. With a click she recalls the book and ends her successful session on MNCAT®.

■ Jerilyn Veldof and the Libraries' MNCAT® Communications Group



# Walter Library Reopens



alter Library, which has undergone a complete historic restoration and high-tech renovation during the past three years, reopened to the public on January 22, 2002.

## Science and Engineering Library

The new Science and Engineering Library occupies four spacious floors of the Walter Library building. Highlights of the new library include: 40 new, state-of-the-art public terminals for library research; over 1000 electronic resources, including journals, conference proceedings and databases available for use in the library and remotely; digital scanning and photocopying services. High-speed Internet access for laptops is available now, with wireless access coming soon.

These state-of-the-art technologies provide fast and convenient access to the University Libraries' growing collections of digital resources as well as its traditional print materials. For more information

- visit SciWeb, the Science & Engineering Library's Website, at <http://sciweb.lib.umn.edu>
- call the library at 612-624-0224
- send email to [sciref@umn.edu](mailto:sciref@umn.edu)

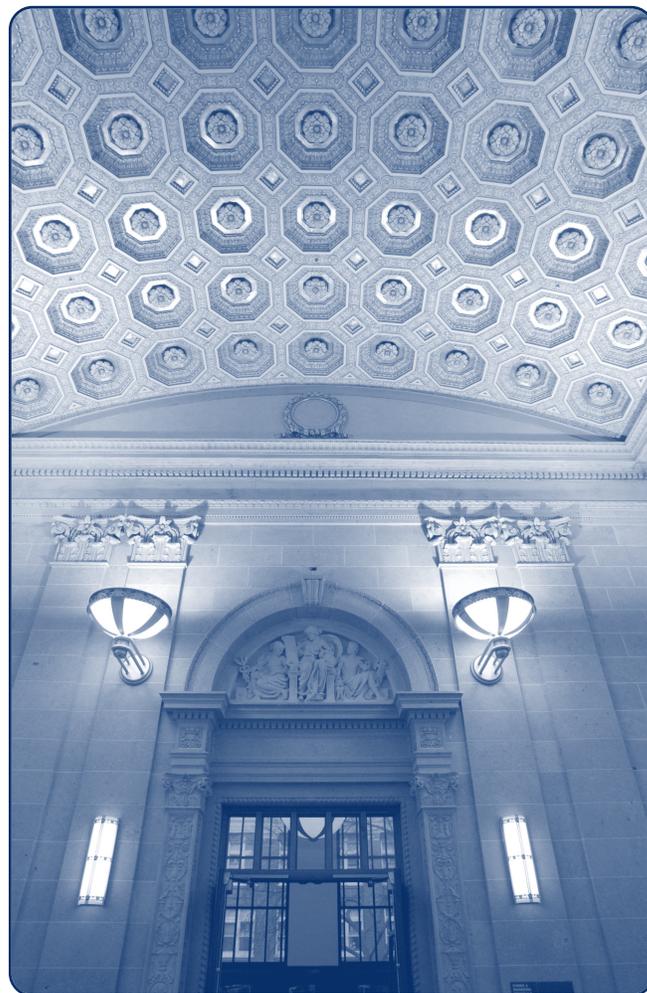
## Learning Resources Center

The Learning Resources Center (LRC), home to the University Libraries' largest collection of audio and video recorded materials, is located in Room 204 in Walter Library. Two years ago the LRC, as part of its Digital Audio Initiative (DAI), began converting select audio recordings to digital formats. On the occasion of its return to Walter, the LRC launched the next phase of the initiative, mounting instructional Pushto language recordings on the Web where they are available as downloadable Mp3 files. LRC intends to digitize more recordings from its South Asian language holdings and place them on the DAI Website throughout the spring term.

For more information about the Digital Audio Initiative project and Learning Resources Center:

- visit their Website at <http://lrc.lib.umn.edu>
- call them at 612-624-1584
- send email to [d-donn@umn.edu](mailto:d-donn@umn.edu)

*Detail of the ceiling and wall of the newly restored Walter Library. ©2002 by the Regents of the University of Minnesota. Photo by Tom Foley.*



## And more

Walter Library is also home to the University's Digital Media Center, Digital Technology Center, the Institute of Technology Dean's office and a large computer lab for student use.

Once the building is fully occupied this spring, there will be a formal opening day ceremony to celebrate the event.

■ Andrea Halverson, Science & Engineering Reference, Walter Library, and Dan Donnelly, Learning Resources Center, Walter Library.

▼ Help

Phone: Area Code = 612

Computer Misuse or Abuse (also see Procedure 2.8.1.1)

- Emergency Network Help Line ..... 625-0006
- Non-emergency, e.g., spamming: abuse@umn.edu

**1-HELP •24/7 unless otherwise noted ..... 612-301-4357**

Dial 1-HELP. Listen to the voice menu list of options.

Press the number of your desired option.

- Technology Help: <http://www.umn.edu/adcs/help>

■ Passwords: new and forgotten ones

■ Central systems, PeopleSoft, EGMS and more

- by email: x-help@umn.edu

■ Internet, Email, Microcomputers

- call-in Monday–Thursday • 8 am–11 pm
  - call-in Friday • 8 am–5 pm
  - call-in Saturday • noon–5 pm
  - call-in Sunday • 5 pm–11 pm
  - walk-in 8 am–5 pm, M–F:  
152 Shepherd Labs; 93 Blegen Hall; 50 Coffey Hall
  - by email: help@umn.edu
- Networking and Telecommunications Services
- by email: help@umn.edu

▼ Dial-in Computer Access

Internet/PPP/SLIP: up to 53kps if v.90 ..... 612-627-4250  
(56k K-flex, Flex56, X.2 protocols are unsupported)

▼ Quick Guide

Modem Usage (current activity on your account)

<http://www.nts.umn.edu/services/modemusage.html>

Internet/Email account management/validation

<http://www.umn.edu/validate>

MNCAT/LUMINA (Library) – <http://www.lib.umn.edu>

Office of Information Technology

<http://www.umn.edu/oit>

Onestop Services – <http://onestop.umn.edu>

TechMart – <http://www.techmart.umn.edu>

Technology Training Center

<http://www.umn.edu/adcs/info/training.html>

UM News Servers – [news.tc.umn.edu](http://news.tc.umn.edu), [news.umn.edu](http://news.umn.edu)

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Threats, UM Police Department ..... 911 on campus

- off campus ..... 624-3550

Computer Accommodation Program – voice/tty... 626-0365

U Computer Services/Computer Repair Serv ..... 624-4800

Statistical Software Support:

- including SAS and SPSS ..... 624-3330

Associate Vice President and

Chief Information Officer, Steve Cawley ..... 612-625-8855

**Newsletter subscription information and archives at <http://www.umn.edu/oit/newsletter>**

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*Twin Cities campus address label trivia: the 2nd number after the Rec# is the Campus Mail delivery code, <http://umn.edu/lookup>*

Mar.2002.rev [pantone295,1205]

Delete/Cancel

Change Name

Change Address

Change Other

Add

If you cancel or change a campus address, please tell us the Rec#. Just tear off the end page and send the entire mailing label to us. Or send email to: oitnsltr@umn.edu

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