

# IT&S Kaleidoscope

www.wheatonma.edu/it&s

Information Technologies and Services

Volume 2, September 1999

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### IT&S Print Publications

Please call to receive copies.

Telephone Guide	x4444
Vital Signs	x3419
Wheaton's Networked Community	x3900

### IT&S Web Sites

Available from IT&S at [www.wheatonma.edu/it&s/](http://www.wheatonma.edu/it&s/)  
ResNet (Residential Network)  
TECWeb (Technology Education)  
Using Acunix for Web Publication

## Welcome

Welcome to Kaleidoscope, a non-technical look at the information technologies in use around campus -- and around the world. Kaleidoscope includes local technology news and useful tips. Your comments and suggestions are welcome. Please let us know what you'd like to see in future issues by contacting Colleen Wheeler at [cwheeler](mailto:cwheeler).

## Welcome to New IT&S Staff

### Tom McAuley

Tom McAuley has joined Wheaton as Manager, IT&S over the Network, Micro Support, and Banner Groups. Previously he was Director of Administrative Information Systems at Brown University for sixteen years.

He lives in Barrington, Rhode Island. You're welcome to join him for a lunch time jog at Haas.

### Erin Gerlach

Erin Gerlach works in Institutional Research. She received a B.A. in Accounting from St. Anselm College and a M.Ed. from Suffolk University. Erin comes to Wheaton from Andersen Consulting, where she worked in Finance. She enjoys painting, pottery, soccer and basketball.

### Phil Bertuglia

Phil Bertuglia is our new Systems Administrator -- keeping a watchful eye over Wheaton's mail and file servers and providing back-up support for our network services. He comes to us from SUNY at Farmington where he worked in the Information Technology Department. Phil received a B.S. in Environmental Engineering from Rensselaer Polytechnic Institute.

When Phil isn't working on his linux chops, he can be found on the slopes or in the kitchen, whipping up one of his famous "from-scratch" pizzas.

*Fast Company* magazine is this issue's "must-read" recommendation. It was 1997's

"Launch of the Year" and 1998's

"Magazine of the Year" by Advertising Age and

"Startup of the Year" by Adweek. It was recently honored with

the National

Magazine Award for "General Excellence." Visit their extensive website for more information -- and a free copy.

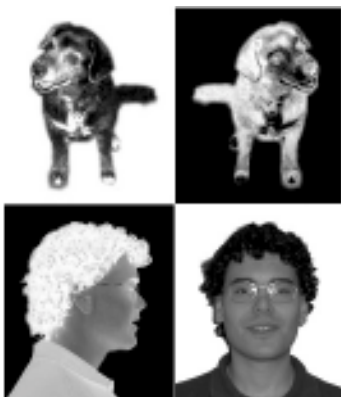
[www.fastcompany.com](http://www.fastcompany.com)



You can hear *Fast Company's* founder, Alan Webber, speak about how he launched the debate about work and life in the new economy on Wednesday, November 17 at 8:00 pm at the Cambridge Center for Adult Education. [www.ccae.org](http://www.ccae.org)

## TechTip: Monitors Eat Money.

You can save \$45 a year, simply by turning your computer monitor off when you're away from the office. Although your monitor is set to go into an energy-efficient "sleep mode" after a period of idle time, we recommend that you turn the monitor off completely if it won't be used for an hour or more. If we all pitch in and turn our computers -- and monitors -- off at night, we will help the environment and save the College approximately \$76,500 this year.



# A Year's Worth of Learning from IT&S

Welcome to a new year! IT&S has many services to support you and the work you do at Wheaton.

This calendar and the IT&S website will help you plan your investment in your own learning this year. We recommend that you devote at least one day each month to professional development. It can make a big difference in how you work -- and how much you enjoy it.

## Career Development: Certification and Learning Plans

Do you want recognition for what you already know and learn even more at your own pace? Beginning this year, Wheaton staff members can track their understanding of popular office software using self-paced, state-of-the-art programs. These programs will help you assess your fluency in standard productivity applications such as Word, Excel and Powerpoint.

We recommend that you schedule an appointment to work through the programs in the privacy of the IT&S Technology Education Center but, if you prefer, you can opt to work at your desk, at your convenience; most exercises take only 15-20 minutes to complete. An IT&S staff member will help you interpret the results and suggest a learning plan and effective resources to best meet your needs.

Your professional development efforts can be rewarded with a variety of certifications. Microsoft Office User Specialist certification is available for Word, Excel and Powerpoint and a variety of technical certifications are available to IT staff.

## Learning Resources: Live Sessions, On- and Off-Campus

Demos, Workshops, Primers, and Refreshers. As always, refresher and new staff orientation sessions are available upon request.

Problem-Solving Forums. Case-based study sessions are offered throughout the year on Word, Excel and FileMaker.

Training Vendor Partnerships. Wheaton's staff can join colleagues at ten other Greater Boston colleges and universities for off-campus technology education courses and events. The **IT HELP** link on our website has information on this new program.

Visit the IT&S Education website regularly for the most current information, schedule, one-stop registration and services.

September 1999						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Labor Day, Sept. 6

October 1999						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

October Break, Oct. 9-11

November 1999						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Thanksgiving Day and  
Presidential Day, Nov. 25 - 26

Registration is required for most sessions.  
Visit [www.wheatonma.edu/it&s/education/](http://www.wheatonma.edu/it&s/education/) for easy online registration.

## September Demo Day

9/29/99:

Overview of IT&S training options, including learning plans, assessment tools, certification, "live" and web-based training and support, case-based forums, and IT HELP

## October Training Days

10/13/99:

*Excel Forum*, 10 am - 12 noon

10/18/99:

*Word Forum*, 10 am - 12 noon

10/20/99:

*Applying Word*

Cased-based format, 9 am - 4 pm.

Limited seating; be sure to register.

## November Training Days

11/8/99:

*Excel Forum*, 10 am - 12 noon

11/9/99:

*Word Forum*, 10 am - 12 noon

TBA:

*Applying FileMakerPro*

Cased-based format, 9 am - 4 pm.

Limited seating; be sure to register.

11/17/99:

*Applying Excel*

Cased-based format, 9 am - 4 pm.

Limited seating; be sure to register.

## Publication

IT&S TECWeb has developed locally -- and partnered with vendors to produce -- a variety of newsletters, searchable online documentation, self-study workbooks, textbooks and CD-ROMs to assist you. Please check us out!

## Discussion

Consider joining, or forming, an application-specific discussion group. Special interest groups are available for those interested in learning more about Word, Excel, Powerpoint, PageMaker, Photoshop and web design. These groups are participant-driven and intended to get you talking with others at Wheaton who work with your favorite application. You can share tips and tricks or request advice on a sticky problem. An IT&S staff member will monitor the discussion and contribute announcements and updates.

## Learning Support Agreement

You will receive a short statement of learning support services when you sign up for an IT&S training experience. Different delivery methods (i.e. classroom seminars, on-line courses and web based tutorials) will have different LSAs.

IT&S LSAs may address any of the following: Learning Coaching, Technology Assistance, Response Time, Mode of Learning Support, Collaborative Expectations, Remediation Options, Documentation Services and Duration of Access.

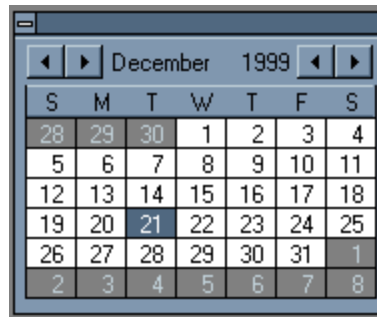
## Services:

### Project Consultation

Please talk with us about your IT-related projects. In most cases, we will be able to recommend an appropriate training experience for you and your colleagues. If necessary and desired, we can work out a cooperative coaching relationship from there.

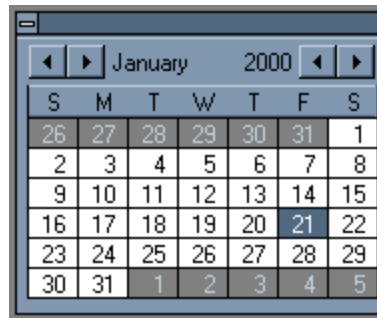
### Help Desk Support, x3900

The IT&S Help Desk is available to answer your questions on everything from hardware problems to software updates -- and everything in between. Don't hesitate to call. Hours: 8:30 am - 4:30 pm, Monday - Friday.



December 1999						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

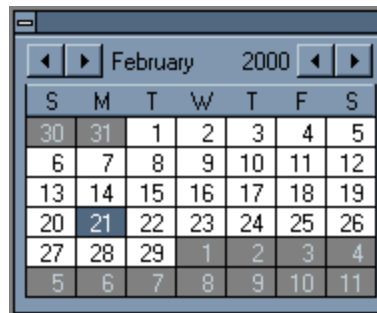
Holiday Break for Staff  
Dec. 24-Jan. 3



January 2000						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

December Demo  
Date and topic, TBA

January Workshop  
Date and topic, TBA



February 2000						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	1	2	3	4
5	6	7	8	9	10	11

February Training Days, TBA

*Intermediate Word*  
*Intermediate FileMaker*

*Mastering Excel*  
Cased-based format, 9 am - 4 pm.  
Limited seating; be sure to register.

# live and learn

IT&S technology education programs

Find our up-to-the-minute information, schedule, registration and services at

[www.wheatonma.edu/it&s/education](http://www.wheatonma.edu/it&s/education)

# News From Around IT&S

## Banner

Banner navigation training and keyboard templates are available from Sara Smith, IT&S (ssmith or x3413).

## Computer Connection

The Computer Connection has a new web page at [www.wheatonma.edu/it&s/cc](http://www.wheatonma.edu/it&s/cc). Visit our site for all the back to school specials from Apple and Compaq Computers. A special thanks to Erick Straghalis '01 for all his hard work and the long hours he spent putting this together!

## Help Desk

Help Desk hours are 8:30 am - 4:30 pm; Monday - Friday.

Assistive Technology touches all of our lives. Contact Sue Morgado, Help Desk Coordinator and Assistive Technology Specialist, at x3754 for more information.

## Networking

Gebbie was rewired during August and its network connections have been tested successfully. New, robust listserv software was added during our recent email server upgrades. If you are interested in learning more about what the new software can do for you (incl. digests) please contact the Help Desk at x3900.

## Office Services

Office Services is experimenting with a convenient printing process for their new digital printer. Contact IT&S's Susan Fernandes if you are interested in testing it with us.

## OfficeTracker

*Office Tracker*, the IT&S-supported online group and resource scheduling program, is available for department use. Current OT users are reminded to complete their Y2K updates. For more information, please send email to [calendar@wheatonma.edu](mailto:calendar@wheatonma.edu).

## Repair

If you need your computer repaired, you can drop-off and pick-up at the Help Desk from 3-4 pm, Monday - Friday or call x3900 to make an appointment.



*Note: Our thanks to Wheaton's Ken Davignon for this issue's book review. If you have a favorite book you'd like to share with your colleagues, please do! Contact Colleen Wheeler, IT&S.*

This book is a truly mind-boggling collection of seven case studies of neurological disorder, presented in an engaging and approachable storyteller fashion by a professor of neurology at the Albert Einstein College of Medicine in NYC.

The seven people profiled have all been affected by brain disorders from birth or from trauma. They have all adapted to their conditions in various ways and that adaptation is what makes the book so interesting.

One man is an artist who paints only one subject: the village of his youth. He goes into trances (caused by temporal lobe epilepsy) that allow him to see the village in full color 360 panorama with sounds and smells. He paints remarkably accurate renditions of a place he hasn't seen in 40 years. In many ways, he has left the real world to dwell in his internal one.

Another man suffers from Tourette's Syndrome that causes him to make sudden and uncontrollable twitches, jerks and lurches. In spite of this, he has become an accomplished surgeon and pilot. He can take drugs to make his tics go away but feels that he is no longer himself without his symptoms. His disease is not apart from him, it is him.

There are other stories of an autistic professor who has revolutionized the way slaughterhouses are designed, a painter who has completely lost his ability to see color and even think about color, a blind man who gained his sight in his thirties via surgery only to discover that he couldn't make sense of what he saw.

Reading these stories could change your perception of the world. The dividing line between what's "out there" in the world and what's "in here" in our brains has never seemed so tenuous. Basic things that seem so concrete, like the color of the sky, turn out to be vitally influenced by the way we've learned to look at them and the way our brains let us look at them.

Paperback (February 1996). Vintage Books; ISBN: 0679756973.

## Telecommunications

### Enhanced 911 service

The college's new Enhanced 911 service sends emergency calls to the Norton 911 Center where a dispatcher can identify the call's exact location. The service makes emergency response to campus quicker and more effective for the entire college community. Please use this number only for a true emergency which requires immediate fire, ambulance, or police response. Calling 911 for a non-emergency could cost a life. In addition, state law prohibits knowingly calling 911 to falsely request police, fire or emergency medical assistance. For non-emergency assistance, contact the Wheaton College Public Safety Department at x8213.

Phone Tip: You can press "5" after listening to any voicemail message to hear its envelope information (date, time and location).

If you have changes to the new **Interim Directory**, please contact Leanne Wood at [lwood](mailto:lwood) or x3412.

Book Review:

## An Anthropologist on Mars

by Oliver Sacks



Contacting IT&S	
Banner Team	x3410
Computer Connection	x3808
Education Programs	x3900
Help Desk	x3900
Institutional Research	x3419
<i>Kaleidoscope</i> contributions	x3923
Office Services	x3825
Post Office	x3824
Repairs, Computer	x3907
ResNet	x3900
Telecommunications	x4444
David Caldwell, Dir., IT&S	x3400