

# Benchmarks

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## Columns, February 2015

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## Benchmarks - February, 2015

### Campus Computing News



#### Microsoft Office Available for Free for Faculty and Staff Home Use

By [Dr. Elizabeth Hinkle-Turner](#), Director - Academic Computing Technical Services

You may have heard the rumors that UNT faculty and staff were going to soon enjoy the same Microsoft perks and privileges with their Exchange accounts that our students have been benefitting from with their EagleConnect accounts. The rumors are, indeed, true and many of these features have already been implemented and are ready for the UNT faculty and staff community! You will be hearing soon from your network manager about **OneDrive for Business** file storage and management which will allow you to save, share, and collaborate on files. This article focuses on the **Microsoft Office for Home Use** privileges you can install and utilize now via **Office 365**.

[Read more](#)



### Videoconferencing with Blue Jeans Network



By [Scott Windham](#), ITSS Network Engineer, and [Brenda K. Ritz](#), Videoconference Manager, UNT CLEAR

Technology as easy to use as putting on your favorite pair of old Blue Jeans. That's right! Did you know that CLEAR and UNT System ITSS have partnered together to provide users across campus a great and easy way to further collaborate with your colleagues across the globe? Through this joint partnership we have access to the Blue Jeans Network.

[Read more](#)



### Save the date for these upcoming CLEAR Events



By [Amber Bryant](#), Senior Marketing Specialist, CLEAR

Mark your calendars! CLEAR has some great events planned for this spring.

[Read more](#)



## By the Numbers

### Down the Corridor of Years

2010

*Benchmarks*

*Online [publications](#) from 2010 note:*

- Academic Computing and User Services (ACUS) opened the Research and Visualization Environment (RAVE) at Discovery Park including a large-scale tiled video display.
- ACUS installed computer kiosks on the first floor of the Information Sciences building, directly in front of the entrance to the CITC Helpdesk.
- Office Live is included with EagleConnect.
- Maurice Leatherbury [retired](#) as Vice President for Information Technology and Chief Information Officer.
- John Hooper is appointed Acting VP and CIO, [personnel changes](#) ensue.
- The *Enterprise Messaging and Directory Services* group is created by [combining](#) of the UNT Messaging Systems Group with the Directory Services Team.

## Spring Break Hours



By [Claudia Lynch](#), *Benchmarks Online* Editor

break.

Believe it or not, Spring Break is just around the corner! The following information should help you plan your activities if you need/want to access campus computing facilities over the

[Read more](#)



## Today's Cartoon

Click on the link above for an information age laugh.



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### Microsoft Office Available for Free for Faculty and Staff Home Use

By [Dr. Elizabeth Hinkle-Turner](#), Director - Academic Computing Technical Services

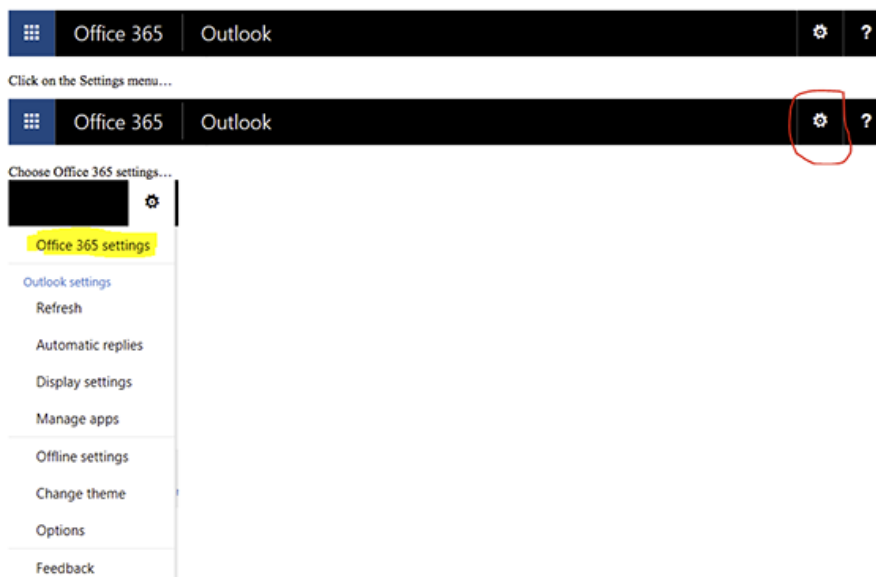
You may have heard the rumors that UNT faculty and staff were going to soon enjoy the same Microsoft perks and privileges with their Exchange accounts that our students have been benefitting from with their EagleConnect accounts. The rumors are, indeed, true and many of these features have already been implemented and are ready for the UNT faculty and staff community! You will be hearing soon from your network manager about **OneDrive for Business** file storage and management which will allow you to save, share, and collaborate on files. This article focuses on the **Microsoft Office for Home Use** privileges you can install and utilize now via **Office 365**.

### Microsoft Office 365 for free

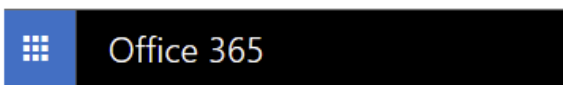
The Office365 benefit is the ability to install 5 PC or Mac copies, five phone versions and 5 tablet versions. Effectively 15 licenses. These are not perpetual, you must remain in a role with UNT System to continue to use these licenses. There is no cost associated with these licenses. This is available to faculty and staff NOW, TODAY.

One can get to the software download location through a variety of paths. Basically, as long as you are authenticated (logged in) to Office 365 ([webmail.unt.edu](mailto:webmail.unt.edu)) you can get to your personal Office installation. **Please only install these apps on your PERSONAL computer - UNT provides you with Office on your work computer.**

From the Office 365 navigation bar (your [webmail.unt.edu](mailto:webmail.unt.edu) Outlook app - this one is on a Windows machine in IEExplorer), click on the Settings menu:



Click on **Software**:



## Office 365 settings

Me

**Software**  
Install and manage software.

### Theme

Choose your own theme.

### Start page

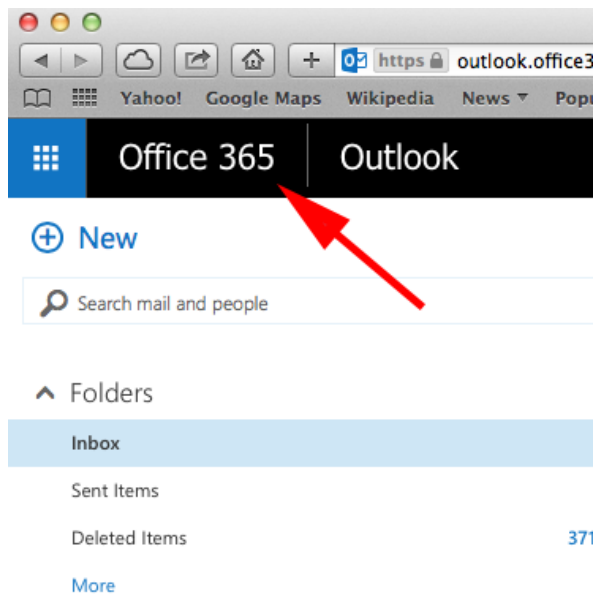
Change where you land when you sign in to Office 365.

And then you are on the installation page:

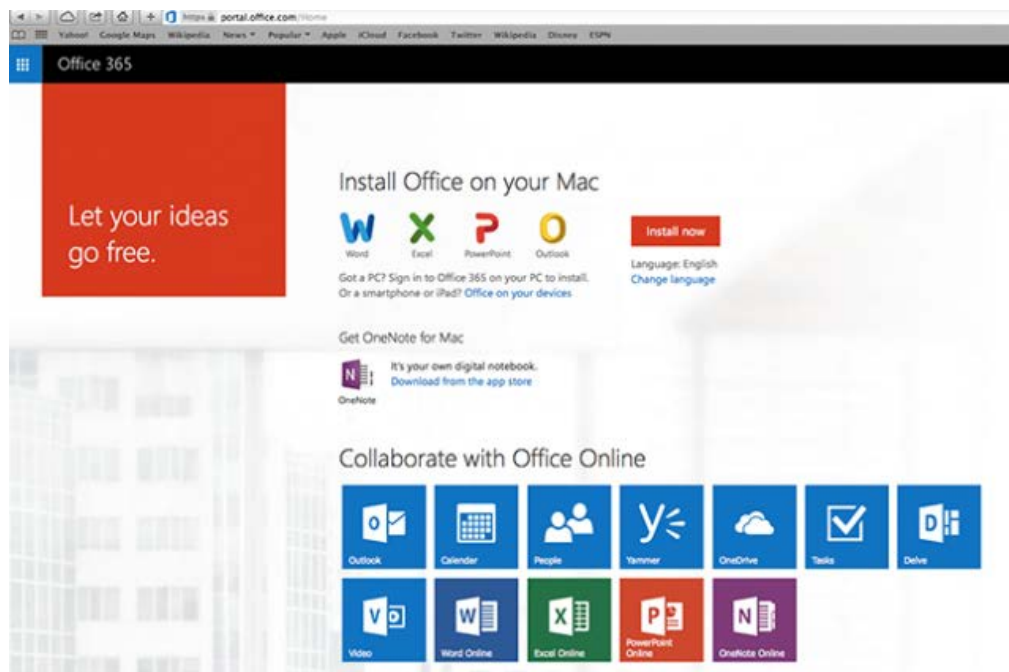
Just click on the **Install the latest version of Office** link.

I tried this on my Mac using Safari and found that it is even more direct for Mac users:

Just click on the Office 365 button on your menu:



And your installation option pops right up:



## Microsoft Office Home Use Program for small fee

If you want a DVD back up of your Office installation and also a *perpetual* license (once purchased you can run this version of Office forever no matter what your UNT employment status but you will need to re-pay every time you want an upgrade and this Office is only for one machine) you can still use the Microsoft Home Use Program. For current faculty and staff the Office 365 free deal is the best deal but this deal is still available.

The screenshot shows the Microsoft Home Use Program (HUP) website. At the top, it says "Microsoft" and "Home Use Program". There are links for "My Account", "FAQ", and "Customer Service". A shopping cart icon shows "0 Item(s) \$0.00" and a "Checkout" button. The main heading is "Choose your copy of Office".

The first product is "Office Professional Plus 2013". The price is "\$9.95". It is compatible with Windows 7 and Windows 8/8.1. The product language is "English". There is an "Add to Cart" button. Below the product name, it says "This Suite includes:" followed by icons for Word, Excel, PowerPoint, Outlook, OneDrive, and Lync. A "Learn More" link is also present.

The second product is "Office for Mac 2011". The price is "\$9.95". The product language is "English". There is an "Add to Cart" button. Below the product name, it says "This Suite includes:" followed by icons for Word, PowerPoint, Excel, and Outlook. A "Learn More" link is also present.

*Your options under the Home Use Program*

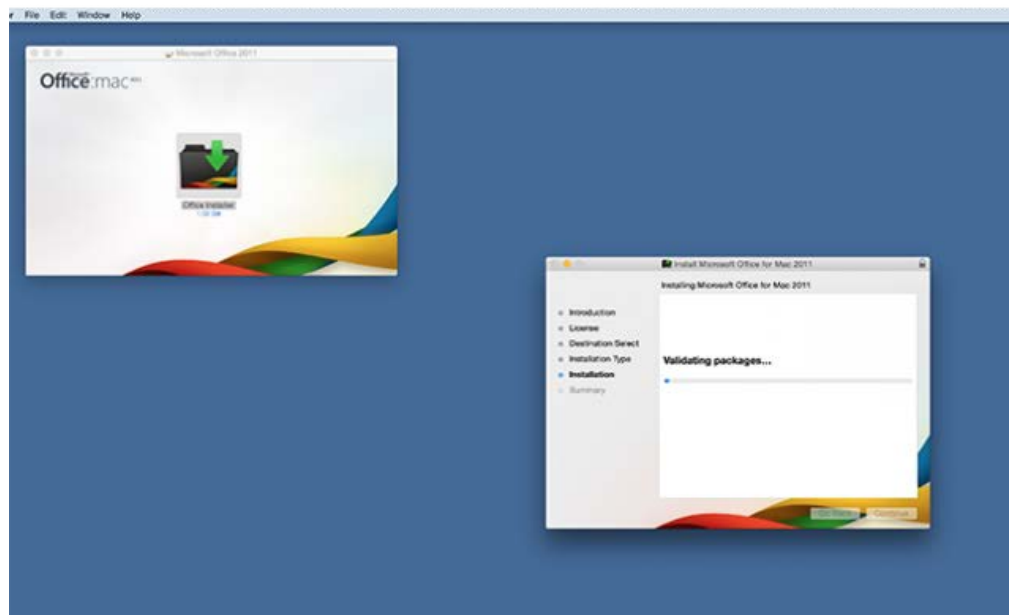
Here is how to purchase a single copy of Office through HUP:

- Get **unique program code** from your network manager
- Go to [hup.microsoft.com](http://hup.microsoft.com)
- Select the appropriate country and language
- Enter your UNT email address and the unique program code
- Please order online.

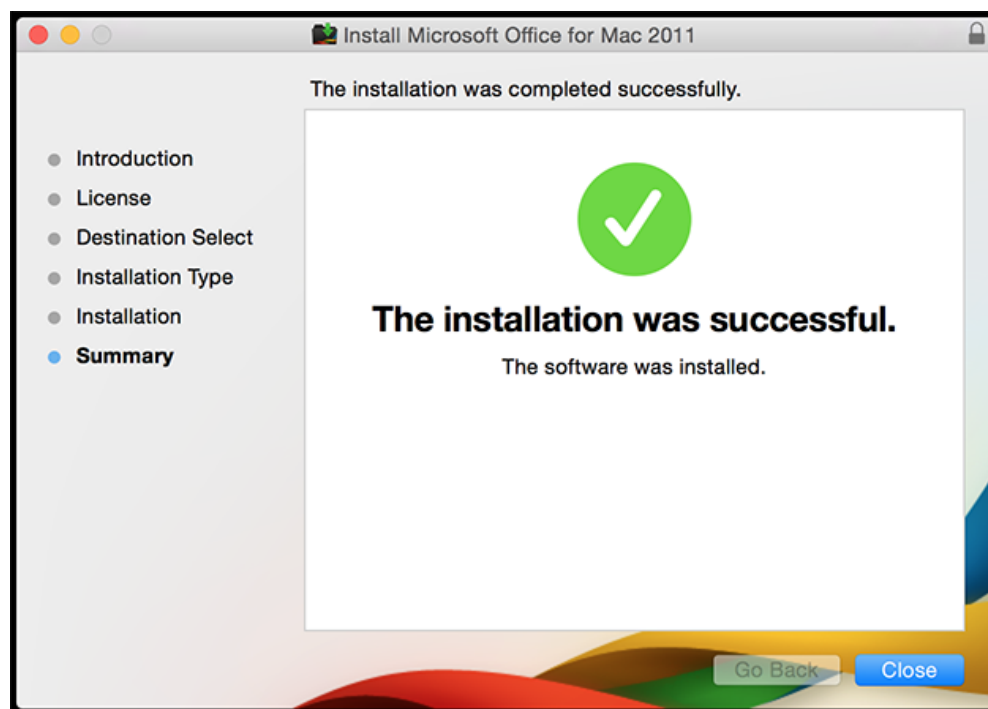
You can either simply download the Office apps for \$9.95 or you can also have a back-up DVD sent to you for an additional cost and shipping/handling fee:

The final screen during the ordering process gives you important instructions and links and also gives you the Product Key that you will need for installation:

After you download Office to your Mac or PC you simply go through the usual steps to install an application on your machine (this example is on an iMac):



Finally - for everyone - be it those using the free Office 365 or the fee-based HUP Office, you get installation gratification!



*Success!*

If you have any questions about these Microsoft Office perks for your home computer you can contact the UIT helpdesk ([helpdesk.unt.edu](http://helpdesk.unt.edu)), me at [ehinkle@unt.edu](mailto:ehinkle@unt.edu) or your network manager. Many thanks to Wil Clark of UNTSystem ITSS for his information that contributed greatly to this article.

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## Videoconferencing with Blue Jeans Network

By [Scott Windham](#), ITSS Network Engineer, and [Brenda K. Ritz](#), Videoconference Manager, UNT CLEAR

Technology as easy to use as putting on your favorite pair of old Blue Jeans. That's right! Did you know that CLEAR and UNT System ITSS have partnered together to provide users across campus a great and easy way to further collaborate with your colleagues across the globe? Through this joint partnership we have access to the Blue Jeans Network. The [Blue Jeans Network](#) is a cloud based service that allows us to further enhance your connectivity options to our already state of the art video conferencing classrooms and conference rooms. The Blue Jeans service allows us to connect those existing rooms to users that are using their desktop PC, laptop PC, MAC Books, iPad, iPhone, Android phones and Android tablets. The users on the actual PCs and MAC Books will use a browser based application while the other mobile users can download a free app from the Apple Store or Google Play Store.



These connection options are a great way to interact with your colleagues for job campus job interviews, dissertation defenses, users traveling during important meetings, providing subject matter experts to classrooms, and many other uses.

If this sounds like a product that you would like to try, please let us assist you. For more information go to <http://clear.unt.edu/scheduling-policy-and-procedure> or contact Brenda K. Ritz at 940.369.7877 or [ritz@unt.edu](mailto:ritz@unt.edu).



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## Save the date for these upcoming CLEAR Events

By [Amber Bryant](#), Senior Marketing Specialist, CLEAR

Mark your calendars! CLEAR has some great events planned for this spring.

Click on the images below to follow the links.

### UPCOMING LECTURE OFF CAMPUS AT TWU

#### What: TWU's Annual Academic Success Lecture

UNT faculty/staff are invited to TWU's Annual Academic Success Lecture. Dr. Rena Palloff of Fielding Graduate University will be the speaker. The lecture will be in the morning. TWU is providing lunch (along with a presentation from Blackboard) and then Dr. Palloff will give a hands-on workshop that afternoon. Registration and details are provided at <http://www.twu.edu/TLT/events.asp>.



**When:** Friday, **March 27, 2015**; 9:30am - 3:30pm

**Where:** TWU Denton: ACT 301, Dallas: IHSD 4302, Houston: IHSH 3310

**Registration Deadline:** **Monday, March 23, 2015**

April 10, 2015 -- SAVE THE DATE!

University Forum on Teaching & Learning  
8:30am to 12 Noon (*Breakfast will be provided.*)  
Gateway Ballroom 035

UNT's University Forum on Teaching and Learning (UFTL) is a half-day event designed to enable faculty, graduate teaching fellows, and staff involved in support teaching and learning to engage in open dialogue about the challenges of teaching and to share ideas and practices that improve teaching effectiveness. The keynote speaker for the 2015 UFTL is George Siemens, Ph.D., an internationally known educator, theorist, and researcher on learning in the digital age. In addition to authoring numerous articles on open education, ePortfolios, and learning analytics, he has published two books: *Connectivism: A Learning Theory for the Digital Age* and *Knowing Knowledge*. Since 2013, Siemens has served as the Executive Director of the LINK Lab at the University of Texas at Arlington, where he and participants explore how traditional universities' role is affected by online learning and the growing influence of data and analytics on higher education practices. [UFTL announcement page](#)

## INFORMATION ON CLEAR INITIATIVES

### 2015-16 Call for Proposals NextGen Course Redesign Grants

The UNT Center for Learning Enhancement, Assessment, and Redesign (CLEAR) invites proposals from faculty or teams of faculty for the NextGen Course Redesign Grant 2015-16.



How do you know if your students are learning? How do you know what your students are learning? NextGen utilizes an innovative three-tier model of student learning outcomes, outcome-based instruction, and assessment that promotes deeper connection with course content, instructors, and peers.

Click [here](#) to see the different ways you can participate and apply.

### Important Dates:

- April 30, 2015: Last Day to Apply
- June 15 - 18, 2015: **CLEAR Course Design Institute**, UNT Campus, Willis Library  
(**Note:** participants must complete approximately 15 hours of online work prior to attending.)

For additional questions or concerns, please contact the NextGen Program Manager Jenna Ledford at [jenna.ledford@unt.edu](mailto:jenna.ledford@unt.edu) or at 940.369.7243. Requests for proposals will be sent out in February.

## CLEAR Newsletter

[Sign up to receive CLEAR's newsletter](#)

[View archived newsletters](#)

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## Network Connection

By [Dr. Philip Baczewski](#), Senior Director of Academic Computing and User Services and Deputy Chief Information Officer for University Information Technology

### Yes, Big Brother is Listening

In the latest example of [1984 technology](#), it was recently [reported](#) that Samsung's Internet-connected TVs have the capability of eavesdropping on their owners. Well, it was actually admitted by Samsung in their privacy policy which stated that "if your spoken words include personal or other sensitive information, that information will be among the data captured and transmitted...." However, after getting a bit of attention for this apparent intrusion, Samsung [backtracked](#) and clarified that if you use the voice recognition feature of their TV's remote control, Samsung will "collect your interactive voice commands only when you make a specific search request" and they've basically said, "forget about that other stuff we said" or as I would interpret it, "pay no attention to that [man behind the curtain](#)."

### Are your devices smarter than you?

Our new devices continue to seem to be smarter than we are. This new report would seem a candidate for the "[deja vu all over again](#)" file after previous reports of [hackable](#) TVs from Philips and LG as well as Samsung's previous [foray](#) into the TV as a voyeuristic device, a vulnerability that has since been patched. But perhaps if we're content with the dumb TVs we've always had, we can feel a bit more secure that our technology is not intruding into our private lives. We perhaps could feel that way except for the fact that we more commonly are [carrying around smartphones](#).

Most smart phones now come with a voice recognition interface that can execute some simple spoken commands. [Siri](#) from Apple may be the star of these phone-imbedded assistants, but leading manufacturer Samsung ships their phones with a feature called "[S Voice](#)" and more generic Android phones feature "[OK Google](#)". Siri and the latest version of S Voice both use a company named [Nuance Communications](#) to process voice commands, the same company that Samsung said can capture your "personal or other sensitive information" via their TV before they said they didn't say that.

Now, if you let slip any sensitive information while asking Siri where the closest Starbucks is, there is the potential for that to be transmitted to the servers that Nuance maintains to interpret your voice commands. A typical dialog might be, "Siri, what is the population of... my credit card number? It's 1234 5678..." Oops, Nuance may just have a record of your credit card, or the fact that you said "I hate donuts" (you've got to watch out for the donut anti-defamation league), or perhaps something more sinister like, "[I buried Paul](#)".

Even if you don't talk to your smartphone, you may be unwittingly registering bits of personal information throughout the Internet. Perhaps you've experienced searching for a particular item on line and then seeing that item pop up in the sidebar ads of every subsequent page you visit. But you may not have thought about the fact that registering an address into your GPS or Google Maps application will give away your residence or workplace by the frequency with which you travel to and from those locations.

### Suddenly ...

All of this may not seem to be a problem if you feel like you are a causal user of these technologies. However, Ian Steadman, writing for [NewStatesman points out](#), "... suddenly, for the first time ever, most of the things that we interact with every day will know all of the other things that we've interacted with that day. And the companies that make the things that keep track of us know there is an absolute tonne of money to be made if they can build huge databases to connect the dots between those devices in the course of providing an otherwise innocent-sounding service." And suddenly, if we're not paying attention to who is controlling all of that information, it's 1984 all over again.

## Engage, be aware

I don't think the answer is to give up the technology. Without smartphones, we'd be saying, "if only we had a small box we could hold in our hand that would answer these questions that continually come up." But a little awareness of the implications of these technologies never hurts and neither does a little political engagement (whichever side you're on) to enable people to have ownership of their own privacy without automatically ceding it to large corporations and large governments. In other words, pay attention to that person behind the technology curtain.

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## Link of the Month

### Dining at UNT: Faculty/Staff Meal Plans

Did you know that the cafeterias in the dorms aren't just for students? Click on the link below to get information on faculty/staff meal plans, faculty staff days, or information on the universities Departmental Card.

<http://www.dining.unt.edu/facultyandstaff>

#### FACULTY/STAFF



#### Social Media:

<https://www.facebook.com/UNTDiningServices> and <https://twitter.com/DiningUNT>

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## Helpdesk FYI

By [Jacob Flores](#), UIT Support Services Manager

### Use Lync through EagleConnect with Office 365

Lync is a feature rich communication tool that you install onto your computer. You can chat, send files, share desktops, and even hold voice conference calls with other EagleConnect users.

If you're looking for a simplified method to chat with other EagleConnect users, check out the [EagleConnect chat](#) feature. This is a web based client, meaning it doesn't require you to install anything, and can be used from any computer with which you can also access the EagleConnect email web client.

**Note: Currently, Lync through EagleConnect is only available on Windows.**

### How do I get Lync?

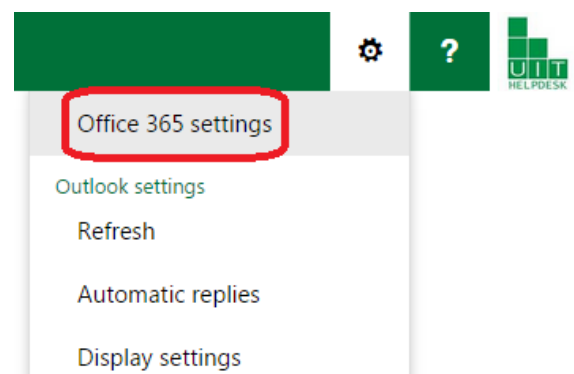
#### Lync 2013

The latest version of Lync (2013) is available through EagleConnect with Office 365. To get the latest version, you must install the full Office suite. Follow the [Office 365 Desktop installation instructions](#) to continue.

#### Lync 2010

It is possible to get just the Lync client without downloading all of Microsoft Office, but it won't be the latest version. You may get Lync 2010 via the instructions below:

- 1) Log into [EagleConnect](#).
- 2) Click on the gear icon near the top right, and select "Office 365 Settings."



- 3) Select the "software" option on the left.

## Office 365 settings

me  
JacobFlores2@my.unt.edu

**software**  
Install and manage software.


password  
Change your password.

get started  
View the get started experience.

- 4) Select the "Lync" option on the left, then choose "Install Lync 2010" near the bottom.

## Software

Office  
**Lync**  
OneDrive  
Tools & add-ins  
Desktop setup  
Phone & tablet


Lync  
Install Lync  
Lync 2013 is included in the latest version of Office.  
  
Lync  
Install the latest version of Office

Not ready to install the latest version of Lync?  
If your computer doesn't meet the system requirements for the latest version of Lync or your language isn't supported yet, you can install the previous version of Lync.  
**Install Lync 2010**

- 5) It is "recommended" you install the 32-bit version of Lync to maintain compatibility with other Microsoft products and plugins, and I encourage you to stick with this option. I'd only recommend advanced users venture into installing the 64-bit version of Lync. Select "Install" to confirm

## Lync 2010

Install Lync 2010

  
Lync

Language:

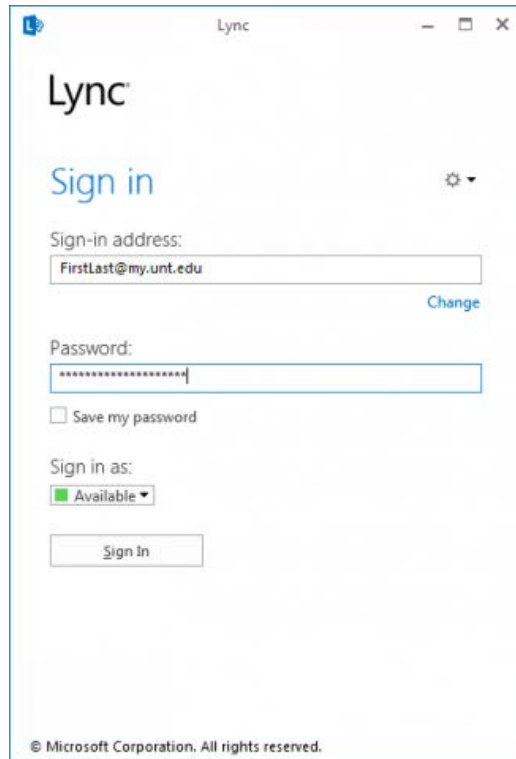
Version: 32-bit (Recommended) Advanced

[Review system requirements](#)

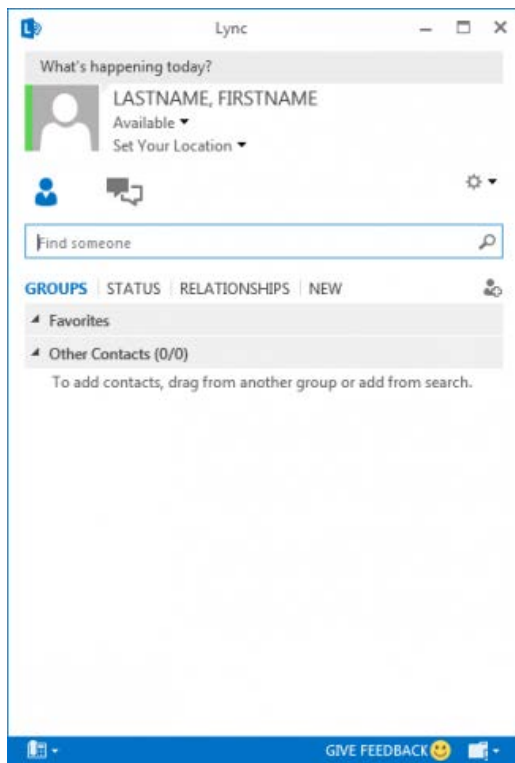
- 6) Run the "LyncSetup.exe" file that was downloaded to start the installation.
- 7) Accept the Terms of Use and continue to finish the installation. Windows Update may find updates for Lync after the install.

## How can I access Lync?

- 1) Once Lync has been installed on your computer, you can find a shortcut under your Start menu, or simply search for Lync to find the shortcut.
- 2) When Lync opens, enter your EagleConnect email address in the "Sign-in address" field, and select "Sign In." It will then auto-detect the server settings and prompt for your password.



- 3) You can start searching for contacts after you've logged in. The address book is comprised of active students, faculty, and staff at UNT. Contacts between student and employee accounts will appear as "External Network" contacts since they are separate, however, communication will work none the less.



## Having trouble logging in?

- See if you can log into your [EagleConnect](#) account.
- If you can't log into EagleConnect, ensure you can log into the [Account Management System](#) with your EUID and password. While you're there, ensure you're still using the correct EagleConnect ID.

As always, if you have any trouble, feel free to contact the [UIT Helpdesk](#).

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## RSS Matters

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### Research and Statistical Support University of North Texas

## Data Reduction for making Comparisons: Principle Component Scores

Link to the last RSS article here: [Explicit Bayes: Working Concrete Examples to Introduce the Bayesian Perspective](#). -- Ed.

By [Dr. Jon Starkweather](#), Research and Statistical Support Consultant Team

Two years ago this column addressed one way of creating composite or indicator scores using Factor Analysis (Starkweather, 2012). That article approached composite score creation from a measurement modeling perspective in which each composite score represented a latent variable. The current article approaches composite score creation from a non-measurement modeling perspective.

This month's article discusses how to create composite scores from many variables using the ultimate data reduction technique: Principle Component Analysis (PCA). PCA is not measurement model based; it is a linear model based data reduction technique used to reduce the number of observed variables down to their *principle components* while maximizing the *total* amount of variance explained in the observed variables. PCA assumes linear relationships among the observed variables (i.e. it is not appropriate if curvilinear relationship are discovered among the observed variables). For a more detailed explanation of the differences between PCA and FA, please consult Starkweather (2010).

Occasionally, a data analyst is called upon to take many observed variables and combine them or reduce them to one variable or a few variables. The observed variables may, or may not, be directly related to one another and they may or may not be of the same scale. The one or a few resulting variables are weighted linear composite scores which can then be used to compare organizational units (e.g. departments within a larger organizational structure). In this situation, it is critically important to realize we are not interested in creating, assessing, or confirming a measurement model with latent variables and error. We are not assuming classical test theory model of measurement. We are solely interested in reducing many variables to one variable (or a few variables) so we can compare units. Those units may be individuals or organizations.

### The Situation *General Hospital*

Our example this month concerns a (*fictional*) General Hospital. The hospital board requested the director, Annabelle Lecter, M.D., to compare each Service Department. Each service department (Informational Services [IS], Therapeutic Services [TS], Diagnostic Services [DS], and Support Services [SS]) contains various disparate organizational structures (see pages 1 – 3 [here](#)). The service departments do not initially seem comparable because each has specific tasks, budgets, number and status of personnel, degree of patient interaction, physical supply needs (weekly, monthly, yearly), and so forth. The director has access to a variety of these types of variables for each department and wants to reduce all of this information down to a single variable on which to compare the departments. Some departments have very small values on some variables by design or purpose (of the specific department) and some departments have very large values on some variables by design or purpose (of the specific

department).

At first, the director thinks it might be best to transform all these variables to Z-scores (i.e. standardize them) so they are all on the same scale and then simply add or average all the Z-scores to get one number for each department. The directory quickly realizes this is not tenable because Z-scores, although used to compare individuals across two (or more) variables, are not meant to be combined. If Z-scores are averaged, the mean should be at or very near zero. Furthermore, creating a composite score using either of these two techniques (sum or mean) explicitly assume each variable is equally important and essentially interchangeable (with respect to the resulting composite score).

What the director really needs is a technique which creates a composite score (for each department) in such a way that each observed variable is weighted by its ability to account for variance in all the observed variables (combined). The *variance in all observed variables* is represented by the variance-covariance matrix or correlation matrix of observed variables. By submitting the observed variables' data (i.e. variance-covariance matrix or correlation matrix) to PCA and specifying the computation of Principle Component Scores (PCS) and then saving the scores of the *first* component, the director will have achieved her goal. Keep in mind, with PCA the first component is the one which accounts for the most variance and any subsequent components are accounting for variance *left over* after the variance which was accounted for by previous component has been removed. So, just to be clear; if the first component accounts for 48% of the variance of the observed variables, then that is 48% of 100% of the variance of the observed variables. If the second component accounts for 25% of the variance then that is 25% of the remaining 52% total variance of the observed variables (i.e. whatever is left after the first component has been extracted). So each subsequent component (i.e. component 3 through component  $J - 1$ , where  $J$  is the number of observed variables) is accounting for less and less of the total observed variables' variance.

Now you may be asking the question; "but what does the component score *mean*?" In order to determine that, one would evaluate the direction and magnitude of loadings of each observed variable to the first component. The variables which have the largest absolute value loadings are those most contributing to the component (i.e. accounting for the most variance in all the observed variables). Loadings are interpreted just like correlation coefficients – positive vs. negative and between -1 and +1. If more than one component is evaluated, it is very likely the observed variables will coalesce on one or the other component decisively with each component's definition (or name) becoming apparent based on which observed variables load most on a particular component. For example, say that the observed variables 1, 3, 5, 7, and 9 load most on the first component; while the observed variables 2, 4, 6, 8, and 10 load most on the second component. Then we would name the first component based on the content or meaning of observed variables 1, 3, 5, 7, and 9. Likewise, we would name the second component based on the content of the observed variables 2, 4, 6, 8, and 10.

Tutorials using PCA (with and without saving component scores) are available for each of the three most popular statistical software packages through the Research and Statistical Support instructional / tutorial websites (links provided directly below).

- For users of the statistical programming language environment R, please see: [http://www.unt.edu/rss/class/Jon/R\\_SC/Module7/M7\\_PCAandFA.R](http://www.unt.edu/rss/class/Jon/R_SC/Module7/M7_PCAandFA.R)
- For users of the SAS programming suite, please see: [http://www.unt.edu/rss/class/Jon/SAS\\_SC/SAS\\_Module7.htm](http://www.unt.edu/rss/class/Jon/SAS_SC/SAS_Module7.htm)
- For users of the SPSS program, please see: [http://www.unt.edu/rss/class/Jon/SPSS\\_SC/Module9/M9\\_PCA/SPSS\\_M9\\_PCA1.htm](http://www.unt.edu/rss/class/Jon/SPSS_SC/Module9/M9_PCA/SPSS_M9_PCA1.htm)

## References

Hospital Organizational Structure: <http://www.quia.com/files/quia/users/kkacher/OrganizStHsp/Org-St-Lesson-Pln>

Starkweather, J. (2010). Principal Components Analysis vs. Factor Analysis...and Appropriate Alternatives. Available in original form at Benchmarks: <http://it.unt.edu/benchmarks/issues/2010/07/rss-matters> and available as an Adobe.pdf [here](#).

Starkweather, J. (2012). How to Calculate Empirically Derived Composite or Indicator Scores. Available in original form at Benchmarks: <http://web3.unt.edu/benchmarks/issues/2012/02/rss-matters> and available as an Adobe.pdf [here](#).

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## Training

By [Claudia Lynch](#), *Benchmarks Online* Editor

Do you need training on widely used computer programs including those used in statistical analysis? If so, this monthly *Benchmarks Online* column is for you.

### Statistical Analysis

Instructor-led courses are offered only by special request. Please contact an [RSS member](#) or [Claudia Lynch](#) if you are interested in taking such a class or wish to have someone offer a class for your students. [SAS](#), [SPSS](#) and [Introduction to R](#) are offered online. Make sure and check out the recent **RSS Matters** article [Statistical Resources \(update: version 3\)](#).

**Special classes** can always be arranged with the RSS staff. Also, you can **always** contact the RSS staff for one-on-one [consultation](#). Please read the [FAQ](#) before requesting an appointment though.

#### Especially for Graduate Students:

The **Learning Center** is offering SPSS Stats classes this semester. Topics covered include:

Week 1: Describing Data

Week 2: T-Tests

Week 3: Chi-Square

Week 4: ANOVA

Week 5: Regression.

<http://learningcenter.unt.edu/statistics101>


### Especially for Faculty and Staff Members

In addition to the online statistical courses, which are available to students, faculty, and staff, staff and faculty members can take courses offered through the [Business Service Center](#), and the [Center for Learning Enhancement, Assessment, and Redesign](#) (CLEAR). Additionally, the [Center for Achievement and Lifelong Learning](#) (CALL) offers a variety of courses, usually for a small fee.

### UNT System Training Resources

Visit [my.unt.edu](http://my.unt.edu) and login to access tutorials.





## University of North Texas System (UNTS) Training

These tutorials provide a place to learn and practice key processes in a simulated environment. First time users should view the [User Productivity Kit \(UPK\) player introduction](#) before proceeding.

All Faculty & Staff

Supervisors & Administrative Staff

Additional Training Resources

## Microsoft Virtual Academy

### [Who is eligible to participate in MVA?](#)

- Anybody interested in growing their career can be a part of MVA.
- To sign up for MVA , on the [MVA home page](#), MVA courses and events are free, but you need to identify yourself using a Microsoft account in order to sign up for MVA and create your MVA profile.
- There is no minimum level of technical expertise required.

## Microsoft E-Learning



**Updated instructions for accessing Microsoft E-Learning are below.**

As part of an offering from Microsoft, you are eligible to access E-Learning courses online at Microsoft.com. These courses are meant to help you keep up-to-date with the latest major software releases.

Please note that some product and language versions may not be available at the time you activate your courses. For up-to-date information on the availability of E-Learning courses, please visit <http://microsoft.com/licensing>.

**To gain initial access to the Microsoft® E-Learning courses, please follow the steps below:**

1. Go to: <https://onlinelearning.microsoft.com/subscriptionactivation/>.
2. Input your multiuse access code: Contact [Claudia Lynch](#) or your [Network Manager](#) for the code (*The code is case-sensitive. Be sure to include the dashes and do not enter any spaces.*)
3. You are prompted to sign in using a valid Windows Live™ ID. (This is the user name and password you use to access the site each time you log on.) If you already have a profile on microsoft.com, use that Windows Live ID.
4. You will receive an e-mail confirming your registration.
5. From the confirmation e-mail, click the link to complete the e-mail confirmation and activate your courses.
6. You are prompted to sign in using a valid Windows Live ID, once again.
7. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).

8. Click the *My Learning* link to see list of available courses.

9. Click a course title to launch the offering. You have 12 months from the time of launch to finish that course.

Follow the instructions below to access E-learning until you arrive on the "UNT System authenticated service Page."

**To access your course at any time, please follow these steps:**

1. Go to: <https://onlinelearning.microsoft.com/>.
2. Click the "Sign In" button in the upper right corner of the page.
3. Sign in to Windows Live using your Windows Live ID and password.
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Begin your E-Learning course.

If you have any questions regarding your access code, you may e-mail or phone our support center. To view a list of support phone numbers, please visit <https://www.microsoft.com/licensing/servicecenter/> and click the **Support/Feedback** link.

If you experience any problems with your E-Learning training, please contact the regional support center in your region at <http://www.microsoft.com/learning/support/worldsites.msp>.

We trust you will enjoy this benefit and look forward to your participation. Please note that the access code we have received from Microsoft can accommodate a limited number of users from our organization. Do not share the code with unauthorized users. This is not permitted under our license agreement with Microsoft.

## Microsoft E-books

Click on the link and access the largest collection of [FREE Microsoft eBooks](#) ever, including: Windows 8.1, Windows 8, Windows 7, Office 2013, Office 365, Office 2010, SharePoint 2013, Dynamics CRM, PowerShell, Exchange Server, Lync 2013, System Center, Azure, Cloud, SQL Server, and much more!

**NOTE:** [How to enable 'Download All' for Free Microsoft eBooks and other tips](#)



## Central Web Support

Central Web Support [provides](#) "web hosting and support to appropriate campus entities free of charge."

## CLEAR

CLEAR offers courses especially for Faculty Members. *CLEAR training includes:*

- Blackboard
- Turnitin
- Turning Point
- Assessment
- Teaching Effectiveness
- Respondus

Please check out CLEAR's training and event calendar at <http://clear.unt.edu/calendar> for the latest information regarding Blackboard, CLEAR's initiatives, and on campus instructional events.

Further information can be found [here](#).

### FREE Online Learning Consortium Workshops

The University of North Texas is a premium member of the Online Learning Consortium (formerly the Sloan Consortium) College Pass. To request FREE ENROLLMENT in an Online Learning Consortium workshop, please contact [Amber Bryant](#) with the name and date of the workshop selected. *Please click on the link below to see the available 2015 workshops.*

- [Online Consortium 2015 Workshops](#)

CLEAR also provides [free access](#) through group subscriptions for ALL Denton UNT faculty and staff to **Magna Commons, 20 Minute Mentor Commons, Distance Education Report, Online Classroom, and The Teaching Professor** from **Magna Publications**.

## Ed2go

Ed2go are courses that are offered, for a fee, to UNT faculty, staff and students as well as the general public. According to the CALL [website](#):

*CALL has partnered up to provide online learning on a variety of topics. From standardized test preparation to database programming to training for libraries and their staff, there's a variety of areas from which to choose in online learning.*

*The online minicourses, provided in conjunction with Ed2go, are standardized 12-lesson modules released over a six week period. (Courses are active for eight weeks to provide some flexibility). Each module features a quiz. Lessons are instructor-led and course participants and instructor communicate through a course discussion board. Lessons can be downloaded and saved. At the end of the course there is a final quiz. A passing grade opens a window that allows students to print out a course completion certificate.*

*Most courses are \$89, and UNT faculty, staff and students may receive a \$10 discount. Visit the online courses page at <http://www.ed2go.com/unt/> or contact Tami Russell at 940.565.3353 for more information.*

For additional information, visit the **Ed2go blog** [here](#). You can subscribe to their newsletter also from a link at the bottom of the page.

## Information Security Awareness

Information Security Awareness -- The ITSS Information Security team offers Information Security Awareness training to all UNT faculty and staff.

- It is a policy requirement that ALL staff take an information security course at least once a year.
- See the [Virus Information Page](#) and the [Information Security Handbook -- for Faculty, Staff and Students](#) for further information.

## UNT HR Training and Development

As noted on their [website](#):

*Monthly emails are sent to all employees with a list of current classes, many available by webcast. (Note: Few, if any classes are offered during the winter break, spring break holiday periods for all UNT System campuses.) Learn more about classes [here](#).*

*If you have questions or specific needs, contact [talentmanagement@untsystem.edu](mailto:talentmanagement@untsystem.edu) or call 855-878-7650 to be directed to a Talent Management staff member.*

## Alternate Forms of Training

Many of the General Access Labs around campus have tutorials installed on their computers. See <http://computerlabs.unt.edu/> for a list of labs and their locations. The 24 Commons in Willis Library, for example, has a [list of Tutorials and Software Support](#). The Library Instructional Unit also offers workshops and training, including "tech skills" training. Visit their websites for more information: <http://www.library.unt.edu/library-instruction>.

## Info~Tech, UNT's IT Research Partner

Info~Tech is UNT's IT research partner. UNT System, UNT, UNT Health Science Center and UNT Dallas

employees have access to Info-Tech research at: [www.infotech.unt.edu](http://www.infotech.unt.edu) (click on the UNT System name to login). Your standard EUID and Password gains you access to the Info-Tech system. Please take a moment to read their terms and conditions by clicking through the agreement when you set up your profile the first time you log in.

## State of Texas Department of Information Resources

Another possible source of training for staff and, perhaps, faculty members is the Texas Department of Information Resources. A look at their Education and Training [website](#) reveals some interesting possibilities.

## New Horizons Computer Learning Centers

New Horizons is a DIR vendor, which means that state agencies, like UNT, get special pricing for their services negotiated at the State level (click [here](#) for more information about DIR vendors). [New Horizons](#) offers courses at their own facilities in Dallas and Fort Worth, but will arrange for onsite training as well. They have a "Tips and Tricks" [page](#) that has helpful information. You can also [join their mailing list](#) to receive their monthly newsletter, event invitations and specials.

## EDUCAUSE Live! Webinars

*EDUCAUSE Live!* is a series of **free**, hour-long interactive webinars on critical information technology topics in higher education. You can [register](#) for upcoming webinars and you can find recordings of **all past webinars** in the [EDUCAUSE Live! archives](#).

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## Staff Activities

Staff activities for [UIT](#) are reported in this column.

### Changes, Awards, Recognition, Publications, etc.

UNT recently recognized more than 300 employees who reached a milestone anniversary with the university between May 1 and Dec. 31. A Service Award reception was held on February 5 in the Gateway Center Ballroom. The following UIT employees were [honored](#).

#### 35 years

- **Claudia Lynch**, IT specialist, University IT

#### 30 years

- **Philip Baczewski**, senior director, University IT

#### 15 years

- **Stephen Moran**, media technical manager, Micro Maintenance Classroom Support, University IT

#### 10 years

- **Carrie Stoeckert**, assistant director, University IT

#### 5 years

- **Raymond C. Banks**, IT manager, University IT
- **Jonathan Hons**, IT Specialist, University IT
- **Jennifer Spillman**, IT programmer analyst, University IT

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## Spring Break Hours

By [Claudia Lynch](#), *Benchmarks Online* Editor

**B**elieve it or not, Spring Break is just around the corner! The following information should help you plan your activities if you need/want to access campus computing facilities over the break.

Following are the hours for University Information Technology-managed facilities during the winter break. The University is [officially closed](#) Monday, March 16, 2015. Classes [do not meet](#) March 16-22, 2015.

- The [Helpdesk](#) hours are as follows:
  - **Monday, March 16: Closed**
  - **Tuesday, March 17 – Friday, March 20:** Helpdesk available 8 a.m. – 5 p.m.
  - **Saturday, March 21:** Helpdesk resume [normal operating hours](#)
- [Data Management Services](#) will be **closed** Monday, 16. They will resume regular hours Tuesday, March 17.
- The **ACUS General Access/Adaptive Lab** ([SYMR 104](#)) will be **closed** Monday, March 16 through Sunday, March 22. They will resume regular hours Monday, March 23.



### Hours for Other Campus Facilities

### [Student Computer Labs](#)



[24 Commons](#) (formerly known as WILLIS and 24 Center)

Check hours here:

<http://www.library.unt.edu/location-hours/willis-library>

**Closed:** March 14 - March 16.

**Open** at 7 a.m. to 7 p.m. March 17 - March 20.

**Closed:** March 21.

**Open** at 11 a.m. March 22, 2015, resume 24 hour schedule.

<a href="#">College of Information General Access Computer Lab (COI-SCLab)</a> (B205)	<b>Close</b> at 6 p.m. on Friday, March 13. <b>Open</b> for regular hours at 7:30 a.m. Monday, March 23.
<a href="#">MUSIC:</a>	<b>Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours at 8 a.m. Monday, March 23.
<a href="#">Chilton IT</a> (College of Public Affairs and Community Service PACS/CHMT)	<b>Close</b> at 7 p.m. on Friday, March 13. <b>Open</b> for regular hours at 7 a.m. Monday, March 23.
<a href="#">CVAD</a>	<b>Close</b> at 11 p.m. on Friday, March 13. <b>Open</b> for regular hours at Noon, Saturday, March 21.
<a href="#">COE</a>	<b>Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours at 8 a.m. Monday, March 23.
<a href="#">COB</a> (BLB 190)	<b>Close</b> at 8 p.m. on Friday, March 13. <b>Open</b> for regular hours at 8 a.m. Monday, March 23.
<a href="#">CAS</a>	<b>GAB 330: Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours Sunday, March 22. <b>GAB 550: Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours Monday, March 23. <b>Terrill 220: Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours Monday, March 23. <b>Wooten 120: Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours Monday, March 23.
<a href="#">Engineering General Access Lab (CENGSL, <a href="mailto:englab@unt.edu">englab@unt.edu</a>, Discovery Park, B129, 891-6733)</a>	<b>Close</b> at 5 p.m. on Friday, March 13. <b>Open</b> for regular hours Monday, March 23.

**UNT Shuttle Service**

Check out the transit [website](#) to keep up with the shuttle schedule. A 2014-2015 calendar is available here: [http://www.unt.edu/transit/pdf/2014-2015\\_calendar.pdf](http://www.unt.edu/transit/pdf/2014-2015_calendar.pdf).

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Visit the Emergency Management [website](#)

City of Denton Residents, [sign up](#) for the CodeRED Emergency Notification System

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## Today's Cartoon



**“Please moan into the phone. A nurse will determine if you are too sick to work today or just faking it.”**

From "Today's Cartoon by Randy Glasbergen", posted with special permission. For many more cartoons, please visit [www.glasbergen.com](http://www.glasbergen.com).

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