



Benchmarks *Online*

Volume 3 - Number 8 * August 2000

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The EagleMail and UNT Internet Services online application for new accounts now offers two options, depending on a person's needs. Read all about it.

[Our Summer Vacation](#)

Do you know what we did on our summer vacation? If you read this you will.

[Did You Get Your EagleMail?](#)

Students are required by University policy to activate and read their UNT E-mail, called EagleMail. Faculty and staff can also follow the procedure outlined in this article to activate a UNT Internet Services account.

[Large Group E-mail Guidelines](#)

Did you know that "bulk mail" sent through GroupWise is supposed to be for UNT **business only**? Find out about the official UNT policy on mass mailings via GroupWise, and more, in this article.

[News You Can Use](#)

We publish a lot of informative articles throughout the year in *Benchmarks Online*. This article is a compilation of *Benchmarks* articles that may be of particular interest to people new to campus.

TODAY'S CARTOON

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Click on the title above for an information age laugh.

Don't forget to check out our monthly columns. This month's topics:

- [RSS Matters](#) -- Highlights of the 2000 American Psychological Society Meeting.
- [The Network Connection](#) -- "The Unbearable Persistence of Information." Just because information is on the Internet doesn't mean it's accurate, timely, or up to date.
- [List of the Month](#) -- Haven't registered to vote yet? [Onlinedemocracy.com](#) gives you a quick and easy way to register, and promises even more.
- [WWW@UNT.EDU](#) -- Find out what Mark Wilcox did on his summer vacation.
- [Short Courses](#) -- Update on the various training opportunities on campus.
- [IRC News](#) -- Minutes of the Information Resources Council are printed here when they are available.
- [Staff Activities](#) -- New employees, employees that have resigned, and staff awards and recognition are included in this article.

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Research and Statistical Support

University of North Texas

RSS Matters

at the 2000 American Psychological Society Meeting

By [Patti Price](#), RSS Statistical Consultant

This summer I attended the American Psychological Society (APS) annual meeting held in Miami Beach, Florida (June 8-11). In addition to presentation, I took a methodology mini-tutorial entitled "Statistical Power: Its Uses and Abuses" by Lee Sechrest, Ph.D. The thrust of Dr. Sechrest's talk can be summed up in his leading quote "Statistical power is good. Absolute concern for statistical power corrupts absolutely." For those interested in statistical power, he provided an excellent list of useful references.

- Cohen, J. (1988). *Statistical power analysis for the behavioral sciences*. Hillsdale, NJ: L. Erlbaum Associates.
- Cohen, J. (1992). "A power primer." *Psychological Bulletin*, 112, 155-159.
- Gigerenzer, G. (1993). "The superego, the ego, and the id in statistical reasoning." In *A handbook for data analysis in the behavioral sciences* (pp. 311-339).
- Hillsdale, NJ: L. Erlbaum Associates. Kraemer, H. C., & Thiemann, S. (1987). *How many subjects: statistical power and analysis in research*. Thousand Oaks: Sage Publications.
- Lipsey, M. W. (1990). *Design sensitivity: statistical power for experimental research*. Newbury Park: Sage Publications.
- McCallum, R. C., Browne, M. W., & Sugawara, H. M. (1996). "Power analysis and determination of sample size for covariance structure modeling." *Psychological Methods*, 1, 130-149.
- McCallum, R. C., Widaman, K. F., Zhang, S., & Hong, S. (1999). "Sample size in factor analysis." *Psychological Methods*, 4, 84-99.
- Rosenthal, R. (1993). *Meta-analytic procedures for social research*. Beverly Hills: Sage Publications.

On a completely different subject matter, I attended a presentation on the use of the internet in teaching. Dr. Tom Ludwig from Hope College presented some

pointers on designing and using Web-based activities in teaching. One good tip that he provided was to make sure that the content of a single-page would indeed fit on a single page with no scrolling necessary. Second, when designing tools for students, it is sometimes easy to want to add lots of entertainment value in the way of animations, etc. However, it is important to remember that many students will be accessing the pages from home and a 56K modem makes for a very slow download. Finally, he pointed out that while activities are wonderful visual tools to help explain a topic, they should only be used for the more difficult concepts. There is no need to take a student through an entire Web-based activity, just because we have the technology to do so.

One of the posters at the conference spoke to the predictors of how well a student will perform in a Web-based course. Dr. Michael Newlin and Dr. Alvin Wang, both of University of Central Florida, based the following findings on data from six sections of a required Statistical Methods of Psychology course of which half were Web-based and half were traditionally classroom-based. They found that Web students were more likely to have an external locus of control and to use abstract conceptualizations than traditional students. For the Web-based students, final grade in the course was significantly positively related to visits to the course homepage in the first week of class ($r = .47$) and the last week of the class ($r = .39$) and significantly positively related to number of responses to an instructor's questions ($r = .62$). I presented information at a Participant Idea Exchange on setting up a Teaching Resource Library using WebCT. The sessions on developing instructional learning using the Web were very heavily attended and it was obvious that many of the faculty were either already using the Web to supplement class material or were in the development process. While none of the attendees were jumping on the bandwagon to teach courses completely over the internet, all reported that the extensive time required to develop Web-based activities was well worth the effort to enhance the students' learning experience.

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Network Connection

By [Dr. Philip Baczewski](#), Associate Director of Academic Computing

The Unbearable Persistence of Information

Some things just [refuse to go away](#), no matter how much you ignore them. For example, just when you think you've finally lived down your worst high school gaff, you will meet an old classmate at a professional conference who will bring it up in front of your current colleagues with whom you've worked hard to gain a reputation of competence and respectability. Likewise, if you ever run for political office, someone will come out of the woodwork and tell the press about the party in college where people were smoking a certain special "herb" and you happened to be in the room (we know you didn't inhale).

The Internet is no different than real life. Anything that was ever online has the potential to always be online. Just when you thought that E-mail flame you wrote was long gone, it turns up on a mailing list archive somewhere. Just when you thought that Website you maintained was long gone, it turns out someone liked it so much, they made a copy for their own server.

I had a recent experience along these lines. In 1994, I contributed to a book called *Tricks of the Internet Gurus*. Back then, if you knew how to use FTP you were basically a guru (I guess times haven't changed too much). 1994, though, is an eon ago in Internet time. Many of the Internet services explained in excruciating detail in that book are long gone. How many people remember gopher, archie, veronica, WAIS, etc.?

I received an E-mail from someone who was mentioned in one of the book chapters (even though I didn't write that chapter, he E-mailed me, because I was the first author on the list thanks to the alphabet). He had done a name search on [www.google.com](#) and found himself referenced in this 1994 book. The publisher had placed the entire book online after it became too embarrassingly out of date to sell. Apparently, someone had "grabbed" a copy and is still serving it up to the Internet. The irony of all this is that this Internet which we are so fond of for finding the most current technical and up-to-date information can also provide some of the most obsolete information you'll ever find.

The moral of the story is, just because information is on the Internet doesn't mean it's accurate, timely, or up to date. This reminds me of the time that a book I wrote on Gopher was translated for the mainland China market. By the time it was published, there was hardly a trace of Gopher left in the world and I had to explain via E-mails I received from China that the reason the instructions in the book didn't work was because the servers just didn't exist any more. But then again, you never know...

See "The Ghosts of Data Past" at

<http://netsecurity.about.com/library/weekly/aa070300a.htm?terms=cw3> to find out just how deleted your files really are.

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List of the Month

Each month we highlight one Internet, USENET Special Interest Group (SIG), or similar mailing list or Website.



Haven't registered to vote yet? Onlinedemocracy.com gives you a quick and easy way to register and also promises to provide you with tools to actively participate in the political process. According to their "About Onlinedemocracy.com" Webpage:

OnlineDemocracy.com is a non-partisan political news and activities Web site devoted to empowering citizens of the United States with a real voice in their government. It puts the people back into "We the people of the United States..." by providing citizen members with the tools and information they need to make the most out of their right to vote.

The first step in playing an active role in your government is registering to vote. If you're not already a registered voter, you can begin the registration process, right here, right now at no cost.

The OnlineDemocracy.com online voter registration process is the first of what will be many empowerment tools that are currently under construction and that will be introduced over the coming months. Then, as an OnlineDemocracy member you'll be able to:

- Learn first hand what's happening in Washington, your own state capital and your own hometown.
- Tell your elected representatives and other political leaders what's on your mind and what you think about the job they're doing.
- Exchange ideas with other Americans who share your political concerns and interests.
- Get access to hundreds of grassroots political organizations that are the heart of American democracy.
- Take an active role in this nation's democracy, even learn how to run for public office.

OnlineDemocracy.com was founded by people who have been active in successful citizen grassroots political activities and understand the power of people to effect change in their government. And because OnlineDemocracy.com is truly the political Web site "Of the people, by the people and for the people..." your participation and suggestions are not just welcome, but encouraged.

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By [Mark Wilcox](#), Campus Web Administrator

What I Did on My Summer Vacation

Since we seem to be talking about summer vacations this issue of *Benchmarks Online*, here is what I did on mine:

- **I attended the WebCT International Conference July 9-12, 2000 in Athens, GA.** This was the 2nd annual conference of WebCT users, developers and administrators. There was over 900 people in attendance. WebCT is the most widely deployed Web based course delivery system in the world (over 6 million users at over 1000 institutions in over 62 countries). I'm a member of the WebCT Advisory board and we had our annual meeting at the conference. I also gave a presentation on successful WebCT administration (UNT is very well known for our WebCT setup in particular our integration with Microsoft FrontPage). I also had a number of consultations with other institutions on deploying WebCT. I also did learn a few new tricks.
- **I attended the O'Reilly Open-Source Conference July 17-20, 2000 in Monterey, CA.** This is the largest gathering of open-source developers in the world. It was the third annual OSS conference and the 4th annual Perl conference (as many Perl programmers there, in particular to the proportion of other attendees, it would be hard to call it a 'mere' track). The majority of the best known O'Reilly authors were there including Aileen Frisch, Randal Schwartz, Tom Christiansen, Jon Udell and Lincoln Stien. I took full advantage of my time with these 'luminaries'. OSS is still new and small enough that the majority of the leaders of the movement are still very accessible (outside of Linus Torvalds, who I think would like to be more accessible, but it's just a media circus when he shows up). For example, at one of the after-parties, I met one of the core Python maintainers (Python is another popular scripting language) about adding LDAP support to the GNU Mailman listserv package (such support would be a great boon to UNT's distance learning endeavors). In the middle of our conversation, Guido Von Russom, the father of Python, joined us and he asked me to explain LDAP to him. It was a rather surreal moment :).

I also got to talk some more about WebDAV (DAV is this great new Web publishing protocol, which we're adding support for at UNT this year) with Greg Stein, who's one of the leading experts on DAV in the world. And I got to spend time with the Jabber guys. Jabber is the new open-source instant messaging system which has gained immense popularity because it's very extensible. Besides doing chat, Jabber could be used to communicate between devices (for example telling your porch light to turn on, as you leave the office). Even more impressive was the fact that half of the Jabber developers were recent high school graduates. I ended up agreeing to help them add LDAP support to Jabber.

Oh, yeah, I did give two presentations. Graham Barr and I gave a tutorial on LDAP programming with Perl (this tutorial was one of only about 12 selected from over 50 submissions). I also gave another presentation on advanced LDAP programming in Perl.

It also didn't hurt that it was only 65 degrees and we were on the beach in the middle of July :).

- **I attended the Ohio State "Kick It Up" Conference August 3-4, 2000 in Columbus, OH.** This was OSU's annual regional WebCT conference. At the International WebCT conference, both OSU and WebCT invited me to come speak at OSU's conference (OSU, also wanted me to talk with their staff about setting up a new WebCT server). While not nearly as many people there, I did end up giving 4 presentations over 2 days on WebCT administration.

More importantly, this conference impressed my mom, who's a native of Ohio. While she was proud of me before OSU's conference, I hadn't really 'made it' until I was invited by OSU to go speak at their conference and teach them about WebCT :).

Until next time.

Mark

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Short Courses

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

The Academic Computing Services (ACS) short courses are over for summer 2000. The fall classes will begin in mid to late September. Please consult the [Short Courses](#) page to see the types of courses that will most likely be offered in the fall.

Customized Short Courses

Faculty members can request customized short courses from ACS, geared to their class needs. Other groups can request special courses also. Contact ACS for more information (ISB 119, 565-4068, lynch@unt.edu).

Especially for Faculty and Staff Members

In addition to the [ACS Short Courses](#), which are available to students, faculty and staff, staff and faculty members can take courses offered through the [Human Resources](#) Department, the [Center for Distributed Learning](#), and the UNT Libraries' [Multimedia Development Lab](#).

Center for Distributed Learning

The Center for Distributed Learning offers courses especially for Faculty Members. Topics include those listed in the box below. The center also offers a "Brown Bag" series which meets for lunch the first Thursday of each month at Noon in ISB 204. The purpose of this group is to bring faculty members together to share their experiences with distributed learning. One demonstration will be made at each meeting by a faculty member with experience in distributed learning. Each meeting is followed, for those interested in using WebCT®, by a one hour orientation for beginners in ISB 203. More information on these activities can be found at the [Center for Distributed Learning](#) Web site.

UNT Libraries'

The UNT Libraries' Multimedia Development Lab has also offered free training to all University of North Texas faculty and staff in the basics of FrontPage and information architecture in the past. For more information see <http://www.library.unt.edu/media/services.htm#Distributed>.

Technical Training

Technical Training for campus network managers is available through the [Campus-Wide Networks](#) division of the Computing Center. Some of the seminars, such as one on disaster recovery/business continuity planning techniques, may be of interest to others on campus as well.

UNT Mini-Courses

These are a variety of courses offered, for a fee, to UNT faculty, staff and students as well as the general public. For additional information surf over to http://www.unt.edu/ccecm/cont_ed/index.html .

Alternate Forms of Training

The [Training](#) Web site has all sorts of information about alternate forms of training. Training tapes, Computer Based Training ([CBT](#)) and Web-based training are some of the alternatives offered. There are also handouts for computer training (Microsoft Office 97 and Windows 95) on the following topics:

- GroupWise 5.2 -- Handout for Win95/NT
- FAQ for GroupWise 5.2
- Info on GroupWise for Win3.1
- Computers - Back to the Basics
- Introduction to Windows 95
- Introduction to Word 97
- Advanced Word 97 - MailMerge It Together
- Introduction to Excel 97
- Introduction to PowerPoint 97
- Introduction to Remedy (THE Call-Tracking Program)
- Using Netscape Communicator and the UNT Home Page

December 1999's ["List of the Month"](#) offers links to free Microsoft Word and Excel information also.

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IRC News



Minutes provided by Sue Ellen Richey,
Recording Secretary

IRC Regular Voting Members: *Judith Adkison, College of Education; Ginny Anderson, Fiscal Affairs; Donna Asher, Administrative Affairs; Sue Byron, Faculty Senate; Carolyn Cunningham, Student Affairs; Jim Curry, Academic Administration; David Griffiths, Student Association, Don Grose, Libraries; Jenny Jopling, Instruction Program Group; Joneel Harris, Administrative Program Group; Elizabeth Hinkle-Turner, Standards and Cooperation Program Group; Allen Livingston, Graduate Student Council; Dan Mauldin, University Planning Council; Ramu Muthiah, School of Community Services, GALMAC; Jon Nelson, College of Music; Robert Nimocks, Director, Information Technology, UNTHSC; Steve Oeffner, UNT Health Science Center; Russ Pensyl, School of Visual Arts; Patrick Pluscht, Distributed Learning Team; Mark Rorvig, Research Program Group; Paul Schlieve, Communications Program Group; Kathleen Swigger, College of Arts and Sciences; Philip Turner, Associate Vice President of Academic Affairs for Distance Education and Dean of the School of Library and Information Resources (Chair, IRC);; Virginia Wheelless, Chancellor; John Windsor, College of Business.* **IRC Ex-officio Nonvoting Members:** *Leslie Bowden, Telecommunications; Jim Curry, Microcomputer Maintenance Shop; Michael Forster, UNT Health Science Center; Richard Harris, Computing Center; Coy Hoggard, Computing Center; Maurice Leatherbury, Computing Center; Sue Ellen Richey, Computing Center (Recording Secretary).* [As of 9/99] No new IRC minutes were available at publication time. To see past IRC minutes, consult our [back issues](#).

No new IRC minutes were available at publication time. To see past IRC minutes, consult our [back issues](#).

IRC Meeting Schedule

The [IRC](#) generally meets on the third Tuesday of each month, from 2-4 p.m., in the Administration Building Board Room. Planned exceptions to this schedule are that December meeting was moved to Dec. 14; that the May meeting was moved to May 9 and there was be **no** August meeting. All meetings of the IRC, its program groups, and other committees, are open to all faculty, staff, and students.

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Staff Activities

Transitions

We welcome the following new employees:

- **Saleh Lajkem**, part-time operator in Operations group.
- **LaQuita Nichols**, part-time operator in Operations group.
- **Martin Keith Smith**, full-time Programmer on HRMIS team, ADM.
- **Scott Blackwell**, Help Desk Assistant (part-time).
- **Michael Manning**, Report Distribution Assistant (part-time).
- **Anima Gupta**, Report Distribution Assistant (part-time).
- **Ekarmorn Charoensiri**, I/O Consultant (part-time).
- **Marianne Howland**, I/O Consultant (part-time).
- **Wai Yi Li (Winnie)**, I/O Consultant (part-time).

The following people no longer work in the Computing Center:

- **Moses Omane-Boateng**, CPU Operator (part-time).
- **Douglas Alders**, CPU Operator.
- **Nagraj Arya**, I/O Consultant (part-time).
- **Sricharan Panuganti**, I/O Consultant (part-time).
- **Judith Evans**, Production Services Manager.
- **Trent Geerdes**, Network Manager Assistant (part-time).
- **Helena Brashear**, Programmer on Voice and Web Strategic Applications Team.
- **Larry Champ**, Administrative Computing Services Programmer.

Other Changes

- **Phillip Brooks**, was recently promoted from Production Control Specialist to Production Services Manager.
- **Ben Howard**, moved from a part-time position as Helpdesk Consultant to Network Manager Assistant (part-time).

Awards, Recognition

- **Corey Davidson** (Clerical Assistant in CC Administration), graduated from UNT this month with a Bachelor's degree in English Literature.
- **Samantha Moss**, part-time Clerical Assistant in Administrative Services, was recognized in the August 2000 issue of the Human Resources Newsletter as a Soaring Eagle for taking on ". . . a tedious task [in an area not related to your usual duties] with an attitude of enthusiasm."
- **Daren Dugan**, Network Analyst in Network and Microcomputer Support, was also recognized in the August 2000 issue of the Human Resources Newsletter as a Soaring Eagle by the Library for ". . . helping resolve computer problems immediately . . . even on holidays and weekends."

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Campus Computing News

By [Dr. Philip Baczewski](#), Associate Director of Academic Computing

EagleMail and Internet Services

We are now (as of 8/27) using a slightly different application procedure for new accounts. The new application found at getlogin.unt.edu now offers two options:

1. an [EagleMail](#) application for students which provides only E-mail service, but not dial-up or Webpage publication.
2. a UNT Internet Services account application for students (or faculty and staff) who need dialup service also.

All IMAP and IMSP authentication is now done via an ldap server. Password changes will now be synchronized between NIS (the UNIX authorization protocol) and ldap. This change will allow the anticipated expansion of EagleMail use which would have surpassed the capabilities of our previous authentication system. The technical difference between an EagleMail only account and an Internet Services account is that an EagleMail only account does not have a UNIX password file entry. It is possible to apply for Internet Services at a later date if additional services are needed.

To support this new authentication system, we have a new account management system (accessed at <http://www.unt.edu/internet/manage.htm>). It has been redesigned (and hopefully improved) to be easier to use. Management functions are now classified according to the service to which they apply, and the password change utility is first on the main menu.

Problems?

Please report any problems with the account application or new management page to the UNT Computing Center helpdesk (940-565-3886 or helpdesk@unt.edu).

Did you remember to renew your [PRAS](#) account?

Accounts expired Wednesday, August 23.

See "[Did You Get Your EagleMail?](#)" in this issue for more information about getting started using EagleMail.

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Our Summer Vacation

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

Do you know what we did on our summer vacation?

Summer is the time people traditionally take vacations, and Computing Center employees are no exception. August has been a hectic time for us in Academic Computing Services due to people being away on either business or pleasure and also because we had our carpet replaced.

Having our carpet replaced was a major disruption that has still not completely subsided. There is no doubt that the carpet needed to be replaced, it was becoming a hazard to anyone walking down the halls. Large ripples had developed and people were constantly tripping on them. It was only a matter of time before someone was seriously injured.

That said, the process of getting new carpet was extremely painful for those of us who had to find a way to pack up our offices and move the contents out -- either into the hall or adjoining offices, shifting things as one office was re-carpeted and another needed to be. A positive result of all of this was that we got rid of a lot of things we didn't need any more. A negative result was that most of us lost at least 3 days of productive Computing Center work and some of us even more. It did make us appreciate what movers have to put up with though.

By the way, make sure and notice the new carpet next time you're over in the ISB downstairs area of the Computing Center. We think it looks quite nice.



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**“Thank you for calling. Please leave a message.
In case I forget to check my messages, please
send your message as an audio file to my e-mail,
then send me a fax to remind me to check my
e-mail, then call back to remind me to
check my fax.”**

From "Today's Cartoon by Randy Glasbergen", posted with special permission.
For many more cartoons, please visit www.glasbergen.com.

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Did You Get Your EagleMail?

By [Sandy Burke](#), Manager of Computing Center Help Desk Support Services

Students are required by [University policy](#) to activate and read their UNT E-mail, called EagleMail. Faculty and staff can also follow the procedure below to activate a UNT Internet Services account if they require network dial-up or other services provided with that account.

If you already have an EagleMail (or UNT Internet) account, you do not have to do this again. This ID/password is needed to access the UNT student E-mail services, as well as the UNT Internet Services.

To Activate EagleMail or UNT Internet Services:

- Go to <http://getlogin.unt.edu/>
- Complete the requested information (UNT ID#, Birthdate, and Last Name)
- When asked, type in your own unique password.
- Be sure to record your E-mail address somewhere so you can remember it, as the "secure" form will not print from your browser.
- The Internet account will be activated at 8:30pm the same day you apply.

To use EagleMail:

- After your account is activated, you can access your UNT EagleMail.
- Go to <http://eaglemail.unt.edu/>
- Put in your UNT Internet account ID (usually 2 to 3 initials and 4 numbers).
- Put in your self-assigned password.

To change your password/forward your mail:

- Go to the Account Management Page: <http://people.unt.edu/manage>
- Log in with your EagleMail (or UNT Internet) Account ID and password.
- From the menu select "Change Your Password". You can also select "Email Services" and choose to forward your mail to another Internet Service Provider or GroupWise account from this menu.

Any questions/problems?

Either stop by the Computing Center Helpdesk Office in the Information Sciences Building, Room 119, or call us at 940-565-2324 between 8am and 8pm Monday-Friday, or 9am and 2pm on Saturday. You can also send us E-mail at Helpdesk@unt.edu

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Large Group E-mail Guidelines

By [Allen Bradley](#), Manager, Campus Wide Networks Computing Team

It's the beginning of a new semester and time to remind you about "Large Group E-mail Guidelines." This article appeared in the [January, 2000](#) issue of [Benchmarks Online](#). -- Ed.

About twice a year I send the following "Large Group E-mail Guidelines" policy to all GroupWise users. Please be aware that "bulk mail" sent through GroupWise is to be **for UNT business only**. Please review the following policy as set out by the Vice Presidents and Provost in 1997.

Large Group E-mail Guidelines- 2/17/97:

The Provost and all Vice Presidents recommend the following guidelines for using large E-mail groups:

1. Departments and individuals should be judicious in sending E-mail to all faculty and staff. Many recipients may consider the message to be annoying "junk mail," especially if "everyone" messages continue to proliferate at the current rate. As a general guideline, the message should be of sufficient general value that it would justify being sent as a memorandum if E-mail were not available. In other words, is the message important enough to justify sending to virtually every University employee? Campus-wide discussions should use Usenet news groups, not E-mail.
2. All large group mailings should use appropriate mail groups. A public group will be maintained in the GroupWise (GW) address directory that will include all UNT faculty and staff in the GW directory, as well as more limited groups such as department heads and account holders. Offices or individuals that make frequent or regular large group mailings, that are not official notifications to all faculty and staff, are encouraged to maintain their own groups. Messages to these groups should have an introduction indicating willingness to remove an individual from the group if requested by return E-mail.
3. Anyone sending mail to large groups should use the GroupWise send options to conserve system resources. In the "Mail To" screen, select "send" and then "send options." For the current mail message, these options will override the typical preferences. Generally, the following send options should be selected:
 - no status information
 - low priority
 - expiration date set to delete unopened messages in two work days
 - do not notify recipients unless it is an urgent official message
 - no return notification
 - no reply requested

Also, from the main GW screen, select "file" and "preferences" to confirm that the "advanced" send option is set to "insert in out

box." Then, if a mistake is made, the out box message may be used to "delete" the message from all "in boxes," correct it, and resend. Take care to delete from in boxes, not the out box.

Managing GroupWise "Everyone Mail"

If you are overwhelmed with the quantity of messages that you receive from "UNT GW Directory List *** " ["Everyone Mail"], you have at least two options for handling those messages.

1. Automatically file the incoming mail in a folder. This allows you to browse the messages at your convenience without cluttering up your main mailbox folder.
2. Alternatively, you can create a rule which automatically deletes incoming mail from that group.

For detailed instructions on setting the GroupWise rules for both of these options, browse <http://www.unt.edu/cwn/rules/index.html>. Note that these procedures **do not** prevent you from receiving "official" messages like emergency weather warnings, road closures or other important notices.

For detailed information on other GroupWise features, browse the online manual at <http://www.unt.edu/cwn/gw/manuals/index.html>

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News You Can Use

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

We publish a lot of informative articles throughout the year in *Benchmarks Online*. Below is a list of some that may be of particular interest to people new to campus.

Student focused articles

- **Test Your Knowledge about Student Computing Services** ([June, 2000](#))-- What you don't know can hurt you, as well as those you are trying to assist. Take this true/false quiz to make sure you're up to speed on such topics as student E-mail and dorm wiring.
- **Save a Tree. . . .E-mail Your Homework** ([May, 2000](#)) -- Did you know that the General Access Labs have printing policies? Well they do, and they're not just for students either.
- **Campus Computing News** ([July, 2000](#)) -- Ed Turney, guest columnist from the Student Financial Aid and Scholarships Department, gives you the scoop on **My Financial Aid**, a new Web-based financial aid application.
- **The General Access Lab Manager Top Ten** ([July, 2000](#)) -- Find out what the top ten things are "That Really Make GAL Managers See Red."
- **ResNet, UNT's Residential Network** ([July, 2000](#)) -- If you plan to live in a residence hall this year, chances are you will have access to ResNet, "UNT's residential network."
- **Linux Lab** ([June, 2000](#)) -- A project named "Linux Lab" was started earlier this year to offer a UNIX environment for people to work in.
- **WWW@UNT.EDU** ([April, 2000](#))-- "Student Organizations on the Web."
- **Uploading Your Website: FTP vs.Composer** ([February, 2000](#)) -- If you're in charge of a student organization at UNT or just developing a personal Web page on people.unt.edu you pretty much have two choices for publishing your site. You can either use Netscape Composer to upload the files or you can use an FTP program. Find out which choice is the best for you.

Faculty/Staff focused articles

- **Can You Send Bulk E-mail?**([July, 2000](#)) -- Only authorized individuals can send messages from the bulk E-mail system, but just who is an "authorized individual?"
- **Need Statistics for Your Website?** ([May, 2000](#))-- If you have a Website

that is hosted by Central Web Support at UNT, you can get a detailed statistical report of Web use for that site.

- **Is Your Website in Compliance?** ([November, 1999](#)) -- There are guidelines for Web publishing at the University of North Texas. Please review these guidelines to determine if your site is compliant.
- **FrontPage 2000** ([October, 1999](#)) -- FrontPage 2000 is the Web editing software now supported for faculty and staff by Central Web Support. Sharon Marek fills you in on the details in this article.
- **WebCT Frequently Asked Questions (and Answers!)** ([January, 2000](#)) -- If you have questions about WebCT, a Web-based course delivery system used here at UNT, look no further for the answers.

GroupWise

- **Mass Document Operations In GroupWise** ([July, 2000](#)) -- Sometimes it is necessary to make changes to a large number of documents at one time. With "Mass Document Operations," you can achieve this with very little complication.
- **Routing Messages in GroupWise** ([June, 2000](#)) -- Have you ever written E-mail that you wanted to send to a group of people in a certain order? Well, here's your opportunity to start doing it.
- **HTML Formatting in GroupWise 5.5** ([May, 2000](#)) -- Did you know that the GroupWise 5.5 extended client allows you to "webify" your E-mail? Now your mail messages can be just as colorful and creative as a Web page.
- **GroupWise 5.5 Enhancement Pack CD Available for Home Use** ([February, 2000](#)) -- The GroupWise 5.5 Enhancement Pack Client is now available. It is being installed around campus and you can also check it out for home use. Significant updates and new features are highlighted in this article.
- **GroupWise Document Management** ([February, 2000](#)) -- Although GroupWise is initially an E-mail client, there are other features of GroupWise that are now available to the user since the recent upgrades. One of these features is GroupWise Document Management Services. The document management feature is actually quite impressive and a good fit with the functionality of the GroupWise client.
- **GroupWise Document Management: Storing Documents** ([March, 2000](#))-- This is the second in a series of articles on the topic of GroupWise Document Management.
- **GroupWise Document Management: Creating Documents** ([April, 2000](#)) -- This is the third in a series of articles on the

topic of GroupWise Document Management.

- **GroupWise Document Management: Checking Documents In and Out** ([May, 2000](#)) -- This is the fourth in a series of articles on the topic of GroupWise Document Management.

General

- **Virus Threats Still Plague Public, UNT** ([June, 2000](#)) -- If you thought the "virus trolls" or whoever it is that dreams up and periodically releases those things into cyberspace were going to take a summer vacation, think again.
- **Virus Protection Means Never Having to Say You're Sorry** ([May, 2000](#))-- Protecting your computer from viruses just might mean never having to say you're sorry. Read this article to find out how to get automatic VirusScan updates for your home computer and what "Crispen's Six Antivirus Rules" are.
- **Is Your Site ADA Compliant?** ([April, 2000](#)) -- Do you maintain an official Website at the University? Did you know that state Websites are required to be ADA compliant? Do you even know what ADA compliant means? Answers supplied within.
- **WWW@UNT.EDU** ([June, 2000](#)) -- "Worried about ADA compliance on your Website?"
- **RSS Matters** ([May, 2000](#)) -- "Web Survey DIY, " a new support area for survey researchers.
- **Remedy: Take the Cure** ([March, 2000](#)) -- UNT's automated trouble call tracking system.
- **Loads O'Links** ([March, 2000](#)) -- Once in awhile we like to highlight UNT Web sites that are of interest to the campus community but may have escaped your detection.
- **WWW@UNT.EDU** ([February, 2000](#)) -- "Taking Back Your Privacy."
- **Personal Information Online** ([December, 1999](#)) -- Think you lead an anonymous life? Think again. This article will help you find out what information is available about you online and how it's gathered.
- **Think Before You Click** ([December, 1999](#)) -- A simple click of a button and your thoughts and words can be sent thousands of miles in a matter of a few seconds. But has technology grown so quickly that our means of reasoning have not had time to catch up?
- **Junk Mail and Hoax Viruses** ([November, 1999](#)) -- Read this article and then forward it to all of your friends. Really!
- **The Network Connection** ([November, 1999](#)) -- "It's a Myth." More information about Internet hoaxes.

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TODAY'S CARTOON

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**“Romeo and Juliet met online in a chat room.
But their relationship ended tragically
when Juliet’s hard drive died.”**

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