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1168 – number of UNT students who migrated their Eglemail accounts to EagleConnect during its first week.

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Questions, comments and corrections for this site: lynch@unt.edu

Site was last updated or revised : February 17, 2009

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Campus Computing News



EagleConnect™

EagleConnect is Launched!

By [Dr. Elizabeth Hinkle-Turner](#), Student Computing Services Manager

EagleConnect - the new student digital communications system replacing Eaglemail - launched successfully on February 3. Students have been migrating to the new system steadily with little or no mishaps. One item that *has* come up: if migration to EagleConnect involves having to update one's password, it can take as long as 30 minutes for Microsoft to sync up passwords on their system. But other than this minor inconvenience, everything is working as planned and advertised.

Publicity about the EagleConnect system is beginning to emerge on campus in the residence halls, the Pohl Recreation Center, the Union, the libraries and other areas. Be looking for EagleConnect information tables in the near future at the Union, the Recreation Center, the Discovery Park and the UNT Dallas campus. In the meantime, a few items for review:

- **Students** - all current students should move to EagleConnect as soon as possible. The new system includes the SkyDrive online storage system, email, chat, and shared address books. A pre-provisioned address book with contact information for all current administrative units on campus (departmental offices etc.) is in place and the entries in that address book will continue to grow.
- **Alumni** - being on EagleConnect means never having to say good-bye to your alma mater! Beginning with May 2009 alumni, all graduating UNT students will have their EagleConnect email accounts for as long as they want them. Alumni prior to May 2009 may request an EagleConnect alumni account. See the requesting information on the eagleconnect.unt.edu website. See also the Helpdesk FYI [article](#) "EagleConnect for Alumni and Retirees" in this issue of *Benchmarks Online*.
- **Retirees** - Retirees may also request an EagleConnect 'alumni' account - see the information about this on the eagleconnect.unt.edu website. See also the Helpdesk FYI [article](#) "EagleConnect for Alumni and Retirees" in this issue of *Benchmarks Online*.

- **Current Faculty and Staff using Eaglemail who are not alumni** - you *do not* have access to the new EagleConnect system. If you need assistance migrating any old Eaglemail holdings you may have to the faculty/staff Exchange email system please contact your [network manager](#) or the CITC [Helpdesk](#).

Any *Benchmarks Online* readers working in areas with students are asked to please encourage these students to move to EagleConnect as soon as possible. With over 35 GB of online storage space, chat, ability to sync with smart phone technology, shared address books, calendars and more, this system has what it takes to keep UNT students fully informed as well as serving as a useful tool for their learning experience.

Any questions regarding this new system should be directed to Elizabeth Hinkle-Turner (ehinkle@unt.edu).



Please Note: The University of North Texas will never ask for personal information by e-mail. If you receive an e-mail purporting to be from the University that asks for personal information or account passwords, do not respond. If there is any question regarding the authenticity of an email, please contact UNT Information Security at (940) 369-7800.



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Introducing SharePoint and UNTranet

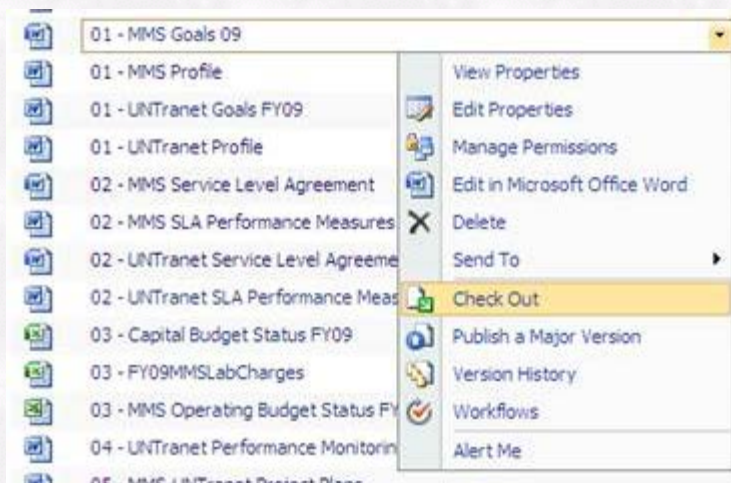
By [Susan Pierce](#), Manager, CITC's UNTranet Admin Team

Microsoft SharePoint is a browser-based product that facilitates the sharing of files, calendars, tasks, and other information. Since it is web-based, SharePoint is accessible from PCs, Macs, cell phones, etc. Since it is from Microsoft, SharePoint integrates with Office, Outlook, Communicator, and Internet Explorer. Users familiar with Outlook will find a similar interface in some parts of SharePoint, and Office 2007 users will find menu choices associated with SharePoint features.

SharePoint websites can be set up quickly for departments, committees and project teams, and they can be divided into sub-sites as needed. These sites contain **lists** -- lists of names/phone numbers, lists of dates (calendars), lists of tasks, lists of website links, and lists of files. Users can create new lists, update the information in the lists, add new columns (also called properties), upload files, and receive an email "alert" when anyone else updates a list.

A list of **files** in SharePoint is called a Document Library. Many of us are familiar with sharing files using a network drive (the "H:" drive), and we know how to move, copy, rename, delete, and organize our files in folders/directories. A SharePoint Document Library adds some handy features to facilitate file sharing:

- Document "check out" helps to ensure that only one user edits a document at a time. Any other user can still read the file, but it cannot be modified by anyone other than the user who has checked it out.



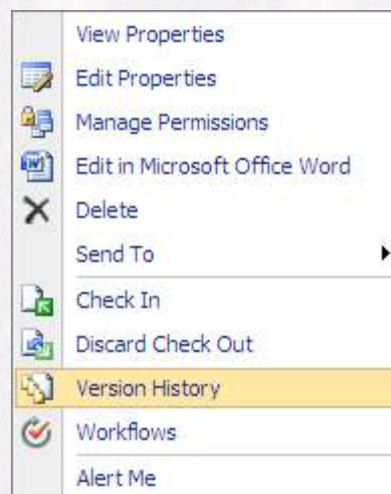
- Users can subscribe to alerts. When any document in a library is modified, or when a new document is added to the library, the subscriber receives an email notification that a change or addition has occurred. The email includes a link to the new or changed document.



- Documents in a library can be assigned new “properties” -- extra information about the document. When we look at a list of files, we see each property in a separate column – the file type property (represented by an icon), the filename property, and the last date modified property. In a Document Library, we can create our own custom columns/properties. For example, we might create a property called “Status” to indicate whether the document is a “draft” or a “final” version. Since file lists can be sorted by any property, additional properties can be helpful in managing a large number of documents.



- “Versioning” shows the edit history of a document – who edited it and when. Previous versions can be retrieved if needed.



Versions saved for What is SharePoint_Benchmarks.docx

All versions of this document are listed below with the new value of any changed properties.

Delete All Versions | Delete Minor Versions

No.	Modified	Modified By	Size
1.2	2/12/2009 12:45 PM	Pierce, Susan	276.6 KB
	Title Article for Benchmarks		
1.1	2/12/2009 12:44 PM	Pierce, Susan	276.6 KB
This is the current published major version			
1.0	2/10/2009 3:09 PM	Pierce, Susan	248.7 KB
0.4	1/16/2009 9:49 AM	Pierce, Susan	26.6 KB
0.3	1/16/2009 9:36 AM	Pierce, Susan	26.6 KB
0.2	1/15/2009 8:31 AM	Talley, Larry	25 KB
0.1	1/14/2009 4:25 PM	Pierce, Susan	23.7 KB
	Title potential article for Benchmarks		
	Document_Status draft		

The Document Library is just one of SharePoint's many features. Shared calendars, discussion lists, and wikis are some of the other popular, easy-to-use features.

In 2008, CITC assembled a SharePoint system to evaluate its use as a potential platform for electronic forms and workflow. The new **forms** component of Microsoft Office, called InfoPath, is easy to use yet powerful. An InfoPath form is easily formatted, and SharePoint can be used to display an InfoPath form in a web browser so that users can complete the forms from a Macintosh, or from a PC on which Office is not installed. Additionally, InfoPath forms can be designed to provide choices from a data source, such as the data used in UNT's Enterprise Information System. For example, a form field for "DeptID Number" could display a list of UNT's DeptID numbers and their descriptions.

CONTACT INFORMATION

Dept ID	24501	INSTITUTE OF APPLIED ECONOMICS	11/7/2008
Contact	20100	Susan	
E-Mail	20320	unt.edu	Ph
REQUIREMENT(S) - select one or more			
No comm	20600	for information only:	
<input type="checkbox"/> Request	20700	in space WITHIN a college, academic or administrative unit	
<input checked="" type="checkbox"/> Request	20800	in function of space	
Committe	24100	at approval required:	
<input type="checkbox"/> Request	24101	in space ACROSS colleges, academic or administrative units	
<input type="checkbox"/> Request	24102	and/or additional space	
<input type="checkbox"/> Request	24104	vacated space	
<input type="checkbox"/> Request	24105	er vacated space	
	24106		
	24107		
	24108		
CHANGE OF SPACE			
Building	24109		
	24110		
	24111		
	24501	Room #	

Workflow automates the routing of forms and other documents to specific people. Workflows can be simple, such as a "Supervisor Approval" workflow, or more complex, such as one designed to route a form to various department heads and vice presidents before the form is finally routed to all members of a committee. Simple workflows can be initiated from a Document Library by any user seeking to collect feedback or request approval.

CITC's SharePoint system, dubbed "UNTranet" ("UHN-truh-net"), has been in operation for about six months. It is configured as an "intranet" – an internal network for use by UNT employees. Sites are created upon request, and the number of sites is growing as more faculty and staff members discover that SharePoint can help groups of people to collaborate. All UNT faculty, staff, and hourly employees should have access to the "UNTranet Portal" at <http://untranet.unt.edu>. Since it is not a public system, users must log on using "UNT\eid" as *User name* (the same logon process used when logging on to <http://webmail.unt.edu>).

From the main *UNTranet Portal* page, users can access on-line training modules by clicking on the "UNTraHelp" tab. On-site demonstrations and custom training sessions are available to departments and committees. Requests for sites, help, or training can be sent to untranet@unt.edu.

UNTranet is administered by Garrett Stephens, Larry Talley, and Susan Pierce, with help from many departmental network managers.

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CITC Portfolio and Project Management

By [Andy Novak](#), EPM Project Manager and Manager, CITC Project Mgt Office (PMO)

The Computing and Information Technology Center (CITC) has a rich history of providing quality systems and services to our customers as they harness the power of technology to strengthen the efficiency and effectiveness of their business units.

Now, the CITC is embarking upon an initiative, led by the Division of Administration and Compliance, which will help us do the same in order to provide greater transparency/operational visibility, enhanced team communication/collaboration, and more consistent delivery to our customers at UNT. This more formal approach to managing IT projects is in compliance with Texas Administrative Code (TAC), [chapter 216](#).

The CITC has selected Microsoft's Enterprise Project Management (EPM) solution, consisting of Portfolio Server for managing the list of projects to be justified, prioritized, and selected from ("excellence in selection"), and Project Server (used in conjunction with MS Project 2007 desktop client software) for scheduling and implementing individual projects as carefully as possible once selected ("excellence in execution").

CITC projects -- only -- at this point

Both products use a central repository and provide a web component for collaborating with customers as well as colleagues. Although we have continued to be "enterprise-wide aware" as the software configuration has been underway, at this time there are no plans to roll out the EPM software beyond the scope of delivering CITC IT projects.

After a rigorous piloting period during the Summer and Fall of 2008, we began the process of formally educating our staff and rolling out the Project Server portion of EPM for managing individual projects. Our goal is to complete Project Server training and fully utilize the tool within CITC by early Summer 2009.

With respect to CITC IT projects, Portfolio Server will provide a mechanism for introducing the concept of (Project) Portfolio Management to UNT. Portfolio Management is similar to managing a financial portfolio – weighing the cost of investments (project proposals) against capacity, reward, and risk so that the final selection of investments (projects) for execution provides the greatest business value and contribution to the strategic goals of the investor (UNT).

More specifically, it is about having a way to manage the intake of customer requests, pre-defining an objective process for the review and approval of project proposals, and continually monitoring the "mix" of both proposed and in-progress projects to assess which ones are on track, which ones need intervention, and which ones are no longer viable investments or are candidates for cancellation.

A formal project management process has many benefits

A formal Portfolio Management process will ensure that IT projects match the strategic goals and objectives of UNT and executives have a clear view of what they are approving and why. Other anticipated benefits are improved communication and alignment between leaders in CITC and the business units we serve, more efficient scheduling of resources, a reduction in the number of redundant projects, and a “safety valve” to prevent an attempt to take on more projects than there is the capacity to deliver.

Portfolio Server is in the midst of configuration and a pilot program will be scheduled within CITC as soon as the business solution is crystallized and approved by the CTO and Directors. Once a practical solution has been configured and initially tested, we will invite key external customers to help vet the process so that the final product brings added value, is technically and functionally solid, and can be easily accepted into our culture at UNT.

“We are excited about the adoption of portfolio and project management practices within our organization. CITC’s management has worked closely with the Project Management Office ([PMO](#)) to develop and implement department-wide standards and best practices that will ensure that we are able to effectively manage delivery of services internally and to our University constituents. We have full confidence in the PMO to pave the way for our transition into this new way of conducting business.” says Charlotte Russell, Director of CITC Administration and Compliance.

According to Dr. Maurice Leatherbury, CITC’s Associate Vice President and Chief Technology Officer, “The CITC badly needs the capabilities that Project and Portfolio bring to us, to manage the large number of projects that we have under way at any time. Those products will give to us the ability to monitor the projects that the CITC is working on for the betterment of UNT. They also bring a professional structure that will make our processes of receiving project requests, approving those projects, completing them, and measuring the quality of the work we’ve done repeatable and transparent to the campus. I am personally excited about the advent of Project and Portfolio in the CITC and I’m looking forward to using them to manage our projects better.”

Questions concerning this article may be directed to Andy Novak, EPM Project Manager and Manager, CITC PMO, by email at andy.novak@unt.edu or by phone at 940-369-7143. You can visit the PMO’s home on the web at <http://pmo.unt.edu>.



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Spring Break Hours

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

The University is [officially closed](#) Monday, March 16, 2009; student Spring Break is from March 16, 2009 - March 22, 2009.* Following are the hours for Computing and Information Technology Center-managed facilities during the break.

- [Data Management Services](#) will be **closed** Monday, March 16 through Sunday, March 22, 2009.
- The [Helpdesk](#) plans to maintain their normal hours.
- The **ACS General Access/Adaptive Lab ([ISB 110](#))**:

Sunday, March 15: **Closed**

Monday - Friday, March 16-20: 9 a.m. - 5 p.m.

Saturday, March 21: **Closed**

Sunday March 22: Resume regular schedule.

Hours for Other Campus Facilities

General Access Labs

- [WILLIS](#):
 Saturday, March 14: Close at 11:50 p.m.
 Sunday, March 15: **Closed**
 Monday-Friday March 16-20: 8 a.m. - 7:50 p.m.
 Saturday, March 21: **Closed**
 Sunday March 22: OPEN at 1 p.m. - Resume 24hr schedule
- [College of Information, Library Science, and Technologies GACL](#) (B205 GACL, formerly SLIS):
 Friday, March 13: open normal hours
 Saturday, March 14 -- Monday, March 16: **Closed** (no bus service)
 Tuesday, March 17 -- Friday, March 20: 10 a.m. -- 6 p.m. (skeleton [bus service](#), Friday bus schedule)
 Saturday, March 21: **Closed** (no bus service)
 Sunday, March 22: Open normal hours
- [MUSIC](#):
 No Spring Break hours are currently available for this lab.

- [PACS Computing Center](#) (Chilton Hall):

The PACS and SMHM General Access Computer Labs will be closed Saturday, March 14 through Sunday, March 22, 2009.

- **CVAD** (formerly SOVA):

No Spring Break hours are currently available for this lab.

- [COE](#):

The COE General Access Computer Lab will close at 5 p.m. on March 13 and will be closed through the week. The lab will re-open at 7 a.m. March 23.

- [COBA](#):

The COBA General Access Computer Labs will close on Friday, March 13 at 4 p.m. and will be closed through the week. The labs will re-open for regular hours beginning Sunday, March 22.

- [CAS](#):

The CAS General Access Computer Labs close Friday, March 13 at 5 p.m. The labs will resume normal business operations on Sunday, March 22.

- **UNT [Dallas Campus](#) - 155A**

Monday, March 16: **Closed**

Tuesday - Friday, March 17-20: 8 a.m. - 6 p.m.

Saturday, March 21: 8 a.m. - 5 p.m.

Sunday, March 22: **Closed**

- [Engineering](#) General Access Lab (englab@unt.edu, Discovery Park, B129, 891-6733)

The Engineering General Access Lab will be closed during Spring Break. It will resume normal business operations on Monday, March the 23.

* You might want to register [here](#) to receive an email or text page for a UNT and/or local school district closing, should they occur.

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Today's Cartoon

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"Check out my page on Lick Your Face Book!"

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Don't Forget Our Monthly Columns!

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

In addition to our feature articles, *Benchmarks Online* publishes monthly columns that are focused on specific aspects of computing here at UNT (and beyond, in some cases). Check out what is waiting for you this month:

- [By the Numbers](#) - Not really a column, rather a feature, giving you a glimpse behind the scenes of the volumes of data, spam, etc. processed, managed, and otherwise handled here at UNT.
- [RSS Matters](#) - "RSS Matters" is the monthly column written by the Research and Statistical Support [Group](#) in Academic Computing Services. Their articles focus on topics of a statistical and/or research methods nature. **This month Patrick McLeod talks about "Getting the Most from Your SPSS 17 Output: Labels and Exporting" Read all about it!**
- [The Network Connection](#) - "The Network Connection" may well be the longest running column in computer publishing history. Certainly in University of North Texas computer [publishing history](#).

This month, Dr. Baczewski's column is entitled "A Library in Your Pocket." Click on the Network Connection link and get the scoop.

- [Link of the Month](#) - As it says on the top of the "Link of the Month" page, "Each month we highlight an online mailing list or website. Frequently the link is associated with UNT." **This month's link is to "Free – and Legal – Music, Videos and More,"** the relatively new "stop" on the "Tour of Student Computing Services at UNT." **Click on the link above and check it out!**
- [Helpdesk FYI](#) - A new monthly feature from the CITC Helpdesk. Each month they will tackle a topic that has been of particular interest to callers/visitors to the Helpdesk. **This month Richard Sanzone continues the EagleConnect conversation with "EagleConnect for Alumni and Retirees." Click on the link above for more information.**
- [Short Courses](#) - Every semester, Academic Computing Services (ACS) offers short courses on computer-related topics, many of them having to do with statistical research. This column keeps you up-to-date on what is being offered and when as well as other training opportunities.

Spring short courses are here and will be gone before you

know it, in fact. Details in the article.

Need some research/statistical training? *Special classes* can always be arranged with the RSS staff, and they are always available for consultation. **Click on the Short Courses link above for information about classes likely to be offered next semester and/or other training resources.**

- [IRC News](#) - As their Webpage [says](#), "the IRC is an advisory and oversight body created to foster communication and cooperation between and among UNT information resources providers and users." We publish the minutes of the IRC meetings each month, when they are available. **The December 2, 2008 minutes were published this month.**
- [Staff Activities](#) - This column focuses on new employees, people who are no longer employed at the Computing and Information Technology Center, awards and recognitions and other items of interest are featured here.



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Network Connection

By [Dr. Philip Baczewski](#), Director of Academic Computing and User Services

A Library in Your Pocket

I recently acquired a very handy device. I'm the proud owner of a [BeBook](#) ebook reader. My BeBook can hold 1000 books in its internal memory and 2000 more on a 1 Gigabyte SD card. It can play music, and display multiple file formats including several commercial ebook formats as well as PDF. And it runs Linux.

Recently, ebooks have been gathering steam partly thanks to the Amazon Kindle and the Kindle 2.0 which was just [announced](#). The high profile of Amazon.com brought new visibility to the ebook concept, which had been around for several years. Sony also offers and e-book [reader](#) and was one of the first to market with the Librié in 2004. But a range of ebook readers are on market with many more [options](#) available to the ebook buyer than ever before.

Most of the ebook readers on the market utilize the same display technology, called [E Ink](#). An E Ink display is a high resolution grayscale screen which is readable in direct sunlight as well as low light situations and is viewable from any angle. This makes reading an E Ink display more like reading a paperback book than reading a computer, PDA, or Smart Phone screen. The E Ink technology is what makes it worth adopting such a single-purpose device as an ebook reader. The E Ink technology is low power as well and features a persistent display which only requires power to update the page. This yields over 7000 BeBook page turns on a single battery charge.

The idea of an electronic book is not new. [Project Gutenberg](#) has been in operation since 1971, or about as long as the Internet has existed in any form. Project Gutenberg has created digital versions of over 27,000 public domain books, including most of those you were supposed to have read in high school.

Of course, any ebook reader's usefulness will depend upon the [kind of books](#) you want to read. Not all newer titles are available as ebooks and those that are may still be a bit pricy. For example, Amazon's price for the hardback edition of Barak Obama's "[Dreams from my Father](#)" is about \$24, while the Kindle edition is \$9. A different paperback book, however, was offered used by Amazon for about \$3.50, while the Kindle edition is about \$7. Most commercial ebooks sell for between \$6 and \$9.

Another downside to commercial ebooks is that they are governed by the U.S. Digital Millennium Copyright Act of 1998 ([DRCM](#)), which restricts the use and ownership of digital formats. When you buy a paper book you have certain rights as the owner, including reselling that book, lending it to a friend, etc. Under the DRCM, those rights don't necessarily apply to a digital copy of a book. [In fact](#), you may not even be able to read a

commercial ebook out loud.

Still, an ebook reader's utility goes beyond just books. Reference documents, html pages, and other textual works can be included in your pocket library. If we have enough imagination, some day, perhaps all of a college student's text books could be held on one ebook reader.* This would make the ebook one of the staples of educational pursuit, just as the laptop is today and the fountain pen was 100 years ago.

* We're already starting to see signs that this is on the way:

[Med school converts to e-Books](#)

University of Puerto Rico medical students will be among the first to have electronic textbooks throughout matriculation



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Link of the Month

Each month we highlight an online mailing list or website. Frequently the link is associated with UNT.



Last fall we told you about the new "stop" on the "Tour of Student Computing Services at UNT," accessible off of the Helpdesk website. That stop is/was:

Free – and Legal – Music, Videos and More

The page has been updated and now has even more useful information, especially for on-campus resources. Be a *legal eagle* and check the site out. Remember, universities are particularly vulnerable to [RIAA scrutiny](#) and we all need to do our part to make sure that, in our quest to enjoy music, videos etc., we haven't broken the law. This webpage should help you do that:

<http://www.unt.edu/helpdesk/studenttour/legaleagle.htm>

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Helpdesk FYI

By [Richard Sanzone](#), CITC Helpdesk Manager

EagleConnect for Alumni and Retirees

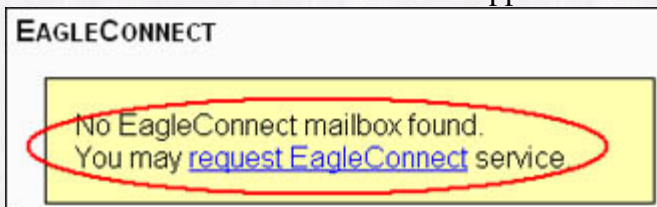
UNT alumni and retired employees can now request an account on the new EagleConnect system. The EagleConnect system is a communications suite that includes Outlook Web Access, SkyDrive file storage, and more.

Notice: the EagleConnect system should not be used to conduct official UNT business. UNT Employees should use the UNT Exchange email system for UNT business communications. For assistance with UNT Exchange, please contact your department's [IT support group](#).

To request an EagleConnect account:

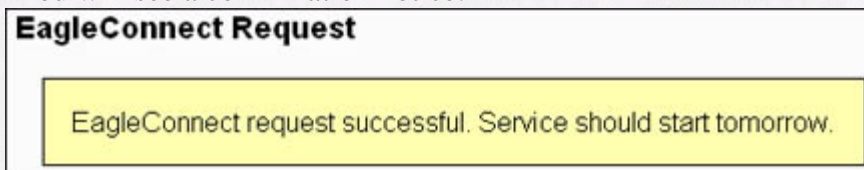
1. Login to the [Account Management System](#).
2. Click the "E-Mail" link on the left side of the AMS webpage.

The E-Mail Preferences screen will appear:



3. Click the "request EagleConnect" link in the EagleConnect section.

You will see a confirmation notice:



Your EagleConnect account will be available the next morning. Please visit the [EagleConnect website](#) for login information, FAQs, and more.



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<http://www.unt.edu/benchmarks/archives/back.htm> as well as consult the UNT Helpdesk - <http://www.unt.edu/helpdesk/>
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IRC News



Minutes provided by Susan Richroath,
Recording Secretary*

The IRC -- unofficially now known as the INFORMATION TECHNOLOGY COUNCIL (ITC) -- is currently undergoing a reorganization, see the May 20, 2008 [minutes](#) for more information.**

December 2, 2008

VOTING MEMBERS PRESENT: WARREN BURGGREN, CHAIR, TIM CHRISTIAN, ELIZABETH HINKLE-TURNER, JOHN HOOPER, JIM BYFORD, , BILL JONES, PATRICK PLUSCHT, WILL SENN, WIL CLARK (for JOHN PRICE), DON GROSE, CENGIZ CAPAN, JON NELSON, YUNFEI DU, BRUCE HUNTER, RAMU MUTHIAH, JOEY SAXON, JOEL ARREDONDO, KELLY DONAHUE-WALLACE, KISEOL YANG, KEVIN EADES, WILLIAM MOEN, JON NELSON, AND LYNN MCCREARY (for TROY JOHNSON) **NON-VOTING MEMBERS PRESENT:** JOE ADAMO, MAURICE LEATHERBURY, PHILIP BACZEWSKI, JACKIE THAMES, CHARLOTTE RUSSELL, AND SUSAN RICHROATH (for SUE ELLEN RICHEY) **MEMBERS ABSENT:** JUDITH ADKISON, LOU ANN BRADLEY, JIM CURRY, NOREEN GOGGIN, MELISSA JACKSON, ABRAHAM JOHN, AND FRANCES MAY

The Chair, Warren Burggren, asked new members to introduce themselves (Donahue-Wallace, Moen, Yang and Eades). Following that, the minutes of the previous ITC meeting, October 21, 2008, were approved with no recommended corrections.

IT at UNT

Maurice Leatherbury provided a Power Point presentation on IT at UNT. In summary, he explained that at the System level, there is no separate IT support unit. The System level is supported by ABN network. Maurice is the IRM (Information Resource Manager) for the UNT system per DIR and Texas Government Code. The System is currently issuing RFP's to review how IT fits into the UNT System. UNTHSC and UNT Dallas currently work under an agreement with Denton UNT for their services with the System. The Board and Chancellor are reviewing the process to determine if there should be separate IT units. Maurice is the ITCHE member for UNT which advises the Department of Information Resources on Higher Education regarding IT related issues. There have been consolidation studies performed in previous years. UNT has a "federated" model of computing support with CITC providing central support and IRC providing coordination of the IT support. Each college and school, except one, has an IT support group and most have an IT committee and student labs. Maurice distributed the CITC organizational chart. There was discussion to determine any IT overlap of ITC and the Distributed Computing Support Management Team. The ITC did not feel the two groups overlapped. It was mentioned that video conferencing is a shared IT function.

Campus Solutions software

John Hooper noted that Campus Solutions software will not be updated until January 2009 so it may be the latter part of next year when the upgrade is available for UNT.

Egilemail to the Microsoft-based EagleConnect™

Elizabeth Hinkle-Turner provided a Power Point presentation on the timeline of the UNT student migration from Egilemail to the Microsoft-based EagleConnect™ email system. The project started in Spring 2007. In November 2008, emails were generated to inform the students. UNT expects to launch EagleConnect™ on February 3, 2009 and shut down the current Egilemail system on May 18, 2009. A comment was made about the challenges of the May date to shut down the system due to posting of grades. Several dates were reviewed and the May date was determined the least challenging. The students will continue receiving email but lose access to their Egilemail files if they do not switch by the May date. There was discussion about obtaining student email addresses through <http://info.unt.edu> or distributing email through the bulk mail system.

Learning Enhancement Planning Group

Patrick Pluscht made a motion to nominate Jane Himmel, Associate Director of the Center for Learning Enhancement, Assessment, and Redesign, to chair the Learning Enhancement Planning Group. Cengiz Capan seconded the motion. The motion was passed by all members present.

Standing Committees

There was discussion about the reporting method of standing committees. It was decided to have standing committees report on an as-needed basis. An agenda item at the beginning of each year will include a discussion on charges for the standing committees.

The next ITC meeting will be January 20, 2009.

There being no further business, the meeting was adjourned at 3:15 pm.

* For a list of IRC Regular and Ex-officio Members click [here](#) (last updated 12/12/08). Warren Burggren is now the Chair.

**DCSMT Minutes can be found [here](#).



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. From time to time there are planned exceptions to this schedule. The schedule can be found [here](#). All meetings of the IRC, its program groups, and other committees, are open to all faculty, staff, and students.

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Research and Statistical Support

University of North Texas

RSS Matters

Link to the last RSS article here: [Free != Cheap: Open Source and/or Free Alternatives in Statistical Analysis.](#) - Ed.

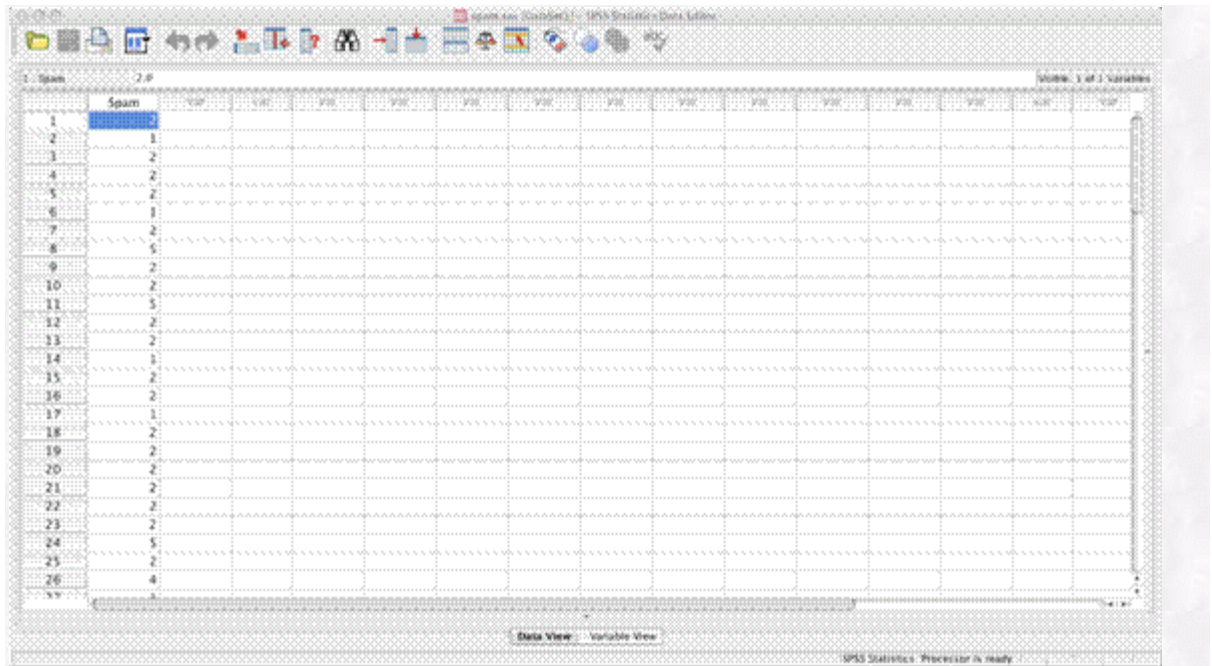
Getting the Most from Your SPSS 17 Output: Labels and Exporting

By [Patrick McLeod](#), Research and Statistical Support Services Consultant

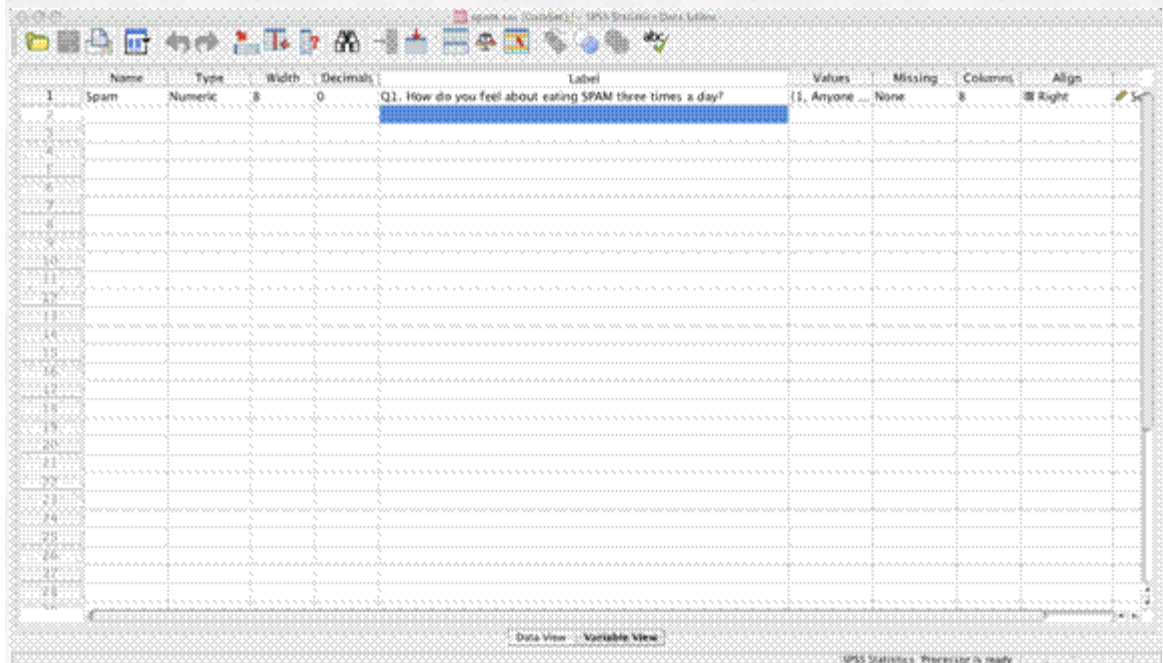
While there are numerous statistical software packages used for research and instruction across many disciplines in the academic world, SPSS is almost universal. Whether you have merely heard of SPSS or you use SPSS for your bread-and-butter research and instruction, SPSS is everywhere.

As with most statistical software packages, there are many tips and tricks to helping you work smarter in SPSS. The tip that I'm going to discuss today has to do with variable labels, value labels and exporting output for presentation-ready and publication-ready graphics.

For large datasets, labeling your variables and using value labels in SPSS can be a very time consuming practice, but it is a practice that can add nice emphasis to aspects of your data that you want to highlight.

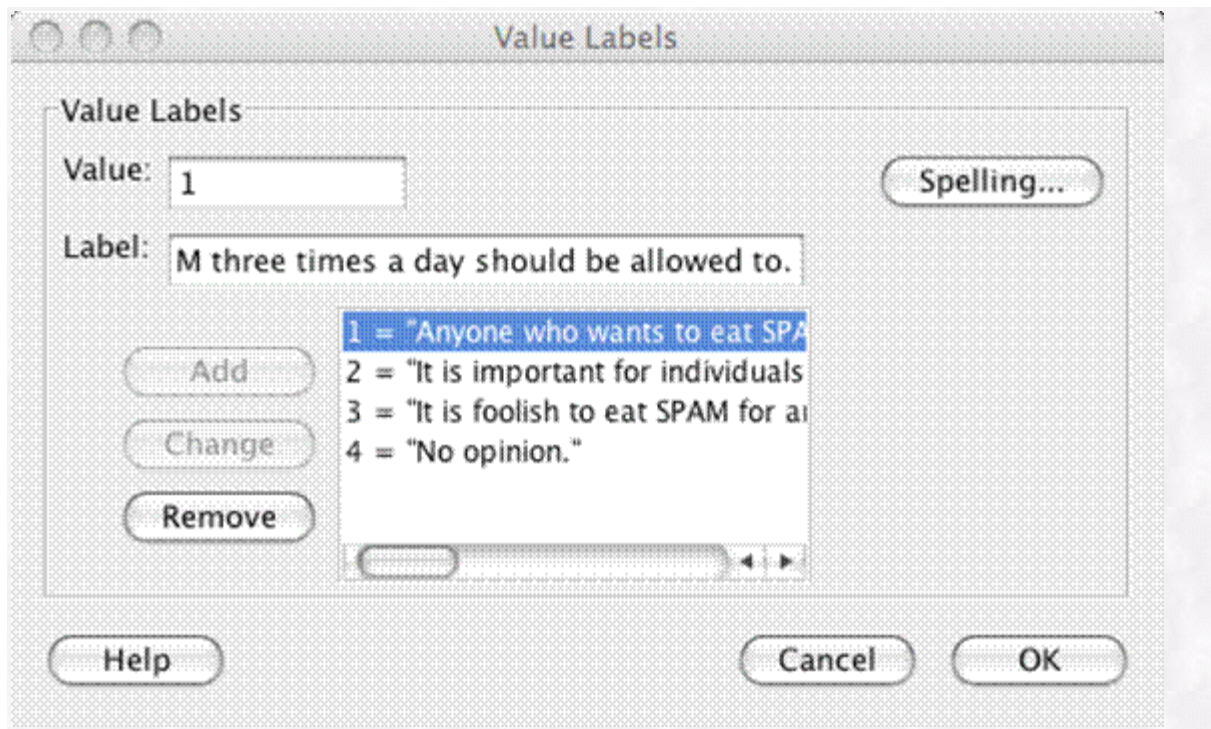


SPSS 17's default data view shows the user the spreadsheet view of his or her data. For this example, I'm going to use one variable, a question on whether or not people should be allowed to eat SPAM three times a day, with four possible answers. To label this variable and the values for this variable, we need to shift to the variable view; you can do this by clicking on Variable View at the bottom of the screen.

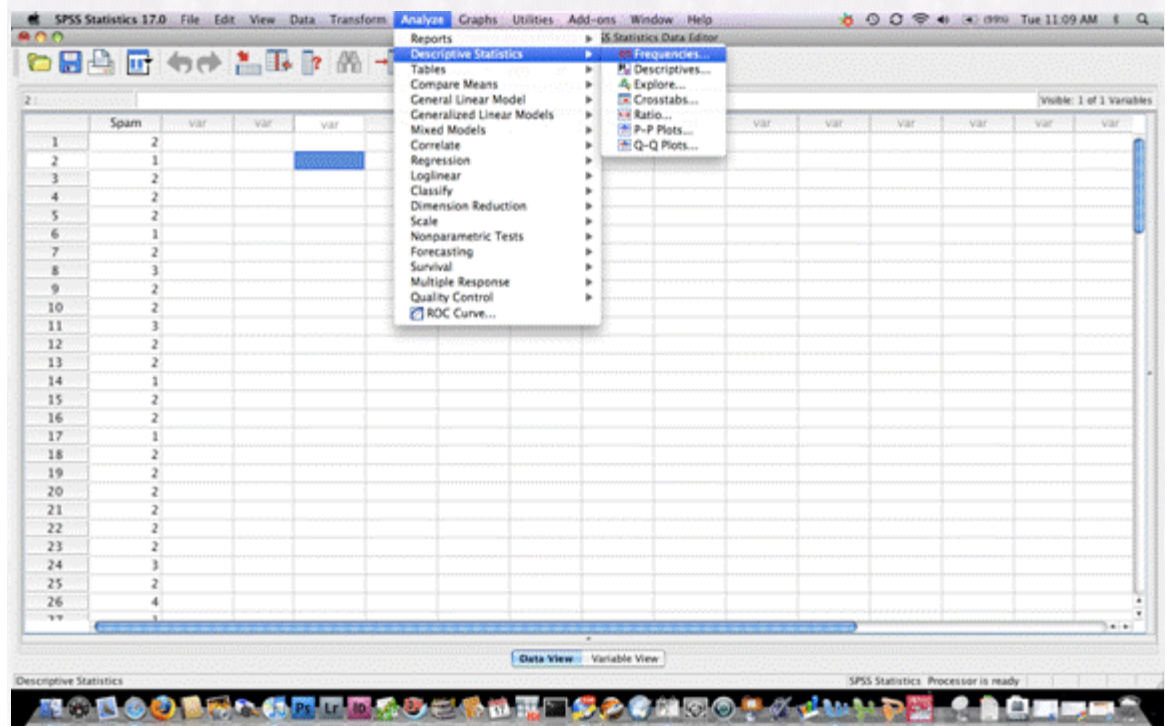


In the variable view we can change the variable type, variable width, the number of decimal places, add or modify variable labels, add or modify value labels, notate missing values, change the number of columns the variable takes up or change the variable's alignment.

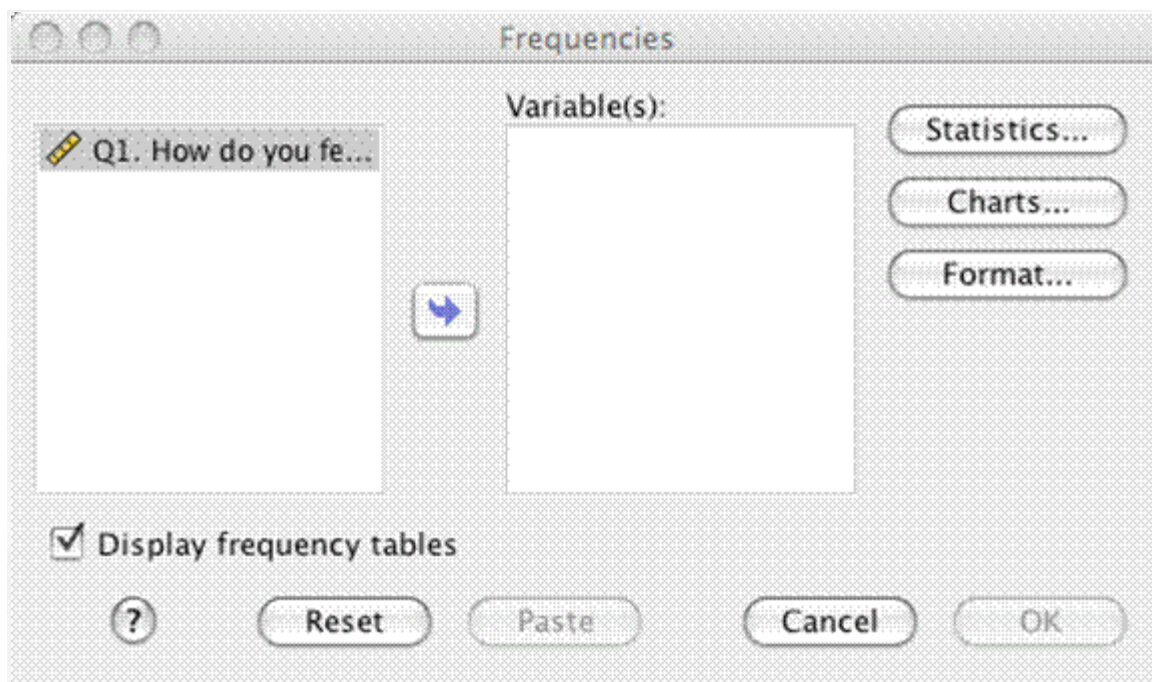
For this variable, I've assigned it a label of "Q1. How do you feel about eating SPAM three times a day?" You assign variable labels by clicking in the appropriate cell under the Label column and then entering text in the dialog box that appears. After we've added the text for the variable label, we'll next add text for the values of the variable, known as value labels.



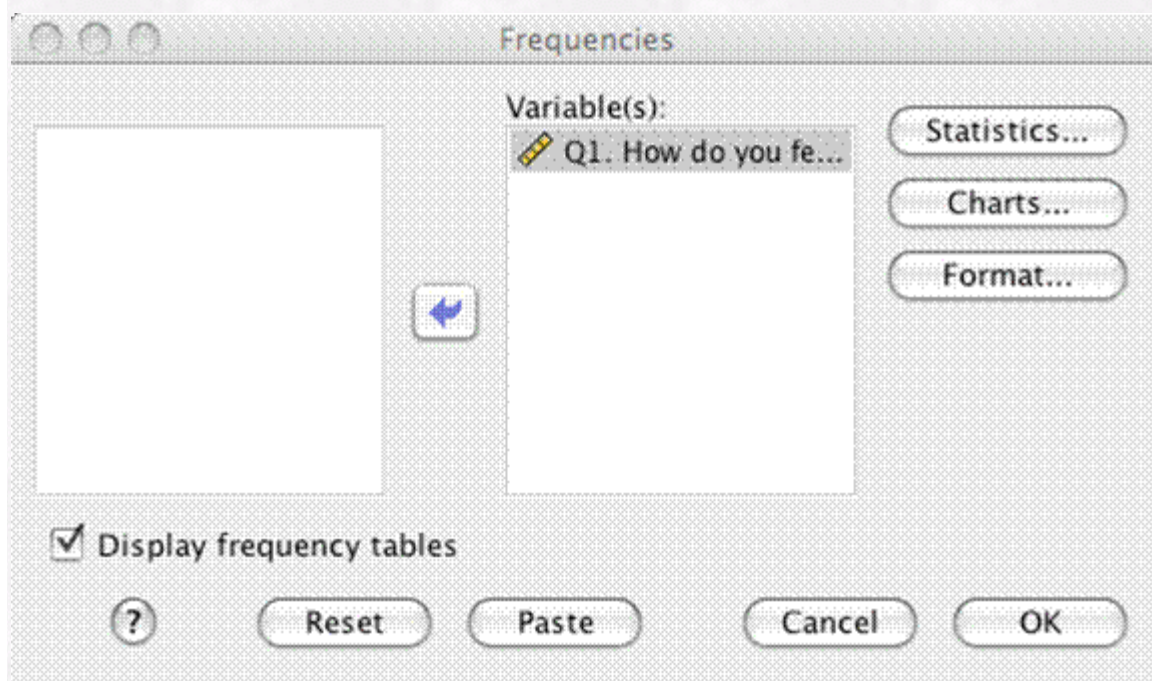
Adding value labels is as simple as typing the individual value labels into the Value field, then entering the labels into the Label field and then clicking Add. If you misspell something or confuse a label, simply click on the Value/Label combination and then click on the Change button to modify it.



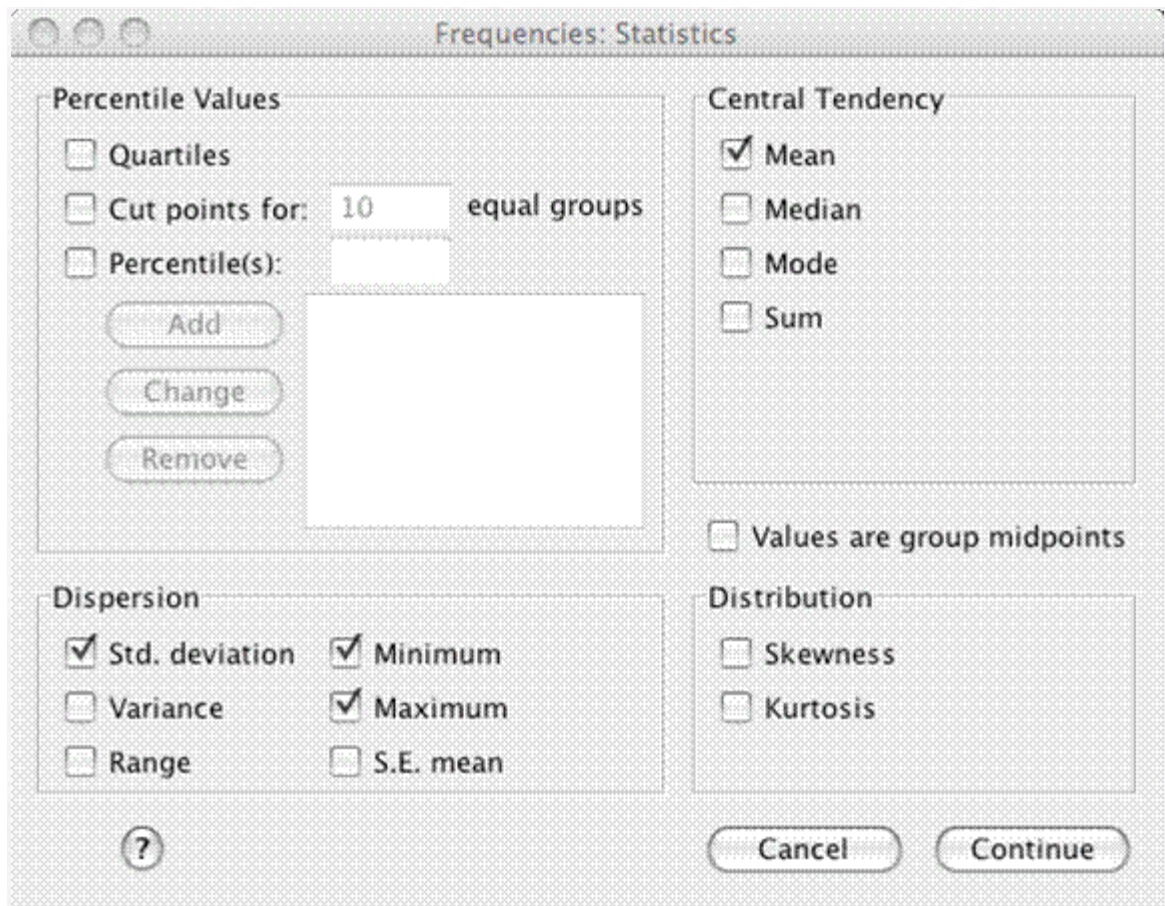
Once we've added our variable labels and value labels, we're ready to create some basic output and export it. For this example, we'll be creating a frequency table and pie chart. To do this, we go to the Analyze Menu, then choose the option for Descriptive Statistics, then select the option for Frequencies.



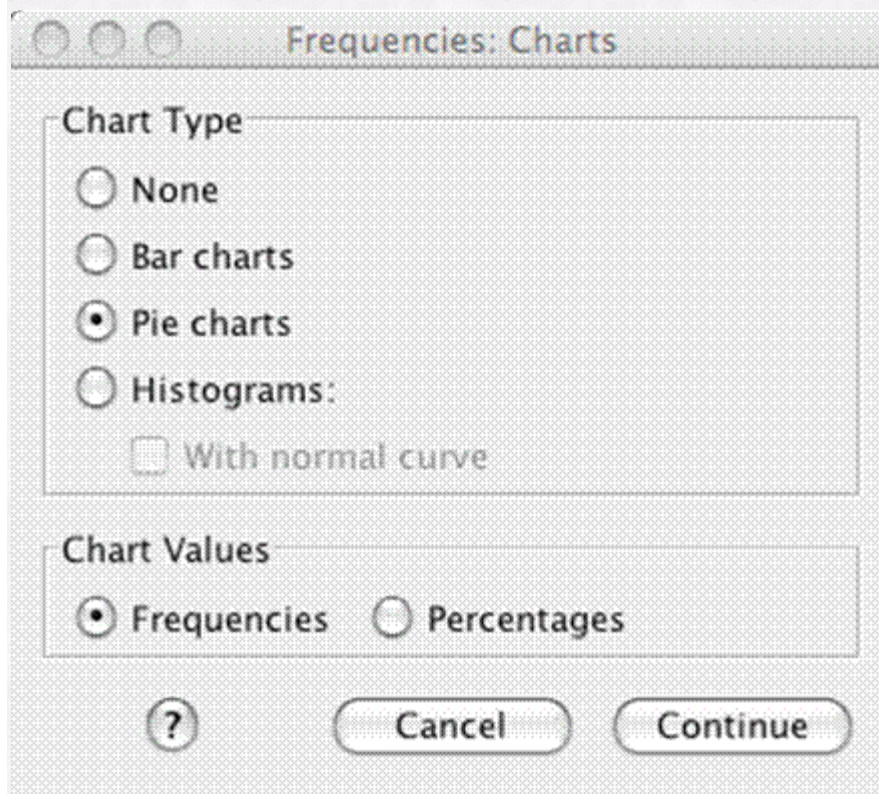
Your variables will appear in the box on the left hand side of the pop-up window. Highlight them and click on the arrow to move them to the Variables box for analysis.



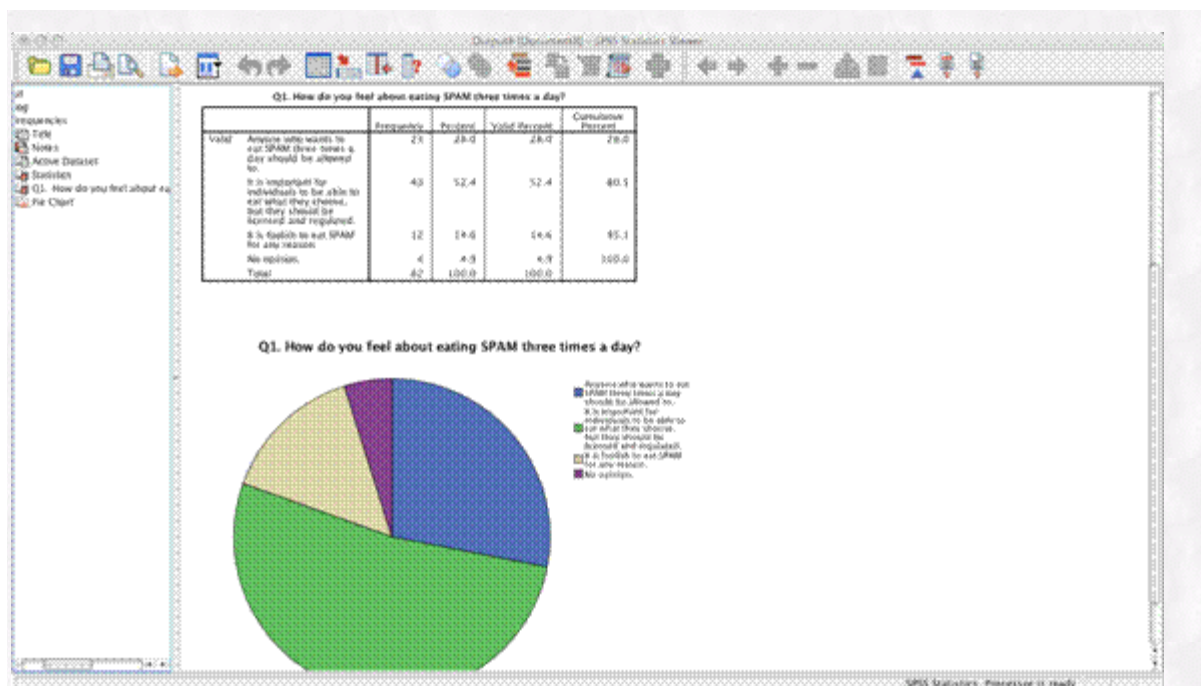
Click on the Statistics button to select what statistics you want reported.



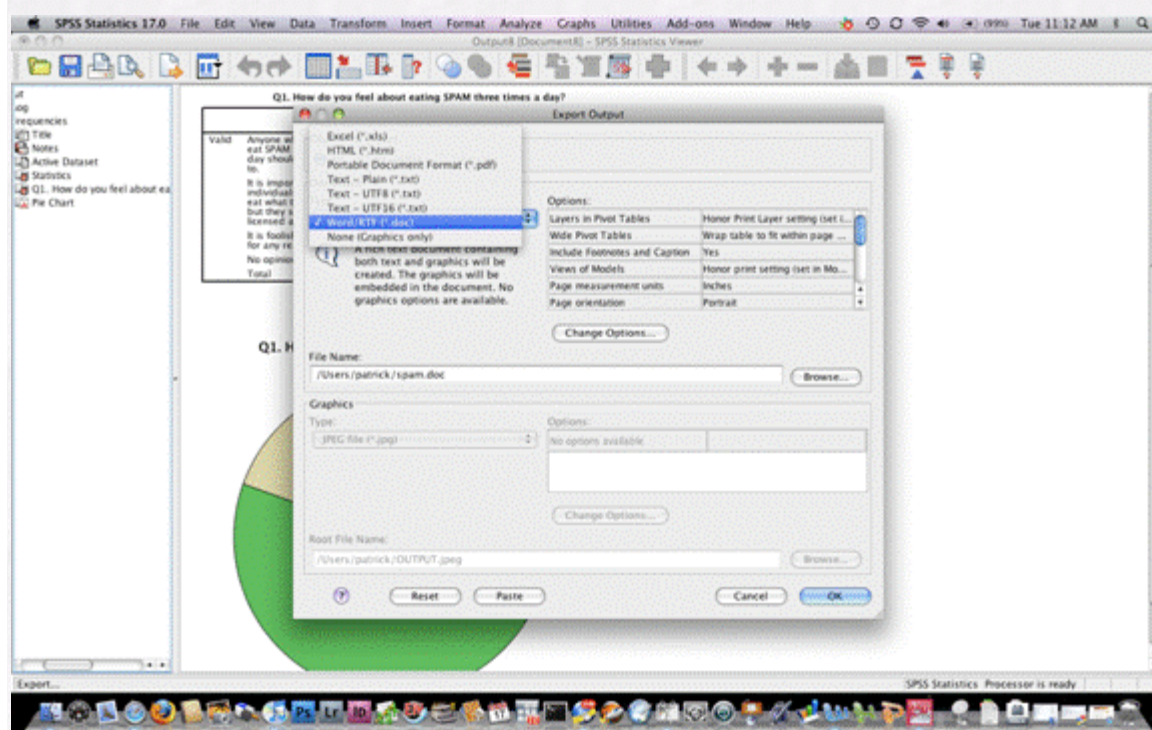
Once you've selected your statistics, click on **Continue**. If you want graphical output for your frequency tables, you will need to click on the **Charts** button.



Once you've selected your Chart options, click on **Continue**. Once you've specified all the options you want for your frequency table output, click the **OK** button.



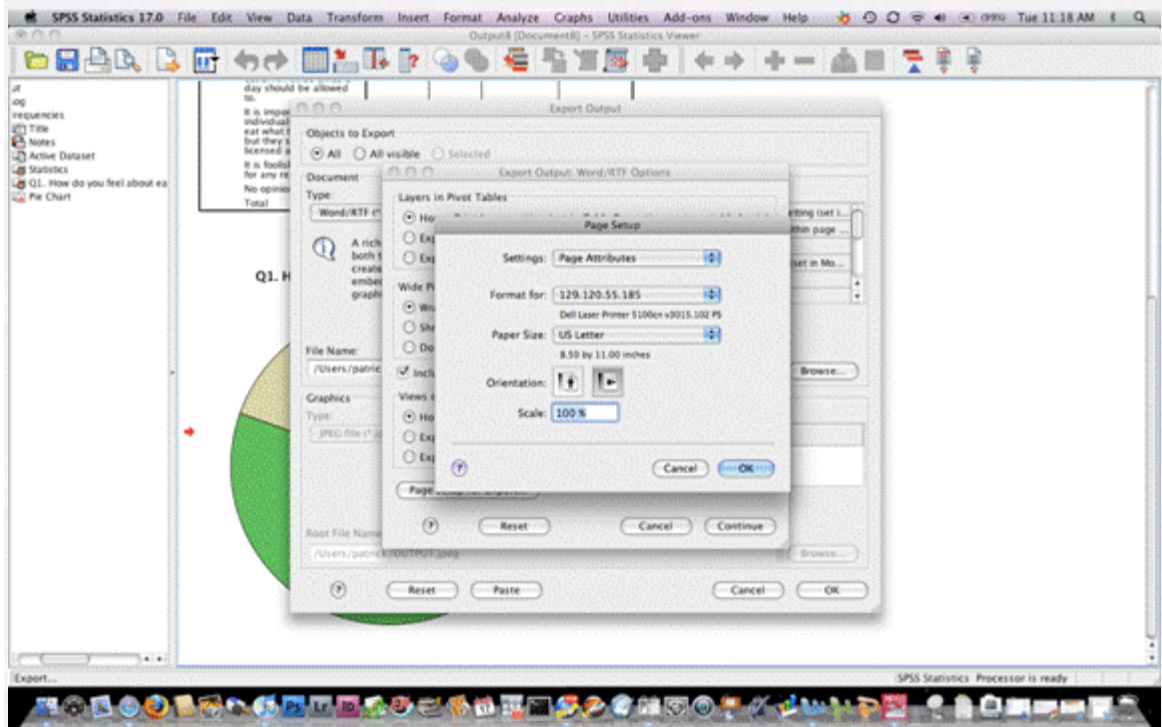
Voila! You should see something like the above output in the SPSS Output Window. Thanks to adding a variable label and value labels, our output is meaningful...and good looking! The fun doesn't end there, however...we're going to export this output into a Word document.



By selecting the File menu and then click on the Export option, we have opened the Export window where we can export selections or our entire SPSS output into non-SPSS formats such as Microsoft Word and Adobe PDF. We're going to select Adobe PDF.

A word of caution here: For pie charts and other large graphics, I've found that it is better to export them in landscape format than in portrait (standard) format. Exports in portrait format with keys to the contents of the graphic (like we have in this pie chart) often end up with the contents of the keys being cut off at the right margin. By exporting in landscape, we insure

that our entire graphic is exported to Word. To switch from portrait to landscape, click on the Change Options button.



After you've changed the Orientation from portrait to landscape, click on OK, then on Continue and finally on OK again. You should now have a nice Word document of your SPSS output!



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Short Courses

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

Spring short courses are here and will be gone before you know it, in fact. Surf over to the [Short Courses](#) page to see what sort of classes are left for this semester. We plan to offer similar ones next semester.

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

Customized Short Courses

Faculty members can request customized short courses geared to their class needs from ACS. 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](#), and the [Center for Learning Enhancement, Assessment, and Redesign](#). Additionally, the [Center for Achievement and Lifelong Learning](#) offers a variety of courses, usually for a small fee.

EIS training is [available](#). Questions or comments relating to EIS training should be sent to EIStrn@unt.edu.



Microsoft E-Learning

Microsoft E-Learning courses are now available for *faculty and staff* via our UNT-Microsoft Campus Agreement. Please contact Claudia Lynch at lynch@unt.edu for instructions on accessing this training.

Microsoft Outlook Training and more

The Messaging Systems Group has all sorts of useful information on their website, including [training information](#).

Central Web Support

Consult Central Web Support for assistance in acquiring "Internet services and support." As described on their newly re-designed [website](#):

CWS provides Internet services and support to UNT faculty, staff and students. Services include allocating and assisting departments, campus organizations and faculty with web space and associated applications. Additionally, CWS assists web developers with databases and associated web applications, troubleshooting problems, support and service.

Tutorials are available from CWS on a variety of [topics](#).

CLEAR (was Center for Distributed Learning)

[CLEAR](#) offers courses especially for Faculty Members. A list of topics and further information can be found [here](#).

The center also offers a "Brown Bag" series which meets for lunch the first Thursday of each month at Noon in Chilton 245. 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. More information on these activities can be found at the [CLEAR Website](#).

UNT Mini-Courses

There 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/minicourses/>

Information Security Awareness

The UNT Information Security team has been offering Information Security Awareness [courses](#) to all UNT faculty and staff. Topics to be covered will include workstation security, sensitive data handling, copyright infringement issues, identity theft, email security, and more.

For more information, or if you would like to request a customized course to be taught for your department, contact Gabe Marshall at x4062, or at security@unt.edu.

Also, Information Security Training is [now available](#) through WebCT Vista.

Alternate Forms of Training

Many of the General Access Labs around campus have tutorials installed on their computers. See <http://www.gal.unt.edu/> for a list of labs and their locations. The Willis Library, for example, has a [list of Tutorials and Software Support](#).

The [Training Website](#) has all sorts of information about alternate forms of

training. Computer Based Training (CBT) and Web-based training are some of the alternatives offered, although due to the rising costs of training, shrinking budgets and changing technology, computer-based training at UNT is in a state of transition. For up-to-date information on CBT at UNT, see the CBT [website](#).

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. For example, under [Conferences, Briefings, and Events](#) is a "Microsoft Training Series" described as "free training classes ... delivered by Microsoft and hosted by DIR as part of the Technology Today Series (TTS)."



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Staff Activities

Transitions

New Employees:

- **Juergen Stegmair**, Programmer Analyst, Oracle Database Administration Team.
- **Maqsood Khandker**, CSS Tech, Classroom Support Services (part-time).
- **Sree L. Peri**, ACS GAL Consultant (part-time).
- **Troy Price**, Programmer Analyst, Constituent Relationship Management (AIS).
- **Laura Smith**, Student Assistant, Data Communications (part-time).

No longer working in the Computing and Information Technology Center:

- **Rob Robison**, Classroom Support Coordinator.
- **Payal Khimani**, ACS GAL Consultant (part-time).

Changes, Awards, Recognition, Publications, etc.

InHouse Spotlights on CITC

- **Dr. Maurice Leatherbury**, Associate Vice President of Computing and Chief Technology Officer at UNT, was [recognized](#) in *InHouse* for his election as chair of [LEARN, the Lonestar Education and Research Network](#).
- **Robert Blake**, programmer analyst in EIS Application Infrastructure Mgmt., was featured in the *InHouse* [Portrait Gallery](#) January 23. He is described as "a cowboy hat wearing, motorcycle driving, poetry writing, classical music fan." Who knew?

Service to UNT

- Congratulations to **Gary J. Primeaux**, communications analyst, Telecommunications. He was recognized in the [January 21](#) edition of *InHouse* for his **10 years** of service to UNT.
- Congratulations also to **Chris M. Canuteson**, classroom support coordinator, Classroom Support Services; **Stephen F. Moran**, classroom support manager,

Classroom Support Services; and **David Alan Wright**, Computer Support Specialist, EIS Technical Services, AIS. They were recognized in the [February 9](#) edition of *InHouse* for their **10 years** of service to UNT.

Soaring Eagles

Congratulations to the following people who were recognized as Soaring Eagles in the February/March 2009 Human Resources newsletter, [HR Connections](#).

- **Daren Dugan**, Systems Manager, Directory Services, Enterprise Systems Technical Services.
- **Dr. Maurice Leatherbury**, Associate Vice President of Computing and Chief Technology Officer at UNT.

You can see her in the Union

As we noted [last November](#), **Dr. Elizabeth Hinkle-Turner**, Student Computing Services Manager (ACS), was honored as a *Steve Miller Outstanding Employee* by the Vice President of Finance & Administration at the President's Staff Sack Lunch on November 5. Her photographs are now on display in the University Union, 3rd floor Outstanding Services display cases.

Fun Fact Winners

CITC staff continue to bring home the prizes. **Rong Wang**, senior systems analyst, Payroll/HR Systems (AIS), was a winner in the [January 21 InHouse Fun Fact](#) giveaway.



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