

10 Computer Services for Instruction

10.1 Word-Processing

Students in all English classes are greatly encouraged to word process their work. In fact, the General Syllabi for freshman level English courses state the following: “Students also are required to type papers on a word processor. Word processing facilitates editing and revision, and helps students gain technological skills essential to their academic and professional development.” As discussed in Chapter 9: Campus Services, students have a number of computer facilities available for their use where they can word process their assignments. It should also be noted that many students also come to campus with their own computers, so not having access to a computer is no excuse for not using word-processing to prepare an assignment. Not having experience or training in typing is also not considered an excuse as this is a skill that students are expected to acquire on their own.

Having computers available for instructors’ use is the responsibility of the Department of English. While most fulltime instructors and professors have computers in their offices, part-time instructors often do not. However, there is a computer and printer available in the main English office (204 Administration Annex) for the use of all English faculty. This computer is available during the regular office hours of the English office and is reserved for use of the English faculty only.

Also, the Informational Technology Center (ITC) maintains all computers on campus belonging to the university. The software used campus wide and installed by ITC is Microsoft Office, which includes Microsoft Word, Excel, and Powerpoint. These applications are also supported by ITC. Any problems with this software should be reported to the ITC Help Desk (extension 7446).

10.2 E-Mail

Email is available on campus to all students, faculty, and staff. Students are given their email accounts as part of their Freshman Orientation course. Campus email addresses are usually composed of the user’s first initial, middle initial, and first six letters of the last name followed by “@xula.edu.” Thus, Jane Marie Deaux’s email address would be jmdeaux@xula.edu. Students are also encouraged to open Hotmail.com or Yahoo.com accounts by their instructors as these are also available at off-campus sites. The General Syllabi of freshman English courses requires students to obtain email accounts. The instructors determine the use of these accounts as part of the course in their supplemental syllabi. Instructors often use email for reviewing drafts of assignments or for answering student questions outside of class and office hours. Students can also email outside assignments to instructors.

New email accounts for faculty are usually assigned the week before or during the first week of classes. Faculty who have not received an email account should contact the ITC Help Desk. Campus email accounts can be accessed either directly through the

Xavier University web page (<http://www.xula.edu>) or through the Messenger option of the Netscape software installed on most computers on campus. To access email on the university web page, use the steps below:

1. Using a mouse, select “Webmail” found at the bottom of the Xavier University home page.
 2. A new window should appear that asks for the user’s login and password. The login in the part of the email address that appears before the “@” in the email address, as in “jmdeaux.”
 3. After entering the login and password, select the “login” button.
 4. A window should appear that lists your email messages in your “Inbox.” Select a message to read. You can also reply to messages and send new ones.
 5. When you are finished, simply exit the window or exit Netscape to logout of email.
- If you experience problems with your email account, call the ITC Help Desk.

10.3 Web-Page Authoring

The Center for the Advancement of Teaching (CAT) facilitates instructors in creating web pages for instructional use. In an effort to support this use of technology, CAT holds workshops throughout the calendar year to instruct the creation of web pages. These workshops are available as classroom or online instruction. As description of the workshops are as follows:

- **Introduction to the Web:** This is designed to be a "ground zero" entry level course and is appropriate for anyone who wants to learn basic information about the Web.
- **Introduction to HTML:** An introduction to the basic concepts of HTML, with guidelines on how to 'mark up' a document for the World Wide Web.
- **Planning Your Website:** Tips on how to design your site and manage your workflow.
- **Basics of Web Imaging:** A few materials on color modes, file formats, bit depth, compression schemes, Web-safe colors, good design practices, and more.
- **Animation for the Web:** A few materials on file formats and basic concepts with links to animated examples.
- **Introduction to Netscape Composer:** How to create Web pages and sites using Netscape Composer, and how to upload files to the Xavier Web server. Basic principles of page design and site organization are also covered.
- **Building Interactive Web Sites:** For busy teachers who don't have the time or inclination to become programmers, but who are relatively comfortable with Web authoring, and would like to add elements of interactivity to their Web sites.

More information can be found by selecting “Workshops” at the CAT web site:

<http://www.xula.edu/Administrative/cat/>

10.4 Other Services

10.4.1 WebBoard

WebBoard is a Web-based application for electronic conferencing which is supported and maintained by CAT. The board provides an organized means for accessing, submitting, and retrieving electronic messages posted by participants of a conference. The board is accessible with the use of any Web browser and Internet connection. WebBoard messages differ from newsgroup postings in that all board messages reside in a database and are assembled on a board at the time of access through a browser. Additionally, all messages in a thread (a chain of related messages) are displayed in sequence. This "transcript style" supports the reading of messages in context with the "virtual" discussion.

The version of WebBoard on campus allows Xavier faculty to maintain their own Web-accessible boards for electronic class discussions, move messages among conferences, attach files to messages, use email linked to the board, and hold "virtual" office hours via a live "chat" feature.

Any Xavier University faculty member may request a WebBoard for university-related activities, including sponsorship of campus organizations. To request a WebBoard account you can login to the board located at <http://cat.xula.edu:8081/~CAT>. Select "New User" and complete a user profile. This action will put your name into the WebBoard system. Instructors can complete their request for a WebBoard account by filling out a form on the CAT web site (<http://www.xula.edu/Administrative/cat/>). Once at the web site, select "WebBoard."

10.4.2 Computer and Multimedia Classrooms

CAT maintains a computer and two multimedia classrooms for instructional use by faculty on the fifth floor of the Library building. The computer classroom contains both PC and Macintosh computers and is internet accessible. Faculty can reserve the classroom for special lessons and software instruction. English faculty have used the facility for exercises in using the internet or the library web page for researching assignments. While the computer classroom can be used for instructing computer-based writing, software traditionally used for such instruction (i.e., Daedulus) is not available.

The multimedia classrooms contain hardware that make the presentation of materials easier for the instructor. The equipment available includes ceiling-mounted projectors and screens for viewing video and computer-based presentations. Desk-mounted cameras and overhead projectors are also connected to the ceiling-mounted projectors. Both a PC and a Macintosh computer are available for the instructor's use. Each has internet access and is connected to the ceiling-mounted projectors. Other equipment available includes a video player and sound system.

These classrooms can be reserved by contacting the CAT office (extension 7512).