

MLIS Technology Training

created for new students
in the VSU MLIS Program

by

Dr. Anita Ondrusek

Last Updated 8/1/11



Mastering the computer skills you will need in your career as an online student is a little like what Alice faced in Wonderland.

You want to be adventurous, but not impetuous. Your “key” to success is to plan ahead and know where to get help.

Your Computer needs:

- Hardware
- Software
- File Management
- Internet Browser
- Java Version

Hardware needs

Recommended hardware for best performance with VSU applications:

Minimum specifications:

- Processor - 2.0 GHZ
- Hard Drive - 80 GB
- RAM - 1GB (2GB for Vista)
- CDROM - DVD-ROM/CD-RW
- USB slots - Two (2) USB 2.0 ports
- Operating System - WIN XP Pro / Mac OSX 10.5 Leopard
(Vista system works as well)

Specifications for several years out:

- Processor - at least 2.4 GHZ
- Hard Drive - at least 160 GB
- RAM - at least 2GB of DDR2
- Optical Drive – DVD-ROM/CD-RW
- USB/FireWire - 2 USB/ 1 FireWire
- Operating System - WIN XP Pro / Mac OSX 10.5 Leopard

Accessories

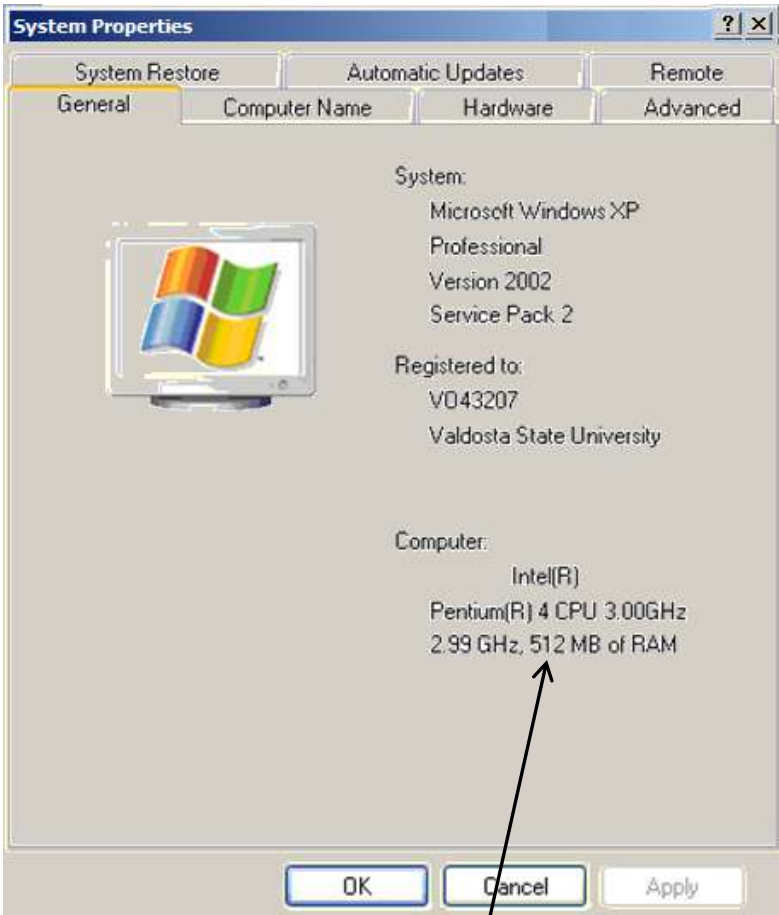
- Sound card
- Microphone input
- Headphones out
- Headset with microphone
(noise-cancelling sets work best)
- Ink jet printer

How does your system measure up?

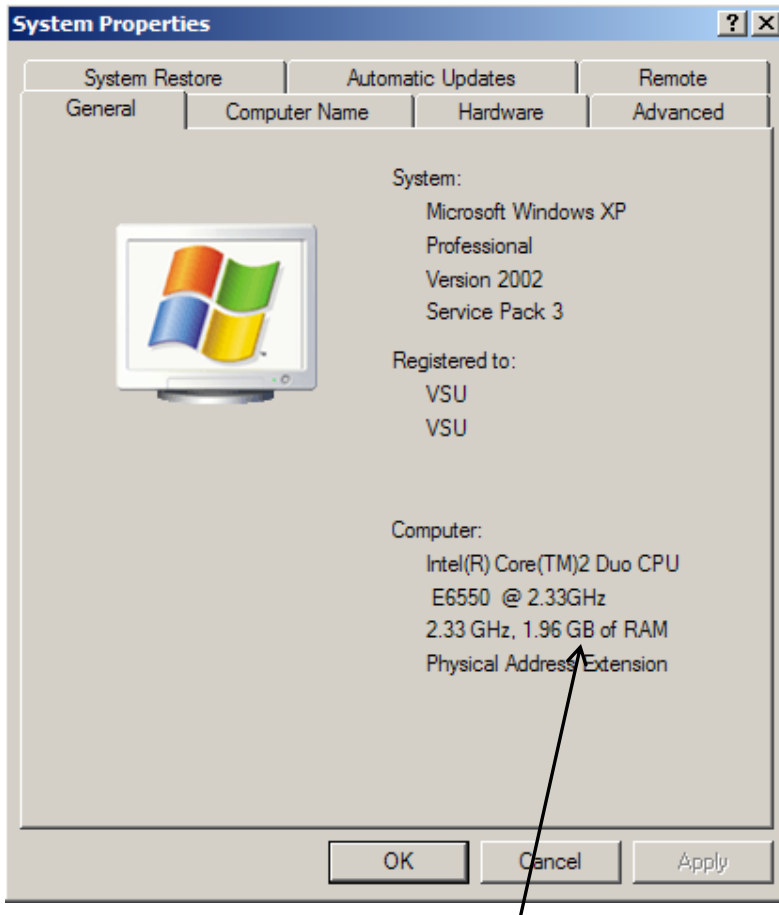
Your operating system, CPU, and memory
can be located on most PCs this way:

Go to the Windows “Start” button
Right-click on “My Computer”
Click on “Properties”

Example of a memory upgrade in a PC



Old System: 512 MB of RAM



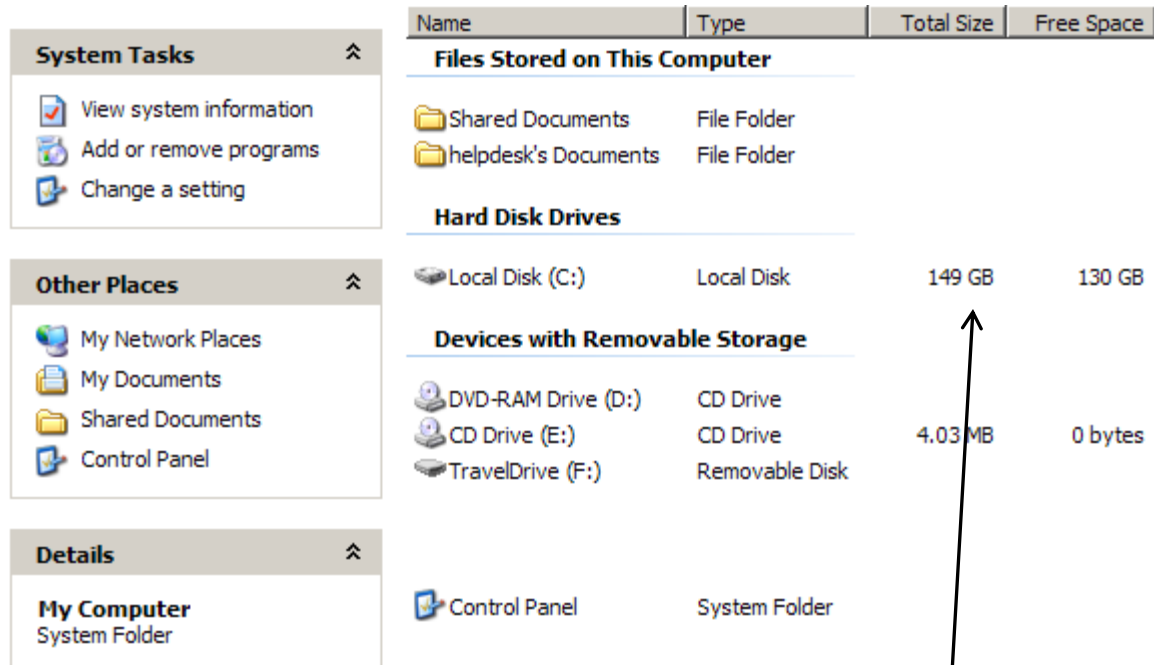
Upgraded System: 1.96 GB of RAM

How does your hard drive measure up?

Your hard drive space can be located on most PCs this way:

Go to the Windows “Start” button
Left-click on “My Computer”

In Windows XP, you should see something like this:



| Name | Type | Total Size | Free Space |
|---------------------------------------|----------------|------------|------------|
| Files Stored on This Computer | | | |
| Shared Documents | File Folder | | |
| helpdesk's Documents | File Folder | | |
| Hard Disk Drives | | | |
| Local Disk (C:) | Local Disk | 149 GB | 130 GB |
| Devices with Removable Storage | | | |
| DVD-RAM Drive (D:) | CD Drive | | |
| CD Drive (E:) | CD Drive | 4.03 MB | 0 bytes |
| TravelDrive (F:) | Removable Disk | | |
| Control Panel | System Folder | | |

This computer has more than the recommended minimum of 80 GB of storage.

What else do you need?

You need external storage for your files.

If your computer has USB ports, we highly recommend using a [flash drive](#) (AKA memory stick).

If not, use disks.

BACK-UP ALL YOUR WORK.

Software needs

Recommended software . . .

These are the basics:

Microsoft Word and PowerPoint
(MS Office is a good investment)

Adobe Acrobat Reader (free)

Other necessary software for VSU users is listed on the
IT “Downloads” page at:

<http://www.valdosta.edu/helpdesk/downloads/index.shtml>

Do you need Microsoft products?

Check the Microsoft site for student pricing.



Microsoft Office 2010 is **\$99.95** for qualified students!

Get it now

Microsoft® Office Professional Academic 2010 gives you and your classmates new ways to work better together.

Word 2010, Excel® 2010, PowerPoint® 2010, OneNote® 2010, Outlook® 2010, Access® 2010, Publisher 2010

Microsoft Office

The advertisement features a yellow border with a dashed pattern. On the left is an image of the Office Professional Academic 2010 software box. A green button with the text 'Get it now' is positioned to the right of the price. Below the main text, there are icons for each of the seven Office applications: Word, Excel, PowerPoint, OneNote, Outlook, Access, and Publisher. The Microsoft Office logo is located in the bottom right corner of the advertisement.

Do you need training on software?

Have a look at the HP Learning Center site at:

<http://www.hp.com/go/learningcenter>

Click on the “See all classes” link for a list of tutorials.

hp Buy online or Call 800-BUY-MYHP » Other ways to buy » Customer service

Products & Services Support & Drivers Search: >>

Learning center
Free, online classes, available 24/7: www.hp.com/go/learningcenter

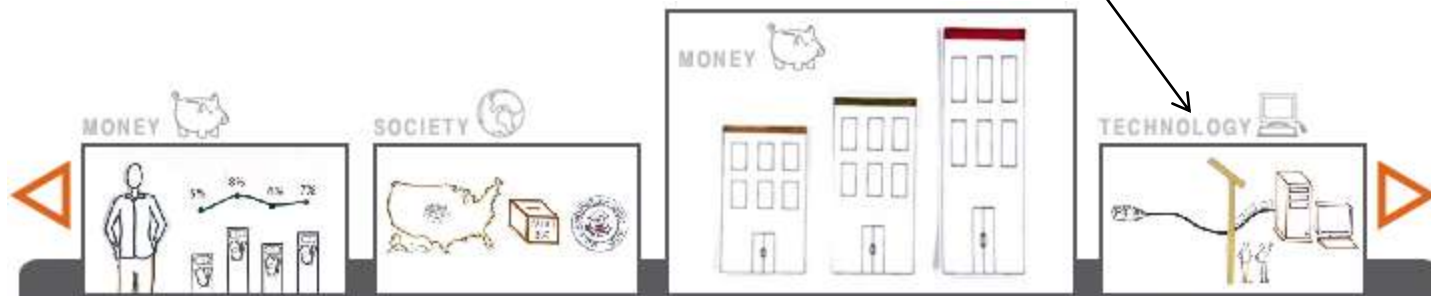
» At home » At work **See all classes** » Get started

Do you like to learn on your own?

Have a look at the  **commoncraft** site at:

<http://www.commoncraft.com/>

Click on any one of the “Featured Videos” entry points.



Do you prefer to enroll in a class?

Have a look at the VSU Continuing Ed site at:

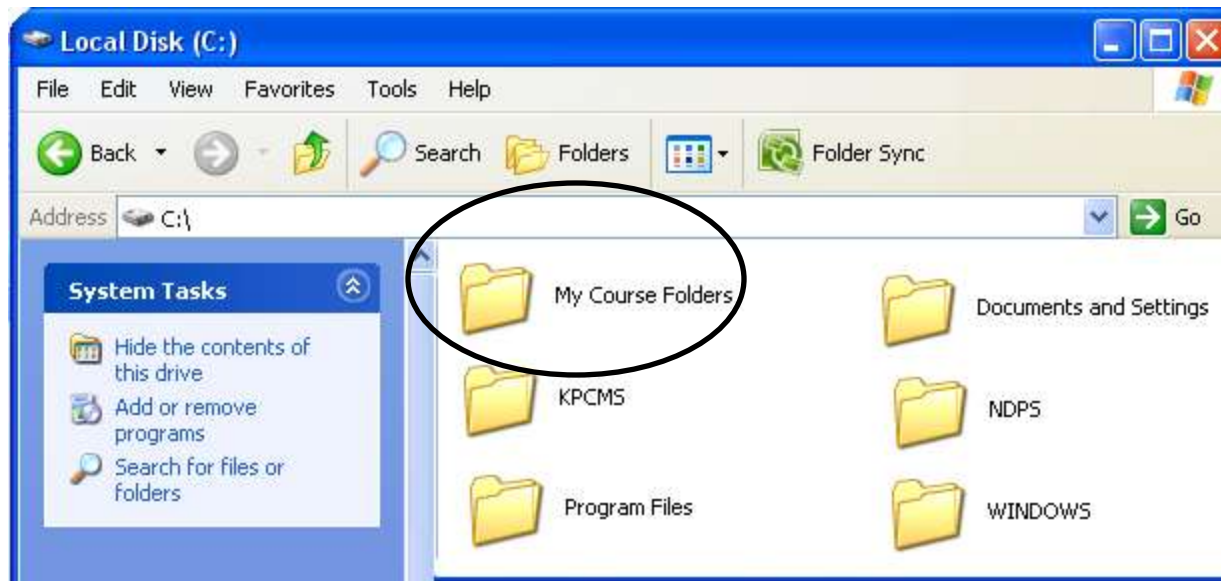
<http://www.valdosta.edu/conted>

Online training courses in basic computer, Internet, and software applications run on a 4 to 6-week cycle.

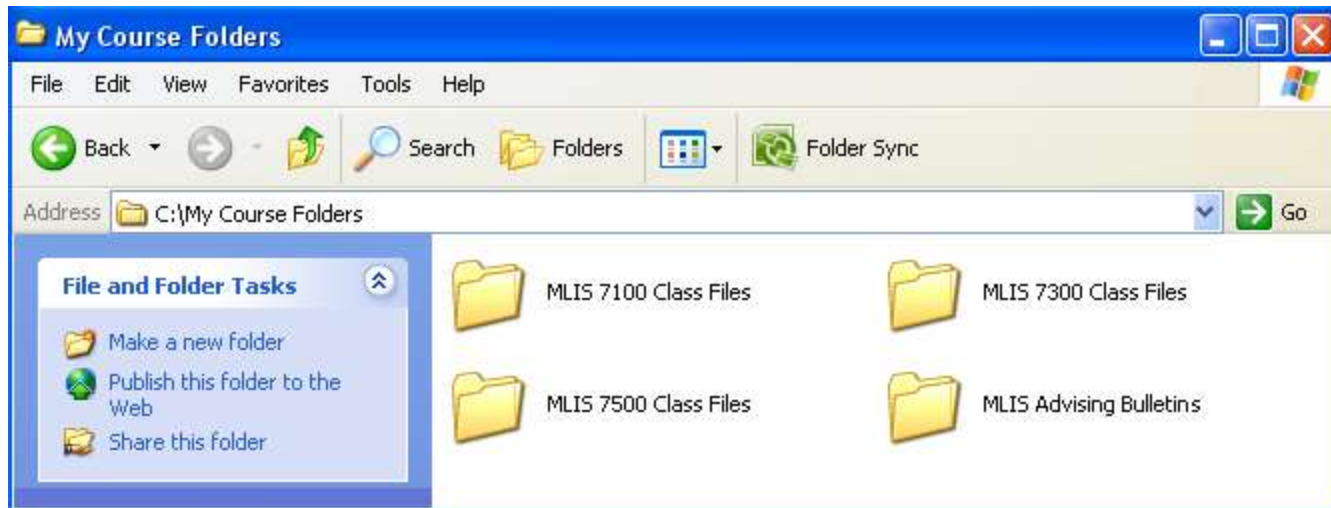
Cost: \$85

File management

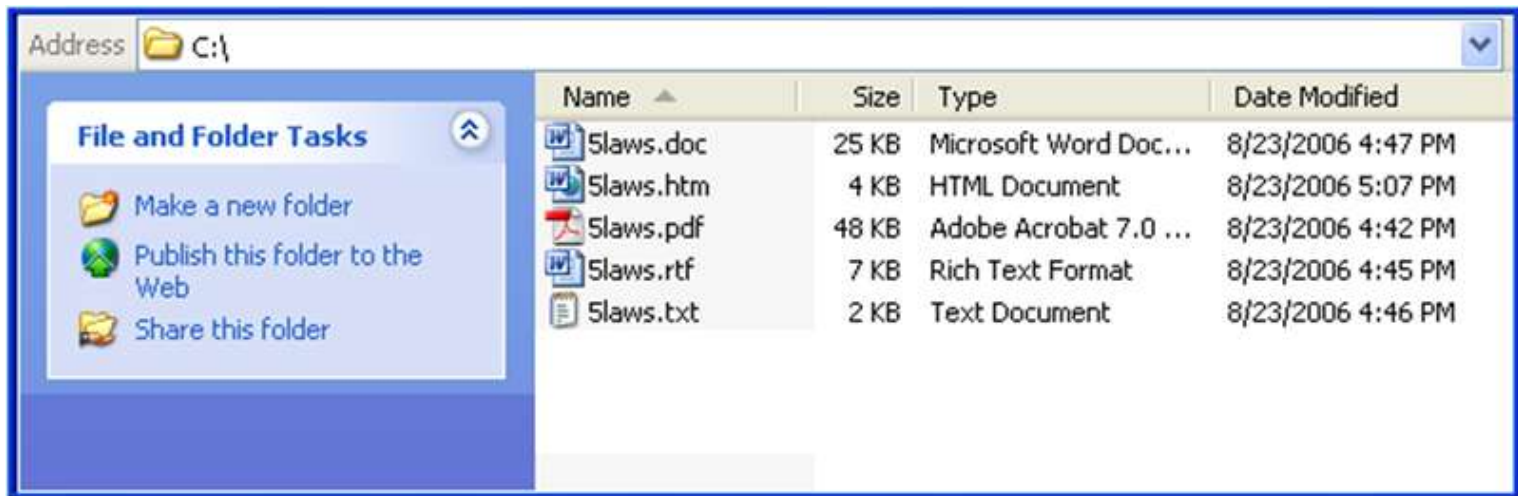
Here is an example of folders on a C:\ drive of a PC. It is a good idea to create a separate folder for your course materials.



Organize your MLIS materials so that they make sense to you and so you can locate files when you need to consult them.



Inside this folder, are five files. Look at the suffixes, called extensions, for each file. Your professors will be using all these “file types”



Familiarize yourself with what makes
each format different.

A good resource for explaining file extensions is on the
File Extensions Reference site at:

<http://www.sharpened.net/helpcenter/extensions.php>

Internet browser

Your looking glass to the Internet . . .





. . . is your Web browser.

Make sure that it can support all the applications that online students are expected to use.

Recommended Internet browsers . . .

These browsers work best with BlazeVIEW:

Mozilla Firefox 3.5

Internet Explorer 7
(Internet Explorer 8 is not compatible)

Java

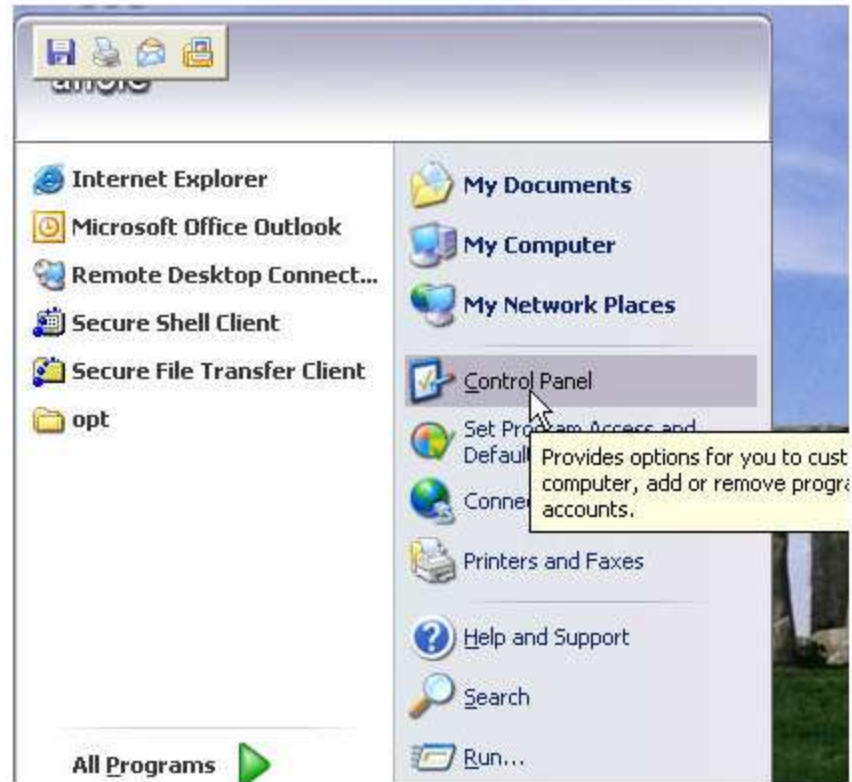
Recommended Java version . . .

Java version 1.6.0 Update 24 is recommended for all students using VSU applications.

Follow the procedure on the next few slides to find out what version of Java you are running on your computer.

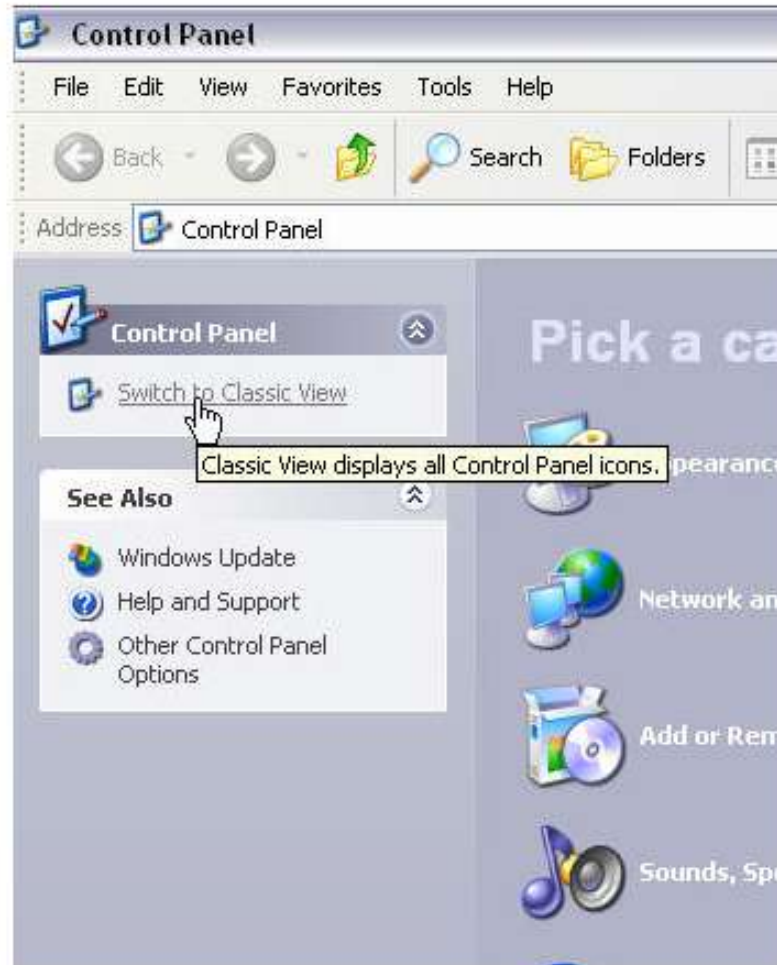
Step 1

Select **Control Panel** from the **Start Menu**.



Step 2

In the upper left of the **Control Panel** window,
click on **Switch to Classic View**



Step 3

Open the item named **Java Plug-in** or **Java**.



Step 4

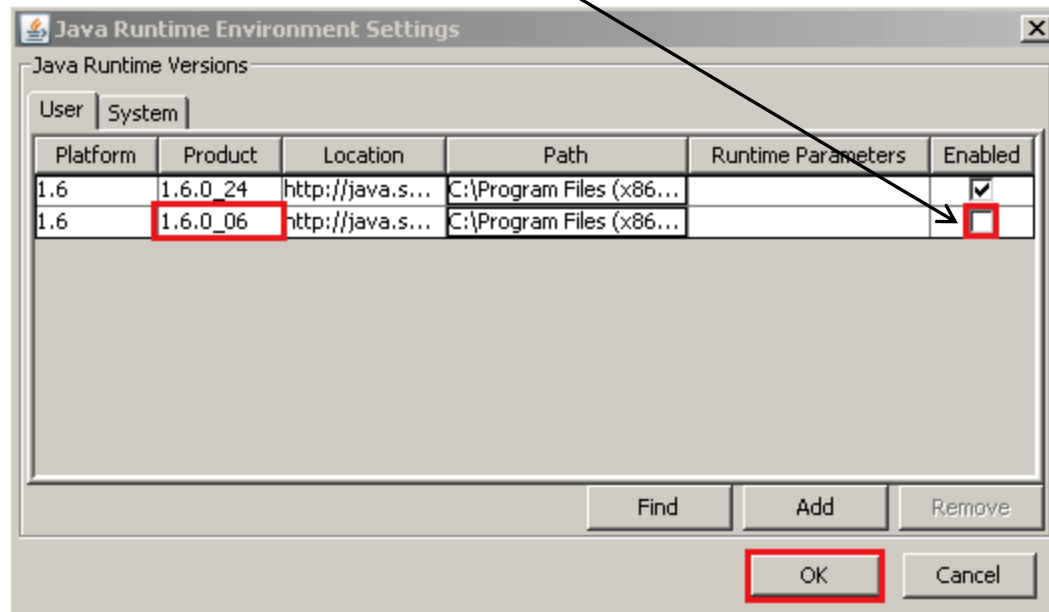
Click on the **About** button.



Step 5

Look for your version number.

Uncheck all boxes for lower or higher versions.



Step 7

Click the "Update" tab.



Step 8

Once you have a Java version that works with all VSU applications, you want to make sure that newer versions do not over-write that version.

In the newer version 6 Java, leave the automatic update box UNCHECKED.



In older Java versions, UNCHECK the automatic update box.



Finish by clicking OK.

What if Java problems persist?

If you are experiencing problems with any VSU applications, contact the IT Helpdesk for assistance.

VSU Electronic Accounts

- Banner
- BlazeVIEW
- Windows Live E-mail

What is Banner?

Banner includes these applications:

Your VSU transcript

Online registration forms

Drop/Add tools

All your VSU financials (bills)

What is BlazeVIEW?

BlazeVIEW includes these applications:

A website for each course you take


Course e-mail and discussion tools


Assignments, tests, grades

Live Classroom


After you log in, you see this screen:


My BlazeVIEW

Make your first stop the MLIS Village — [Advising - MLIS Village](#)


Discussion posting(s) added since you last logged in — [MLIS-7960-Supervised Fieldwork - SU2009-MLIS-7960-A](#)
Section Instructor: Wallace Koehler
200905: May 14, 2009-Aug 2, 2009


New email(s) arrived — [MLIS-7440-Electronic Resources - SU2009-MLIS-7440-IA](#)
Section Instructor: Anita Ondrusek
200905: May 14, 2009-Aug 2, 2009

Assignments — 

Web resources — 

Check the website for each course regularly.

The screenshot shows a course website interface. On the left is a navigation sidebar with two sections: "Course Tools" and "My Tools".

- Course Tools:** Course Content (selected), Announcements, Assignments, Calendar, Chat, Discussions (with a green asterisk), Learning Modules, Mail, Web Links, Who's Online.
- My Tools:** My Grades.

The main content area is titled "MLIS-7440-Electronic Resources" in a red header. It contains several resource links, each with an icon and a dropdown menu:

- Starting Gate Welcome Message** (document icon)
- Syllabus - Save this document** (document icon)
- Ask-the-Prof** (pinned document icon)
- Talk among Yourselves** (pinned document icon)
- Week 1: Starting Gate Instructions** (folder icon) with a description: "This folder contains all the documents you need to plan ahead for forming groups, writing journal article reviews, and posting your e-knowledge checks."
- Weeks 2 to 7: Class Overviews** (folder icon) with a description: "Read each overview at the start of the week to help you organize your activities."
- Journal Article Review #1** (document with pencil icon)
- Journal Article Review #2** (document with pencil icon)
- Live Classroom** (computer monitor icon)
- VSU IT Help Desk** (globe icon)

Make the MLIS VILLAGE a regular stop



MLIS VILLAGE

**Mingle and talk with your classmates and teachers . . .
Look for posts from your advisor, announcements, news, links to the professional world, online communication tools, and more.**



[CHOICES](#)

Start here first!!!
This is a short cut to help you select your courses.



[Textbook Lists for Maymester, Summer Term, Fall Semester](#)



[Creating Your Portfolio](#)



[Yearbooks](#)



[Course Talk](#)

Comments and questions on courses coming up. Student-to-student comments welcome (maintain respect).



[Advising Corner](#)

Contact your advisor here!



[Scholarships](#)



[Graduation Information](#)



[ALA Conference](#)

What's happening . . . Who's going?



[Another MLIS meeting place](#)



[Submit your picture for the MLIS Photo Gallery](#)

Keep photos coming. We will get the galleries started in 2010.



[MLIS Village Cinema](#)

Watch a movie - bring your own popcorn!

Find out if your advisor is using the Advising Corner

Advising Corner

Use this discussion board to post general questions for your advisor.
Watch for posts you advisor.

To communicate with your advisor privately, use e-mail.



[Dr. Drouillard](#) ☰

(Conditional)

This discussion room is open to advisees of Dr. Drouillard.



[Dr. Ondrusek](#) ☰

(Conditional)

This discussion room is open to advisees of Dr. Ondrusek.



[Dr. Thiele](#) ☰

(Conditional)

This discussion room is open to advisees of Dr. Yang.



[Health Sciences Librarianship \(HSL\) Interest Group](#) ☰

For anyone interested in the HSL track, courses, or topics in general.



[Dr. Koehler](#) ☰

(Conditional)

I generally don't check this often. Please send email directly to me at wkoehler@valdosta.edu



[Dr. Most](#) ☰

(Conditional)

This is Dr. Most's advising group.



[Dr. Yang](#) ☰

(Conditional)

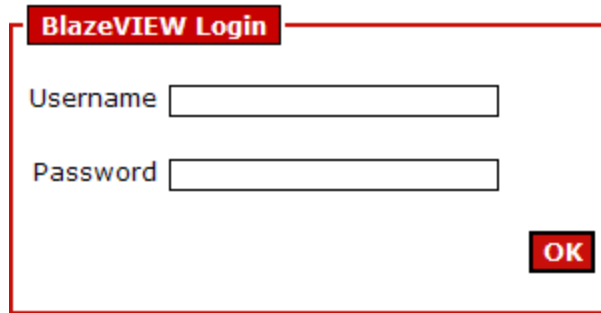
This discussion room is open to advisees of Dr. Yang.



[Dual MLIS & School Media Specialist Certification](#) ☰

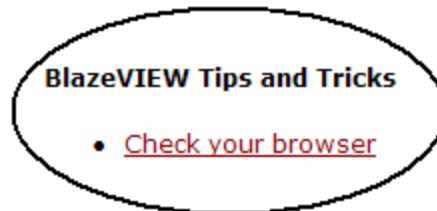
Please read all documents on the MLIS website at http://www.valdosta.edu/mlis/student_resources/advising.shtml before posting questions.

BlazeVIEW requires a browser check



A screenshot of the BlazeVIEW login page. It features a red-bordered box containing the text "BlazeVIEW Login" in a red header. Below the header are two input fields: "Username" and "Password". To the right of the "Password" field is a red "OK" button.

[Maymester Classes](#) | [Find your password](#)



A black oval containing the text "BlazeVIEW Tips and Tricks" and a bulleted list item: "• [Check your browser](#)".

Click on it from the BlazeVIEW login page at:

<http://blazeview.valdosta.edu/webct/logonDisplay.dowebct>

If all goes well, your “Browser Check Results” will look like this:



Browser Check

This browser is validated for use with the Learning System.

It appears that you are using **Microsoft® Internet Explorer 7.0** browser.



Cookies Check

Cookies are enabled.

The Learning System uses a cookie to keep track of your current session. You must have cookies enabled so we can maintain your current state as you navigate through the application.



Javascript Check

Javascript is enabled.

Almost every part of the Learning System relies on Javascript for the ability to generate interactive web pages. You must have Javascript enabled.



Pop-up Blocker Check

Pop-up blocker is turned off.

The Learning System sometimes uses small browser windows to deliver requested content.



Java™ Check

It appears you are using Java 2 Runtime Environment version **1.6.0_13** (**Sun Microsystems Inc.**).

If the “Browser Check Results” identify a problem, scroll to the bottom of the screen and try these solutions:

Other Resources

You may also want to review the other browser resources available on www.webct.com/tuneup

- [Step-by-step instructions to properly configure your browser](#)
- [List of supported browsers](#)
- [Troubleshooting browser problems](#)
- [Check your system for plug-ins that may be required to view course content](#)

If you cannot solve the problem, contact the IT Helpdesk for assistance.

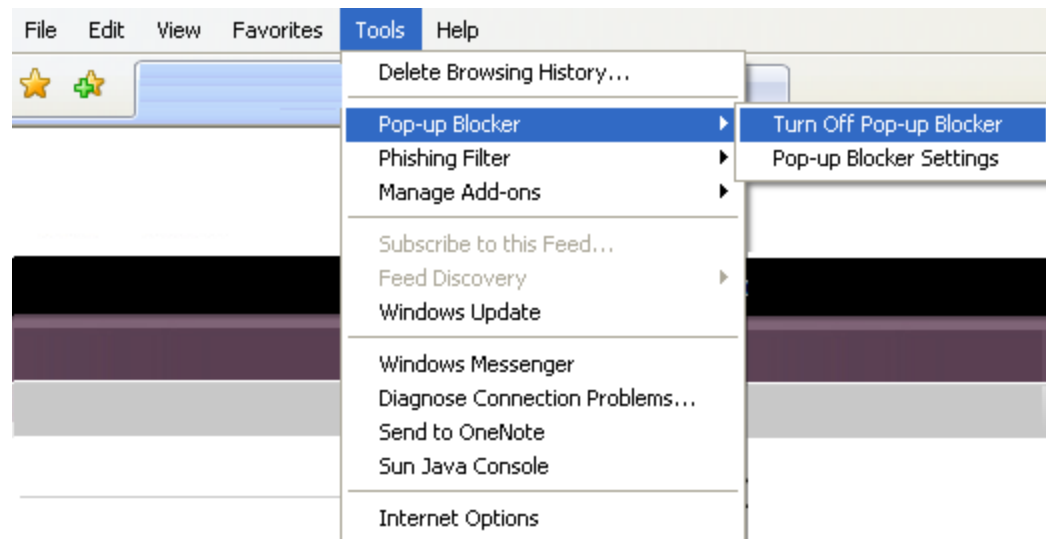
On BlazeVIEW – Be aware of . . .

In e-mail, discussions, assignments, assessments – if you stop typing or clicking, the program “times out” (closes).

You can avoid this frustrating experience by composing long e-mail or discussion posts on your word processor, save it, then copy-paste the text into the BlazeVIEW tool.

Pop-ups needed:

Either make sure the Pop-up Blocker on your Web browser is turned off (shown below) OR you can direct Windows or Vista systems to “Temporarily Allow” pop-ups each time you open BlazeNet or BlazeVIEW.



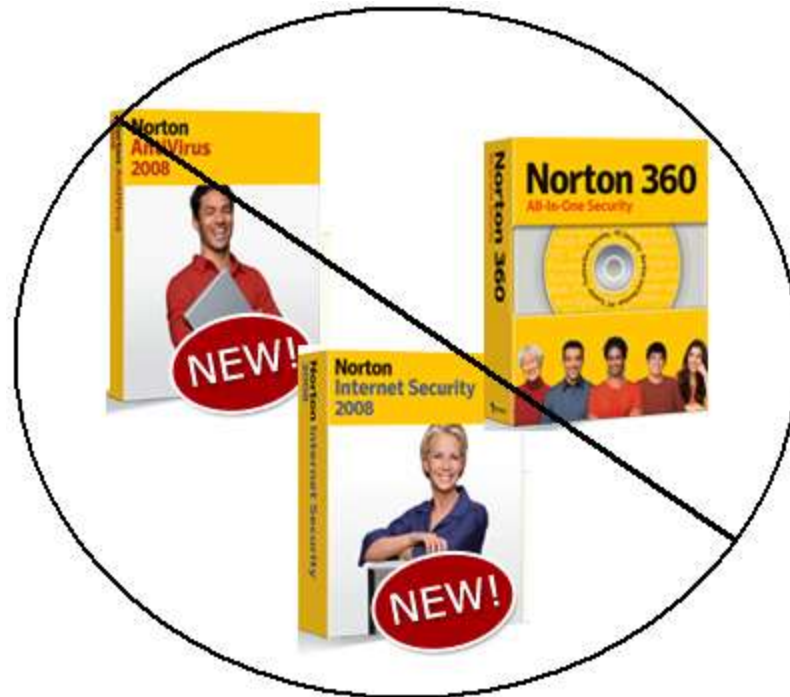
QuickTime needed:

Download the most recent version of Quicktime.



Other “functionality” issues:

There are incompatibility issues between Norton Security products and VSU software (BlazeNet and BlazeVIEW). If you have Norton on your computer, be prepared to remove it. Free anti-virus products are available through VSU (see the next two pages).



“Approved” anti-virus software:

The recommended anti-virus program is AVG.

You will find a link to it on the IT “Downloads” page at:
<http://www.valdosta.edu/helpdesk/downloads/index.shtml>

What is Windows Live E-mail?

Your VSU E-mail includes these applications:

Your VSU e-mail account

Tools such as a calendar and contacts

It does not “talk to” the e-mail tool inside
BlazeVIEW

Locate your Windows Live E-mail at: <http://home.live.com>

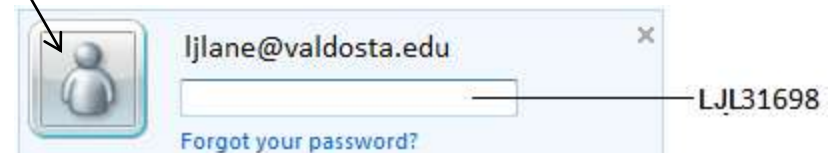
“Launch” your e-mail account by
clicking the “Mail” link



Your VSU e-mail address is your username
Example: ***ljlane@valdosta.edu***

Follow the steps to set up your password

Look for the icon to sign in.



For instructions on logging into accounts:

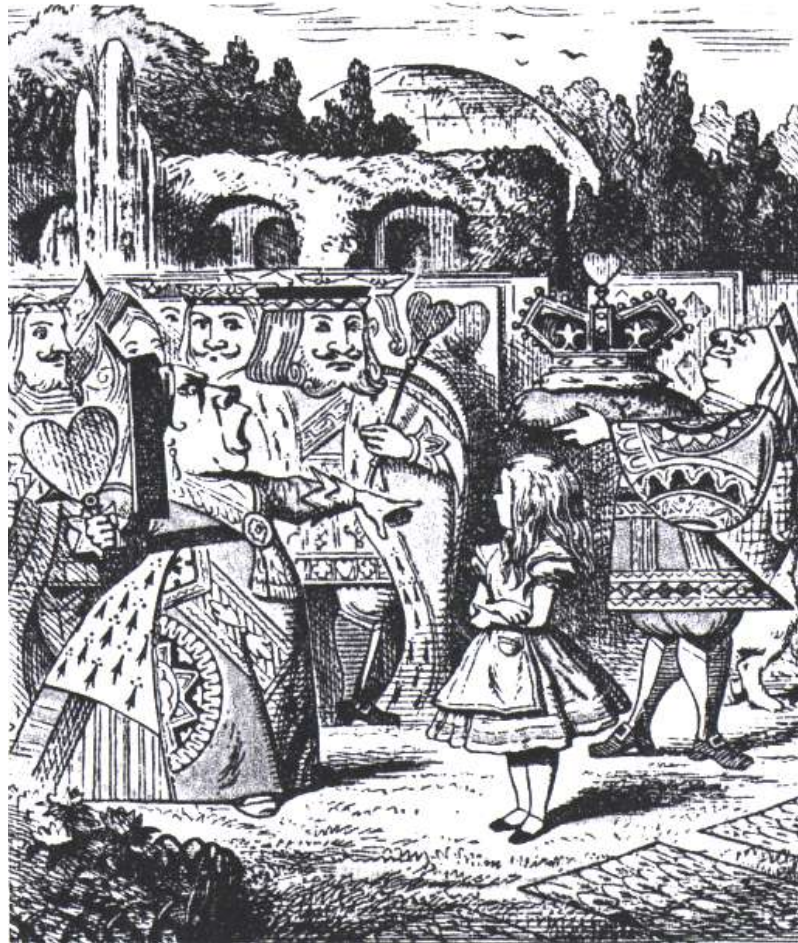
Refer to the

[*E-hiker's Survival Guide*](#)

located on the MLIS Web site

for step-by-step instructions on using your
VSU electronic accounts.

Online Library Resources





Don't depend on the King of Hearts
to come to your rescue.

Familiarize yourself with as many online
library resources and services as possible.

Bookmark the VSU library's home page: <http://www.valdosta.edu/library/>

MAIN MENU

- [Library Renovation](#)
- [My Library Account](#)
- [Library Help](#)
- [Library Computing](#)
- [Anywhere Access](#)
- [ILL - Odum Express](#)
- [Media Center](#)
- [Kings Bay](#)
- [Live Chat](#)
- [About Us / FAQ](#)

LOCATION

1500 Patterson Street
Valdosta, GA 31698

CONTACT

Phone: 229-333-5869
Fax: 229-259-5055
Public Fax: 229-219-1362
Email: [Contact Us](#)

[Library Hours](#) | [Directory](#) | [Index](#) | [Staff](#)

Quick Search [+ ADD THIS](#)

News & Events [RSS](#) [myspace](#) [f](#)

ARTICLES **BOOKS** **JOURNALS**

Articles by Subject
- select subject - **GALILEO**
General Databases
- select database - **Live Chat**

[Find GALILEO Password](#)

LIBRARY NEWS **ABOUT US** **HELP**

[Odum Library's Renovation on TV Jul 02](#)
[TeenHealthFX Can't Identify You Jul 01](#)
[more ...](#)

Library Renovation

COLLECTIONS **COURSE RESERVES**

[Archives and Special Collections](#)
[Fine Arts Materials Collection](#)
[Instructional Materials Collection](#)
[Government Documents](#)
[Movies and Music](#)
[more ...](#)

SERVICES FOR ... **MY ACCOUNT**

[Students](#)
[Distance Education](#)
[Students with Disabilities](#)
[Faculty & Staff](#)
[Kings Bay Campus Resource Center](#)
[more ...](#)

These library tools help with
your research needs:

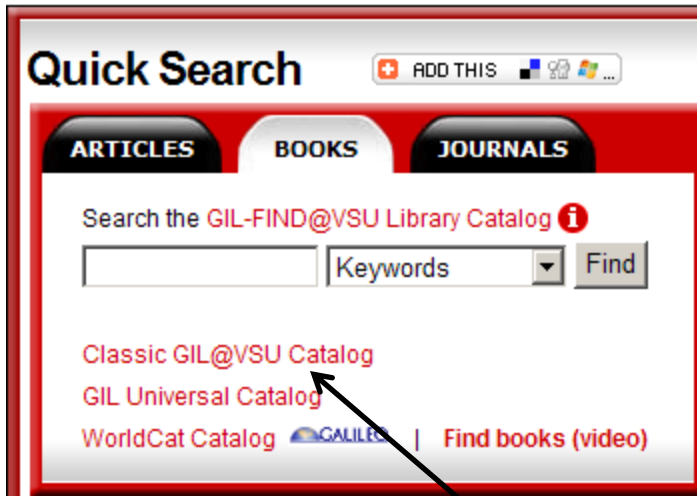
- GIL
- GALILEO
- Inter-Library Loan

GIL

GIL is the name given to the Library's online catalog.



GIL



Depending upon the specificity of your search, you may go to the form that lets you do Exact searches (title, author, ISBN, etc.)

GIL

The image shows a search interface for GIL. At the top, there are two tabs: "Keyword Search" and "Exact Search". The "Keyword Search" tab is currently selected. Below the tabs is a search input field, a dropdown menu set to "find all words", and a "GO" button. The text "Try GIL-Find beta" and a link "What's the difference?" are visible in the top right.

From this, you can choose to use the option that lets you do complex keyword combinations.

The "Exact Search" option works best if you have an exact title or author.

GIL-FIND



The image shows a search input field with a dropdown menu open. The dropdown menu lists the following search fields: "All Fields", "Title", "Title+Subject", "Journal Title", "Author", "Subject", "Call Number", "Sudoc Number", "ISBN/ISSN", and "Tag". To the right of the dropdown menu is a green "Find" button.

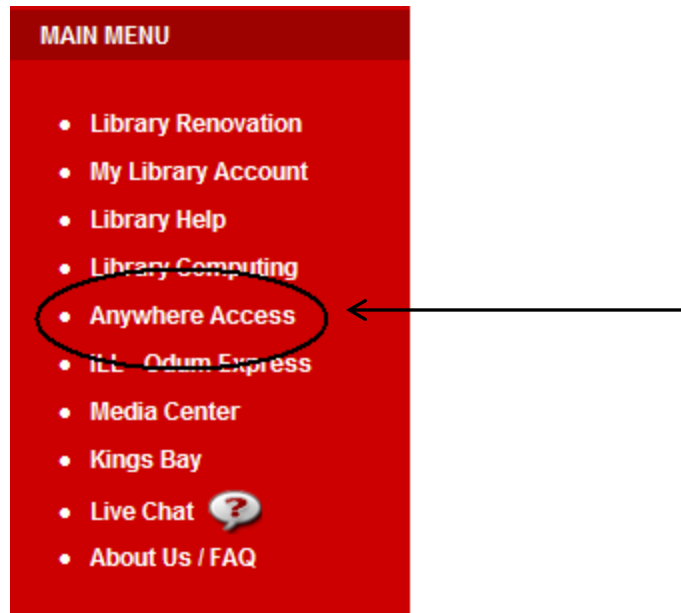
A Beta version of a more user-friendly catalog search form is called GIL-FIND. It is easier to use, not always accurate.

GALILEO

GALILEO is the name given to the network of online publications, databases and Web sites available to member libraries in Georgia. You may use the GALILEO system from any computer with an Internet connection.



Anywhere Access



If you are not on campus, the easiest way to GALILEO resources is through its Anywhere Access. Simply type in your BlazeNet User Name and Password.

Getting into GALILEO through Anywhere Access

Below is a list of web-based resources that Odum Library subscribes to that is limited to only those individuals affiliated with Valdosta State University.

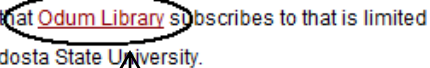
| Direct Links | Password Sign In |
|--|---|
| <ul style="list-style-type: none">• GALILEO@VSU• GIL Catalog• E-Journals• Course Reserves | <ul style="list-style-type: none">• The current GALILEO password is: workhouse• Other VSU Passwords |

After entering your login, you will see a screen with links to the Library's resources. At this point you can click the GALILEO option.

Returning to the Library's homepage

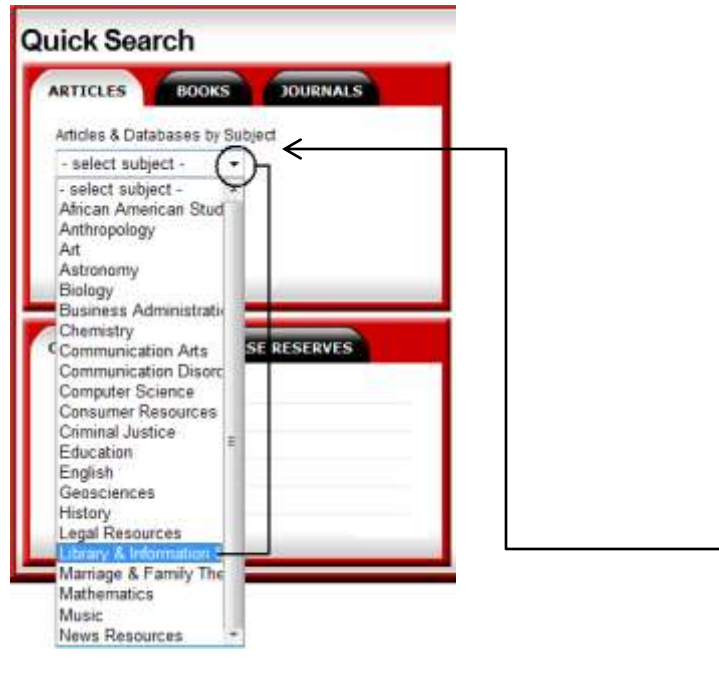
Below is a list of web-based resources that Odum Library subscribes to that is limited to only those individuals affiliated with Valdosta State University.

| Direct Links | Password Sign In |
|--|---|
| <ul style="list-style-type: none">• GALILEO@VSU• GIL Catalog• E-Journals• Course Reserves | <ul style="list-style-type: none">• The current GALILEO password is: <i>workhouse</i>• Other VSU Passwords |



If you want to return to the Library's homepage,
click the Odum Library link.

Using the Subject guide




Under the “Quick Search” tab, you can use the drop-down menu to locate resource guides arranged by subject. There is a subject guide for Library & Information Science.

LIBRARY & INFORMATION SCIENCE

ARTICLES BOOKS GOVERNMENT DOCUMENTS RESEARCH & COURSE GUIDES WEB SITES

Select one of the links below to enter your search topic and find articles.

Try These First!

- [Library, Information Science and Technology Abstracts \(LISTA\) with Full Text](#)
- [Library, Information Science and Technology Abstracts \(LISTA\)](#) 
- [Library Literature and Information Science](#)
- [Library Literature and Information Science Retrospective](#)
- [LISA: Library and Information Science Abstracts](#)
- [Information Science and Technology Abstracts \(ISTA\)](#)

Hint: If you're off campus, find your [GALILEO password](#) at [Anywhere Access](#) first.

If you logged in through Anywhere Access, you may now click directly into any of the resources listed on the Subject pages.

Requesting items through Interlibrary Loan

The Interlibrary Loan service is called ILLiad.
Use your BlazeNet e-mail login to submit requests.

ILL - ODUM EXPRESS - ILLIAD LOGON

Before logging into the ILLiad system and placing an InterLibrary Loan request:

Step 1. Start locally by searching the Valdosta State University Library collections.

- [GIL@VSU Catalog](#) - for books, music scores, print journal holdings, government documents, and other items
- [E-Journal Title List](#) or [GALILEO Journals A-Z](#) - for full text periodicals

Step 2. Didn't find what you wanted? Try GIL Express for books from other USG libraries.

- [GIL Universal Catalog](#) - search the University System of Georgia (USG) Libraries & Use [GIL Express](#) for books. [How To...](#)

Step 3. Logon to ILLiad and place an ILL (InterLibrary Loan) or Odum Express Document Delivery request.

- Place ILL requests for article desktop delivery, books, or other items not available from VSU or other USG Libraries.
- Place Odum Express document delivery requests for VSU Library owned items in the [GIL@VSU Catalog](#) as provided to
 - VSU faculty and staff - on-campus Odum Express delivery service to department offices of VSU Library titles.
 - [Distance Education](#) students and faculty - off-campus Odum Express mail delivery service of VSU Library titles.

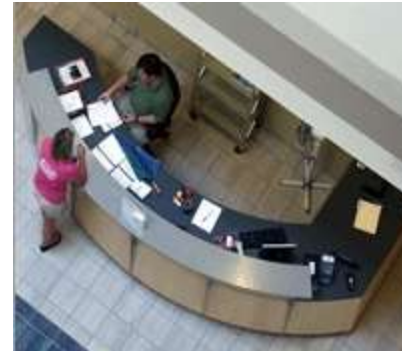
| | | |
|---------------------|--|---|
| BlazeNet User Name: | <input type="text"/> | For help with BlazeNet User Names and passwords call 229-245-HELP (4357) |
| BlazeNet Password: | <input type="password"/> | By pressing the "Logon to ILLiad" button, you acknowledge and agree to all the terms and conditions stated on the ILL Copyright Information and ILLiad FAQ pages. |
| | <input type="button" value="Logon to ILLiad"/> | |

Online Help

Assistance is available through the Odum Library . . .

LIBRARY HELP

- [Live Chat](#)
- [How to Research, Evaluate Sources, and Cite](#)
- [Library FAQ's](#)
- [Library Instruction](#)
 - [Library Instruction Assessment](#) form
- Schedule an [In-Depth Research Appointment](#)
- [Subject & Course Research Guides](#)
- [E-Reference Shelf](#)
- Library Web Site [Directory](#) | [Index](#) | [Search](#)



OTHER CAMPUS HELP

- [IT Helpdesk](#), located 1st floor in the Library beside the Circulation Desk
- [Distance Learning Services](#), located 3rd floor
- [Media Center](#), located 1st floor
- [Student Success Center](#)
 - [Online Tutoring](#) - sponsored by the Student Success Center

<http://www.valdosta.edu/library/learn/index.shtml>

Phone assistance: 229-333-5869

Online Help

. . . through the IT Helpdesk . . .

WELCOME TO THE VSU INFORMATION TECHNOLOGY HELPDESK

Important Updates

- [Blazeview Guides](#)
- [Faculty/Staff Home Use Software Sale](#)
- [Helpdesk GHP Guide](#)

Need Technical Assistance?

Help

Click the button above to submit a Help Request

News

- [News \(7/7/2009\): Home Use Software - Low Stock](#)
- [News \(6/24/2009\): Where is the Helpdesk Now?](#)
- [Tip \(6/9/2009\): Blazeview / Safari 4 Compatibility Issues](#)



<http://www.valdosta.edu/helpdesk/>

Phone assistance: 229-245-4357

Online Help

. . . And through the Distance Learning unit . . .

BLAZEVIEW FOR STUDENTS

Getting Started

Valdosta State University uses BlazeVIEW (BlackBoard Vista 8) as an online course management system. Although your classes may not be completely online, your instructor may require you to log into BlazeVIEW for your syllabus, to complete assignments, to download lecture notes, to participate in online discussions, or to take online quizzes and exams. **Please follow this student guide for getting started and working with BlazeVIEW.**

- 1. Computer Requirements**
- 2. Configure your computer for BlazeVIEW**
- 3. Logging into BlazeVIEW**



<http://www.valdosta.edu/vista/students.shtml>

Phone assistance: 229-245-6490

Here's to your academic success!