Tech Tips
COE Technology Committee
October 2007

New!! Website for COE Technology Committee
Blaine Browne had developed a new website for faculty with information about the COE
Technology Committee (minutes etc.), useful information including *Tech Tips*, and useful links
related to technology issues. http://www.valdosta.edu/coe/technology/index.shtml

Access Your VSU Computer From Home?
Faculty can request VPN capabilities which will allow them to remotely access their office
computer. A form is available on the IT Website: http://www.valdosta.edu/it/ .

Missing emails?
Regularly check your Junk Mail folder because some @valdosta.edu messages could be ending
up there. To keep this from happening in Outlook select any message from a @valdosta.edu
account then click on Actions, Junk Mail, Add Sender's Domain to Safe Senders list.

iPod FM Transmitters (Information provided by Andy Brovey)
These handy gadgets allow you to play your iPod through your car's radio using FM frequencies.
Based on reviews, Andy recommended the HHI or Griffin brands.
http://dealmac.com/artsearch.html?search=ipod%20fm

SPSS Version 16 (Information provided by Blaine Browne)
Version 16 of SPSS is now available. Features to look for include…

Resources for Differentiating Instruction (Information collected by Heather Brasell)
- Net Trekker is a program that filters websites for educational appropriateness, reading
  level, etc. Users can highlight text to read aloud. Additional resources are available for
  English language learners. Several schools are using this site. Fourteen-day free trial is
  available http://school.nettrekker.com/freetrial/
- Searchasaurus provides Lexile reading levels (aligned with grade equivalence) for
  websites. From the Galileo home page, select the link for K-12 (to the right of the tabs).
- DOE GPS has created Differentiated Tasks along with Frameworks and detailed unit
  plans. They have just been released for science grades 6-8 and Biology.
  http://georgiastandards.org/scienceframework.aspx
- DOE GPS has also provided Vertically Aligned Matrices to "provide a tool for teachers
  to use to determine, at a glance, the significant concepts, processes, and content
  vocabulary terminology for the grade or course that precedes and the grade or course that
  follows a grade or course being taught in English Language Arts."
  http://georgiastandards.org/elaframework.aspx#matrices

More on Reading Word 2007 Files (information from Vesta Whisler)
You can open docx files that your students have attached in WebCT if you follow these steps:
1. Save the .docx file to your local computer or jump drive

2. Open Word 2007
3. Open the student's file from Word, and it automatically converts it from
the zip file to a readable document!
If you click on the file BEFORE opening Word, and it just doesn't want to work as well.

<u>Office 2007 Resources Used by IT to Help Users</u> (Information provided by Ike Barton)
Online Training/Tutorials:
VSU Helpdesk¹s step-by-step tutorials:
http://www.valdosta.edu/helpdesk/guides/office2007/index.shtml

This is the U of W-Eau Claire¹s online tutorials that I hope to be
incorporating into VSU¹s soon in some format - very well done and
inclusive: www.uwec.edu/help <http://www.uwec.edu/help>

This is Microsoft¹s website of online training available:
http://office.microsoft.com/en-us/results.aspx?qu=office+2007+training
they can then use the search bar at the top to narrow down exactly what they are looking for.

Reference Manuals/Textbooks:
The library has two on-line reference manuals where they can search for
information online click the Start Reading online button in the upper right corner:
1)   Special edition using Microsoft Office 2007 by Ed Bott, Woody Leonhard.
http://library.valdosta.edu:2048/login?url=http://proquestcombo.safaribooksonline.com/?uiCode
=valstuniv&xmlId=0789735172
http://library.valdosta.edu:2048/login?url=http://proquestcombo.safaribooksonline.com/?uiCode
=valstuniv&xmlId=0789735172

2)   Access 2007; the missing manual by Matthew MacDonald
http://library.valdosta.edu:2048/login?url=http://proquestcombo.safaribooksonline.com/?uiCode
=valstuniv&xmlId=0596527608
http://library.valdosta.edu:2048/login?url=http://proquestcombo.safaribooksonline.com/?uiCode
=valstuniv&xmlId=0596527608

I also have a small (emphasis on small) library of reference
manuals/textbooks that can be checked out by any faculty, staff or student:
http://www.valdosta.edu/it/css/documents/IT_library_reference_manuals.pdf

Other Assistance:
Most VSU-owned computers have Interactive Reference Guides on the desktop
that can assist in navigating the ribbon (if the icon is not there, Jeremy
Scott can make sure it gets installed). Instructions for how to run these:
http://www.valdosta.edu/it/css/wks/index.shtml

Tutoring is available for any student struggling in Office 2007 from the
Student Success Center: http://www.valdosta.edu/it/css/wks/index.shtml