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DON'T BE "INSECURE"!

October is National Cyber Safety month. IRM would like to take this opportunity to remind you of some steps you should be taking to protect yourself in cyberspace at FAU and elsewhere:

•**Keep your firewall on.** A firewall prevents unauthorized Internet traffic from entering or leaving your machine. Your com-

puter firewall is critical to protecting your computer from hackers who may want to steal your personal information. Most computer operating systems have built-in firewalls or you can install your own. IRM-supported systems already have firewalls installed.

•**Update, update, update!** An up-to-date operating

system with antivirus software is critical to the security of your computer. Up to 95% of all network intrusions can be prevented if you keep your system updated with the latest vendor patches. Microsoft, for example, provides updates regularly, on the second Tuesday of the month.

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FAU'S BROADBAND LEASING AGREEMENT

Did you know?

October is National Cyber Security Awareness Month— read "Don't Be 'Insecure'!" for tips on protecting yourself online.

In the Summer of 2008 the FCC granted Florida Atlantic University approval to lease its unused broadband channels in its Educational Broadband Spectrum (EBS) to a subsidiary of wireless provider Clearwire Corp. The long-term lease is for 10 years, with two optional extensions of additional 10-year increments. If both optional renewals are exercised, the lease will bring FAU a total of approximately \$173 million in revenue over 30 years. In year one, FAU will receive approximately \$12 to \$14 million. Payments in subsequent years

will range from \$3.5 to \$6.3 million.

The lease agreement is a win-win situation for FAU and Clearwire. As FAU Provost John Pritchett put it, "For us, this technology was kind of surplus. But if you look at the wireless industry, this is exactly what they need."

In the 1960s the FCC began assigning broadband channels to schools, colleges and universities for educational use, primarily televised distance-learning classes. FAU has held FCC licenses for broadband services since the 1980s. In

the last 25 years wireless technology has dictated how people and institutions communicate. Individuals and businesses worldwide now avoid wired infrastructure by using Wifi, Bluetooth, Blackberry, and iPhone technology to stay connected 24/7 anywhere. As wireless services increased, much if not most of university-allocated broadband fell into disuse.

In 2004 the FCC recognized the underutilization of these airwaves and re-categorized them as EBS, making it easier for schools to lease out as

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SOFTWARE NEWS

Corel Software

IRM has acquired special pricing for Corel software for FAU students, faculty and staff. The software can be downloaded onto your personal computer for \$10 per license. There are several products available. The download links provided by Corel are available through MyFAU. Depending on your role (Faculty/Staff or Student) you will click on either the "Staff" tab or the "Student" tab within MyFAU. At the center of the page, you will find the listing of available downloads.

The same pricing is available to faculty and staff for use on your FAU computer. You may purchase the software through your departmental account. A complete listing can be found on the IRM Corel software order form page at www.fau.edu/irm/desktop/corelsoft.php.

Maple Software

Maple is no longer available through IRM. The software was not being used by faculty in our supported labs and was removed from our product offering. The College of Science picked up the license for their use

Microsoft Software

IRM continues to maintain our campus agreement with Microsoft for specific products that are part of our standard desktop. In addition, we will be offering some online instructional courses through the Microsoft IT Academy Program which includes access to over 250 e-learning courses, instructor-led curriculum, lab licensing, discounts on certification exams and software for personal computer usage. Specific details will be announced shortly on how you can gain access to these tools.

BLACKBOARD 8 UPGRADE

IRM will be upgrading to Blackboard 8 for the Spring 2009 semester. Some of the new and enhanced features that will be available in version 8 include:

Grade Center

The Gradebook has been completely redesigned into the new "Grade Center" with improvements such as spreadsheet functionality and inline editing, a redesigned toolbar (called the Action Bar) that

requires fewer clicks to accomplish common tasks, a Grade History that records all changes made to grades within the course, and Smart Views-- the ability to categorize students into groupings based on selected criteria.

Self and Peer Assessment

This new critical thinking tool allows students to submit reviews their own work or the work of fellow students based on rubrics or guidelines created by

the instructor. The instructor can then view and grade the assessment.



For more information, including screen shot images and links to online tutorials, please visit www.fau.edu/irm/blackboard/bb8.php.

TRAINER TIPS

Text-Selection Methods in Microsoft Word 2007

- A word: Double-click the word
- A sentence: Hold down the Ctrl key and click anywhere in the sentence
- A line of text: Move the pointer to the far left of the window, and click when you see a right-pointing arrow
- A paragraph: Triple click the paragraph; or move the pointer to the far left of the window, and double-click when you see a right-pointing arrow

- A long passage: Click at the beginning of the passage, and then hold down the Shift key and click at the end of the passage
- The entire document: Press Ctrl+A

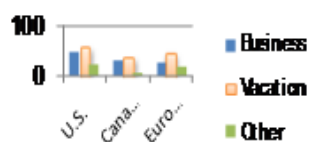
Automatically Translate Any Word in a Document

- Right click any word and select "translate" then choose the language that you want.
- Hover over any word and get the definition and translation.
- After you select the language for the first word, it

will translate any word in the document by hovering over the word.

Create a Chart in Microsoft Excel 2007

To create a chart from data that you have in a spreadsheet, simply select the data then click F11.



Did you know?

You can view the training schedule, download training materials or sign up for a training session at www.fau.edu/irm/training

C-LABS

C-Labs is a new service licensed by the FAU Library that gives students online access to assigned educational media. Faculty can contact the library and request to have a DVD or video (either owned by the University or by the instructor) sent to C-Labs to be digitized.

C-Labs is fully integrated with Blackboard, so once the content has been digitized and uploaded to their server the library places a link to the content directly within the course site for students to access and view

at their convenience from their own computer. Instructors who are not using Blackboard can also take advantage of this tool by directing students to log into the C-Labs website.

C-Labs is both legal and secure—it complies with the Fair Use and TEACH Act and the content is protected by Digital Rights Management (this means that it is only available for a specific time period and cannot be burned to a DVD or distributed in any other way once it has been downloaded to the stu-

dent's computer). It is also accessible to students via both PC and Mac using either the Real Player or Windows Media Player.

For more information please contact Jane Strudwick (jstrudw1@fau.edu).



FAU'S BROADBAND LEASING AGREEMENT

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much as 95% of their broadband allotment for commercial use. FAU thus joins other educational institutions that have turned their unused airwaves into a critically needed new source of revenue. Clearwire is one of a consortium of big-name companies, including Google Inc. and Time-Warner Cable, that have been leasing airwaves nationwide for their proposed WiMax networks. There is a particular shortage of spectrum in urban areas such as South Florida, which has a large customer base.

FAU's Strategic Academic Enhancement Initiative has proposed six main areas of investment of the funds, including increasing student retention, strengthening campus technology, increasing research, establishing academic enhancement initiatives and a supporting endowment, and developing a pool of funding to augment the compensation of all eligible FAU faculty and staff.

Dr. Jeffrey Schilit, Associate Provost and CIO, has proposed spending IRM's \$2.4 million allocation for each of the next 5 years on

a systematic replacement process of the 1000-plus computers his department maintains in open and instructional computer labs on all campuses, as well as increasing distance-learning capabilities by expanding the number of electronic classrooms, providing support for faculty involved in utilizing distance-learning technologies, and increasing support to FAU units that rely on Banner for enrollment management and other Banner-based technologies.

DON'T BE "INSECURE"!

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- **Choose original, creative passwords.** The best passwords are words you can't find in the dictionary. A good password includes a mix of letters, digits, symbols, and upper- and lowercase letters. Change your password regularly, at least every 90 days.
- **Use common sense when opening e-mail attachments.** Viruses are usually transmitted as e-mail attachments. Virus subject lines can be misleading or enticing, and

viruses may inadvertently be sent to you by people you know. Scan each attachment with antivirus software before opening.

- **Be aware of the pitfalls of file sharing.** You are at particularly high risk of exposure if you use "peer-to-peer" file-sharing networks such as Kazaa, dDonkey, and Bittorent.

- **Watch your step on social networking sites.** Popular sites such as Facebook, MySpace, and YouTube are also places where you are likely to encounter

identity theft, phishing scams, spyware, and viruses.

- **Use anti-spyware software.** Most PCs become infested with spyware or adware at some point. Such programs can slow your computer to a crawl. Two programs that can rid your PC of these problems are Lavasoft's AdAware (www.lavasoft.com) and SpyBot Search & Destroy (www.safer-networking.org). Run both programs periodically but not at the same time.

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