Making the Switch to Office 2007? Help is Here!

Even a quick glance at the new Office 2007 suite shows it is very different from earlier versions.

Those differences can make it hard to make the switch from earlier versions; when you're used to finding a particular button or option in a particular place, changes can mean extra time to complete your tasks—and sometimes extra frustration.

To help reduce that time spent (and frustration) Instructional Services is offering a series of workshops this fall, called **Making the Switch**. Whether you have already installed and started using Office 2007, or want to see the differences before you upgrade, these presentations will help you get up to speed quickly.

Making the Switch workshops are available for these applications:

- Office 2007 (overview of the new suite)
- Access
- Excel
- Outlook
- PowerPoint
- Word

Hands-on training is on the way

The Making the Switch workshops are presentations (not hands-on), but Instructional Services will offer hands-on "Introduction" workshops for Office 2007 applications later this fall; watch the online workshop calendar (**www. infotraining.ku.edu**) starting in October for details.

Office 2003 training still available

All other Office workshops offered this semester by Instructional Services will be taught on Office 2003 Training on Office 2003 will be phased out in 2008.

Scholar Services, cont'd.

Denise Stephens, vice provost for information and services and KU's chief information officer, explained that under this new format, Scholar Services plays a significant role in advancing research on campus.

"The formation of this program demonstrates our commitment to aligning our services with the needs of the KU community," said Stephens. "While we anticipate that it will benefit research on an institutional scale, it will do so by providing service effectively to faculty and students on an individual basis."

Digital Initiatives

KU Digital Initiatives designs and implements digital services needed to create, display, discover, store, and preserve scholarly information in a digital format. Through standards-based technology, campus-wide collaboration, and external partnerships, the DI program is helping to build a rich set of digital tools and resources that can be accessed through a common digital library system.

Associate Professor of English Joe Harrington is working with KU Digital Imaging Librarian Sarah Goodwin Thiel to digitize a series of pastel drawings to be included in a future publication, *Things Come On*.

Additionally, Librarian Brian Rosenblum is working closely with the editors of *Latin American Theatre Review* to scan back issues of the journal and make them available through digital library systems supported by Information Services. This project draws on Rosenblum's electronic publishing experience, and it will benefit from the integrated technology and library support available through Scholar Services.

Rosenblum is also partnering with Mercer to assist the Public Administration department in highlighting faculty and student research on KU ScholarWorks.

GIS and Data Services

The GIS and Data Lab provides workspace for KU students, staff and faculty, as well as one-on-one assistance with numeric, geospatial, statistical and related data. The Lab supports GIS and statistics-related class work, teaching and research at KU. The Thomas R. Smith Map Collection, located on the first floor of Anschutz Library, is among the largest academic map collections in the United States. The KU Libraries have extensive holdings of maps and digital data on CD-ROMs, primarily from government agencies but also from other sources.

GIS and Data Specialist Rhonda Houser, Map Librarian Scott McEathron and Operations Manager Alex Slater recently partnered with the Geography department and the Kansas Applied Remote Sensing Program to complete the JOGs Map Scanning Project. Since spring 2005, this collaboration has resulted in scans of more than 1,200 maps from the KU Libraries collection that will be used as part of the Swiss Humanitarian Agency project aimed at reducing land mines around the world.

Statistical Analysis and Consulting

Known for "bridging the gap between data and discovery," Statistical Analysis and Consulting utilizes up-to-the-minute technological resources to help researchers evaluate data. Statistical consultant Mickey Waxman provides technical support for statistical computing software licensed by KU, and assists faculty and graduate students in research design and data analysis.

Government Information and Data Services

KU Libraries has information resources from a number of government organizations, including the U.S. Federal Government and the State of Kansas.

Librarian Jeff Bullington recently worked with the Dole Institute Study Series to research relevant print and electronic government documents to include in their parallel studies on the Republican and Democratic parties.

Quick "Clicker" Basics

There's a good chance that, at some point while you're at KU, you'll take a class that involves using a **student response system** – typically known as a **clicker**. This technology is a lot like audience voting systems for quiz shows or funniest video programs.

Your instructor might use the clickers to find out how well you understand the class material or to take an instant opinion poll of the class, for example. Either way, you'll need to show up for class and pay attention, and ultimately these little devices will help you learn the material better than you might expect.

If your instructor chooses to use clickers in class, he or she will order them at the bookstore, just like a textbook. You can buy the transmitter at the bookstore (it usually costs around $20) and each semester you use it you'll pay a $10 access fee (it's $10 total each semester, not $10 per class). At the end of the semester you can sell the transmitter back to the bookstore, just like a book, but you might want to hang onto it, in case you have a clicker class the next semester.

You'll get detailed, step-by-step directions from your instructor on how to "register" your clicker online. If you lose these directions, go to the IDS website (**www.ids.ku.edu**) and select the Clickers link (left side of the page) to find a handout especially for student users.

If you run into technical problems, don't hesitate to call the e-Instruction tech support line at (888) 333-7532. They can help with username issues, credit card problems, pad number assignment, etc.

If your transmitter quits working:
- First, check the batteries by replacing them with new ones.
- If that doesn't work, log into **eInstruction.com** to verify that the serial number was recorded correctly.
- If it still doesn't work, call the e-Instruction tech support line (toll free) at 888-333-7532. If they cannot get it to work, e-Instruction will email you a Bookstore Exchange form. Take the defective clicker and the form to the KU Bookstore and you will be given a new clicker.

Still in the dark about clicking? Contact IDS at 864-2600 or e-mail us at ids@ku.edu and we'll do our best to answer your questions promptly!

Workshop Locations

Alderson	4th floor Kansas Union
Anschutz	3rd floor Anschutz Library, next to the service desk
Budig	10a Budig Hall (lower level of Budig Hall)
Budig Media Lab	10b Budig Hall (lower level of Budig Hall)
6 Budig	Adjacent to IDS offices (Budig Hall, lower level)
Computer Center	Auditorium, 2nd floor Computer Center
Edwards Campus	Edwards Campus computer training lab
Fraser	4 Fraser Hall
McCook	308 Burge Union
Watson 419	4th floor Watson Library, east of main stairs

Registration Required

Computing workshops are free to KU students, staff and faculty, but they require registration.

To register or find out more, visit **www.infotraining.ku.edu** email **training@ku.edu**, or call **785-864-0410**. You must be confirmed by phone or by email to attend the workshop. If you try to register for a class and it is full, be sure to add your name to the waiting list. You will be notified by email if a space in that workshop becomes available. Workshops are often added to the schedule based on demand, so check the web site for additions throughout the semester.

Who We Are

Skillset is a joint publication of Instructional Services at the KU Libraries and Instructional Development & Support. The Student Edition appears twice a year (February and August). For more information and PDF versions of back issues, see the online archive at **skillset.ku.edu**.

Instructional Services
www.lib.ku.edu/instruction

Instructional Services helps the campus community use technology and information for teaching, learning, and working. As part of KU Libraries, we offer instructor-led instructional opportunities on both computing and information literacy topics that promote the development of critical thinking and research skills. We provide scheduled workshops, in-class instruction for KU courses, custom training for departments and groups, and consulting services for individuals.

Contact us at **training@ku.edu** or **864-0410** to learn more or set up a consultation.

Instructional Development & Support (IDS)
www.ids.ku.edu

Think of us as "the learning environments group." We oversee classroom technologies, provide assistance with online tools such as Blackboard, and consult with faculty and other teaching staff about instructional technology use. We also offer help and training on digital photography and video production. IDS maintains a circulating equipment pool with items to support teaching activities, such as data projectors, DVD playe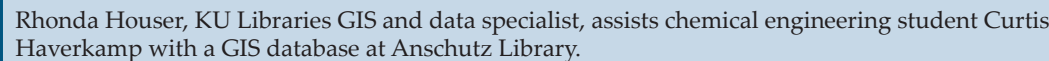rs, and digital cameras. We offer workshops and seminars frequently throughout the semester, and our staff members also meet individually with instructors to accommodate busy schedules. Call, e-mail, or stop by—we're ready when you are!

Contact IDS at **864-2600** or **ids@ku.edu** to learn about designing instruction that takes advantage of a wide variety of innovative teaching strategies and available-right-now technologies.

IDS is located directly across from Anschutz library, in the southeast corner of Budig Hall. Offices are in room 4 Budig Hall, and workshops are in room 6.

---

skillset
for learning, teaching, and working at KU

Rhonda Houser, KU Libraries GIS and data specialist, assists chemical engineering student Curtis Haverkamp with a GIS database at Anschutz Library.

New Scholar Services Program Launched

On July 1, KU Libraries, in partnership with Information Technology, launched Scholar Services, a program to support research and digital scholarship at KU. This new Information Services program bridges existing services to provide integrated technology and library support to KU students, faculty, staff and researchers.

Holly Mercer (KU Libraries) will serve as interim coordinator of the program and will oversee Digital Initiatives, GIS and Maps, Data Services and Statistical Consulting. Jan Waterhouse (IT) will work with Mercer on the implementation of the information systems that support services to faculty.

"This program will be a great partner for students wanting to pursue new methods of research and scholarly communication," said Mercer, who was previously coordinator of digital content development for KU Libraries. "Our librarians can help faculty visualize a digital project, and the systems, resources and expertise on the IT side can provide storage and access solutions."

> **"This is truly cutting edge in that it retools libraries in a way that benefits both scholars and their research. We've always been supportive of research—now we're doing it in new and innovative ways."**
>
> *Holly Mercer, Scholar Services*

Combining the existing library and IT research support programs under one initiative, will give students easy access to a comprehensive and complementary suite of services. Mercer notes that Scholar Services staffers can assess student needs and suggest a menu of services to suit their research.

"This is truly cutting edge in that it retools libraries in a way that benefits both scholars and their research," said Mercer. "We've always been supportive of research—now we're doing it in new and innovative ways."

"We are incredibly excited about this initiative to build stronger partnerships between librarians and researchers with a focus in digital scholarship," said Lorraine J. Haricombe, dean of KU Libraries.

"Librarians and technology professionals in Scholar Services have unique insight and expertise that will facilitate the production, packaging and dissemination of data and digital content. This program will help students and faculty streamline these efforts."

(cont'd inside)

Inside...

Watch for our Spring issue the second week of February!

KU THE UNIVERSITY OF KANSAS

Your Blackboard Survival Guide

What's Bb?

Blackboard (Bb) is the software used at KU that allows you to view course materials online, send e-mail to your instructor or classmates, participate in online discussions, and lots of other wonderful stuff. Most of the instructors at KU use Bb, so you'll need to become familiar with it right away. This article will only scratch the surface of what Bb can do, but it will help you get started. So, let's begin …

Getting Started

To log in to the system, go to **courseware.ku.edu** and click the **Login** button. Use your KU Online ID and password to log in. Click **Login** once more, and you're in.

The first page you see inside Bb will have your name on it and several different areas of information (My Announcements, My Calendar, etc.). The tab at the upper left of the page says **My KU**. Clicking this tab anywhere in Bb will bring you back to this page.

Look under **My Courses** to find which of your classes have Bb sites established. (Not every instructor uses Bb, so you may not see all of your courses listed here.) Links to your classes on Bb will be available two days before the semester begins.

Click on the course title to enter the site.

Navigating in Bb

Once you're in a course site, you'll see navigation buttons on the left side. These may differ from one class to another, but they'll always be in that location. It's a good idea to click through those buttons to see what your instructor or TA has posted there.

Using Bb to Organize Your Life

Blackboard has a personal calendar you can use to keep track of appointments, due dates for assignments, or important deadlines. In your My KU page, click **More** at the bottom right of the My Calendar area to use this feature. Or check out **My Tasks**, where you can create to-do lists, keep track of your progress, and prioritize the things you need to get done.

Customizing the Look of Bb

You can also change the way your My KU page looks, to make it easier to find the things most useful to you. To add or remove modules (such as the calendar) from the My KU page, click the **Modify Content** tab at the upper right. We recommend that you **not** turn off My Courses or My Announcements, but the others are less critical.

Click **Modify Layout** to change the color scheme and/or arrangement of modules on the My KU page. Be sure to click **Submit** at the bottom right to save your changes.

Getting Help with Bb

- Look for a navigation button called **Using Blackboard**. Here you'll find lots of helpful step-by-step instructions for using Bb tools. (Most, but not all, courses will include this button.)
- Click the **Course Tools** button in the navigation bar. Scroll down to find a detailed **User Manual**.
- Click the **Help** button at the top of the page. This will take you to the IDS website. Scroll down to **Blackboard for Students** for links to handouts with step-by-step instructions on the most popular Bb tools.
- If you are having problems logging in, call the Help Desk at 864-8080. If you are logged in but having problems using Blackboard, call IDS at 864-2600.

data & statistics

Finding Statistics and Data for Your Research	Tues	Aug 28	3:00 PM	5:00 PM	Watson 419
Importing and Manipulating Data using MS Office	Wed	Aug 22	9:00 AM	10:30 AM	Budig

GIS
GIS I: ArcMap Introduction	Tues	Aug 21	10:00 AM	12:00 PM	Budig
GIS I: Finding GIS Data on the Web	Thurs	Sep 6	4:00 PM	6:00 PM	Budig
GIS I: Power Hour (ArcMap Introduction)	Mon	Aug 27	1:00 PM	2:15 PM	Budig
GIS II: Mapping Your Data	Wed	Sep 19	2:30 PM	4:30 PM	Budig

SPSS
SPSS I: Getting Started	Tues	Aug 28	1:00 PM	3:00 PM	Budig
SPSS I: Getting Started	Mon	Sep 24	1:00 PM	3:00 PM	Budig
SPSS II: Building SPSS Skills	Thurs	Aug 30	1:00 PM	3:00 PM	Budig
SPSS II: Building SPSS Skills	Wed	Sep 26	1:00 PM	3:00 PM	Budig
SPSS III: Output and Graphics	Tues	Sep 4	1:00 PM	3:00 PM	Budig
SPSS III: Output and Graphics	Wed	Oct 3	1:00 PM	3:00 PM	Budig

web authoring

Dreamweaver
Dreamweaver: Getting Started	Wed	Aug 29	3:00 PM	5:00 PM	Budig
Dreamweaver: Getting Started	Thurs	Sep 13	11:00 AM	1:00 PM	Budig
Dreamweaver: Creating Web Pages	Wed	Sep 5	3:00 PM	5:00 PM	Budig
Dreamweaver: Creating Web Pages	Thurs	Sep 20	10:00 AM	12:00 PM	Budig
Dreamweaver: Getting Your Site Under Control	Wed	Sep 12	3:00 PM	4:30 PM	Budig
Dreamweaver: Quick Fixes	Wed	Sep 19	12:30 PM	2:00 PM	Budig
Dreamweaver: Visual Design Using CSS	Tues	Sep 25	2:00 PM	5:00 PM	Budig
Dreamweaver: Working in Code View	Thurs	Oct 4	3:00 PM	5:00 PM	Budig

office productivity

Databases
Importing and Manipulating Data using MS Office	Wed	Aug 22	9:00 AM	10:30 AM	Budig
Database Design	Thurs	Sep 6	12:30 PM	2:00 PM	Budig
Access 2003: Introduction	Thurs	Sep 13	12:30 PM	3:30 PM	Budig
Access 2003: Queries	Thurs	Sep 20	12:30 PM	3:30 PM	Budig
Access 2003: Forms	Thurs	Sep 27	12:30 PM	3:30 PM	Budig
Access 2003: Reports	Thurs	Oct 4	12:30 PM	3:30 PM	Budig

Excel
Excel 2003: Introduction	Wed	Aug 29	9:00 AM	12:00 PM	Budig
Excel 2003: Data Management	Wed	Sep 5	9:00 AM	12:00 PM	Budig
Excel 2003: Functions and Data Analysis Tools	Wed	Sep 12	9:00 AM	12:00 PM	Budig
Excel 2003: Charting	Wed	Sep 19	9:00 AM	11:00 AM	Budig

Powerpoint
PowerPoint 2003: Introduction	Tues	Sep 11	12:30 PM	3:30 PM	Budig
PowerPoint 2003: Intermediate	Tues	Sep 18	12:30 PM	3:30 PM	Budig

Word
Word 2003: Everyday Tasks	Thurs	Sep 6	11:00 AM	1:00 PM	Anschutz
Word 2003: Document Enhancement Features	Wed	Sep 26	3:00 PM	5:00 PM	Anschutz
Word 2003: Long Documents	Tues	Sep 18	8:30 AM	10:30 AM	Anschutz

Office 2007 - NEW!
Office 2007: Making the Switch	Tues	Aug 21	1:30 PM	3:00 PM	Anschutz
Office 2007: Making the Switch	Fri	Sep 14	9:00 AM	10:30 AM	Anschutz
Office 2007: Making the Switch	Tues	Oct 2	3:00 PM	4:30 PM	McCook
Access 2007: Making the Switch	Wed	Aug 22	3:00 PM	5:00 PM	Anschutz
Access 2007: Making the Switch	Fri	Sep 21	9:30 AM	11:30 AM	Anschutz
Access 2007: Making the Switch	Tues	Oct 9	12:30 PM	2:30 PM	McCook
Excel 2007: Making the Switch	Thurs	Aug 23	8:30 AM	10:30 AM	Alderson
Excel 2007: Making the Switch	Mon	Sep 17	3:00 PM	5:00 PM	Anschutz
Excel 2007: Making the Switch	Tues	Oct 9	10:00 AM	12:00 PM	McCook
PowerPoint 2007: Making the Switch	Thurs	Aug 23	11:00 AM	1:00 PM	Alderson
PowerPoint 2007: Making the Switch	Wed	Sep 12	3:00 PM	5:00 PM	Alderson
PowerPoint 2007: Making the Switch	Tues	Oct 2	12:30 PM	2:30 PM	McCook
Word 2007: Making the Switch	Thurs	Aug 30	11:00 AM	1:00 PM	Alderson
Word 2007: Making the Switch	Tues	Sep 25	10:00 AM	12:00 PM	Anschutz
Word 2007: Making the Switch	Tues	Oct 9	3:00 PM	5:00 PM	McCook

internet/ email

Outlook
Outlook 2003: Tips and Tricks	Tues	Sep 4	11:00 AM	12:30 PM	Budig
Making the Switch - Outlook 2007 *New!*	Tues	Aug 28	10:00 AM	12:00 PM	Anschutz
Making the Switch - Outlook 2007 *New!*	Mon	Sep 10	3:00 PM	5:00 PM	Alderson
Making the Switch - Outlook 2007 *New!*	Mon	Oct 1	12:30 PM	2:30 PM	McCook

research & libraries

EndNote
EndNote: Overview	Thurs	Aug 23	3:00 PM	4:00 PM	Anschutz
EndNote: Introduction	Thurs	Aug 30	3:00 PM	6:00 PM	Anschutz
EndNote: Introduction	Wed	Sep 19	3:30 PM	6:30 PM	Watson 419
EndNote I - in 60 Minutes	Mon	Sep 17	6:00 PM	7:00 PM	Edwards Campus
EndNote I - in 60 Minutes	Tues	Sep 18	7:00 PM	8:00 PM	Edwards Campus
EndNote I - in 60 Minutes	Sat	Sep 22	9:00 AM	10:00 AM	Edwards Campus
EndNote II - Bibliographies and Cite While You Write *New!*	Mon	Sep 24	6:00 PM	7:00 PM	Edwards Campus
EndNote II - Bibliographies and Cite While You Write *New!*	Tues	Sep 25	7:00 PM	8:00 PM	Edwards Campus
EndNote II - Bibliographies and Cite While You Write *New!*	Sat	Sep 29	9:00 AM	10:00 AM	Edwards Campus

Refworks
Refworks: Writing and Citing	Fri	Sep 14	10:00 AM	12:00 PM	Watson 419

Research Essentials
Credible or Not? Evaluating Internet & Print Resources *New!*	Tues	Aug 28	2:30 PM	3:30 PM	Anschutz
Credible or Not? Evaluating Internet & Print Resources *New!*	Thurs	Sep 27	11:00 AM	12:00 PM	Anschutz
Finding Statistics and Data for Your Research	Tues	Aug 28	3:00 PM	5:00 PM	Watson 419
First Year Research Essentials: Articles *New!*	Wed	Sep 5	11:00 AM	12:00 PM	Watson 419
First Year Research Essentials: Articles *New!*	Tues	Sep 18	7:00 PM	8:00 PM	Anschutz
First Year Research Essentials: Articles *New!*	Thurs	Sep 27	2:30 PM	3:30 PM	Anschutz
First Year Research Essentials: Books *New!*	Wed	Aug 29	1:00 PM	2:00 PM	Anschutz
First Year Research Essentials: Books *New!*	Mon	Sep 17	7:00 PM	8:00 PM	Anschutz
First Year Research Essentials: Books *New!*	Wed	Sep 26	3:00 PM	4:00 PM	Watson 419
LUNA Insight: An Introduction to KU Digtal Imaging	Thurs	Sep 13	3:00 PM	5:00 PM	Anschutz
Online Research in 60 Minutes	Tues	Aug 28	7:00 PM	8:00 PM	Edwards Campus
Online Research in 60 Minutes	Sat	Sep 1	9:00 AM	10:00 AM	Edwards Campus
Overview of U.S. Government Resources in KU Libraries	Thurs	Sep 6	2:00 PM	4:00 PM	Watson 419

computing basics

Windows Operating System
Introduction to Personal Computing using Windows	Tues	Aug 21	1:00 PM	3:00 PM	Budig
Introduction to Personal Computing using Windows	Wed	Sep 5	10:00 AM	12:00 PM	Anschutz

Mac Operating System
Introduction to Personal Computing using Mac OS X	Tues	Aug 21	1:00 PM	3:00 PM	Budig Media Lab
Introduction to Personal Computing using Mac OS X	Wed	Sep 5	10:00 AM	12:00 PM	Budig Media Lab

graphics

Graphics
Graphics: Foundations	Thurs	Sep 13	2:00 PM	3:30 PM	Budig

InDesign
InDesign: Introduction	Tues	Sep 11	11:00 AM	2:00 PM	Anschutz

Photoshop
Photoshop: Introduction	Thurs	Sep 20	2:00 PM	5:00 PM	Budig
Photoshop: Intermediate	Thurs	Sep 27	2:00 PM	5:00 PM	Budig

computer security

Best Practices/Security Awareness *New!*	Wed	Sep 12	10:00 AM	12:00 PM	Alderson
Best Practices/Security Awareness *New!*	Wed	Oct 3	3:00 PM	4:00 PM	Computer Center
Basic System Hardening *New!*	Tues	Oct 16	9:00 AM	11:00 AM	Alderson

Learn the tools you need to succeed in college — Free!

Research Essentials

Learn the skills you need to perform college-level academic research from the research experts at the KU Libraries. We offer workshops and one-on-one help designed to meet your needs.

Technology Skills

College academic work means more than just writing papers. KU students create web sites and multimedia projects, analyze data, and create many other technology-related projects. We can help you learn technology skills for your academic work and for your career beyond KU.

First year? Look here!

First Year Research Essentials workshops are designed especially for you! Get a jump start on finding great information sources— and getting great results for your assignments and papers. More help is available online at **www.lib.ku.edu!**

workshops

Skillset 2007 back to school

All workshops are **FREE**. See back page for details on workshop locations.

See more workshop listings and register online at **www.infotraining.ku.edu**

Questions? Call **864-0410** or email **training@ku.edu**