

Locating Resources

The computers in public locations of the college are available to all members of the college community. Instructional labs are open for other users **only when no classes are in session**.

Desktop Computers

Networked Pentium computers running Windows XP are located in all offices and computing labs except the Graphic Arts and Music Performance/Recording labs, which have MACs.

Systems for visually impaired individuals are in B373, B387, B385, and the library. B373 also has a scanner with voice output.

Laptop computers can be borrowed for a few days. Call Kay Carlisi (7379) or John Taylor (7221).

The **Student E-mail** sever is accessible from anywhere on the internet.

The **Datatel Colleague Student Information System** is available in all offices.

Wireless Access to the Internet is available to all who have accounts on the Employee or Student domain. Employee or Student access to LAN resources (files and printers) is available only on systems managed by Computing Services. Ask Kay Carlisi or the Computer Helpdesk for details.

Computer Lab Hours

During regular semesters, computer labs in the B3 computing wing are open 7:30 AM to 11 PM Monday thru Thursday, closing at 5 PM on Friday. Open 9-5 Saturday and 11 to 5 Sunday. During breaks, vacations and short terms, shorter hours will be posted on the door of the labs.

Printers

Every computer lab has at least one letter quality printer (laser or inkjet). Some lab systems also have Epson dot matrix printers with continuous feed paper.

Letter quality inkjet or laser printing is also provided through your departmental secretary or in your office. Color inkjet printers are in some labs and many offices.

Multimedia

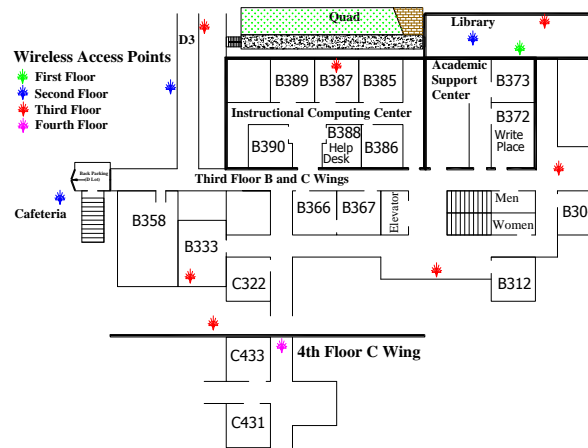
Multimedia presentation systems are in the four ETEC rooms on A1 (one lecture station in each), both lecture halls, all instructional computer labs, and many other classrooms. Most instructor stations have DVD players. Elmos are available in the ETEC rooms. Multimedia systems for student use are in B390 (21 stations).

Call: Kathy Schwartz (7288) for ETEC rooms
Kay Carlisi (7379) to reserve B390

Digital cameras can be borrowed from E.T.C. (Educational Technology Center).

Image scanners are in C433, B390, B385, B372 (The Write Place) and the Educational Technology Center (E.T.C.).

FLCC Main Campus Computer Lab Locations



FLCC Institutional Computing Services for Faculty and Staff

Instructional Computing Center

B385(Computer Science), B386(Math, Business and other classes), B387(Open Lab), B388 (Computer Help Desk), B389(Computer Science), B390(Ad Hoc and Multimedia)

Academic Support Ctr Lab B304
Adaptive lab and Math Ctr B373
Art Department Lab C431 (**art students only**)
CAD (Computer Aided Design) B366, B367 (**Tech only**)
Computer Classroom B312
Nursing Computer/AV Lab Library A323 (**nursing only**)
Office Technologies Lab C433
Science Lab C322
Biology Lab B333
Geneva (2 Computer Labs) and Newark (2 Computer Labs)

Informational Websites

<http://paws.flcc.edu> - Kay Carlisi or Computer Helpdesk

www.flcc.edu - Offices > Administrative > Institutional Computing Services

September 2007

College E-mail accounts

You need a college Employee LAN account to logon to any FLCC Windows computer on Main Campus, which also provides employee e-mail. Please read your college e-mail regularly, so you don't miss important college communications. An Employee account also provides for wireless Internet access on your own laptop. To apply for an employee E-mail account, contact Computing Services.

Call: Joyce Hoppough (7467)

Employee accounts provide file storage on a LAN server, addressed as drive U: For help or information about employee accounts or e-mail, contact John Taylor or Bonnie Rands.

Call: Bonnie Rands (ext. 7435)

John Taylor (ext. 7221)

Academic Support

- If you would like to put course information online for your students, contact Chuck Woods, about using WebCt or Sam Iraci about PAWS web pages.
Call: Chuck Woods ext. 7540 e-mail woodsgc@flcc.edu
Sam Iraci ext. 7301 e-mail iracisj@flcc.edu
- If your textbook provides software which you want students to use at the college, you must send a copy of it to the Instructional Computing Coordinator for installation in a computer lab. If you need to use any software which is not already in the labs, call well in advance to discuss installation in the desired lab(s).
Call: Kay Carlisi (ext. 7379, e-mail carliskf)
- If you need a hands-on computer session for your class, we'll find a suitable lab.
Call: Main Campus : Kay Carlisi (ext. 7379)
Geneva: John Cromartie (315-789-6701)
Newark: Laila Paliotti (315-331-9098)

Academic computing resources are listed on the FLCC web page, under the Current Students topic.

Help with Problems

The Computer Help Desk in B388 will help with computing trouble you are experiencing, or contact the proper staff person to investigate if they can't solve the problem.

Help Desk: Extension 7419 or e-mail helpdesk. Staffed by Jan Esse during the day, by student aides nights and week-ends. Current computing news is available on the PAWS web site (<http://paws.flcc.edu>) under Kay Carlisi or Computer Helpdesk.

Maintenance and Repair

If computer equipment needs repair, upgrade, or installation of standard software we'll attend to it as quickly as possible. If you repair or install systems, peripherals, or software yourself, we may be unable to support your system in the future.

Call: The Help Desk (7419, e-mail helpdesk) or report the problem online on the Computer Helpdesk page on PAWS.

Manuals and other help

We have help sheets for most academic software at the Computer Help Desk (B388) or the Help Desk web page on PAWS. Most software has online help.

Call: The Help Desk (ext. 7419, e-mail helpdesk@flcc.edu)

Administrative software: Bonnie Rands (ext. 7435)

Budgeting

We will provide assistance with preparing your annual budget for computing resources by helping to determine your needs, and supplying cost estimates. Contact the Director of Computing Services before budget time.

Call: Rick Evans (Ext. 7300)

Classroom Presentations

We will come to your class to demonstrate or provide hands-on computing exercises. At least 3 weeks notice is needed.

Call: Windows Applications: Kay Carlisi (7379)

Student E-mail: Sam Iraci (7301)

Planning

Curriculum planning: When you are developing or changing a course syllabus, we would like to discuss the impact on computing resources.

Call: Kay Carlisi (7379)

Long-range planning for future computing needs is an essential part of providing equipment and services. We can't meet your needs unless we know your plans!

Call: Rick Evans (7300)

Purchasing

Please call us before you buy computing equipment or software. We will review your planned purchases for compatibility and supportability. When purchased items arrive, we will arrange for installation. We do not install, maintain, or support computers, peripherals, or software that was ordered without consulting us.

Call: Academic software: Kay Carlisi (7379)

Administrative systems: John Taylor (7221)

Microcomputer hardware: Joe Shulman (7461)

Purchasing for Personal Use

Some vendors extend special prices to faculty and staff of the institution. If you are planning to buy a computer or software for home use, we can tell you the latest academic price breaks. The Microsoft "work at home" license allows you to borrow our CDs so you can install one copy of Microsoft Office on your home system if we have bought it for your office.

Call: Hardware: Joe Shulman (7461)

Software: Kay Carlisi (7379) or the College Bookstore

Virus Detection/Elimination

All Windows systems are protected with Symantec Antivirus. If a virus is found on your disk, you can clean it or call the HelpDesk for assistance.

Call: The Computer Helpdesk (7419, e-mail helpdesk@flcc.edu)

Standard Software Support

All software required for academic and staff use is installed where it will be used, usually on the computer's hard drive, and upgraded as needed. We only support, install, or upgrade software which is acquired through Institutional Computing. Please do not install or run your own software, to prevent system configuration problems.

Standard software titles include:

Word Processing/Publishing: Current Windows versions of Microsoft Word and Publisher

Spreadsheet: Current Windows version of Microsoft Excel
Database: Microsoft Access

Graphics/CAD: Photoshop Elements, Macromedia Studio, Microsoft Picture Manager, AutoCAD, ArcView GIS

Internet and e-mail: Internet Explorer, Internet publishing tools from Microsoft and Macromedia. Microsoft Exchange Server for Employee e-mail and other data, accessible with Outlook on campus, or Outlook Web Access from any system which is connected to the Internet. AXP Linux system for web-based Student E-mail.

Math: Minitab, Derive, MathCad

Presentations: Powerpoint

Web based courses: WebCt provides FLCC course content written by instructors or text publishers. Lotus Notes servers (for complete courses on SLN) can be accessed in faculty offices for authoring. WebCt and SLN servers are accessible from home Internet connections by students or authors.

Programming: Visual Basic, Visual C++, Java, Assembler

- Software training is provided in hands-on workshops which we offer at various times during the year. If there is a workshop you would like to have scheduled, please let us know.
- We will provide individual assistance to help you use standard software in your office.

Call: Academic systems: Kay Carlisi (7379)

Administrative systems: Bonnie Rands (7435)