



Division of Information Technology

Fall 2009

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Active Directory by Ken Garcia

Domain Services in IT is in the process of upgrading the active directory structure. This is the technology that faculty, staff and students use to access services, such as U and Y drives and print services. We are currently migrating Windows-based computers. The team will switch all faculty and staff from the current Admin1 domain to the new Admin domain. All users will continue to use the same username and password and should not notice any difference in the way they log in. The migration process averages 10-20 minutes per machine. During Fall semester, students and faculty will be migrated to an upgraded Academic domain, "Academia", which will be separate from the Admin domain for efficiency and security purposes.

Graduate Programs and Banner by Rick Beck

The SunGard Banner system we use at Metro State originally had the baseline programs needed to accommodate graduate programs. In fact, many colleges and universities (in Colorado and nationwide) use Banner to support their graduate students. But a dozen years of tailoring and configuring for undergraduate-use only at Metro State will require months of rigorous effort to re-introduce the programming logic needed to support our new graduate programs.

Also, the last twelve years has seen the introduction of over 1,000 add-on forms, reports, applications, and databases at Metro State that do not have logic necessary to differentiate between undergraduate and graduate students. Without major changes, this would result in inaccurate reporting or unwanted record updates. Also, new functionality will need to be added to existing applications, such as admissions application, financial aid processing, and transcript reporting.

Making these changes to our Banner system will require outside expertise from SunGard or other Banner experts to assist in properly redesigning and reconfiguring the system. Along with new training modules, extensive testing will be vital to ensure new graduate applications do not disrupt our current undergraduate records and processing.

These preparations will not be simple tasks, and IT staff and administrative areas will be busy throughout the fall and early winter preparing the College's Banner system to handle our inaugural graduate programs in Fall 2010.

**Faculty/Staff
IT Support**



Call x2-7548
or visit WC 241

New Features in Banner 8 by Rick Beck



Tech Connect Tip

“Zoom”

You can find zoom in the lower-right corner in Word, Excel and PowerPoint.

Drag the slider to the right to zoom in, drag it to the left to zoom out. If you click the percent number to the left of the slider, it will open the Zoom dialog box, where you can specify a zoom percentage. If your mouse has a wheel, you can hold down the CTRL key and turn the wheel forward to zoom in, backwards to zoom out. You can also find Zoom commands on the View tab.
by Stephanie Madison



www.mscd.edu/technology

Banner 8, released by SunGard in April 2008, will be implemented at Metro State over Spring Break 2010. This major upgrade will increase the usability of the system and introduce new academic and administrative functions. For example, the size of many demographic fields (like name and address) were increased. Batch processes were added to assist large schools (like Metro State) in updating large quantities of records.

A partial list of new features and enhancements includes:

- Human Resources: faculty load and multiple race/ethnicity enhancements
- Student: waitlist process improvements, new self-service graduation module, mass entry for registration and grades, and alternate ID collection
- Accounts Receivable: fee assessment improvements
- Finance: research grant enhancements and new multi-year encumbrances
- Financial Aid: new algorithmic packaging

In concert with the upgrade to Banner 8 will be a new cashiering system, a new version of the MetroConnect Portal, an upgrade to the Banner document imaging system (BDMS Xtender), and a new job scheduling system.

You Can't Take it Back Online by Clyde Hoadley

Back in the olden days, before televisions had remote controls, if you said something stupid or mean spirited, it was usually forgotten in a day or two. But with the arrival of today's online world of social networking sites (Twitter, Facebook, MySpace and YouTube), our mistakes are no longer ours to manage.

When you post to your Facebook page or tweet on Twitter, your words become part of the vast internet. Once you press the “Send” key, you no longer control where your words go or who eventually will read them. You may be able to delete that last tweet, blog post or video upload from your web page, but you cannot delete it from your friends Inbox, an anonymous follower's iPhone, or from your enemy's hard drive.

Back before the Internet, our parents taught us axioms such as "Look both ways before crossing the street" and "If you can't say anything nice then don't say anything at all". These words are just as true today on the Internet. Be careful how much personal information you put on your profile page, only share your profile with your true friends (not ones you have met online), and think twice before pressing “Send”. Because once it's online, you can't take it back!

IT Organizational Structure by Carl Powell

The Division of Information Technology at Metro State is comprised of 60 employees and over 100 student employees who are responsible for the College's data centers, academic labs, desktop systems, and campus-wide networking. Located in the Administration building, the IT division is managed by Dr. Carl Powell, Vice President for IT, and Yvonne Flood, Associate Vice President for IT.

Reporting to Dr. Powell are:

- Rick Beck, Director of Application Services
- Joe Lamers, Director of Infrastructure Services
- Kay Tennant, Executive Assistant

Reporting to Ms. Flood are:

- Camille Fanguie, Director of User Services
 - Cassetta Phillips, Manager of IT Education and Communication
- Ken Gurule, Director of Academic and Desktop Computing
- Clyde Hoadley, Director of Information Security
- Chip Hagan, Manager of IT Budget and Planning
- Ken Garcia, Supervisor of Domain Administration



How to Create a PDF File on a Mac by Lee Taylor

PDF's (Portable Document Format) are a great way to share files among users and across different computer platforms. Almost every computer can open and read a PDF file. From almost any application that can print, you can create a PDF file instead.

For example, to create a PDF document from Microsoft Word on a Mac, you would:

Select **File, Print...**

Click the PDF button in the lower left hand corner and select **PDF**.

From the pop-up menu, choose **Save as PDF**

Specify the name of the PDF document and where to save



Navigating the College Website by Camille Fanguie

Do you get frustrated trying to navigate your way through the College's website? It's really pretty simple once you've figured out the tricks.

There are the tabs at the top that take you to the major pages and departments and change from gray to red when that page is displayed. Each of those pages has a navigation pane on the left and, generally, additional links within the body of the page for more information. Pretty typical of all web pages.

The tricky part comes when you can't find your topic on those tabs. On the home page, just below the large photo there are small alphabetical links labeled Metro State A-Z. These links will take you to all available information alphabetically, so if you are looking for information about the program for high risk youth, go to 'H' and find 'High Risk Youth Studies, Center for'.



The Division of Information Technology

"We build relationships with colleagues and customers, practicing personal integrity, accountability and commitment to the college while supplying excellence in information technology."

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IT Call Center is located in Admin 480L

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8:00 am and 5:00 pm Monday through Friday.

Call AskIT (2-7548)



IT Student Employee Profiles

Tony Laubach

Tony has been a dedicated Lab Technician for IT computer lab support services since 2003 and freshly graduated with flying colors from Metro State with a B.S. degree in Meteorology. Tony has contributed in various multimedia projects for IT computer labs and provides training for fellow lab techs on Adobe Photoshop. He is very passionate about his profession as a storm chaser and has done work for well-known major networks such as National Geographic, CNN, The Weather Channel. In the fall, he will have a featured role in season 3 of the Discovery Channel TV series, "Storm Chasers". He logs all his adventures on his website at www.tornadoeskick.com and have videos and photos from years of chasing.



Miguel Garza Wicker

Miguel is a Senior majoring in Digital Design. He has worked in IT for almost 3 years. He is a Lead Support Technician. He provides guidance to the junior support technicians through mentoring and training. He also provides technical support to faculty and staff. Miguel enjoys the daily contact with faculty, staff and students. He likes researching new issues and coming up with solutions to the problems. When he is not at work, he enjoys researching new technology. He spends a lot of time reading blogs about new gadgets. Miguel likes to playing video games and takes photographs when he has time. Check out his website at <http://www.m1gu3l.com>.

