

Library Computer Labs

Information and Policies

Lab location

The library labs are on the second floor of the south tower of the library.

Library lab purpose

Math – Open 9:00am-8:00pm for math students taking classes or working on tutorials. Student ID required to enter lab.

Liberal Arts and Library labs - Labs are open for scheduled classes.

Nursing – Open from 8:00am-8:00pm for students taking classes scheduled in the lab and for Nursing students with a valid UAH ID for independent work.

All of the computer labs in the library are closed on Saturday and Sunday. Library systems staff will open the labs 15 minutes before a class begins.

Lab location and computers

Room Number	Department	Number of PCs Students+Instructor	Extension Number
205	Math	60 + 1	x 6353
206	Library	28 + 1	x 6348
207	General Use	24 + 1	x 6357
210	Nursing	30 + 1	x 6344
211	Liberal Arts	29 + 1*	x 6346

* 211 is also equipped with 29 music keyboards for the Music Department.

Information Arcade lab pcs

The Information Arcade contains 10 pcs that have the same software as those in the Liberal Arts and Nursing labs. These pcs are for students who use the library labs, and may be used to work on assignments outside of the labs and on weekends.

Reserving a lab

If you are planning to use one of the library labs for your class, please check http://www.uah.edu/library/about/library_labs.htm to check their availability.

Colleges with primary use of a lab are responsible for scheduling classes in that lab and sending the schedule to the library dean's office before the start of each semester.

- **Liberal Arts lab - room 211** All requests for use of the Liberal Arts lab should go through the dean's office, x6200, including scheduling classes for a semester and any one-time uses or meetings. This lab is locked between scheduled classes.
- **Nursing lab - room 210** All requests for use of the Nursing lab should go through the office of the Nursing school, x6669. Open for general use by Nursing students at various times – check with the Nursing School.
- **MLC – room 205** The Math Learning Center is for use by the Math department only, for classes and independent study.
- **Library/DL lab – room 206** The Library and Distance Learning lab is used by the library. Any requests to use this lab should go through the library systems office x7407. The lab is locked between scheduled classes.
- **Library lab II – room 207** This lab is not currently assigned to any one school and may be used by anyone. Any requests to use this lab should go through the library systems office x7407. The lab is locked between scheduled classes.

Nursing 210	x6669
Liberal Arts 211	x6200
MLC 205	x6524 Shelley Lenahan
Library/DL 206	x7407 Jack Drost
Library II 207	x7407 Jack Drost

Hardware

Instructor pc hardware

Dell 8100 Pentium 4 / 3.0GHz 1 GB RDRAM
 40GB hard drive 17-inch monitor 32MB video card
 Soundblaster 64V sound card 250MB ZIP drive
 3.5 in floppy drive CD-RW / DVD drive
 Labs 211 and 206 – Epson scanner

Student pc hardware

Generic model Pentium 4 / 2.66GHz 256MB RDRAM
 40GB hard drive 15-inch monitor 64MB video card
 Soundblaster 64V sound card 250MB ZIP drive
 3.5 in floppy drive read-only 56X CD-Rom drive

The pcs in the Liberal Arts and Nursing labs all have headphones attached.

Other equipment

Each lab has an overhead projector connected to the instructor pc, a ceiling-mounted screen, vcr, a laser printer networked to each pc and a white board.

Software

OS- Windows 2000, Office 2002/2003 Professional, Internet Explorer v6

For specialized software applications — Please refer to Appendix A.

Requesting software

If you need additional software, software updates or plug-ins installed on lab pcs for your class, please contact James Primm, Computer Lab Coordinator (primmj@uah.edu, x6587). If we have the software, we will add it to the computers for the next semester. If not, please ask your department to buy it and bring it to James Primm no later than one month before the start of the next semester. James will need a copy of the software license before he installs the software.

CD-Rom use in the labs

The lab pcs are set up with restrictions that prevent users from loading any software. Sometimes this interferes with the use of CD-Roms, which may require that files be loaded on the pc. If you plan to ask your class to run a CD-Rom, please let James know before the beginning of the semester so he has time to check the CD-Rom in the lab and if necessary, install it.

Assistance with the lab pcs

This phone list is laminated and available on the instructor desk in each lab.

If you have trouble or questions about PCs and equipment in the library computer labs, please contact James Primm at x6587. If you cannot contact James, please call the next library staff member on the list.

James Primm	x6587
Jack Drost	x7407
Kristie Greier	x6539
Library Dean's office	x6540

After 5:00 please call Chris Mullins or the circulation desk for assistance:

Chris Mullins	x6517	Chris is on duty until 8:00pm
Circulation Desk	x6530	
Campus Police	x6596	
Fire or Ambulance	9+911	

Logins

The following instructions apply to the lab and word processing pcs downstairs in the Information Arcade as well as those upstairs in the second floor labs.

Students Lab students use the same login they use for WebCT – the first part of their UAH email address. The default password will be the last four digits of their Banner ID or A-number. Students should change their password after they login by pressing CTRL-ALT-DEL and choosing Change Password. If students do not know their UAH email address they can go to <http://www.uah.edu/email.html> and type in their last name.

Note A UAH email address ends in uah.edu, not yahoo.com, hotmail.com, etc.

Instructors Instructors use their UAH email address as the login for library lab pcs. You can get the initial password from Jack Drost, x7407, drostj@uah.edu, or Kristie Greier, x6539, greierk@uah.edu. Change the password after you login using CTRL-ALT-DEL.

Library lab desktop

When you log in, you and your students will have a desktop that you can configure and a My_Documents folder where you can save files. You can access this desktop and your files from any lab pc in the library with your personal login. This includes the lab pcs in the Information Arcade. Note however that files saved on the C: drive will remain on that particular pc. We regularly re-image the software on the pcs and files saved on the C: drive will be erased. We can create a link from an instructor's office pc to the server in the library so that you can access your library lab pc desktop and documents folder from an office on campus.

File storage

The My_Documents folder is dynamic in size and will remain on the library lab server until the student graduates from the university. The systems staff does regularly monitor the server and will check on anyone who is storing unusually large files.

Class Folders

On the desktop is an icon for a drive with the label Classwork. Click on this icon to access the folders for the library labs.

Folder Hierarchy

The library lab server has a separate folder for each lab group – Liberal Arts, Nursing and Math.

Under each folder is a folder for each instructor – Bowyer, Norman, Scott, etc.

Under each instructor folder are folders for each course section – CM100-03, CM401-01.

Course Folders

Under each course are three folders labeled handin, handout and archive.

- Handin - where students can turn in their work
- Handout - for files that the instructor wants to make available to students
- Archive – for archiving files from previous semesters

Permissions on Folders

- Instructors have read and write permission to anything in their folders.
- Students have read-only privileges for the handout folder, write-only privileges for the handin folder and no privileges for the archive folder.
- Students copy a file from a course handout folder by right-clicking on the file and dragging it to their My_Documents folder or to their desktop.
- Students write a file to the handin folder by saving the file to that folder or by right-clicking on the file, dragging the file to the course handin folder, and left-clicking on Copy.

File-naming convention

If you plan to have students put their files in the handin folder, it would be helpful to come up with a file-naming convention so you can easily view a list of files and be able to tell what the file is and whom it is from (e.g., assign1drostj.doc – assignment #1 turned in by Jack Drost).

Instructor Access to Class Folders

Instructors can access their class folders on the library lab server from their office pc. This will allow you to move files from your pc into the handout folder and move student work from the handin folder onto your pc. If you wish to take advantage of this feature, please call Jack Drost at x7407, or Kristie Greier at x6539, as we will need to map a drive on your pc to the library lab server.

Security

- Instructors should make sure they log off the instructor pc at the end of class to protect any files they may have saved
- Please tell students to make sure they log off their pc at the end of a class or others will have access to that student's files. Students should NOT turn off or shut down the pcs.
- The default password for a student login is the last four digits of their Banner ID or A-number. Instructors should explain to students that this is not a secure password and that students should change their password. Another student, with someone's email address and Banner ID could view and copy that student's personal files or log on to a pc with someone else's ID and perform illegal activities. A section on ideas for setting up a secure password follows.

LAB POLICIES

Guidelines for Secure Passwords

Passwords should be at least six characters in length, but not too long to remember.

Passwords should not be any English or foreign word that can be found in a dictionary.

Passwords should not be names of any kind – cities, pet names, nicknames, movies, characters in a show.

Taking a word or name and substituting numbers for letters is common and not very secure (\$ for S, 1 for L, 8 for A).

Passwords should contain a mix of letters, numbers and characters (* ! \$: + =).

Password checking is case sensitive. Try using a mix of upper and lower case letters.

Nonsense words are best – try to make it something memorable. Example - W\$ling6

Another strategy is to take the name of a book, movie or song and use characters from each word. Example – Cagw\$wnt – Can't Always Get What You Want

Computer Use Policy

All computer use in the library labs and in the Information Arcade is subject to the guidelines outlined in the UAH General Computer Use Policy, http://www.uah.edu/admin/IS/is_home/usage_policy/uahsecpol/index.htm and also the policy of the university's internet provider, AREN, <http://www.asc.edu/html/accusepol.shtml> Students are expected to be familiar with these policies and adhere to them at all times when using any university computer. The library systems staff does monitor the use of the computers in the library and students may be asked to leave the lab and may be barred from using library computers if they violate the computer use policies.

Saturday Use of Labs

- Arrangements for use of the library labs on a Saturday must be made two weeks in advance with the library dean's office.
- Library hours on Saturday are from 9:00am-6:00pm. The doors to the library do not open until 9:00am. Due to the time it takes library staff to close the building, labs close at 5:00pm on Saturdays.
- Any class/workshop should be led by someone who has used the lab before and understands how all of the equipment works. Facilitators may make an appointment with library systems staff earlier in the week for training on lab equipment.
- All users of pcs in the library labs must be registered. The leader of a class/workshop should submit the names of any non-UAH attendees to Jack Drost by the Wednesday preceding the workshop. Logins will be created for the users using the standard UAH format (1st six letters of lastname and first initial) and a password will be created. The logins and passwords will be tested by systems staff and the list will be emailed to the class/workshop leader on Friday. Logins will be disabled after the weekend class/workshop unless a request has been made to leave the logins active for a specified period.
- There is no systems support for the library labs on the weekend. Library staff is at a minimum level during the weekend, and library staff are available only for opening the lab and putting paper in the printer.
- Absolutely no food or drink is allowed in the library labs. This includes water bottles. There is a water fountain by the rest rooms on the second floor.
- Participants in workshops/classes in the library labs should be informed that the open area on the second floor near the labs is a quiet study area. The glassed-in area overlooking the library lobby or the stairwells are the appropriate place for making cell phone calls.

General Policies

- The labs are locked between classes to protect the equipment
- No food or drink is allowed in the labs. This includes water bottles.
- Students and instructors should not save anything on C: drives that you will need later. We regularly reimagine the pcs and this will erase extra files from the C: drive. Use your personal login and save files to either your desktop or your My_Documents folder, or save files to a flash drive or floppy disk.
- Printing in the labs is free for students, but students should restrict their printing to class-related materials.
- Students should not turn pcs off unless they need to reboot to correct an error.
- Please turn off the projector and raise the screen at the end of your class unless another class follows yours.

Appendix A Software Installed on Lab PCs

Liberal Arts lab – room 211

All pcs contain the software listed below except as noted to the right.

MS Windows	2000 Pro SP3	
MS Office	2003 Pro SP1	
- Word	2003	
- Excel	2003	
- Powerpoint	2003	
- Access	2003	
- InfoPath	2003	
- Publisher	2003	
- FrontPage	2002	
MS Visual SourceSafe	6.0 SP6	10 copies – 5 in lab; 5 in Info Arcade
Adobe		
- InDesign	CS2	Instructor pc and 8 pcs on table
- Acrobat	5.05	Full with writer (incl Distiller)
- Pagemaker	6.5.2	
- Photoshop	CS2	
- Framemaker	6.0p405	
Auralia	2.1	
Cakewalk Home Studio	2004	
Finale	2004	
Soundforge XP	5.0f	
Endnote	9	
Mozilla Firefox	1.0.7	
Gradebook Plus	7.1	
Hot Potatoes	6	
Inspiration	7.6	
IrfanView	3.85	
ToolBook II Instructor	8.1 SP1	
HESI test initiator	1.53	
SPSS Base	14.1	
Macromedia Studio 8		
- Dreamweaver	8	
- Fireworks	8	
- Flash Pro	8	
RoboHelp	9.2	
Internet Explorer	6.0 SP1	

McAfee Anti-virus	8.1
Netscape Communicator	7.1
Netscape Composer	4.0
Notetab Lite	4.95
QuickTime for Win	6.5
Windows Media Player	10.0
WinZip	8.1
WS-FTP	7
Xnews	5.08

Instructor PC

Same software as above plus:

Adobe

- InDesign	CS2	Instructor pc and 8 pcs on table
- Premiere	6.0	Instructor pc only

Diploma for Windows

Epson Scanner software

Instructor Resource CD-Rom for Business & Admin Communication

Locker & Kaczmarek CD

Nursing lab – room 210

MS Windows	2000 Pro	
MS Office	2002 XP Pro SP3	
- Word	2002	
- Excel	2002	
- Powerpoint	2002	
- Access	2002	
- Front Page	2002	
Adobe Acrobat	6.0	reader only
APA Style Helper	3.0	
Crestwood Hospital Nursing orientation Powerpoint presentation		
Epidemiology programs (Cancer, Gastro, Syphillis)		
HESI test initiator	1.53	
HIPPA Powerpoint presentation		
LifeART	5.0	
Managing Experience of Labor and Delivery		
MediSIM (Pediatric, Medical Surgical, Critical Care simulations)		
NCLEX Review Springhouse 2000		
Review for NCLEX-N	8.0	

RN-CAT	9.1.2	
SPSS Base	13.0	
Spellex	2002 XP	
Virtual Clinical Excursions for Fundamentals of Nursing		Disk 1 only
Virtual Clinical Excursions for Psychiatric Nursing	3.0	
Internet Explorer	6.0 SP1	
McAfee Anti-virus	8.1	
QuickTime for Win	6.5	
Windows Media Player	10.0	
WinZip	8.1	
WS-FTP	7	

Math Learning Center – room 205

MS Windows	2000 Pro	
Adobe Acrobat	6.0	reader only
CourseCompass plug-ins:		
Flash Player	8.0.22.0	
InterAct Math plug-in		
Java runtime environment		
MathPlayer plug-in		
MathXL Player plug-in		
RealPlayer	10.5	
Shockwave Player	10.0.1	
TestGen plug-in		
Internet Explorer	6.0 SP1	
McAfee Anti-virus	8.1	
QuickTime for Win	6.5.1	
Windows Media Player	10.0	
WinZip	8.1	

Instructor PC Same as above except:

MS Office 2002 XP Pro with Front Page

Library/DL lab – room 206

MS Windows	2000 Pro	
MS Office	2003 Pro SP1	
- Word	2003	
- Excel	2003	
- Powerpoint	2003	
- Access	2003	
- InfoPath	2003	
- Publisher	2003	
- FrontPage	2002	
Adobe Acrobat	5.05	Full with writer (incl Distiller)
DjVu plug-in		
Geometer's Sketchpad	4.0	
Gradebook Plus	7.1	
Hot Potatoes	6	
HESI test initiator	1.53	
Internet Explorer	6.0 SP1	
IrfanView	3.85	
McAfee Anti-virus	8.1	
Map-X		
Netscape Communicator	7.1	
Netscape Composer	4.0	
NoteTab Lite	4.95	
SPSS Base	14.0	
ToolBook II Instructor	8.1 SP1	
QuickTime for Win	6.5	
Windows Media Player	10.0	
WinZip	8.1	
WS-FTP	7	

Library Lab II – room 207

MS Windows	2000 Pro	
MS Office	2002 XP SP2	
- Word	2002	
- Excel	2002	
- Powerpoint	2002	
- Access	2002	
Adobe Acrobat	6.0	reader only
CourseCompass plug-ins		

Flash Player	8.0.22.0
InterAct Math plug-in	
Java runtime environment	
MathPlayer plug-in	
MathXL Player plug-in	
RealPlayer	10.5
Shockwave Player	10.0.1
TestGen plug-in	
DjVu plug-in	
HESI test initiator	1.53
Internet Explorer	6.0 SP1
McAfee Anti-virus	8.1
QuickTime for Win	6.5
Windows Media Player	10.0
WinZip	8.1
WS-FTP	7

Seminar Room

MS Windows	XP Pro	SP2
Office 2003		
Adobe Acrobat	6.0	reader only
Internet Explorer	6.0 SP1	
Compustat client		
Cross Cultural CD		
Dialog OnDisc		
DJVu plugin		
Kirk-Othmer Chemistry Encyclopedia		
WinSPIRS	4.01	
Women's Indicators and Statistics		
Windows Media Player	10.0	
WinZip	8.1	
McAfee Anti-virus	8.0	
McAfee epo agent		
AtomicClock		
Sleepy		
WinSPIRS	4.01	

Information Arcade

24 general use pcs – No login required.

MS Windows	2000 Pro	
Adobe Acrobat	6.0	reader only
Internet Explorer	6.0 SP1	
MS Word 2003 viewer		
MS Excel 2003 viewer		
MS Powerpoint 2003 viewer		
Compustat client		
Cross Cultural CD		
Dialog OnDisc		
DJVu plugin		
Kirk-Othmer Chemistry Encyclopedia		
WinSPIRS	4.01	
Women's Indicators and Statistics database		
Windows Media Player	10.0	
WinZip	8.1	
McAfee Anti-virus	8.1	

5 Liberal Arts lab pcs – Same software as listed above for Liberal Arts lab room 211, plus LPL v1.2, and Foundations of Music.

Requires UAH student login.

Note: MS Publisher and Premiere are NOT on these pcs, InDesign is on two of the pcs.

5 Nursing lab pcs – Same software as listed above for Nursing lab room 210 plus plug-ins for CourseCompass.

Requires UAH student login.

10 Word Processing pcs

Requires UAH student login.

MS Windows	XP Pro SP2	
MS Office	2003 Pro SP1	
- Word	2003	
- Excel	2003	
- Powerpoint	2003	
- Access	2003	
- InfoPath	2003	
- Publisher	2003	
- FrontPage	2002	
Adobe Acrobat	6.0	reader only

Compustat client	
DJVu plugin	
Internet Explorer	6.0 SP1
McAfee Anti-virus	7.1
QuickTime for Win	6.5
Windows Media Player	10.0
WinZip	8.1
WS-FTP	7

Appendix B

Projection Instructions

1.0 Projector Screen

The projector screen is controlled by a wall switch located either to the right or left of the white board. The key should always be left in the wall switch.

Lower the screen:

Turn the switch key to the right and return it to the center before the screen reaches the chalkboard tray. Allowing the screen to hit the chalkboard tray will damage the screen.

Raise the screen:

Turn the switch key to the left. The screen will rise and automatically stop when it is fully rolled up.

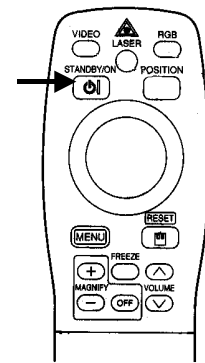
2.0 Turn Projector On and Off

Note: The remote control is stored in the top left drawer of the desk.

1. Make sure the projector has power. There are several orange LEDs under the projector. If the orange LEDs are not lit, ask the lab assistant for help. (Call x 6452.)

2. **To turn the projector on**, press the green STANDBY/ON button. Be sure to point the tip of the remote towards the projector. The power indicator LED on the projector will blink green for a few seconds and then remain green. An image should then appear on the screen.

3. **To turn the projector off**, press the STANDBY/ON button for several seconds. Be sure to hold down the button until the projected image disappears from the screen.



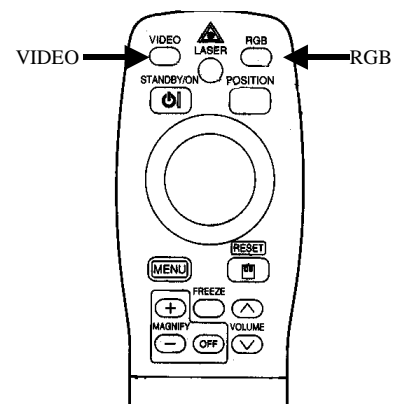
3.0 Projecting the PC Screen

1. Make sure there is an image on the pc monitor.

Note: The monitor will go into sleep mode after a period of inactivity. If the screen has gone blank, touch the mouse or any key on the keyboard and the screen will come on.

2. If the projector is on and the image on the monitor does not appear on the screen, press the RGB button on the projector remote while pointing it towards the projector or the screen. "RGB1" will appear on the bottom right of the screen.

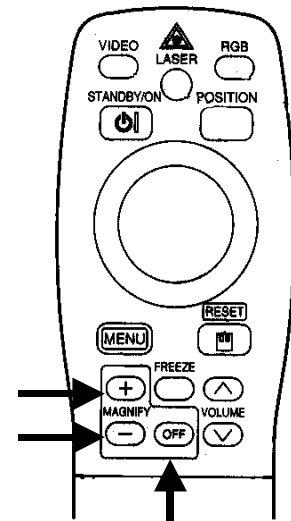
Note: If "NO INPUT IS DETECTED ON RGB2" appears, press the RGB button again, wait for a few seconds and the image on the pc monitor should appear on the screen.



4.0 Other Projector Functions


- **Magnify the image on the projector screen**

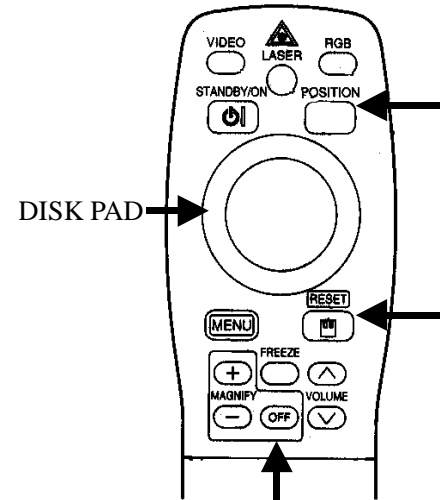
1. Press the MAGNIFY + button of the projector remote. The center part of the image will be displayed magnified approximately 2x.
2. Press the MAGNIFY + button again to zoom in more.
3. Press the MAGNIFY – button to zoom out.
4. To return to normal, press the OFF button.



- **Move the display area**

Note: This function only works when the image is magnified. (See magnify function above.)

1. Press the POSITION button of the projector remote. The symbol  will appear on the bottom right of the screen.
2. Press the DISK PAD up, down, left, and right to move to that area of the screen.
3. To return to normal, press the OFF button.



5.0 What to Do Before Leaving Lab

Note: If there is a class directly following yours, you can skip steps 1-3.

1. The bulb in the overhead projector is expensive. Please turn the projector off when your class is finished. Leaving the projector on when you leave the lab will cause the bulb to burn out faster. This is particularly important for the last class of the day.
2. Raise the screen. Turn the wall switch to the left. The screen will roll up and automatically shut off. Return the switch key to the center once the screen is fully retracted.
3. Place the remote control in the top left drawer of the desk before you leave.
4. Make sure you log off the instructor pc – but do not shut it down or turn it off.