

## Excellence in Teaching Workshop

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# Instructional Technology at Kellogg

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## Introductions

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- Assistant Dean / CIO Kellogg Information Systems
  - David Keown
- New Faculty
- Faculty/Staff Computing Team
  - Kevin Ofloy
  - Zach McHenry
  - Chi Ng
  - Nick Bennett
  - Sigi Martinez
  - Pantaleon "Junior" Martinez
  - Jaime Asevedo
  - Joe Reynolds
- Research Computing
  - Alain Bonacossa, [Senior Research Associate](#)
  - Damba Lkhagvasuren, [Senior Research Associate](#)

- KIS Staff Contact List

[www.kellogg.northwestern.edu/kis/about/about\\_sta.htm](http://www.kellogg.northwestern.edu/kis/about/about_sta.htm)

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### Approach for today

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- Focuses on demos of Kellogg tools for instruction
- Crossing over to research resources
- Key web sites:
  - Intranet:  
[www.kellogg.northwestern.edu/intranet/facstaff.htm](http://www.kellogg.northwestern.edu/intranet/facstaff.htm)
  - Faculty/Staff computing:  
[www.kellogg.northwestern.edu/kis/fac\\_staff/](http://www.kellogg.northwestern.edu/kis/fac_staff/)
  - Research computing:  
[www.kellogg.northwestern.edu/researchcomputing/](http://www.kellogg.northwestern.edu/researchcomputing/)

Feel free to ask questions as we go along.

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### Getting support

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- Online service request system - **quickest way to get help**
  - First link on KIS Faculty/Staff Computing Website
  - Link on Faculty/Staff Intranet under Computing and Technology
- Email
  - [facstaffcomputing@kellogg.northwestern.edu](mailto:facstaffcomputing@kellogg.northwestern.edu)
  - Received by all KIS Faculty Staff Support full-time staff
- Telephone
  - Main Faculty, A/V, Classroom, Staff support desk – 7-2200
  - Please identify yourself as a faculty member
- Walk in Support
  - New operations support desk located in Jacobs 158

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## Kellogg account

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- NetID account and password
  - Access to NU and Kellogg resources
  - Change password every 120 days
- E-mail account
  - Format example: s-james@kellogg.northwestern.edu
  - Special functions: forwarding, vacation message, replication
  - Faculty/staff may choose between Outlook(default) and Eudora
  - Email is via UNIX server, not Exchange server
  - May also use web e-mail gateway when traveling
- UNIX and WRDS accounts for research on request

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## Kellogg network access

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- Wired access in your office and at classroom podium
- Wireless access in entire Jacobs Center  
[www.kellogg.northwestern.edu/kis/wireless/](http://www.kellogg.northwestern.edu/kis/wireless/)
- High speed access from home
  - Cable modem versus DSL line  
[www.kellogg.northwestern.edu/kis/fac\\_staff/internet.html](http://www.kellogg.northwestern.edu/kis/fac_staff/internet.html)
  - Use Virtual Private Network for desktop and laptop  
[www.kellogg.northwestern.edu/kis/highspeed/](http://www.kellogg.northwestern.edu/kis/highspeed/)
- Logging onto Kellogg network and using Remote Desktop as well as accessing your office computer hard drive from home

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## Using classroom equipment - I

- **Classroom equipment**
  - Classrooms in Jacobs, Wieboldt, Allen Center are generally alike for ease of use (except as noted below)
  - All have: a VCR, laptop connection (for network, projector, sound), wireless microphone capability, speakers (for laptop, VCR, microphone), transparency overhead projector, and telephone.
  - Most classrooms have control touch-panel at the podium to select video projector input, move screens up and down, and control volume, shades, and lights.
  - Wireless microphone by default in Allen Center; by request in Jacobs and Wieboldt
- **Student connectivity**
  - Electric outlet at every seat in classrooms
  - Network jack at every seat in selected classrooms
  - Wireless network in all Jacobs, Wieboldt, Allen Center classrooms
  - Use of network for classroom demo, request a wired classroom

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## Using classroom equipment - II

- **Classroom laptop service in all buildings**
  - Can request to have a laptop brought for class, or can bring in own laptop
  - Classroom laptop is IBM ThinkPad T43 or T41 running Windows XP Pro and standard software configuration
  - TabletPCs available upon special request
  - Delivered with DVD drive and external wired mouse
  - Diskette drive, zip drive, or wireless mouse by request
  - Web-based Classroom Laptop Request System
  - TabletPC requested in comments field of request system
- **Methods to access your files in class**
  - Put files on your own laptop hard drive
  - Post files to your course web directory (public access or not)
  - Post files to your Kellogg network home directory (H: drive)
  - As a backup, bring files on a diskette, CD, DVD, memory key

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## Using classroom equipment - III

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- Written instructions for equipment use and laptop hook-up are posted on top of podium.
- Please call from classroom for help if needed
  - Call phone number posted in the classroom near telephone
  - Help desk will radio to classroom staff immediately
- Brief demo of AV equipment....
  - Will give tutorial in your specific classroom, if requested.

[www.kellogg.northwestern.edu/kis\\_new/classroom/demos.htm](http://www.kellogg.northwestern.edu/kis_new/classroom/demos.htm)

[www.kellogg.northwestern.edu/kis/fac\\_staff/classrooms.htm](http://www.kellogg.northwestern.edu/kis/fac_staff/classrooms.htm)

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## Classroom videoconferencing

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- Can bring in virtual corporate speaker
- Portable equipment can be brought into any classroom in any building
- Utilize Internet completely or utilize gateway to convert from Internet to ISDN line at remote location
- Contact Sigi Martinez
  - Two weeks in advance to coordinate testing with remote location
  - [facstaffcomputing@kellogg.northwestern.edu](mailto:facstaffcomputing@kellogg.northwestern.edu), 7-2200

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## Instructional tools agenda

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- Class lists and student face book
- Faculty bios
- Faculty course web sites
- Using Kellogg network
- Discussion groups
- LeadNet peer evaluation
- Web surveys
- Video on the web
- Alumni search
- Full-text and “quantitative” databases

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## Class lists & Student Face Book

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- Class list by name, program
- Class list with photos and demographics
- E-mail class list for sending messages
- Export class list into Excel for grading
- View LeadNet participants
- Under Photos, search Student Face Book by single or many criteria
  - [www.kellogg.northwestern.edu/script\\_html/demogrph/](http://www.kellogg.northwestern.edu/script_html/demogrph/)

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## Faculty bios and web sites

- For information and options:  
[www.kellogg.northwestern.edu/webresources/faculty/directory.htm](http://www.kellogg.northwestern.edu/webresources/faculty/directory.htm)
- Posting faculty bio and course syllabus
  - See your DA for assistance with this
- Web posting tools - easy point & click interface
  - Faculty Instructional Tools (FIT) - basic
  - Blackboard - full featured
- Web authoring tools - design your own custom web pages
  - Recommend Macromedia Dreamweaver
  - Request Dreamweaver installation (\$50 cost) and assistance  
[www.kellogg.northwestern.edu/webresources/](http://www.kellogg.northwestern.edu/webresources/)

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## Posting course materials online: Kellogg web server versus Blackboard

### Kellogg web server

(W drive or [\\kis-nt2](#))

- Full control over format – but requires some knowledge of HTML.
- Access permissions based on Kellogg groups or individual netids.
- Can copy (“upload”) multiple files at once.
- Files remain in place after end of term.

### Blackboard

([courses.northwestern.edu](http://courses.northwestern.edu))

- Easy to use interface
- Finer control of permissions: only enrolled students in your section by default, add additional students as needed
- Can copy (“upload”) one file at a time (zip files can be “unpacked”).
- Any announcements show up on top level
- Additional features: timing, tests, grade book
- New site every term (can request copy of previous site)

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### Course web page content on Kellogg Server

- Examples
  - Chopra, Besanko, Petersen, Sapienza
- Syllabus, assignments, handouts, homework/test answers, data sets, supplemental readings, new information
- PDF files, Word files, Excel files, PowerPoint files, Web links, HTML text, discussion groups, video files
- Library can provide guidance and assistance on copy right issues: [www.library.northwestern.edu/policy/rpr/](http://www.library.northwestern.edu/policy/rpr/)

### Blackboard control panel (link in lower left corner)

<b>Content Areas</b>		<b>User Management</b>	
<a href="#">Course Documents</a>		<a href="#">List / Modify Users</a>	<a href="#">Remove Users from Course</a>
<a href="#">Course Information</a>		<a href="#">Enroll User</a>	<a href="#">Manage Groups</a>
<b>Course Tools</b>		<b>Assessment</b>	
<a href="#">Announcements</a>	<a href="#">Digital Dropbox</a>	<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Course Calendar</a>	<a href="#">Glossary Manager</a>	<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>
<a href="#">Staff Information</a>	<a href="#">Messages</a>	<a href="#">Pool Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Tasks</a>	<a href="#">Link Checker</a>	<a href="#">Course Statistics</a>	
<a href="#">Send Email</a>	<a href="#">MyDropBox Suite (Safe Assignments)</a>	<b>Help</b>	
<a href="#">Discussion Board</a>	<a href="#">eLMS</a>	<a href="#">Support</a>	<a href="#">Contact System Administrator</a>
<a href="#">Collaboration</a>		<a href="#">Manual</a>	<a href="#">Quick Tutorials</a>
<b>Course Options</b>			
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>		
<a href="#">Course Design</a>	<a href="#">Import Course Cartridge</a>		
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>		
<a href="#">Settings</a>	<a href="#">Export Course</a>		
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>		

## Using the Kellogg network

- Your Kellogg network home directory
  - standard allocation of 200 MB
  - H: drive
  - <\\ksmc01\netid>
- Your Web Server course materials directory
  - unlimited allocation for course use
  - W: drive
  - <\\kis-nt2\faculty\lastname>
- Copying, saving, changing, deleting files on H: and W: drives
- Setting permissions on your directories

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## Web permissions on custom faculty web sites

- Default settings on your faculty web folders
  - **/htm/** folder defaults to public access
  - **/ftp/** folder defaults to Kellogg Internal access (login with netid)
- You can change web permissions within your custom faculty web site to allow access by
  - Public = anonymous web user
  - Only restricted Kellogg groups
    - Faculty, Staff, Students, Alumni
    - Kellogg Internal = Faculty, Staff, Students
  - Only specific individuals selected from Kellogg user list
- For detailed instructions on setting permissions please work with KIS
- **WARNING:** Web search engines turn up unlinked files. Never place confidential files on the web server unless you first set folder permissions for complete privacy!

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## Discussion groups

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- Asynchronous multi-way discussions
  - Read and post messages
  - Include attachments and URLs
- Electronic, collective office hours
- Embed link on your course web page
- WebBoard or Blackboard
  - [www.kellogg.northwestern.edu/kis/discuss](http://www.kellogg.northwestern.edu/kis/discuss)

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## Discussion group options

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- Blackboard
  - Only if using for overall course web site
  - Discussion for classes and study groups
  - Access must be restricted to registered students
- WebBoard
  - Discussion for classes and clubs
  - Students can read and reply to new postings via e-mail instead of the web, at their personal option
  - Access must be restricted to Kellogg students, faculty, staff

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## LeadNet

- Designed by Management and Organizations faculty and KSA leaders to enable students to receive peer feedback on their work in teams
  - Students enter ratings for teammates on 10 aspects of effective teamwork (anonymously)
  - Students view results of rating statistics for themselves
- Require or encourage use by your students
  - Check participation via Class Lists
- LeadNet link from Faculty/Staff Intranet
  - TeamNet FAQs and Demonstration
  - [www1.kellogg.northwestern.edu/teamnet/teamnetcover.asp](http://www1.kellogg.northwestern.edu/teamnet/teamnetcover.asp)

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## Web surveys

### Web-based survey tools

- Students can carry out a survey project for class
- Faculty can create a surveys via web browser interface
- Tally results automatically on the web or export data to comma-delimited files

### Options

- **Cogix ViewsFlash** hosted on Kellogg network
  - Allows NetID/password authentication
- **Qualtrics (formerly SurveyZ)** license hosted on vendor's web site
  - Does not allow NetID/password authentication
  - Advanced capabilities for branching and survey layout
- See all details and instructions in [www.kellogg.northwestern.edu/kis/websurveys/](http://www.kellogg.northwestern.edu/kis/websurveys/)

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## Video on the web

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- Post links to video to your Faculty Course Web site
  - Can request videotaping of prominent guest speaker in your class
  - Post videos to media server then link to your web site - guest speaker videos, commercial videos under fair use policy
  - Can restrict access to Kellogg faculty, staff, students, alumni as desired
  - Schedule with Sigi Martinez, please give advance notice for service.
- Example speaker videos  
[www.kellogg.northwestern.edu/news/video](http://www.kellogg.northwestern.edu/news/video)

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## Kellogg alumni and Northwestern directory

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- **Kellogg Alumni:**
  - Log in with NetID and password
  - Search by single or many criteria
    - Name
    - Employer
    - Location/address
    - Class year
    - Degree program  
[kellogg alumni.northwestern.edu/directory/basicsearch.asp](http://kellogg alumni.northwestern.edu/directory/basicsearch.asp)
- **Northwestern University directory**  
[directory.northwestern.edu](http://directory.northwestern.edu)

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## Full text databases

**All licensed for education and academic research only.**

Key sources include:

- Lexis Nexis/Academic Universe, ABI/Inform, Factiva, Investext Plus, Business & Industry Database, ISI Emerging Markets, Gartner, etc

Nearly all web-based:

- Use VPN, EZproxy, or proxy server to access with NetID/password if not directly on NU network

Consulting and classes offered for faculty and MBA students by NU Library Management Reference Librarian, Jami Xu, [jamixu@northwestern.edu](mailto:jamixu@northwestern.edu), phone 847-491-8961

[www.library.northwestern.edu/reference/kgsm/](http://www.library.northwestern.edu/reference/kgsm/)

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## Research databases

• **All licensed for education and academic research only.**

• Key Sources include:

- Bloomberg, Compustat, CRSP, Datastream, DRI Basic, Hoover's Online

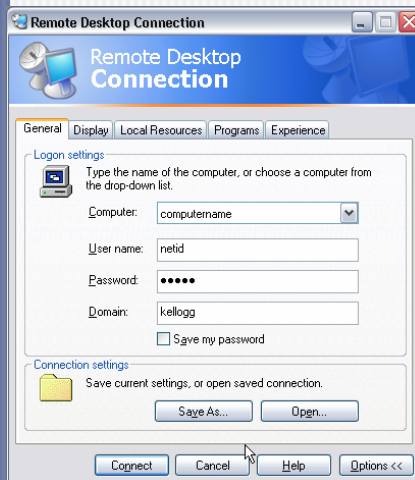
• Generally accessible via Kellogg computer lab workstations or WRDS web interface

• Request assistance from Research Computing to prepare materials for MBA curriculum use; but classes for MBA students (and support) need to be offered by faculty or by PhD TAs

[www.kellogg.northwestern.edu/researchcomputing](http://www.kellogg.northwestern.edu/researchcomputing)

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## Access programs in your office computer



- Tool under Accessories > Communications

### Requires:

- WinXP in office computer, with remote desktop connections enabled (right-click on "My Computer", select "Properties" and check under the Remote tab).
- You can connect to your office computer drives, printers, etc (check Local Resources tab)
- Use VPN to get to remote computer.
- There is some performance loss.

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## Student computing environment

- **Kellogg Laptop Program**
  - IBM ThinkPad T60 with custom software image
  - All full-time and EMP students; not TMP students
- **Kellogg computer labs:**
  - Jacobs Center, Wieboldt Hall, McManus
  - Specialized software in Jacobs and Wieboldt: Acrobat, Bloomberg, Clementine, Datastream, Equity Analysis Tool, Matlab, Palisade Decision Tools, Scientific Workplace, SAS, Stata, Style Advisor, SPSS, Xwin32

[www.kellogg.northwestern.edu/kis/fac\\_staff/public\\_machines.htm](http://www.kellogg.northwestern.edu/kis/fac_staff/public_machines.htm)
- **Standard software – laptops and labs:** Windows XP Pro, Office 2003 Pro, Internet Explorer, Acrobat Reader (Acrobat Pro in labs), Symantec AntiVirus, Meeting Maker, Firefox, Quick Time, RealOne, and Windows Media players.

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## Requesting software for instructional use

- If you need software installed in the computing labs for teaching, Public Computing needs at least a month notice, with the software available (plan ahead of time)
  - The software is licensed for instructional lab use.
  - KIS does not provide copies of the software to the instructor unless the license specifically allows for this.
- Best time for a request of this nature: (1) mid-summer; (2) at least one month before a quarter starts.

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## Additional tools for students

- Customized portals for students in each program
  - Full-time, TMP, EMP
  - [www.kellogg.northwestern.edu/intranet/](http://www.kellogg.northwestern.edu/intranet/)
- On-Line pre-enrollment courses
  - Math, accounting, microeconomics, statistics
- Course selection/bidding information
  - Course catalog and course schedule
  - Faculty bios and course web sites
  - Teacher/Course Evaluation (TCE) Scores
  - Course bidding statistics history
- Faculty Publication System
  - Entry required by full-time faculty in winter of each year
  - May enter/change items at any time during the year

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## Technology training for students

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- Full-time, TMP, EMBA students – “TEKcamp”
  - 3 hours at the beginning of the fall
  - Course materials on TEKcamp web site  
[www.kellogg.northwestern.edu/kis/tek/](http://www.kellogg.northwestern.edu/kis/tek/)
- Ongoing TEKclasses
  - Can coordinate offerings with faculty/class by request
  - Examples: advanced Excel, web surveys, research databases, SPSS  
[www.kellogg.northwestern.edu/kis/tek/ongoing/](http://www.kellogg.northwestern.edu/kis/tek/ongoing/)
- Doctoral students
  - Incoming students’ orientation (last week)
  - In coordination with a seminar, by faculty request

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## Wrap Up

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- Any other questions?
- Thank you
- Welcome to Kellogg!

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