

Reviewed and approved by CTAC and ECAT committees 11/00

STATUS: Pilot implementation for Spring 2001

PURPOSE: The following guidelines are provided to standardize the user desktop and establish minimum software requirements for computers used in all smart (ATC) classrooms within the University. The goal is to create a common desktop look and feel across campus so that an instructor can expect to find the same desktop in any smart classroom on campus, for both PC and Mac workstations.

These standards are to be implemented during the 2000-2001 Christmas break and are applicable for all general and department classrooms. This proposal is an expansion of the initial recommendations prepared by the CTAC committee in the Spring 2000 planning document for campus classroom support, standards endorsed and approved by the ECAT Committee.

Implementation will initially be set up as a pilot program for Spring semester FY01. The Spring pilot will include a survey of faculty using the classrooms late in the semester to evaluate how well the standards are working. Any changes that may occur will be after a review by the committee of feedback from users.

The classroom desktop standards are divided into four major areas, which include wallpaper background, logon/logoff procedures, icons, and software.

1. WALLPAPER BACKGROUND:

The committee has approved desktop wallpaper that will be used as a background for the departmental and general use classroom computers on campus. This wallpaper will consist of a picture image with Illinois State University across the top portion and will include the name of the College or department providing local support for the classroom as well as the primary support phone number. It will be available for download on the CTSS website at www.ctss.ilstu.edu Note: for the Spring pilot implementation unit name and phone number will be omitted; CTAC needs more time to work through defining the scope of local and central support across various campus smart classrooms.

2. LOGON/LOGOFF PROCEDURES:

- a) All computers should be set up for manual logon. This will allow instructors to logon to either ISUNET or the local domain. The purpose of this is to provide flexibility, allowing primary users the option of connecting to personal resources on their local domain.
- b) In addition the automatic logoff feature which is included with the campus lab iTools package should be adjusted to automatically logoff users of the computer after 45 minutes instead of the standard setting of 15 minutes. This is intended to minimize instructors being automatically logged off in the middle of a lecture period, while insuring the security of their data and files. This setting was chosen as a compromise to support class lengths between one hour and three hours.

3. ICONS:

- a) The following PC icons should be available on the desktop for immediate use (see graphic image attached).

- My Computer (Default Windows Icon)
- Network Neighborhood (Default Windows Icon)
- Internet Explorer
- Recycle Bin (Default Windows Icon)
- Word
- Excel
- PowerPoint
- Access
- FrontPage
- Statistical Packages Folder
 - SPSS (Windows icon and not Production Facility)
 - Minitab
- Netscape
- iTools Folder (Copied from the Programs Menu)
- Scan Floppy Drives (Mcafee Anti-Virus Shortcut)
- Folder labeled "Additional Software"
- Logoff from this computer

- b) The following Mac icons should be available on the desktop for immediate use (see graphic image attached):

<Room Number> Mac (e.g., "CVA50 Mac")
Internet Explorer
Trash (Default Mac Icon)
Word
Excel
PowerPoint
[no database package on classroom Macs]
Dreamweaver (in place of FrontPage for PCs)
Statistical Packages Folder
 SPSS (Windows icon and not Production Facility)
Netscape
iTools Folder (Copied from the Programs Menu)
Scan Floppy Drives (Mcafee Anti-Virus Shortcut)
Folder labeled "Additional Software"
Logon icon (see the STV lab script)
Logoff from this computer

- c) The "Additional Software Folder" should be used for any other software needed for specialized department/college needs and not included above.

4. SOFTWARE: All classroom computers (Mac and PC) should be loaded with the following software at a minimum. This list should not be considered to be all-inclusive. Individual departments are encouraged to support the software needs of classroom users based on each instructor's individual needs and within resource constraints. This list was based on Site Licensed software that can be installed on all University computers without additional license purchase requirements.

Wintel/PC

MSOffice 2000 (Word, Excel, PowerPoint, and Access)
FrontPage 2000
Internet Explorer 5.0 or above (Version 5.0 comes with MSOffice 2000)
I-Tools 2000 (Lab Package)
SPSS (Current Version 10)
Minitab (Current Version 13)
Mcafee Anti-Virus Software
Real Player
QuickTime 4.0 Player
Flash Plug-in
Shockwave Plug-in
Media Player
Acrobat Reader 4.0

Macintosh

MSOffice 98 (Word, Excel, PowerPoint)
Dreamweaver
Internet Explorer 5.0 or above (Version 5.0 comes with MSOffice 2000)
I-Tools 2000 (Lab Package; *possibly consider Office Package*)
SPSS (Current Version 10)
Mcafee Anti-Virus Software (Virex)
Real Player
QuickTime 4.0 Player
Flash Plug-in
Shockwave Plug-in
Media Player
Acrobat Reader 4.0

5. In addition to the standards listed above it is recommended that the Mcafee Anti-Virus software be set to update its data files automatically, every day, to allow for periods where the computer is not turned on.
6. Use of these standards is optional in the campus computer labs.
7. Questions in reference to these standards may be addressed to Jerry Fitzgerald at gmfitzg@mail.ilstu.edu.