




2008/09
Faculty Guide

To Academic Information Technology

For more information, see
Faculty Guide: Instructional Materials Services
coursematerials.ucsd.edu

Colleagues:



The University of California, San Diego provides an extensive network of academic information technology (IT) resources to support the academic needs of UCSD faculty. From the moment you first arrive on campus, UCSD's vast IT network is available to support nearly every aspect of your research, teaching, and public service activities.

The UCSD Libraries, Academic Computing Services, and the Media Center collaborate to make a broad array of IT resources and services available to UCSD's more than 52,000 faculty, staff, and students. This year's guidebook, which serves as an overview of various information technology offerings available to you across campus, includes new information on:

- > encrypted wireless using WPA-E (page 7)
- > video production, including recording, post-production, and duplication services (page 11)
- > podcasting (page 14)
- > electronic journals (page 24)
- > online and real-time chat reference services (page 26)
- > citation linker (page 29)
- > ARTstor digital library (page 30)

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We hope that you share our enthusiasm about the enormous wealth of information technology resources available to faculty and other members of the UCSD community. We trust that this guide will become a well-thumbed addition to your office reference shelf.

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General Computing Support

This section describes the resources that are available to help you set up and maintain computing services for your individual and instructional use while at UCSD. Please keep in mind that advances in technology cause frequent and rapid changes in functions, procedures, and processes, so consult the Web sites listed throughout this publication for the most up-to-date information about available services and resources.

Academic Computing Services (ACS) (acs.ucsd.edu)

ACS provides computing and information resources to the University community. While we tend to take access to University computing facilities and services for granted, it is indeed conditioned upon compliance with the current Acceptable Use Policies (acs.ucsd.edu/lib/aup.shtml). Maintaining a productive computing environment is a cooperative venture; successful delivery of quality services depends on individual users acting responsibly.

Administrative Computing and Telecommunications (ACT) (blink.ucsd.edu/go/helpdesk)

ACT supports the campus data and voice communications networks and provides centralized electronic mail, mailing lists, Active Directory, and security support to the campus. All campus computers must be registered with ACT to use the network and must comply with campus security standards. The ACT Help Desk can help you register your computer for an IP address so it may be used on the campus network, configure

your email client or wireless laptop, and answer questions about network service, Blink, and TritonLink.

Departmental Computing Resources

Many UCSD academic departments have their own departmentally based computer support staff, and some operate their own computing facilities. Your department may be able to help you with such basic tasks as connecting your office computer to the campus network and setting up an email account. Check with your Management Services Officer (MSO)/Departmental Business Officer (DBO) to find out what kinds of technical support and resources your department provides. You will see the phrase “fee-for-service” throughout this publication [see the Glossary for a definition]; your MSO or DBO will know the amount that your department allocates for these fee-based services and the process for charging fees to your departmental budget.

Getting Support for Office Computers

Check with your department’s MSO or DBO to see if the services described below are directly available from support staff within your department.

ACS/Computer Repair and Installation (cri.ucsd.edu; 858-534-4057) performs warranty repairs and upgrades as an Authorized Service Provider for Apple, Dell, and IBM equipment. Covered warranty repairs are free. CRI also services most out-of-warranty computer equipment, including printers, on a fee-for-service basis. Machines can be dropped off at the ACS Help Desk or at the UCSD Bookstore. CRI offers OEM Microsoft-licensed OS software that includes an installation CD and documentation. OEM sales are restricted to UCSD affiliates only. In addition, CRI provides computer network installation and cable management on a fee-for-service basis. CRI can clean up, install, or troubleshoot and repair network cabling from the wall jack to the distribution closet.

ACS/Desktop Support (desktop.ucsd.edu; 858-822-0047) operates on a fee-for-service basis to provide help with your computer in your campus office or lab. They can help you install and configure software, troubleshoot system problems, and perform minor hardware repairs and upgrades. They also provide consultation on the use of standard software packages.

ACS/Software Distribution (software.ucsd.edu; 858-534-9676) manages a variety of software licensing agreements for the campus. These agreements typically provide quantity or bulk-purchased licenses to departments. Software is paid for with campus recharge

(index) numbers. Popular software for anti-virus protection, office and service products, as well as statistics, graphics, mathematics, computer-aided design, geographic information systems (GIS), and many other software titles are licensed and available. Operating system licenses and updates for many operating systems are available for the UCSD community.

Vendor products distributed locally include Microsoft, Adobe, ESRI (ArcInfo), SAS, Symantec, Sun, Maplesoft, Matlab, PTC (Pro Engineer), Filemaker, EMC Retrospect, Sophos, and others. Most software is distributed over the UCSD network to your department from ACS servers. Manuals can be ordered, but are not stocked.

In addition to locally distributed products, ACS/Software Distribution provides details on special deals available to UCSD direct from vendors such as Sybase, Oracle, Cisco, and others. See (software.ucsd.edu) for further information. Most of the software agreements handled by ACS/Software Distribution are restricted to UCSD-owned equipment. As an alternative for personally owned computers, the UCSD Bookstore sells software at educational list pricing. In cases where speed of delivery is more important than cost, departments may purchase software from the bookstore for UCSD-owned computers. For products handled by ACS/Software Distribution, ACS/Desktop Support can provide assistance and installation—in your office or lab—on Windows or Macintosh computers.

ACT/Network Services (blink.ucsd.edu/go/helpdesk; 858-534-1853) provides and supports various network services to campus, including electronic mail and the campus wireless network. They can help you register your computer for an IP address so that it can be used on the campus network, configure your email client or wireless laptop, and answer many general questions about the campus network.

Electronic Mail
(blink.ucsd.edu/go/email)

OBTAINING AN EMAIL ACCOUNT

Faculty and staff receive email service from their own departments or centrally from Administrative Computing and Telecommunications (ACT). ACT can provide you with an Exchange account usable by most popular email programs and Web-based mail readers. Please contact your supervisor, department network manager, or IT support person for information on the services your individual department may provide.

If your department uses the central email services provided by ACT:

- In many departments, the department network administrator has the authority to create email accounts and set passwords. Please see that person first if your department has such a contact.
- If your department does not have a designated person to assist you with setting up a new email account, take your UCSD ID card to the joint ACS/ACT Help Desk in the Applied Physics and Mathematics (AP&M) building, Room 1313, Monday through Friday, 8:00 A.M. to 4:30 P.M. If you do not yet have a UCSD picture ID card, bring your driver's license and a letter on University letterhead from your department confirming your position and/or affiliation.

WEBMAIL

ACS offers a Web-based email tool called ACS-Webmail (acs-webmail.ucsd.edu). ACS-Webmail is particularly valuable for casual use when you are traveling and do not have access to your own computer. For day-to-day use, personally configured email programs such as Outlook are more efficient.

Connecting Your Home Computer to the Campus Network

(blink.ucsd.edu/go/vpn)

When using an off-campus ISP (e.g., Roadrunner or Cox@Home) to access campus services that are restricted to UCSD users only, you will either need to use the campus Virtual Private Network (VPN) or the Web proxy. The VPN, which is recommended, gives you a UCSD IP address and allows access to all applications, including Web sites and Microsoft filesharing; the Web proxy only provides access for Web-based services.

Connecting Your Wireless Device to the Campus Network

(blink.ucsd.edu/go/wireless)

If you have a laptop computer with wireless (802.11b, g, or n) capability, you may use it to conduct research, search the library's catalog, databases, and full-text journals, send electronic mail, etc., from most campus buildings and public areas. Encrypted wireless using WPA-E (blink.ucsd.edu/go/encryptedwireless) is being installed across campus during Fall of 2008 and requires an Active Directory username and password for access.

The UCSD Bookstore Computer Center (bookstore.ucsd.edu/computers/) carries wireless Ethernet adapters (802.11b) for most laptop computers. Department and individual purchases can be made

online, by telephone, or in person. If you have wireless compatibility questions, contact the bookstore.

The UCSD Web Site

(www.ucsd.edu)

The official UCSD Web site links you to the campus directory, campus departments, the Libraries, news and events, student information, maps, and computing help. The Faculty section (www.ucsd.edu/faculty.html) has links to offices that provide instructional support services, as well as links to academic units, the Academic Senate, the Academic Personnel Manual, UC systemwide information, Contracts and Grants, and the Community of Science database.

Research Computing Facilities

While this publication focuses on available instructional computing resources, there are also research computing resources available. Most faculty research computing at UCSD is done on systems within academic departments or at the San Diego Supercomputer Center (SDSC) (www.sdsc.edu), located on the northern part of campus. Student research computing is conducted in those same venues, as well as on systems managed by ACS. The SDSC Academic Associates Program (sdsc.edu/aap.html) gives UC researchers free access to the range of computational resources at SDSC. AAP is designed to allow UC research staff to become familiar with these resources and gain experience working with them. Many additional services are available via the “Research” tab on (blink.ucsd.edu).

Send questions, comments, and suggestions to: aitguide@ucsd.edu.

2 Instructional Support

Various IT resources are available to help you prepare, present, and administer the courses you teach. Three support offices are referred to frequently in this section:

- > **Academic Computing Services (ACS)**
Instructional Web Development Center (IWDC)
(iwdc.ucsd.edu; 858-822-3315)
- > **ACS Instructional Support, Accounts Office**
(acs.ucsd.edu; 858-534-3227)
- > **Media Services**
(mediacenter.ucsd.edu; 858-534-5784)

Creating Instructional Web Sites and Presentations

ACS/INSTRUCTIONAL WEB DEVELOPMENT CENTER (IWDC)

The IWDC supports class Web sites using learning management system software that allows instructors to put together a Web site easily and quickly by selecting from an array of options. WebCT, a course management program, includes communication tools such as discussion boards and chat, grade posting, and surveys and quizzes.

IWDC offers faculty members up to ten free hours of tutoring/assistance on the building and maintenance of their course Web sites; sessions take place in the IWDC lab or in the faculty member's main campus office. While staff and teaching assistants are not eligible for one-on-one tutoring, they can request courses, use the IWDC as a faculty designee, and attend training with

the faculty member they are assisting. The IWDC holds group and hands-on TA and staff WebCT training every academic quarter. Faculty, TAs, or staff may drop in with course-related Web questions. You can call 858-822-3315 or refer to their Web site (iwdc.ucsd.edu) for availability.

To obtain a WebCT course:

Fill out a CINFO form (cinfo.ucsd.edu) [for further details, see “Course Administration” in this section].

FINDING AND USING FILM AND VIDEO, GRAPHICS, IMAGES, SLIDES, AND AUDIO

[See “Electronic Reserves” in the Library Resources section]

VIDEO PRODUCTION

Media Services provides a wide range of video production services for instructional and performance review. Equipment and technicians are available to record events in MiniDV, DVCAM, HDV 1080i (high definition), S-VHS, and VHS formats. Postproduction services for the MiniDV, DV, DVCAM, and HDV 1080i formats are available, as are duplication services for videocassettes and DVDs.

The Visual Media Group (vmg.ucsd.edu; 858-534-4134) also provides video production services, including the transfer of video recordings from a range of formats—including VHS and digital video—to a QuickTime file on CD-ROM. This is an effective way to place video clips into PowerPoint presentations.

Classroom Instructional Technology Support

**SELF-SERVE EQUIPMENT IN CLASSROOMS AND LECTURE HALLS:
COMPUTER/VIDEO PROJECTORS, VCRS, DVD/CD PLAYERS**

Almost every general-use classroom and lecture hall is equipped with self-serve computer/video projectors and VHS videocassette/DVD/CD combination players available for use free of charge. Lecture halls also feature a wireless and a wired lavalier microphone provided at no charge. Placing an order to use this equipment is not necessary. The box or lectern containing the projector controls, combination player, and wireless microphone storage are referred to as a “Media Station.”

Operation instructions for this equipment are available on the Media Center Web site (mediacenter.ucsd.edu/); quick-reference instructions are also posted inside each Media Station. Orientation sessions are offered by Media Services, and session dates and times are listed on the Media Center Web site.

A dry run—a test arranged in advance of the first session or presentation to test your laptop or recordings—is strongly recommended. Dry runs, which are free of charge for the first twenty minutes, may be held at either the Media Center or on site. Self-guided dry-runs can also be performed in any classroom not in use during the day; please contact Media Services (mediaservices@ucsd.edu) for more information.

One overhead projector is provided in each general-use classroom and lecture hall for use at no cost.

Please consult the Technology-Enhanced Classroom list for details on room equipment.

OTHER AUDIOVISUAL EQUIPMENT

Media Services (mediacenter.ucsd.edu) can provide other types of audiovisual equipment, on a fee-for-service basis, including video document cameras, slide and 16mm movie projectors, as well as staff to set up and operate the equipment they supply. A complete listing of equipment, services, and fees is available on the Media Center Web site.

Please note that Media Services no longer delivers computers for academic courses.

RESERVING PRESENTATION EQUIPMENT NOT INCLUDED IN THE SELF-SERVE PACKAGE

Order equipment online no less than 42 hours in advance (excluding weekends and by 4:30 P.M. Wednesday for weekend orders) at (mediacenter.ucsd.edu).

REPORTING PROBLEMS WITH PROJECTION EQUIPMENT

Media Services manages projection equipment in lecture halls and classrooms; please call 858-534-5784 for assistance.

DISTANCE LEARNING AND VIDEOCONFERENCING

(mediacenter.ucsd.edu/dl_mgr.cfm)

Distance learning refers to teaching situations in which the instructor and students are geographically separated and therefore rely on interactive video or other forms of electronic media for instructional delivery. The University of California system typically offers from two to six such courses per quarter, with classes originating from both UC and California State University sites.

An instructor's teaching style needn't be altered to accommodate a distance-learning situation. Large-screen monitors allow

teachers and students to have complete interaction, just as if they were physically in the same classroom. Specialized equipment allows the use of such media as transparencies, slides, videotapes, and computers.

The Distance Learning Center (DLC) gives faculty the opportunity to teach courses to students at sites worldwide without leaving the UCSD campus. Distance-learning facilities around the globe can connect with the DLC through an IP or ISDN connection. Courses originating at the DLC can even be streamed to the desktop.

The DLC is also available for administrative videoconferences.

The Distance Learning Center is located in Room 260 at CLICS (Center for Library and Instructional Computing Services), Galbraith Hall. For details about the DLC's facilities and capabilities, please call 858-534-1174.

STUDENT RESPONSE SYSTEMS

Media Services recommends the InterWrite "PRS RF" system by GTCO CalComp as the default student response system. The PRS RF system uses a very reliable radio-frequency technology. The PRS RF "hub" (receiver), smaller than a VHS videocassette, can easily handle more than 2,000 students, more than four times the capacity of the largest lecture hall on campus. Compared to infrared technology, there is no need to aim the "clicker" (transmitter) at a hub; responses register instantly regardless of load, and there are no dead spots. An LCD readout on the clicker offers the student positive feedback.

This system works with Macintosh, Windows, and Linux operating systems and is supported by most course management systems.

Further information on this system, with links to the InterWrite PRS RF site, is available at (mediacenter.ucsd.edu). The Bookstore is committed to offering clickers for sale to students at modest cost.

EXISTING H-ITT SYSTEMS

A few rooms on campus are equipped with older "H-ITT" infrared student response system receivers. These rooms are:

- > Pepper Canyon Hall (PCYNH) 106 and 109
- > Peterson Hall (PETER) 108 and 110

- > Warren Lecture Hall (WLH) 2001, 2005, and 2204
- > York Hall (YORK) 2622 and 2722

Due to the lower reliability of this system, its use is not recommended. No new installations will be performed. A student registration Web site is available upon request. Email IWDC at (iwdc@ucsd.edu) or call 858-822-3315 to coordinate setup.

PODCASTING

All of the large lecture halls are equipped for recording the audio of a lecture. Instructors can schedule to have lectures recorded and are required only to wear the wireless microphone in the classroom. The recordings are automatically encoded and uploaded to the podcast Web site (podcast.ucsd.edu). To sign up for podcasting, see (podcast.ucsd.edu/info).

Instructional Technology Support Outside the Classroom

COMPUTER LABS

ACS manages most student computing labs on campus. The ACS Instructional Facilities Web page (acs.ucsd.edu/instructional) provides information about labs, including: location, computer type, printers, room hours, and reservations, as well as the list of software installed in Windows and Macintosh labs.

A number of ACS-managed labs are open for general computing use by UCSD students. Other labs support particular courses, departments, or divisions. ACS assists instructors by assigning courses to appropriate labs, as well as issuing room access codes that students can retrieve online.

It is advisable to make arrangements to use ACS facilities well in advance. See “Course Administration” below for detailed information about using the Course Information (CINFO) form to request support for a course; special software installation; accounts for students, instructors, and teaching assistants; and lab reservations, among other options.

REPORTING PROBLEMS WITH COMPUTER LABS, PRINTERS, AND SUPPLIES

ACS manages the majority of instructional computing labs and servers on campus, so problems with individual labs, printers, or supplies should be referred to ACS. Urgent problems should be reported to the following numbers, particularly at night and

on weekends; if the call is answered by voicemail, please leave a detailed message.

For questions about labs, printers, or supplies, call 858-534-3ACS (858-534-3227) or email (repair@ucsd.edu).

CONSULTING SERVICES PROVIDED BY ACS INSTRUCTIONAL SUPPORT

The ACS Instructional Support Office assists instructors and teaching assistants in all facets of using ACS facilities for instruction, including advice on choice of computer; software availability and support level; and helping instructors and TAs solve problems that students encounter with assignments.

ACS provides students with one-page “Step1 Guides” that contain basic instructions for logging in and using ACS labs. ACS provides onsite support for students in computing labs by student employees, known as “Zebras” because of the distinctive black-and-white striped shirts they wear while on duty.

Use the ACS Web site Search function to find information about software and a variety of other topics. This mechanism can be accessed via the “Search” link on most ACS Web pages.

COURSE WEB PAGES

ACS/Instructional Web Development Center (IWDC) assists instructors in setting up Web sites for courses [see “Creating Instructional Web Sites and Presentations”]. Your course Web site will be listed on the courses directory Web site (courses.ucsd.edu), along with other resources for your course, such as Course Reserves (supported by the Libraries), Soft Reserves, your book list, and the Top 5 online databases in your discipline as recommended by UCSD librarians.

NOTE: The Libraries offer Electronic Reserves services that allow you to post journal articles, book chapters, music, and other materials on the Web for easy access by students [see “Electronic Reserves” in the Library Resources section].

Course Administration

TRITONLINK (tritonlink.ucsd.edu)

TritonLink is the UCSD Web site that students use to enroll in classes. TritonLink also offers UCSD faculty and staff a variety of services and information related to classes and enrollments. Most

TritonLink services require a valid TritonLink user ID and password. See your Departmental Business Officer (DBO) to obtain a TritonLink ID. TritonLink provides faculty with these features:

- > Schedule of Classes;
- > Student Directory;
- > Enrollment and registration information, fees, deadlines, calendars, etc.
- > Students' academic history, major and minor, addresses, classes and wait-listed classes, and academic and administrative holds;
- > Ability to view, download, and send email messages to students on specified class lists and wait lists;
- > Majors and minors lists, which allow faculty and staff to view, download, and send email messages to students in specified majors and minors;
- > Section enrollment and wait list statistics, which allow faculty and staff to view and download enrollment counts by student level, class level, and college for one or more sections.

**USING THE COURSE INFORMATION (CINFO) FORM
TO REQUEST ACS SUPPORT FOR COURSES**
(cinfo.ucsd.edu)

ACS needs to be informed of all courses that require use of ACS facilities or services, including any of the following situations:

- > course Web sites;
- > provision of computer labs for student use and lab access codes;
- > installation of special academic software in labs;
- > installation of software in lecture halls;
- > accounts for students, instructors, and teaching assistants.

To request support for your courses, complete an ACS Course Information (CINFO) form for each class. The CINFO form provides ACS with such important details as which quarters a course will be taught, who the instructor will be, what software will be required, and how many students will be enrolled. Requests that involve special preparations (for example, software installation) should be made well in advance of the quarter of intended use.

ACS provides a basic level of computing resources to all student

accounts. When students are enrolled in an ACS-supported course, ACS allocates additional computing time and disk space to meet the needs of the course.

CINFO forms are an adjunct to departmental Instructional Computing Plans (ICPs). The annual ICP process is the means by which departments make proposals to their Deans for initiatives such as major hardware and software purchases, support for new classes, and changes in curriculum that might impact existing facilities. If your CINFO form includes requests that have not been previously approved through the ICP mechanism, your request may be referred back to the department Chair or Dean for endorsement or funding.

COMPUTER ACCOUNTS FOR STUDENTS

ACS creates accounts and adds access at the beginning of the quarter for ACS-supported courses. Students can use the ACS Web site (acs.ucsd.edu/students) to look up their account name(s); change their password; list which facilities, such as computing labs, are to be used; and find out what door codes (where needed) are assigned to a class. Upon request, ACS provides add account slips for distribution to concurrent enrollment (University Extension) students.

All incoming undergraduate students receive a personal email account from Academic Computing Services. Students in certain majors are given an enhanced personal account—known as an Open Computing Environment (OCE) account—which gives them access to workstations and servers that support discipline-specific software.

COMPUTER ACCOUNTS FOR INSTRUCTORS AND TEACHING ASSISTANTS

ACS provides accounts for instructors and TAs. On request, these accounts can be set up in advance to allow instructors and TAs to test software and develop assignments before the quarter begins. Arrangements can also be made to keep the instructor's account and files online from year to year if the instructor continues to teach the same course. (Note to TAs: personal/OCE accounts are not intended to be used for TA work.)

COMMUNICATING WITH STUDENTS VIA EMAIL

Two of the most effective ways to communicate with students enrolled in your courses are the email facilities in TritonLink, described above, and the email features built into WebCT offered

by the IWDC. A third alternative is Mailman mailing lists, provided by ACT, to which students self-subscribe (blink.ucsd.edu/go/maillinglists)

COLLECTING HOMEWORK ASSIGNMENTS

ACS Instructional Support offers methods for instructors to receive completed assignments from students. First, ACS/IWDC offers access to WebCT, which includes a Web-based drop folder that records the date and time an assignment is turned in, sorted by student name. On Unix systems, ACS provides the utilities “turn in” and “bundle,” which transfer ownership of the submitted files to the instructor. For more details on this feature and instructions on how to use it, type “turnin” in the Search tool on the ACS Web page (acs.ucsd.edu).

Checking Student Work for Plagiarism

UCSD has a site license to use (turnitin.com). This service is free to UCSD faculty. Turnitin underscores UCSD’s commitment to academic integrity by providing faculty a quick and accessible resource to check students’ work against the Internet, journals, and previously submitted papers or lab reports. Each assignment is given a “similarity index” report that alerts instructors to potential cases of plagiarism and the possible sources of the plagiarized passages. Instructors can use the report as a starting point for checking student papers for proper citation and attribution. Turnitin can also be used during the writing process to help students check for incorrect and missing citations prior to submission. To get started, contact IWDC at (iwdc@ucsd.edu) or call 858-822-3315. More information is posted at (iwdc.ucsd.edu/turnitin.shtml).

Send questions, comments, and suggestions to (aitguide@ucsd.edu).

Technology-Enhanced Classrooms

Except where noted, each room is equipped with a Media Station consisting of a computer/video projector, DVD/CD/VHS combination player, and cables for connecting a laptop computer. Computer projectors work best with laptop display resolution set at 1024 x 768 at a refresh rate of 75 Hz. For more information please visit (mediacenter.ucsd.edu) or call 858-534-5784.

¹ Equipped with DVD/VHS combination monitors only; no computer projector installed.

² Lecture hall.

³ Includes wireless and wired lavalier microphones.

⁴ Lectern-style Media Station configuration. All other rooms use wallboxes.

⁵ Room easily allows for simultaneous chalkboard and computer use.

⁶ Room is Podcast-Ready see (podcast.ucsd.edu).

Applied Physics and Mathematics Building

AP&M 2301 ¹
seats 39

Center Hall

CENTR 101 ^{2, 3, 5, 6}
seats 295

CENTR 105 ^{2, 3, 6}
seats 146

CENTR 109 ^{2, 3, 6}
seats 146

CENTR 113 ^{2, 3, 6}
seats 146

CENTR 115 ^{2, 3, 6}
seats 196

CENTR 119 ^{2, 3, 6}
seats 196

CENTR 201
seats 30

CENTR 202
seats 15

CENTR 203
seats 32

CENTR 204
seats 16

CENTR 205
seats 30

CENTR 206
seats 16

CENTR 207
seats 32

CENTR 208
seats 15

CENTR 212 ^{2, 3, 6}
seats 146

CENTR 214 ^{2, 3, 6}
seats 146

CENTR 216 ^{2, 3, 6}
seats 146

CENTR 217A
seats 35

CENTR 217B
seats 35

CENTR 218
seats 32

CENTR 220
seats 32

CENTR 222
seats 65

CENTR 223
seats 15

CENTR 224A
seats 15

CENTR 224B
seats 15

CENTR 224C
seats 15

Copley
International
Conference
Center —
Hojel Hall
of the Americas
CICC 101 ^{2, 3}
seats 290

Cognitive Science Building

CSB 001^{2, 3, 6}

seats 120

CSB 002^{2, 3, 6}

seats 120

CSB 004 seats 56

CSB 005 seats 56

Humanities and Social Science Building

HSS 1106A seats 20

HSS 1106B seats 20

HSS 1128A seats 42

HSS 1128B seats 15

HSS 1138 seats 15

HSS 1305 seats 32

HSS 1315 seats 35

HSS 1330^{2, 3, 5, 6}

seats 147

HSS 2150 seats 36

HSS 2152 seats 26

HSS 2154 seats 37

HSS 2305A seats 20

HSS 2305B seats 20

HSS 2321 seats 32

HSS 2333A seats 15

HSS 2333B seats 15

Ledden AUD^{2, 3, 4, 6}

seats 216

McGill Hall

MCGIL 2315¹

seats 15

MCGIL 2322¹

seats 14

MCGIL 2330¹

seats 14

MCGIL 2334¹

seats 14

MCGIL 2342¹

seats 14

Pepper Canyon Hall

PCYNH 106^{2, 3, 6}

seats 196

PCYNH 109^{2, 3, 6}

seats 196

PCYNH 120^{2, 3}

seats 56

PCYNH 121^{2, 3}

seats 60

PCYNH 122^{2, 3}

seats 115

Peterson Hall

PETER 102 seats 70

PETER 103 seats 70

PETER 104 seats 70

PETER 108^{2, 3, 5, 6}

seats 412

PETER 110^{2, 3, 5, 6}

seats 333

Robinson Building Complex, IR/PS

RBC AUD^{2, 3}

seats 280

San Diego Supercomputer Center

B234 seats 49

(Opens Winter Quarter '09)

Sequoyah Hall

SEQUO 147

seats 48

SEQUO 148

seats 48

Solis Hall

SOLIS 104^{2, 3, 5, 6}

seats 150

SOLIS 107^{2, 3, 5, 6}

seats 300

SOLIS 109 seats 44

SOLIS 110 seats 46

SOLIS 111 seats 44

Social Science Building

SSB 106 seats 20

Building U413, Sixth College

U413 1 seats 35

U413 2 seats 65

Building U413A, Sixth College

U413A 1 seats 20

U413A 2 seats 20

U413A 3 seats 20

U413A 4 seats 20

Warren Lecture Hall Building

WLH 2001^{2, 3, 5, 6}
seats 400

WLH 2005^{2, 3, 5, 6}
seats 200

WLH 2110 seats 28

WLH 2111 seats 70

WLH 2112 seats 40

WLH 2113 seats 51

WLH 2114 seats 40

WLH 2115 seats 40

WLH 2204 seats 76

WLH 2205 seats 70

WLH 2206 seats 40

WLH 2207 seats 51

WLH 2208 seats 40

WLH 2209 seats 40

York Hall

YORK 2622^{2, 3, 4, 5, 6}
seats 192

YORK 2722^{2, 3, 4, 6}
seats 347

YORK 3000A
seats 34

YORK 3050A
seats 23

YORK 3050B
seats 23

YORK 4050A
seats 25

YORK 4050B
seats 20

YORK 4060A
seats 15

YORK 4060B
seats 15

YORK 4080A
seats 50

The following rooms are not Technology-Enhanced:

U515 1

U515 2



Library Resources

Libraries at UCSD (libraries.ucsd.edu/)

The UCSD Libraries support the University's mission of research, instruction, public service, and patient care by providing access to rich and deep collections, and by offering a variety of services. The Libraries serve as physical and virtual centers for study, reading, and scholarship at UCSD. The campuswide network of nine libraries that make up the UCSD Libraries provide unique services, programs, and collections, allowing each to be responsive to the needs of the particular academic sector it serves, while sharing a common online catalog and collectively offering an online environment to give faculty access to resources and services at their desktop.

The Libraries' Web site offers access to information about the Libraries and to digital services and collections, including the online catalog (called Roger), electronic journals, e-books, databases, course materials, and online research assistance. New resources and services are added continually. The Libraries have an ongoing commitment to acquiring and offering materials and services in digital form.

The UCSD Libraries also share resources and services across the University of California system by working closely with libraries at all of the other UC campuses, as well as the California Digital Library (CDL). Resource sharing expands and increases access to information for UCSD faculty, staff, and students. For example, the UCSD Libraries have contributed to systemwide licensing arrangements that provide access for the UCSD community to thousands of electronic journals and dozens of databases.

Getting Started

BORROWING MATERIALS

(libraries.ucsd.edu/services/checkout.html)

To check out circulating library materials, simply present your UCSD employee identification card at any UCSD library circulation desk. Your UCSD ID card is your library card. For university employees, the library automatically creates confidential library accounts that contain your campus and email addresses. You will receive courtesy reminders by email when library materials are near their due date. Loan periods vary from library to library.

Salaried academic UCSD employees are eligible to designate up to three (3) research assistants to check out library materials on their behalf. These proxy cards are not for use by spouses, domestic partners, or children. For additional information, call 858-534-0134.

RENEWING MATERIALS

You may renew most items online, by telephone, or in person. With a few exceptions, you may renew most material yourself using the “My Library Account/Renew Items” option in the online catalog. Material also can be renewed over the telephone by calling any UCSD library circulation desk or in person at any UCSD library. Items that are recalled or on hold for another patron cannot be renewed. Requests for renewals of Interlibrary Loan materials must be made at least one week prior to the due date and can be done by choosing the “My ILL Requests” option within your library account in the online catalog or by contacting the Interlibrary Loan unit that borrowed the item on your behalf.

CREATING A “PIN”

(libraries.ucsd.edu/services/circ/acct.html)

Before you can renew or request most materials online, you must first create a personal identification number (PIN) by following a brief online process that starts on the online catalog’s main screen under the heading “My Library Account/Renew Items.” In most online request processes you will be prompted for your barcode (found on the back of your UCSD ID and beginning with “21822”) and PIN. Having a PIN will allow you to: view your checkout record; renew books online; request UCSD books and circulating bound journals for delivery to the circulation desk of any UCSD library; and request circulating books found in the San Diego Circuit database [see San Diego Circuit in this section].

(three)

Finding Useful Books, Articles, Journals, and Web Sites

LIBRARY CATALOG (ROGER)

(roger.ucsd.edu)

The UCSD Libraries' online catalog, named Roger, provides access to information about the UCSD Libraries' collection of books, journal subscriptions, government documents, music scores, films, videos, digital images, special collections, course reserves, and selected Internet resources. The online catalog also includes direct links to materials available in electronic format. The catalog's name commemorates UCSD's founder, noted oceanographer Roger Revelle.

ACCESSING ONLINE RESOURCES TAILORED FOR UCSD COMMUNITY

(libraries.ucsd.edu/sage.html)

UCSD librarians have developed and maintain a database and search engine, named Sage, that provides access to article databases and indexes, electronic journals, electronic books, authoritative Web sites, and much more, tailored for the UCSD community. You can search this database by keyword or browse it by academic subject to find resources selected and vetted by UCSD subject librarians. To access this tool on the UCSD Libraries homepage choose "Selected e-Resources" in the center of the page.

ACCESSING ELECTRONIC JOURNAL SUBSCRIPTIONS AND OTHER RELATED MATERIALS

(libraries.ucsd.edu/ejournals.html)

The UCSD Libraries subscribe to electronic journals in many academic disciplines and in a variety of formats, ranging from tables of content and partial text to the complete text of journal articles from major publishers. Access is also provided to electronic preprint services and innovative publication projects from other universities and scholarly organizations. There are several ways to find electronic journals:

- > Search the online catalog by journal title or by the subject "electronic journals."
- > On the UCSD Libraries homepage, choose "e-journals" in the center of the page or "Resources" from the left-hand menu.
- > Within "Selected e-Resources," search for the electronic journal's title (within quotation marks) or browse by

academic subject and then by “Electronic Journals” under “Types A–Z.”

ACCESSING LICENSED AND SPECIALIZED DATABASES

The UCSD Libraries offer access to licensed and specialized databases in many academic disciplines. To search for licensed resources from the Libraries homepage, choose “Databases” or “Databases A-Z,” or go to “Selected e-Resources” and browse by academic subject and then look under “Types A-Z” and choose “Article Databases.” Because the databases are not hosted locally, the majority of them have a different interface, though most offer typical search functions. Also, most offer these useful features:

- > For article databases, UC-eLinks: this feature links to full text (where possible); to the Roger and Melvyl® catalogs for library holdings; and to other resources, as well as facilitating interlibrary borrowing and document delivery services available at UCSD.
- > Downloading article citations to citation management software: Citations can easily be imported into RefWorks, EndNote, ProCite, Reference Manager, and other bibliographic management software using such features as Web of Science’s Export to Reference software.

If you have any questions or would like more information, contact the subject specialist or department liaison for your academic area (libraries.ucsd.edu/services/specialists.html).

CONNECTING TO E-RESOURCES FROM OFF CAMPUS

A number of specialized databases, electronic journals, and other resources licensed by the UCSD Libraries are subject to publishers’ licensing provisions that allow off campus connections only to UCSD or UC faculty, staff, and students. To access these resources from off campus, you must be authenticated to establish your current, active affiliation with the University.

Please view this site (libraries.ucsd.edu/services/remote.html) for detailed instructions on your options for off-campus access to e-resources.

Research Support

SUBJECT LIBRARIANS

(libraries.ucsd.edu/services/specialists.html)

The UCSD Libraries support more than 100 fields of study with books, journals, databases, special collections, and subject librarians. To request a book purchase or journal subscription, or for specialized research support, contact the subject librarian for your academic area.

QUESTIONS/ASSISTANCE

(libraries.ucsd.edu/ask)

Research and general assistance is available online, by phone, and in person at each of the campus libraries, and is designed to assist faculty and students with their course needs and research activities.

For online assistance, use the Ask a Librarian service. As part of this service, the Libraries offer a real-time chat reference service during selected hours. You can also request assistance by email and usually receive a reply within one working day.

For in-person help or assistance over the telephone, visit or call the reference desk at any campus library (libraries.ucsd.edu/services/ref_direct.html).

You may also review the list of subject librarians (libraries.ucsd.edu/services/specialists.html) and contact the appropriate specialist directly.

ONLINE REFERENCE MATERIALS

The Reference Shelf is a collection of Web links to general information resources selected and organized specifically for UCSD faculty, staff, and students. Use the Reference Shelf to find: biographical information; city and country information; encyclopedias, dictionaries, thesauri, and almanacs; educational information; handbooks and codes; maps, atlases, and gazetteers; statistical sources; style manuals; telephone, email, and other directories; and more. (libraries.ucsd.edu/refshelf.html)

For online reference materials in the sciences, use:

- > Health-related: (libraries.ucsd.edu/bml/refshelf)
- > Ocean & Earth Sciences:
(libraries.ucsd.edu/sio/encyclopedias)
- > Science & Engineering: (scilib.ucsd.edu/refshelf/index.html)

LOCATING DATA, GOVERNMENT INFORMATION, AND GEOGRAPHIC INFORMATION SERVICES

(govinfo.ucsd.edu)

If you are looking for spatial or numeric data, maps, statistics, or government information, the Data, Government & Geographic Information Services (DGG) Web site is a good place to start. The site provides links to the resources of San Diego (city and county), the state of California, the United States government, and to international offices and agencies. Also available are links to the numeric Social Sciences Data Collection page, including data available through the Inter-University Consortium for Political and Social Research (ICPSR), and to the Maps and Geographic Information Systems (GIS) pages.

Help with using any of the above services can be obtained by contacting the staff of this unit. Contact information is available through the Web site.

REQUESTING JOURNAL ARTICLES AND BOOKS ONLINE

(libraries.ucsd.edu/services/ill-dds)

The UCSD Libraries offer several ways to request journal articles and books. The materials may come from libraries on the UCSD campus, within San Diego County, from other UC campuses, or from outside the UC system. To request items online, you will need to provide your library barcode number and PIN. Your library barcode number is located on the back of your UCSD ID card and will begin with the digits “21822.” Use this number when prompted for your library card number or patron ID [see also “Renewing Materials” in this section]. For more about your PIN, see “Creating a PIN” elsewhere in this section.

ROGER CATALOG REQUEST

(roger.ucsd.edu)

Within the online catalog, you can request that any circulating book and/or circulating bound journal owned by one UCSD library be delivered to another UCSD library circulation desk for pickup. Items also can be pulled from a library’s collection and held for pickup at its circulation desk. You will be notified by email when the item is available for pickup. For most items, the turnaround time is 24 hours, excluding weekends and holidays.

To submit a Roger Request, click on the “Request” icon on the left in a list of search results or near the top of a particular item’s record in the online catalog and follow the instructions. Please note that many journals located in the science libraries are non-circulating and cannot be requested for delivery or pickup.

SAN DIEGO CIRCUIT REQUEST

(circuit.sdsu.edu)

Circulating books owned by other libraries of the San Diego Circuit (San Diego State University; University of San Diego; California State University, San Marcos; and the San Diego County Libraries) can be requested online and delivered to the UCSD library of your choice for pickup. You may search the Circuit catalog at the URL listed above or use the “Search in Circuit” option within UCSD’s online catalog. Circuit items will be received within 1 to 3 days after requesting the materials, excluding weekends and holidays. The maximum number of Circuit items that can be borrowed at any given time is twenty, including those items being requested, currently checked out, and being returned to the owning library. You may also visit any of the three academic Circuit libraries and check out their materials in person using your UCSD ID card. To check out items directly from a County library, you will need to obtain a County library card.

MELVYL® CATALOG REQUEST

(melvyl.cdlib.org)

To have a circulating book located at another UC campus delivered to the UCSD library of your choice, click on the “Request” icon at the top of the item’s record in the Melvyl® catalog and follow the instructions. You will be notified via email when it is ready for pickup.

UC-ELINKS REQUEST

UC-eLinks is a service embedded within some licensed databases which provides direct links to articles available in electronic form. If an electronic version is not available, UC-eLinks can be used to check print holdings of other UC libraries via the Melvyl® catalog or to initiate an interlibrary loan or document delivery request. Articles requested using UC-eLinks will be delivered electronically to your computer desktop. A tutorial on using UC-eLinks is available at (libraries.ucsd.edu/services/get-started/articles4.html).

If you have a known citation for an article or other item, you may also use the UC-eLinks Citation Linker (scilib.ucsd.edu/bml/services/linker.html) to identify whether UCSD subscribes to an electronic copy of the item or to order it through interlibrary loan.

For additional information about your document delivery options, please contact the UCSD library associated with your academic area (libraries.ucsd.edu/services/ill-dds/other.html).

ARTICLE DELIVERY TO YOUR DESKTOP

Faculty, staff, and graduate students can request electronic desktop delivery of articles from UCSD library print journals. Depending upon location or affiliation, this service may be subsidized by various campus departments and is free to the requestor. Learn more about services offered by specific libraries at: (libraries.ucsd.edu/services/ill-dds/dds.html).

For copies that are not subsidized, the charge is \$3.50 an item (up to 50 pages; additional pages are \$0.15 each) and can be charged to departmental index numbers. This desktop delivery service scans requested articles and provides PDF files by posting them on a secure website for retrieval by requestors.

Desktop delivery of articles not owned by the UCSD Libraries is free, as it is considered an interlibrary loan. Submit this form to request materials via interlibrary loan (libraries.ucsd.edu/ill/request).

Instructional Support

COURSE RESERVES

(libraries.ucsd.edu/services/reserves.html)

Faculty and instructors may request that the Libraries place selected materials on reserves for use by students in particular courses. Materials may include: books and book chapters; journal articles; film and video; audio and image files; and noncopyrighted materials such as syllabi, lecture notes, and solutions in support of academic instructional programs. Faculty may place course reserves requests via an online form at (libraries.ucsd.edu/services/reserves-form.html).

In addition to the Libraries' course reserves services, course materials are made available by several different services on campus. These services work together to try to simplify access to course materials while providing a wide variety of options to best serve students and faculty. For a guide to related campus services that provide support for instructional materials, please visit (coursematerials.ucsd.edu).

ELECTRONIC RESERVES: TEXT

(libraries.ucsd.edu/services/)

All libraries offer electronic course reserves services (E-reserves). The range of textual materials that can be digitized or linked to for easy retrieval by students from wherever they may be includes published articles and selected book chapters, as well as course syllabi, homework assignments, solution sets, and other unpublished materials. Users of the E-reserves service will be asked to accept a standard statement of their intent to use the material only for "private study, scholarship, or research" in compliance with U.S. copyright law. In addition to linking to digital texts, each course reserves page in the Libraries' course reserves database (reserves.ucsd.edu/) links to information about books on traditional reserves and any materials placed on digital media reserves [see below]. Links can also be established to (or from) existing faculty course Web pages.

ELECTRONIC RESERVES: AUDIO (DAR)

(reserves.ucsd.edu)

The Arts Library offers Digital Audio Reserves (DAR) services to faculty teaching music and other courses using audio resources. Students can listen to course reserves on the Web via the campus proxy server, on library computers equipped with headphone jacks, in select ACS computing labs, or in wired dormitories. To initiate this service, complete an online DAR request form (orpheus.ucsd.edu/music/darform.html). In addition, ACS requires notification of a DAR service request via their Course Information (CINFO) form (cinfo.ucsd.edu).

ELECTRONIC RESERVES: IMAGES (DIR)

(aal.ucsd.edu/reserves/index.html)

Digital Image Reserves are available to UCSD faculty through the ARTstor Digital Library (artstor.org/info/). Faculty can create image groups in ARTstor devoted to sets of study images, either for a specific class or an exam. Images not available through ARTstor may be requested by submitting a produc-

tion request (orpheus.ucsd.edu/slide/prod_policy.html) to the Arts Library staff. Faculty-owned images can be added to an ARTstor image group through the faculty member's Personal Collection (orpheus.ucsd.edu/slide/pcol.html).

ARTstor is available to faculty and students 24/7, on or off campus, via the campus proxy server. To access reserves images in ARTstor, students must first register with ARTstor.

For instruction and/or questions, contact the Arts Library Visual Resources Curator (voriordan@ucsd.edu or 858-822-0208).

ELECTRONIC RESERVES: MEDIA (DMR)

(orpheus.ucsd.edu/fvl/)

Digital Media Reserves are available as an option for moving image reserves when the enrolled number of students exceeds 75 and the course requires student viewing of no more than 10 films per quarter or 20 film clips. Requests need to be submitted at least 2 weeks before the date the films are to be available to students. If film clips are required, the faculty member must be present for clip creation. Clips are only made for UCSD Libraries course reserves and cannot be loaded onto laptops or burned to DVD.

For information, contact the Arts Library Visual Resources Curator (voriordan@ucsd.edu or 858-822-0208).

LIBRARY INSTRUCTION SERVICES

(libraries.ucsd.edu/services/instruction.html)

Through their instruction and outreach programs, the UCSD Libraries offer a variety of orientation and instructional opportunities intended to help students succeed in their academic pursuits. Librarians are available to help engage students in the learning process by: offering hands-on sessions on how to define a research topic and systematically approach research projects; locate and evaluate information sources in all formats; cite and document sources appropriately; and conduct individual or small group library research sessions inside or outside of class time, tailored to the subject or course assignment.

Librarians can support faculty and TAs in creating learning environments that encourage students to use library resources and evaluate information. They are available to:

- > Work with faculty and TAs to enhance syllabi by creating and adapting assignments and exercises to build student

research and information skills and support goals and curricula;

- > Develop course-specific information resources such as Web pages and/or create modules that can be included in a course management system (CMS), such as WebCT;
- > Offer individual and/or small group consultations with faculty, TAs, RAs, and students;
- > Review students' research proposals and suggest research strategies and resources;
- > Discuss faculty research projects, new curricula, and grant proposals requiring supporting materials.

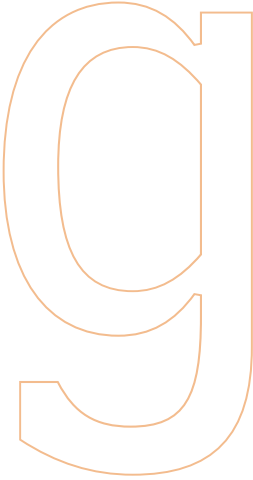
In addition, the Libraries offer workshops on a variety of topics. Past topics have included: Extreme Googling; Geographic Information Systems (GIS) Training; Introduction to RefWorks (or EndNote); Jumpstart Your Research; Just Tell Me What I Need to Know; and Patents and Patent Searching. Use the online form to request a workshop or instructional session for your class (libraries.ucsd.edu/services/instruction-req.html).

DIGITAL LIBRARY PROGRAM (DLP)

(libraries.ucsd.edu/dlp.html)

Acquiring, creating, managing, and providing access to digital content are routine activities within the UCSD Libraries. The Libraries are building significant digital collections comprising licensed resources, locally created digital surrogates, and born-digital resources. The UCSD Digital Library Program (DLP) was created to develop and manage this growing proliferation of digital resources. The DLP Web site lists a selection of digital collections, locally created digital collections, and digital research data, along with digital delivery and instructional support services.

Send questions, comments, and suggestions to (aitguide@ucsd.edu).



Glossary of Selected Instructional/Information Technology Terms and UCSD-Specific Terms

Academic unit refers to Academic Affairs, academic departments and programs, Centers, Institutes, Institutions and Organized Research Units, Schools and Divisions, and Colleges.

Blink UCSD Web site serving as the quintessential online resource for staff and faculty, providing a broad range of information and tools on hiring, training, employment and other essential data for the UCSD community.

Campus unit *see* Academic Unit

Departmental Business Officers (DBOs) *see* Management Services Officers

Desktop delivery desktop delivery (also document delivery) of scanned articles owned by UCSD or other libraries for academic use (Note: this service was formerly known as Avanti).

Ethernet a local-area network (LAN) protocol.

Fee-based, Fee-for-service *see* Recharge

General-Use Classroom classrooms and lecture halls under the jurisdiction of the Registrar for the primary purpose of housing regularly scheduled classroom instruction.

IFIS UCSD's central financial system. IFIS contains integrated processes and applications that support the administration of UCSD's financial data.

Index number number indicating to which departmental budget line to charge an expense.

Management Services Officers (MSOs) Sometimes referred to as Departmental Business Officers (DBOs). Responsible for long-range planning, coordinating, organizing, staffing, and supervising in the areas of budget, contract and grant administration, academic and staff personnel administration, and other services to support campus departments and units.

Melvyl® online catalog for UC Libraries' holdings.

Podcasting audio recordings of lectures (or other sound events) that can be uploaded on to a Web site and downloaded by students (or others) on to an MP3-compatible digital music player (such as an Ipod).

Recharge the process by which UCSD departments pay each other for goods and services. Some campus departments offer goods and services on either full or partial recharge basis.

Roger the UCSD Libraries' online catalog.

TritonLink UCSD Web site and quintessential online resource for students, where they enroll in classes and take advantage of a variety of other student-related services. Faculty and staff can also use TritonLink services for communicating with students and finding out about students and student-related activities.

Server computer or device on a network which manages network resources.

Web hosting (Web site hosting, hosting) housing, serving, and maintaining files for one or more Web sites.

For technology terms, a good reference source is *Webopedia*, an online dictionary and search engine (www.webopedia.com).

For UCSD-specific terms, please refer to the glossary feature in Blink (blink.ucsd.edu).

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libraries.ucsd.edu

UCSD Libraries