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# Faculty Guide

To Academic Information Technology

# 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 and Academic Computing and Media Services 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:

- > Clicker Student Response System (page 13)
- > My Library Account (page 23)
- > The Libraries' New Mobile Web Site (page 22)
- > Technology-Enhanced Classrooms (page 18)

**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.**

**To access the electronic version of this guide, please visit:**

**<http://libraries.ucsd.edu/facguideait>**

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## 1

# General Computing Support

This section describes resources 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 and Media Services (ACMS) ([acms.ucsd.edu](http://acms.ucsd.edu))

ACMS provides computing, media, and information resources to the University community. University computing and media facilities and services are conditioned upon compliance with the current Acceptable Use Policies ([acms.ucsd.edu/lib/aup.shtml](http://acms.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](http://blink.ucsd.edu/go/helpdesk))

ACT supports the campus data and voice communication networks and provides centralized electronic mail, mailing list, 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 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 department to find out what kinds of technical support and resources they provide.

## Fee-For-Service Support for Computing and Media Services

You will see the phrase “fee-for-service” throughout this publication [see the Glossary for a definition]. Your Management Services Officer (MSO) or Departmental Business Officer (DBO) will know the amount that your department allocates for these fee-based services and the process for charging fees to your departmental budget.

**ACMS/Computer Repair and Installation (CRI)** ([cri.ucsd.edu](http://cri.ucsd.edu); 858-534-4057) performs warranty repairs and upgrades as an Authorized Service Provider for Apple 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 ACMS Help Desk or at the UCSD Bookstore. 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.

**ACMS/Desktop Support** ([desktop.ucsd.edu](http://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.

**ACMS/Software Distribution** ([software.ucsd.edu](http://software.ucsd.edu); 858-534-9676) manages a variety of software licensing agreements for the campus. These agreements typically provide bulk-purchased licenses to departments. Software is paid for with campus recharge (index) numbers. Popular software for anti-virus protection; office and service products; statistics, graphics, mathematics, computer-aided design, geographic information systems (GIS); and many other software titles are available. Operating system licenses and updates for many common operating systems are also available for the UCSD community.

Products include Microsoft, Adobe, ESRI (ArcInfo), SAS, Symantec, Sun (Oracle), Maplesoft, MATLAB, PTC (Pro Engineer), FileMaker,

EMC Retrospect, Sophos, and others. Most software is distributed over the UCSD network to your department from ACMS servers. Manuals can be ordered, but are not stocked.

In addition, ACMS/Software Distribution provides details on special deals available to UCSD direct from vendors. Most of the software agreements handled by ACMS/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 ACMS/Software Distribution, ACMS/Desktop Support can provide assistance and installation—in your office or lab—on Windows or Macintosh computers.

ACT ([blink.ucsd.edu/go/helpdesk](http://blink.ucsd.edu/go/helpdesk); 858-534-1853) provides network services to campus, including electronic mail and the campus wireless network. They can help you register your computer so that it can be used on the campus network, configure your email client or wireless laptop, and use the VPN (virtual private network) to access campus resources from home or while traveling.

## Electronic Mail

([blink.ucsd.edu/go/email](http://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 ACMS/ACT Help Desk in the Applied Physics and Mathematics (AP&M) building, Room 1313, Monday through Friday, 9:00 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

ACT offers mail.ucsd.edu, Web-based access to Exchange accounts (Outlook Web Access). Checking your UCSD email from the Web 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](http://blink.ucsd.edu/go/vpn))

When using an off-campus Internet service provider (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 file sharing. The Web proxy only provides access for Web-based services.

## Connecting Your Wireless Device to the Campus Network

([blink.ucsd.edu/go/wireless](http://blink.ucsd.edu/go/wireless))

If you have a laptop computer with wireless (802.11a, g, or n) capability, you may use it to conduct research; search the library's catalog, databases, and full-text journals; and send electronic mail from campus buildings and public areas. Wireless at UCSD is encrypted using WPA-E and requires an Active Directory username and password for access.

## The UCSD Web Site

([www.ucsd.edu](http://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](http://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, research computing resources are also 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](http://www.sdsc.edu)), located on the northern part of campus. SDSC operates a co-location facility ([www.sdsc.edu/services/colo.html](http://www.sdsc.edu/services/colo.html)), as well as storage and computation facilities ([tritonresource.sdsc.edu](http://tritonresource.sdsc.edu)) for UCSD researchers.

Student research computing is conducted in those same venues, as well as on systems managed by ACMS. The SDSC Academic Associates Program ([sdsc.edu/aap.html](http://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](http://blink.ucsd.edu)).

Send questions, comments, and suggestions to: [aitguide@ucsd.edu](mailto: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 within Academic Computing & Media Services (ACMS) are referred to frequently in this section:

- > **Instructional Web Development Center (IWDC)**  
([iwdc.ucsd.edu](http://iwdc.ucsd.edu); 858-822-3315; [iwdc@ucsd.edu](mailto:iwdc@ucsd.edu))
- > **Media Services**  
([mediaservices.ucsd.edu](http://mediaservices.ucsd.edu); 858-534-5784; [mediaservices@ucsd.edu](mailto:mediaservices@ucsd.edu))
- > **Instructional Support, Accounts Office**  
([acms.ucsd.edu](http://acms.ucsd.edu); 858-534-4060; [acms-consult@ucsd.edu](mailto:acms-consult@ucsd.edu))

## 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 (Blackboard), a course management program, includes easy tools for posting content, as well as discussion boards, chat, grade posting, surveys, and quizzes.

The IWDC offers faculty members up to ten free hours of tutoring/assistance on the building and maintenance of their WebCT 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 the Web site ([iwdc.ucsd.edu](http://iwdc.ucsd.edu)) for availability.

#### **To obtain a WebCT course:**

Fill out a Course Information form or Cinfo ([cinfo.ucsd.edu](http://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 promotional purposes. Equipment and technicians are available to record classes and events in MiniDV, DVCAM, and HDV formats. Postproduction editing is also available, as are duplication services for videocassettes and DVDs and format conversions.

The Visual Media Group ([vmg.ucsd.edu](http://vmg.ucsd.edu); 858-534-4134) also provides video production services, including the transfer of video recordings to a range of formats.

## **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 ([mediaservices.ucsd.edu/media-stations/](http://mediaservices.ucsd.edu/media-stations/)). 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 Services 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 Room Scheduling at x44292 to verify room availability.

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 [in this guide] for details on room equipment.

#### **OTHER AUDIOVISUAL EQUIPMENT**

Media Services ([mediacenter.ucsd.edu](http://mediacenter.ucsd.edu)) can provide other types of audiovisual equipment on a fee-for-service basis, including video document cameras and slide and 16mm movie projectors, as well as staff to operate equipment. A complete listing of equipment, services, and fees is available on the Media Services 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 (and by 4:30 P.M. Wednesday for weekend orders) at ([mediacenter.ucsd.edu](http://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** ([mediaservices.ucsd.edu](http://mediaservices.ucsd.edu))

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 (CLICKERS)

In summer 2010, UCSD faculty, supported by ACMS, standardized to the i>Clicker Student Response System in order to reduce multiple clicker purchases for students and to focus support efforts. It is highly recommended that faculty interested in using clickers choose the i>Clicker system. Faculty who intend to use i>Clicker must place an order with the UCSD Bookstore to ensure clicker availability at the time of their class. i>Clicker receivers are installed in all registrar-controlled classrooms, and are available for checkout through Media Services. More information can be found at ([clickers.ucsd.edu](http://clickers.ucsd.edu)).

### PODCASTING

([podcast.ucsd.edu/info](http://podcast.ucsd.edu/info))

All large lecture halls are equipped for podcast recording of a lecture's audio. Instructors can schedule to have lectures recorded automatically and need only wear the wireless microphone in the classroom during the lecture. The recordings are automatically encoded and uploaded to the podcast Web site ([podcast.ucsd.edu](http://podcast.ucsd.edu)). Sign up for podcasting at the link above.

## Instructional Technology Support Outside the Classroom

### COMPUTER LABS

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

A number of ACMS-managed labs are open for general computing use by UCSD students. Other labs support particular courses, departments, or divisions. ACMS 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 ACMS 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**

ACMS manages the majority of instructional computing labs and servers on campus, so problems with individual labs, printers, or supplies should be referred to ACMS. 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-ACMS (858-534-2267) or email [repair@ucsd.edu](mailto:repair@ucsd.edu).

#### **CONSULTING SERVICES PROVIDED BY ACMS INSTRUCTIONAL SUPPORT**

The ACMS Instructional Support Office assists instructors and teaching assistants in all facets of using ACMS 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.

ACMS provides onsite support for students in the CLICS and Geisel Libraries with student employees. Their location and hours are posted online at ([acms.ucsd.edu/students/zebras.shtml](http://acms.ucsd.edu/students/zebras.shtml)).

Use the ACMS 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 ACMS Web pages.

#### **COURSE WEB PAGES**

ACMS/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 site ([courses.ucsd.edu](http://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.

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](http://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 List and Minors List, 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 ACMS SUPPORT FOR COURSES

([cinfo.ucsd.edu](http://cinfo.ucsd.edu))

ACMS needs to be informed of all courses that require use of ACMS 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 ACMS Course Information (Cinfo) form for each class. The Cinfo form provides

ACMS 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.

ACMS provides a basic level of computing resources to all student accounts. When students are enrolled in an ACMS-supported course, ACMS 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**

ACMS creates accounts and adds access at the beginning of the quarter for ACMS-supported courses. Students can use the ACMS Web site ([acms.ucsd.edu/students](https://acms.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. Concurrent enrollment (University Extension) students can request access to class resources through Extension's Student Services group.

All incoming undergraduate students receive a personal email account from ACMS. 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**

ACMS 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 programs in TritonLink, described above, and the email features built into WebCT offered by IWDC.

## COLLECTING HOMEWORK ASSIGNMENTS

ACMS Instructional Support offers methods for instructors to receive completed assignments from students. First, ACMS/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, ACMS 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 ACMS Web page ([acms.ucsd.edu](http://acms.ucsd.edu)).

### Checking Student Work for Plagiarism

([iwdc.ucsd.edu/turnitin.shtml](http://iwdc.ucsd.edu/turnitin.shtml))

UCSD has a site license for [turnitin.com](http://turnitin.com), making this service 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, electronic 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](mailto:iwdc@ucsd.edu) or call 858-822-3315.

Send questions, comments, and suggestions to ([aitguide@ucsd.edu](mailto:aitguide@ucsd.edu)).

## Technology-Enhanced Classrooms

Except where noted, each room on this list 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](http://mediacenter.ucsd.edu)) or call 858-534-5784.

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

<sup>2</sup> Lecture hall.

<sup>3</sup> Includes wireless and wired lavalier microphones.

<sup>4</sup> Lectern-style Media Station configuration. All other rooms use wallboxes.

<sup>5</sup> Room easily allows for simultaneous chalkboard and computer use.

<sup>6</sup> Room is Audio Podcast-Ready, see [podcast.ucsd.edu](http://podcast.ucsd.edu).

<sup>7</sup> Room is Video Podcast-Ready.

<sup>8</sup> Equipped with document camera.

<sup>9</sup> Equipped with 1080p high-definition computer/video projector and Blu-Ray Disc/DVD/VHS combination player.

<sup>A</sup> Equipped with WXGA (1280 x 800) widescreen computer/video projector.

<sup>b</sup> Equipped with WXGA (1280 x 800) widescreen computer/video projector as of Winter Quarter 2011.

<sup>C</sup> Equipped with i>clicker Student Response System receiver.

<sup>D</sup> Overflow guest room.

<sup>E</sup> Overflow host room.

## List of Technology-Enhanced Classrooms

### Applied Physics and Mathematics Building

AP&M 2301 <sup>1</sup>  
seats 39

### Center Hall

CENTR 101 <sup>2, 3, 5, 6, 7, 8, 9, C</sup>  
seats 295

CENTR 105 <sup>2, 3, 5, 6, 7, 8, 9, C</sup>  
seats 146

CENTR 109 <sup>2, 3, 6, 9, C</sup>  
seats 146

CENTR 113 <sup>2, 3, 6, 9, C</sup>  
seats 146

CENTR 115 <sup>2, 3, 6, 8, 9, C</sup>  
seats 196

CENTR 119 <sup>2, 3, 6, 9, C</sup>  
seats 196

CENTR 201  
seats 30

CENTR 202  
seats 15

CENTR 203  
seats 32

CENTR 204  
seats 16

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CENTR 212 <sup>2, 3, 6, 9, C</sup>  
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CENTR 220  
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CENTR 222  
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CENTR 223  
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CENTR 224A  
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CENTR 224B  
seats 15

CENTR 224C  
seats 15

### Cognitive Science Building

CSB 001 <sup>2, 3, 6, C</sup>  
seats 120

CSB 002 <sup>2, 3, 6, C</sup>  
seats 120

CSB 004  
seats 56

CSB 005  
seats 56

### Copley International Conference Center — Hojel Hall of the Americas

CICC 101 <sup>2, 3</sup>  
seats 290

### Humanities and Social Science Building

HSS 1106A seats 20

(Continued on next page)

**(Humanities and Social Science Building continued)**

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<sup>2, 3, 5, 6, C</sup>  
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 Auditorium<sup>2, 3, 6, 8, C</sup>  
seats 216

**McGill Hall**

MCGIL 2315  
seats 15

MCGIL 2322<sup>A</sup>  
seats 14

MCGIL 2330<sup>A</sup>  
seats 14

MCGIL 2334<sup>A</sup>  
seats 14

MCGIL 2342<sup>A</sup>  
seats 14

**Pepper Canyon Hall**

PCYNH 106<sup>2, 3, 6, 9, C</sup>  
seats 196

PCYNH 109<sup>2, 3, 6, C</sup>  
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PCYNH 120<sup>3</sup>  
seats 56

PCYNH 121<sup>3</sup>  
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PCYNH 122<sup>3, 6</sup>  
seats 115

**Peterson Hall**

PETER 102  
seats 70

PETER 103<sup>C</sup>  
seats 70

PETER 104<sup>D</sup>  
seats 70

PETER 108<sup>2, 3, 5, 6, 7, 8, C, D</sup>  
seats 412

PETER 110<sup>2, 3, 5, 6, 7, 8, C, E</sup>  
seats 333

**Price Center — Theatre**

PRICE THTRE<sup>2, 3, 5, 6, 7, 8</sup>  
seats 475

**Robinson Building Complex, IR/PS**

RBC AUD<sup>2, 3, 6</sup>  
seats 280

**Sequoyah Hall**

SEQUO 147  
seats 48

SEQUO 148  
seats 48

**Solis Hall**

SOLIS 104<sup>2, 3, 5, 6, C</sup>  
seats 150

SOLIS 107<sup>2, 3, 5, 6, 9, C</sup>  
seats 300

SOLIS 109 seats 44

SOLIS 110 seats 46

SOLIS 111 seats 44

### Social Science Building

SSB 106 seats 20

### Building 102, Thurgood Marshall College

TM102 1 seats 44

### Building U413A, Sixth College

U413A 1<sup>1</sup> seats 20

U413A 2<sup>1</sup> seats 20

U413A 3<sup>1</sup> seats 20

U413A 4<sup>1</sup> seats 20

### Warren Lecture Hall Building

WLH 2001<sup>2, 3, 5, 6, 8, C</sup>  
seats 400

WLH 2005<sup>2, 3, 5, 6, C</sup>  
seats 200

WLH 2110<sup>B</sup>  
seats 28

WLH 2111  
seats 70

WLH 2112<sup>B</sup>  
seats 40

WLH 2113<sup>B</sup>  
seats 51

WLH 2114<sup>B</sup>  
seats 40

WLH 2115<sup>B</sup>  
seats 40

WLH 2204<sup>B</sup>  
seats 76

WLH 2205<sup>B</sup>  
seats 70

WLH 2206<sup>B</sup>  
seats 40

WLH 2207<sup>B</sup>  
seats 51

WLH 2208<sup>B</sup>  
seats 40

WLH 2209<sup>B</sup>  
seats 40

### York Hall

YORK 2622<sup>2, 3, 4, 5, 6, 7, 8, C</sup>  
seats 192

YORK 2722<sup>2, 3, 4, 6, 7, 8, C</sup>  
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:**

U413  
seats 35

2

Instructional Support

# 3

## Library Resources

### Libraries at UCSD ([libraries.ucsd.edu/](http://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 individual libraries that make up the UCSD Libraries have unique services, programs, and collections, allowing each to be responsive to the needs of the particular academic sector it serves, yet sharing a common online catalog and collectively offering an online environment meant to give faculty access to resources and services at their desktop. You can easily access information and services specifically for faculty on our “Info for...Faculty” web page from the Libraries’ homepage.

The Libraries’ Web site offers access to information about the Libraries and to digital services and collections, including the UCSD and UC online catalogs, electronic journals, e-books, databases, course materials, and online research assistance. New resources and services are continually added. The Libraries have an ongoing commitment to acquiring and offering materials and services in digital form. The Libraries also offer a mobile-enabled version of its Web site ([libraries.ucsd.edu/m](http://libraries.ucsd.edu/m)) from which you can access the online catalog, contact a librarian, or learn more about the Libraries (including hours, directions, and contacts).

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 system-wide licensing arrangements that provide access for the UCSD community to thousands of electronic journals and dozens of databases.

## Getting Started

### MY LIBRARY ACCOUNT

([libraries.ucsd.edu/library-account](https://libraries.ucsd.edu/library-account))

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. However, you must create a library-specific personal identification number (PIN) to access your library account.

Create a PIN by following the instructions for first-time use at the “My Library Account” tab on the Libraries’ homepage. You will be prompted for your barcode (the number on the back of your UCSD ID beginning with “21822”). Leave the PIN field blank and click “Submit” to enter your own PIN.

The “My Library Account” online feature gives you access to view your checkout record and renew books online. Your PIN also permits use of the self-service check-out kiosks and requesting of circulating books found in the San Diego Circuit database [see San Diego Circuit in this section].

### BORROWING MATERIALS

([libraries.ucsd.edu/borrowing](https://libraries.ucsd.edu/borrowing))

Loan periods vary from library to library. There are self-service check-out kiosks in the Biomedical Library and Geisel Library. You need your UCSD ID and library-specific PIN to use these kiosks. Staff-mediated check-out is also available at library circulation desks.

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 will receive courtesy reminders by email when library materials are near their due date. With a few exceptions, you may renew material yourself using the “My Library Account” option in the online catalog. Material can also be renewed at any UCSD library circulation desk. 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 online by choosing the “My ILL Requests” option within your library account in the online catalog or by contacting the Interlibrary Loan Office ([libraries.ucsd.edu/ill-contacts](https://libraries.ucsd.edu/ill-contacts)).

## Finding Useful Books, Articles, Journals, and Web Sites

### LIBRARY CATALOGS

([roger.ucsd.edu](http://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.

You can also search all UC holdings via the Melvyl® catalog ([melvyl.cdlib.org](http://melvyl.cdlib.org)) or the holdings of local academic and county public libraries via the Circuit catalog ([circuit.sdsu.edu](http://circuit.sdsu.edu)). Details on requesting items from these catalogs are provided later in this section.

### ACCESSING ELECTRONIC JOURNAL SUBSCRIPTIONS AND OTHER RELATED MATERIALS

([libraries.ucsd.edu/ejournals](http://libraries.ucsd.edu/ejournals))

The UCSD Libraries subscribe to electronic journals in many academic disciplines and in a variety of formats, ranging from tables of contents 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. You may find electronic journals in a variety of ways:

- > Search the online catalog by journal title or by the subject "electronic journals."
- > On the Libraries homepage, choose "e-Journals" under "e-Resources."
- > The UCSD Libraries are also actively digitizing materials from our collections that you can use for your research and teaching. In some cases, the digital versions are linked directly from the catalog record. Many more digital collections are also available from the Libraries' home page under "e-Resources."

### 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 A-Z," or browse by academic subject under "e-Resources" and choose "Article Databases" under "Types A-Z." Because the

databases are not hosted locally, the majority of their interfaces differ from one another, 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 UCSD and UC 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, 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 librarian for your academic area ([libraries.ucsd.edu/services/specialists.html](http://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/remote-access](http://libraries.ucsd.edu/remote-access)) for detailed instructions on your options for off-campus access to e-resources.

### Research Support

#### SUBJECT LIBRARIANS

([libraries.ucsd.edu/subject-specialists](http://libraries.ucsd.edu/subject-specialists))

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](http://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 ([libraries.ucsd.edu/ask](https://libraries.ucsd.edu/ask)). As part of this service, the Libraries offer a real-time chat reference service 24/7. You can also request assistance by email and will 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/call-for-help](https://libraries.ucsd.edu/services/call-for-help)). You may also contact the appropriate specialist directly ([libraries.ucsd.edu/subject-specialists](https://libraries.ucsd.edu/subject-specialists)).

### 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](https://libraries.ucsd.edu/refshelf)).

For online reference materials in the sciences, use:

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

### LOCATING DATA, GOVERNMENT INFORMATION, AND GEOGRAPHIC INFORMATION SERVICES

([libraries.ucsd.edu/data-gov-gis](https://libraries.ucsd.edu/data-gov-gis))

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, and the United States government, and links 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 the Geographic Information Systems (GIS) pages.

Assistance using any of the above services can be obtained by contacting the staff of this unit ([libraries.ucsd.edu/data-gov-gis/staff](https://libraries.ucsd.edu/data-gov-gis/staff)).

## **REQUESTING JOURNAL ARTICLES AND BOOKS ONLINE** ([libraries.ucsd.edu/requesting](http://libraries.ucsd.edu/requesting))

The UCSD Libraries offer several ways to request journal articles and books that the Libraries do not own. The materials may come from 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 barcode number is located on the back of your UCSD ID card and begins with “21822.” Use this number when prompted for your library card number or patron ID. For more about your PIN, see “My Library Account” earlier in this section.

## **SAN DIEGO CIRCUIT REQUEST** ([circuit.sdsu.edu](http://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 a 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 one to three working days after requesting the materials. 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® (UC) CATALOG REQUEST** ([melvyl.cdlib.org](http://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 by 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 desktop.

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

For additional information about document delivery options, please contact the UCSD Interlibrary Loan Office ([libraries.ucsd.edu/ill-contacts](https://libraries.ucsd.edu/ill-contacts)).

#### ARTICLE DELIVERY TO YOUR DESKTOP

Faculty, staff, and 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. Learn more about services offered by specific libraries at ([libraries.ucsd.edu/requesting-articles](https://libraries.ucsd.edu/requesting-articles)).

For copies that are not subsidized, the fee 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. Request items directly via UC eLinks as described earlier, or submit this form to request materials via interlibrary loan ([libraries.ucsd.edu/ill/request](https://libraries.ucsd.edu/ill/request)).

### Instructional Support

#### COURSE RESERVES

([libraries.ucsd.edu/reserves](https://libraries.ucsd.edu/reserves))

Faculty and instructors may request that the Libraries place selected materials on reserve for use by students in particular courses. Materials may include: Books and book chapters; journal articles; film and video; audio and image files; and non-copyrighted materials such as syllabi, lecture notes, and solutions in support of academic instructional programs. Faculty should place print course reserves requests via an online form located at ([libraries.ucsd.edu/reserves-form](https://libraries.ucsd.edu/reserves-form)). Details for submission of other types of reserve materials are provided below.

In addition to the Libraries' course reserve 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](https://coursematerials.ucsd.edu)).

### **ELECTRONIC RESERVES: TEXT**

([libraries.ucsd.edu/reserves](https://libraries.ucsd.edu/reserves))

All UCSD Libraries offer electronic course reserve services (E-Reserves). The range of textual materials that can be digitized or linked to for student retrieval from any location includes published articles and selected book chapters, as well as course syllabi, homework assignments, solution sets, and other unpublished materials. Users of the Library 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](https://reserves.ucsd.edu)) links to information about books on traditional reserve and any materials placed on digital media reserve [see below]. Links can also be established to (or from) existing faculty course web pages, however, the Libraries reserve units do not manage these pages.

### **DIGITAL AUDIO RESERVES**

([libraries.ucsd.edu/audio-reserves](https://libraries.ucsd.edu/audio-reserves))

UCSD’s Arts Library offers Digital Audio Reserves 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, or on campus computers equipped with head-phone jacks. To initiate this service, complete an online request form at the link above. For information, contact the Arts Library service desk at 858-534-7629.

### **DIGITAL IMAGE RESERVES**

([libraries.ucsd.edu/image-reserves](https://libraries.ucsd.edu/image-reserves))

Digital Image Reserves are available to UCSD faculty through ARTstor ([library.artstor.org](https://library.artstor.org)). Faculty can create image groups devoted to study images, either for a specific class or an exam ([libraries.ucsd.edu/my-slides](https://libraries.ucsd.edu/my-slides)). 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 ARTstor instruction and/or questions, contact the Arts Library at 858-822-0208.

## DIGITAL MEDIA RESERVES

([libraries.ucsd.edu/media-reserves](http://libraries.ucsd.edu/media-reserves))

Films may be placed on reserve within the Arts Library. Streaming is also an option for film reserves when the enrolled number of students in a course exceeds 100, with a limit of 10 films or 20 film clips per quarter. 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 at 858-822-2781.

## LIBRARY INSTRUCTION SERVICES

([libraries.ucsd.edu/instruction](http://libraries.ucsd.edu/instruction))

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, and cite and document sources appropriately. Librarians can also conduct individual or small group library research sessions, inside or outside of class time, tailored to a 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 online guides 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.
- > Coordinate hands-on classes using primary source materials to engage students' critical thinking.
- > 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/instruction-request](http://libraries.ucsd.edu/instruction-request)).

#### **DIGITAL LIBRARY PROGRAM (DLP)**

([libraries.ucsd.edu/digital-library](http://libraries.ucsd.edu/digital-library))

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 proliferation of digital resources. The DLP Web site lists a selection of locally- and externally-created digital collections and digital research data, along with digital delivery and instructional support services.

Send questions, comments, and suggestions to ([aitguide@ucsd.edu](mailto: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 core online resource for campus staff and faculty, providing a broad range of information and tools on hiring, training, employment, and other essential data.

**Campus unit** *see* Academic Unit

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

**Desktop delivery** (also document delivery)—electronic delivery of scanned articles owned by UCSD or other libraries for academic use.

**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.

**i<clickers** student response system selected by UCSD faculty that enables students to provide instant feedback to faculty in the classroom.

**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)** employees responsible for long-range planning, coordinating, organizing, staffing, and supervising in the areas of budget, contract and grant administration, academic and staff personnel administration, purchasing, expenditure control, space utilization, building and equipment security and maintenance, and other services that support a teaching, research, clinical, or administrative function of the campus. Sometimes referred to as Departmental Business Officers (DBOs).

**Melvyl®** online catalog for UC Libraries' holdings.

**Podcasting** audio recording of lectures (or other sound events) that can be uploaded to a Web site and downloaded by students (or others) to an MP3-compatible digital device.

**Recharge** 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** UCSD Libraries' online catalog.

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

**TritonLink** UCSD Web site serving as core 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, finding out about students, and student-related activities.

**Web hosting (also 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](http://www.webopedia.com)).

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

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