



IMT News



Information Media and
Technology

Volume 1, Issue 4
December 7, 2005

Support Desk Hours: Mon.—Thurs. 7 a.m.—10 p.m. Fri.—7 a.m.—5 p.m. Sat. 12 p.m.—6 p.m. Sun.—2 p.m.—8 p.m.

Phone: (626) 815-5050 | **E-mail:** support@apu.edu | **website:** www.apu.edu/imt

Grading Time!

The fall undergraduate term is coming to an end and that means **grades are due December 21st**. Below are the steps you on how to enter grades. A more detailed tutorial is available in the Registrar Public Folder in Outlook.

Go to Public Folders/All Public Folders/APU Public Folders/Registrar/Undergraduate and Graduate Online Grading Tutorial.

Steps:

- Log into your Cougars' Den account
- Select **Enter Grades** link (Under Class Administration)
- On the APU Online main page, click the tab labeled "Classes"
- Click on the "Select Class" Link
- Select the **Term** and **School** then click the "Process Selection" button to find all your classes.
- Select "Final Grade Entry" in the roster pick list.
- Enter the grade into the box to the left of the student's name. Once you have entered all the grades for the

class, click on the "Validate Grades" button.

- If a grade is not valid, an "Error" message will show with an arrow pointing to the invalid grade entry. Example of an invalid grades would be an "A+".
- Correct any errors and click the "Validate Grades" button again.
- Grade Entry clears all arrows for corrected grades.
- Click the "OK" button to verify that you want to save the grades to the database.
- Click the "OK" button to verify the grades have been saved to the database.

Once you have saved the grades you cannot change them online.

You may print the final validation page to retain a copy of exactly what you entered. Keep in mind that, according to the Faculty Handbook:

"Instructors should retain grade records for a minimum of four years (March 2004)"


Due to the IFAS upgrade 12/26/05-1/2/06 grade entry and other APUOnline features will NOT be available.



WIRELESS NETWORK

Not only is APU a wireless community but many of us are adding wireless routers to our home set up. In addition Starbucks and even Jack in the Box offers free connection to the internet. Here are a few tips for utilizing your university laptop to take advantage of these free services.

Here are a few tips to keep in mind. For more information please email training@apu.edu

Our APU laptops use the Intel PROset software to configure wireless. Please **do NOT** use the Windows option to configure your wireless. IBM models—To view wireless networks locate and select the PROset Icon  located in the system tray. (lower right hand of screen near the clock)

(Continued on page 2)

Fast Facts

If you are leaving your laptop in your office over the Christmas break make sure it is in a secure location, like a locked desk drawer.

Desktop users make sure shut down your computer before leaving for break.

Computer Store Update:

Looking for a new computer for Christmas? Be sure to check out Great Deals on new Apple Computers. Prices starting at \$549

Closed December 23 through January 2

IMT Support Desk Holiday Hours

Dec. 12 – 18 regular hours
 Dec. 19 – 21 7:00 – 10:00
 Dec. 22 7:00 – 5:00 pm
 Dec. 23 – Jan. 2 Closed
 Jan 3 – 6 8:00 – 5:00 pm
 Jan 7 Normal Hours 12- 6
 Jan 8 Normal Hours 2 - 8

During the holidays if you experience a network connectivity problem, please contact x. 5050 for information on reporting outage.

IMT Media Service Support Hours:

Closed from December 23 through January 2.

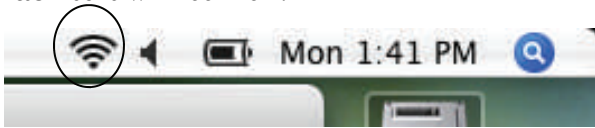
Press the **Networks** tab. Pressing the **Scan** button will show you the names of wireless networks in the range of your laptop. Highlight the appropriate network name then **Connect**. Press **OK** **Note:** if there is a lock next to the network name, you will have to supply additional information to use the network.

For the **HP laptops** the icon looks more like:



it will also be found in the system tray near the clock. Once you double-click on the icon you will see a dialog box that will have a **Refresh** button in it. Press the **Refresh** to view available networks. Highlight the appropriate network and press—**Connect**. Then **OK**.

Mac users will look for :



Press and hold on the icon and you will see your available networks. Click on the appropriate network. **Note:** When you click on the wireless icon the Mac automatically scans for available wireless networks.

Regardless of which computer you use when you return to the APU campus it should default back to the APU wireless network. (apuwir)

ANNUAL COMPUTER AUCTION

This year you can place your bid electronically by going to:

<http://groups.apu.edu/imttech/auction/>

Please visit this website and view the 3 models of computers we have available. Then submit your bid. The winning bids will be selected from the highest bidders for each category, and in the event of there are duplicate high bids, and we are unable to supply all the duplicate high bids, the bids submitted earliest will win. Please remember, **this auction is open to faculty and staff only**.

Demos of the computers that are available this year will be available at the IMT Computer Store on West Campus behind Heritage Café.

- No laptops are available this year, only PC and Mac desktops
- 17" CRT monitors will be **included** with all PC desktop purchases!!!

The website for the auction is now available and will continue to be available through **4:30 pm, Friday, December 9th**. At the close of the auction, IMT will review all the bids and determine, for each device, who has won with the highest bids. We will notify all those with winning bids by **Wednesday, December 14th**.

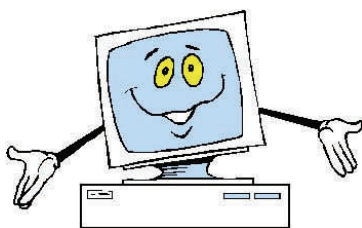
Looking for another way to communicate with the IMT Support Desk?

Do you want to know the status of your request with IMT?

Watch for a new service...

Coming January 2006

Just a thought...



How do computers like their cookies?

In byte size pieces