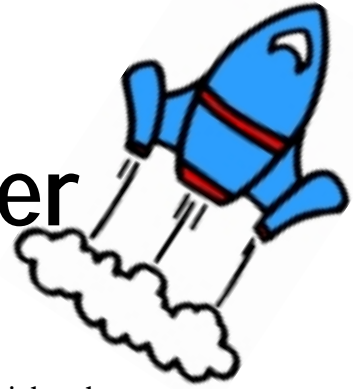


The Novell Application Launcher



What is NAL? In simple terms, NAL is an icon on your desktop which, when you double-click it, opens a window containing application icons. The application icons are organized into folders by topic such as Net Apps, Word Processing, Spreadsheet, etc. Double-clicking on one of the application icons launches the application.

The Application Launcher is a component of Novell's ZENWorks package. ZENWorks includes many features which make it easy to manage and maintain workstations and applications on the network. We began using the Novell Application Launcher (NAL) in the CIS PC labs in the fall of 1998 and have been introducing it on administrative and academic PC's over the past year as well.

While NAL may seem like a simple idea, there's a lot more to it than meets the eye. When you install a complex application locally on your hard drive, the installer installs application files such as .DLL and .INI files, and may also make changes to the Windows registry and other system configuration files. When an application is installed on a networked file server, such as Kato or Lurch, it is usually necessary to configure the user's PC before they can run a complex application over the network from the file server. This is because the user's machine will lack the necessary application files and changes to their system configuration files. This used to be quite a headache for the CIS support staff. Every time a user wanted to run a new application from the file server a CIS staff member would have to visit the user's workstation to configure it for them.

With NAL this is no longer necessary. The application icons that appear inside the NAL window are actually what are called Application Objects. Application Objects contain a collection of information about an application including a record of where application files are installed, which changes are made in the registry, which system configuration text files are changed, and what .INI files are added or changed. When a user launches an application through NAL, NAL automatically takes care of configuring the user's system so that the application will run properly. Users can thus run any application that has been set up to run with NAL without having to call CIS support staff first.

The new version of NAL that we recently installed also allows users to create and name their own personal folders within the NAL window. Users can place icons for the applications that they use most often within these folders. (Check this issue's Questions and Answers section for more detailed instructions.)

NAL also makes it a great deal easier for CIS support staff to manage and maintain all of the applications stored on the file server. Updates and upgrades to applications can be made once rather than on each user's workstation. In just a short time NAL has become a very useful tool in CIS' efforts to serve our users better. 🐕

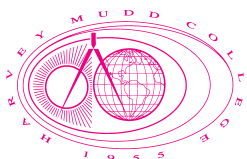
News from the Audiovisual Office



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The Computing and Information Services Department has implemented several improvements to the audiovisual capabilities of the classrooms on campus this past semester. These improvements are part of our ongoing efforts to make it as easy as possible for faculty to use computers and other technology in the classroom.

NEW VIDEO PROJECTORS

New video projectors were installed in several classrooms that did not previously have video projectors. This includes Parsons 1285 and Beckman B134. New screens and wall jacks were also installed in these rooms. New video projectors were installed in Galileo Pryne, Galileo McAlister, Jacobs B132 and Parsons B146 (the CIS Pentium lab) to replace old projectors. Jacobs B132 was also upgraded with audio equipment in a locked cabinet, including a VCR, CD player, audio cassette player, amplifier and speakers.

The projector in Galileo Edwards was replaced over the winter break, although not with a brand new video projector. An older projector has also been installed in Parsons B144 (the CIS Macintosh lab) in order to support use of the lab as an electronic classroom.

We now have 10 classrooms with permanent video projector installations. These include:

- ▼ Beckman B124 (Biology Seminar)
- ▼ Beckman B126 (Beckman Auditorium)
- ▼ Beckman B134
- ▼ Galileo Edwards
- ▼ Galileo McAlister
- ▼ Galileo Pryne
- ▼ Jacobs B132
- ▼ Parsons B144 (Macintosh lab)
- ▼ Parsons B146 (Pentium lab)
- ▼ Parsons 1285

The video projectors in the different rooms vary in their capabilities. For example, the video projector in Beckman B124 is older and only supports video input (i.e. from a VCR or laser disk player). It does not support computer input. The resolution that the projectors support also varies greatly - from 800 x 600 all the way to 1360 x 1280. To check the capabilities of a particular room please use our Classroom and Meeting Room Database at http://fmpro.hmc.edu/classroom_database/.

GALILEO AUDITORIUM UPGRADES

In addition to the new and upgraded video projectors in the Galileo auditoria, we also upgraded several other aspects of the audiovisual facilities of the auditoria. New light panels were installed throughout in order to reduce glare on the projection screens. Additional lighting was installed in front of the chalk boards in Galileo McAlister. The sound system in all of the auditoria was completely overhauled. Finally, over the winter break a new

controller system was installed to control the video projectors, VCR and audio systems. The controller panels can be used by faculty to turn the video projectors on and off and control the VCR's and audio in the auditoria.

MACINTOSH LAB

In order to better support the use of the Macintosh lab as an electronic classroom we have increased the number of Macintoshes in the lab to 22. The installation of a video projector mounted on the ceiling will also make it a great deal easier to use the lab for classes. If you would like to reserve either the Macintosh lab or the Pentium lab for a class please contact Elizabeth Hodas at extension 7-4583 or by email at Elizabeth_Hodas@hmc.edu.

If you would like a demonstration of any of our new and improved audiovisual facilities please contact Michael Meyka at extension 7-3498 or by email at Michael_Meyka@hmc.edu. As always, please send all requests for audiovisual setups to av-request@hmc.edu at least 24 hours, and preferably 48 hours, in advance.



ditor's Notes

There's always a lot going on at CIS and this month's issue of *Occasional Downtime* is devoted to progress reports on some of the projects we've been working on.

The first article is a report on a new version of NAL, the Novell Application Launcher, that we recently implemented. NAL is a tool we've been using in our PC lab with great success. We've slowly been introducing it on administrative and academic PC's, so if you've heard of NAL and would like to learn more about it, please take a look at this article.

Next we have an article describing the latest improvements implemented by our audiovisual office.

Craig Adkins, the CIS Webmaster, gives us a report on recent happenings on the HMC Web site.

Finally, Susan Selhorst gives us a progress report on ASIP, the Administrative Systems Improvement Project.

—Elizabeth Hodas

Occasional Downtime is published bimonthly by the Computing and Information Services Department at Harvey Mudd College. It is also available in PDF format on the HMC Web Server. Comments and questions can be directed to downtime@hmc.edu.

What's Happening on the HMC Web

APPLY YOURSELF —

APPLYING TO HMC OVER THE WEB

With the advent of the Internet and the ever increasing computer skills prospective college students have, there is a growing interest in applying to college via the Web. At the same time, many college admission offices are finding it increasingly difficult to depart from conventional methods of handling applications and take advantage of the newest Internet technology.

At HMC, our Admission office made the decision to stay ahead of the curve, and has striven to be a leader in accepting online applications. Along with traditional paper applications, prospective HMC students have the option of applying online by way of the Common Application, Embark.com, Princeton Review's "Apply!", CollegeLink, CollegeView's NetApply, Peterson's CollegeQuest and now our newest format, ApplyYourself.

ApplyYourself is a product of LAM Technologies. Based in Virginia, LAM is a company that creates software designed to help facilitate online applications, and manage them after they have been submitted. Institutions using ApplyYourself besides HMC, include Duke University, Hofstra University, Vanderbilt University and many others.

With the ApplyYourself system, an applicant can come to our Web site, click on "Admission", click on "Harvey Mudd's Online Application", and conveniently fill in their application. It allows the user to submit the entire application, and credit card payment via a secured transmission to HMC. Another great feature is that each applicant has a PIN number and a password, allowing them to access their

application information at any time until they actually submit it. They can work on the application over time or come back to it and make changes, additions, or updates at their convenience.

Among the advantages to HMC include having the official application filled in, as opposed to a standard application shared by many colleges. Those applications often require other paper supplemental forms that have to be filled out as well. The online application is designed by us to meet our specific needs and can be filled in from our own Web site. With the ApplyYourself Information Manager (AIM), HMC is able to track each application through the admission process, design and print internal office forms, and manage the application system as a whole.

Perhaps Deren Finks, HMC Vice President and Dean of Admission said it best: "The students in our applicant pool are more and more Internet savvy, and competition for them will always be great. We believe that our association with ApplyYourself will be a win-win situation for these students and for Harvey Mudd College!"

NEW WEB REDESIGN TEAM

As we enter the 21st century, the importance of the Internet becomes increasingly obvious. Businesses and governments are quickly recognizing the impact that a Web site can have on their organization.

At Harvey Mudd, we are also well aware of the potential the Web has for our college. In order to fully maximize that potential, we have created a Web Redesign Team to evaluate and formulate ideas to produce a viable, efficient, and functional site that meets our continually changing

needs. This is, of course, easier said than done since the site receives a wide variety of visitors with many different interests. The team consists of Vice President Deren Finks, Director of College Relations Leslie Baer, CIO Richard Parker, and myself, Craig Adkins.

The first target of the team will be a redesign of the HMC home page. One idea is to divide the site into an External Relations Site and an Internal Community Site. This would allow for a focused top level page, and less ambiguous navigation paths. People will be more receptive if their interests are easily and quickly found. Also, since our Web site is often the first point of contact for those interested in Harvey Mudd College, it is imperative that we present a great first impression.

In summary, by continually seeking improvement, and innovative designs, we can provide greater positive exposure in a user friendly manner. In the 1998 Strategic Plan, President Strauss outlined a number of objectives for HMC, such as improving recruitment and enhancing recognition of the college. Our web site is an ideal place to supplement the work being done in these areas.

WHO WANTS TO BE A MUDDER?

As you may have noticed, there has been an explosion in the number of television quiz game shows airing recently. Shows like "Who Wants To Be A Millionaire" have been wildly popular in prime time and generated numerous similar shows.

This is a great opportunity for Harvey Mudd College to enter the fray. Not with a television show, but with an interactive Web driven quiz with show business flair.

While still in the early development stage, the vision is a fun, energetic game for prospective students answering questions about various facets of HMC. Think of all the possible questions that could be asked, such as:

1. What is the Tombstone?
 - a) Freshman Chemistry mid-term
 - b) An HMC sign on Liquid Amber Mall
 - c) The athletic field at the east end of campus
 - d) The first dorm erected on campus
2. The ODE Architect was named "One of the nine best digital projects on the planet" by New Media magazine in its December 1998 issue. Name the HMC faculty members who directed this amazing project.
 - a) Robert Borrelli and Courtney Coleman
 - b) Elisha Peterson and Arthur Benjamin
 - c) Joshua Hodas and Andrew "Rif" Hutchings
 - d) Karen McAndrew and Gwen Bell
3. How many HMC first-time, first-year (freshman) students enrolled in fall 1999?
 - a) 140
 - b) 155
 - c) 170
 - d) 205
4. HMC and Cal Poly Pomona co-produce a radio-TV science program that reaches an audience of 2.2 million monthly. Name the show.
 - a) EarthWatch
 - b) PlanetWatch
 - c) FutureWatch
 - d) TimeWatch
5. Name the HMC graduate who invented the SQL database language.
 - a) Michael G. Wilson '63
 - b) Walt Foley '69
 - c) Gael Squibb '61
 - d) Don Chamberlin '66

The prospective students with the top scores will be able to win a variety of prizes upon enrolling at HMC. When a question is missed, the player will be given directions to find the correct answer on the Web site. If you have any HMC trivia that you think could be included, we would love to hear from you! (Answers to the quiz on page 7.) 🐜



ASIP

An Update

Progress continues to be made on the selection of a new student information system. Over the summer, KPMG completed “phase I” of the project with a report to the Presidents’ Council, a selection of potential vendors, and the completion of a “Request for Information” (RFI) which was sent to eleven potential vendors. We also changed the name of the project, from ATIP (Administrative Technology Improvement Project) to ASIP (Administrative Systems Improvement Project) to better reflect the project purpose.

In the early fall, four of the eight vendors who responded were invited to campus for half-day presentations. The presentations covered product directions, web capabilities, and a demonstration of how their software would deal with Claremont’s cross-registration. Each vendor worked through a scenario, developed by the Administrative Computing Committee (ACC) and Registrars, which covered all aspects of registration. The four vendors presenting were Datatel, PeopleSoft, CARS, and SCT/Banner. Evaluation forms, completed by the attendees, and other criteria were used to select the vendors most likely to meet our needs. As a result of these demonstrations and after contacting some current clients of each vendor, SCT/Banner was removed from consideration. At this time, for most of the constituent groups at the undergraduate institutions, CARS was clearly the preferred vendor.

The remaining three vendors were invited back for a second demonstration. Each was given two days to demonstrate the full breadth of their product. The three vendors returned in early November and their demonstrations were well attended. After

the demonstrations, Information Technology Committee (ITC) members and other computing and functional staff conducted site visits and phone interviews with other colleges using the student systems of these vendors. In addition, visits to the corporate headquarters of each vendor were conducted to meet with key personnel and explore, in depth, the method each company would use to do registration in Claremont. A financial analysis of each vendor’s bid and of their financial stability as a company was also undertaken.

When the analysis of the data was over, there was one clear preference among the undergraduate colleges and another for the graduate universities. The ITC took a recommendation to the Presidents’ council that the undergraduate colleges collectively purchase and implement the CARS student information system while the graduate schools continue to use PeopleSoft. The Presidents approved the recommendation in mid-January and directed the ITC to select a negotiating team to meet with CARS in February to finalize a contract.

The Presidents also approved an implementation model in which all of the software will run on a single set of hardware, but that would support an individual database for each institution plus a shared database of common information. At this time, we expect to begin implementation of CARS in March or April. We do not have a time-line yet, but the implementation is expected to take from 18 to 24 months for all five colleges. The areas which are involved in the student system are Admission, Financial Aid, Student Records, Student Accounts, and Residential Life. 🐾

by Susan Selhorst, CIS

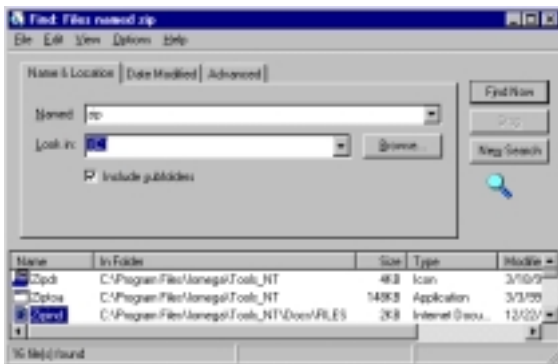
Tricks & Tips

& Tricks

FINDING LOST FILES

How many times have you saved a file and then realized you have no idea where on your hard drive you saved it? Wasting your time searching through all of the folders and directories on your hard drive is not the way to find it. There's a much easier way on both the Macintosh and the PC—the Find command.

On the PC click on the Start button on the Taskbar and select Find/Files or Folders. The most common way to search for a file is by name. If you remember the full name of the file you can type it into the box, but it's usually easier to type just a part of the filename. Click on the black arrow to the right of the "Look in" box to tell Find where to search. You can choose the C: drive to search your local hard drive or H: to search your home directory on Lurch or Kato. Make sure that the "Include subfolders" checkbox is checked and click the "Find Now" button to start the search.



The results of your search will be displayed in the bottom half of the dialog box. The "In Folder" column shows you where the file is located. You can double-click on a filename to open the file.

"WHO WANTS TO BE A MUDDER?" ANSWERS

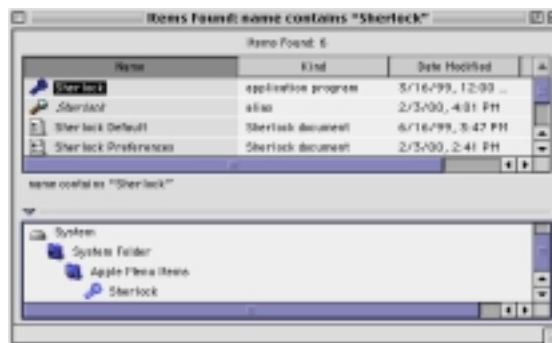
1. b
2. a
3. c
4. c
5. d

If you've saved a file to the wrong location by mistake you can use Windows Explorer to move it to the correct drive or directory.

To find a file on the Macintosh select the Finder from the Application menu in the upper right-hand corner of your screen. Select Find from the File menu. On Macintoshes running MacOS 8.5 or higher you can also select Sherlock from the Apple menu.



Make sure the "Find File" tab is selected, type all or part of the filename you're looking for, and click the "Find" button. The results are displayed in a separate window with two sections.



The top half displays a list of the files found. Single-clicking on one of the files displays the file location in the lower half of the window. You can open any one of the files by double-clicking on it in the top half of the window.

So next time you've lost a file try finding it with the "Find" command! 🐕

QUESTIONS *and* ANSWERS

Q: I'm installing some software on my PC and the installer says I should first disable my anti-virus software. How do I disable Inoculan?

A: If you're using Inoculan you should see a small green icon with a yellow squiggly line on it on the right-hand side of your Windows taskbar. Right-click on this icon and select "Disable Realtime" from the pop-up menu with the left mouse button. This will disable Inoculan so that you can install your software (A red circle should appear over the icon in the Taskbar if you have successfully disabled it). After your software has been installed you can reenable Inoculan by right-clicking on the icon and selecting "Monitor Both Directions."

Q: Help! I can't close my NAL window anymore. What's going on?

A: We made some changes to how NAL runs for administrative staff. The main change is that NAL is now launched automatically when you login to Lurch and you can't quit it. You can minimize it to your taskbar, however, by clicking on the small box with a dash in it in the upper right-hand corner of the window. We made this change so that NAL is always available to you when you need it. Anytime you need to run an application all you have to do is maximize the NAL window and double-click the application icon you want.

Q: How do I create a personal folder in NAL?

A: A cool feature of the new NAL is that you can create your own personal folder within NAL where you can put the applications that you use most

often. Just right-click on the Personal icon in the NAL window and select "Create new folder" from the pop-up menu. Type in your name for the folder. Then open the HMC tree and find an application you would like to have in your personal folder. Right-click on the application icon and select "Make a copy." Right-click on your new personal folder and select "Paste." You can use this feature to replace the shortcut icons on your desktop.

Q: What is a .snp file and how do I open it?

A: A .snp file is a report snapshot file. Users of Microsoft Access 97 and Access 2000 can save report snapshots which preserve the layout, color, fonts, charts and other embedded objects of the original Access report. These .snp files can be emailed or posted to a Web site.

Users who want to view the .snp files do not need Microsoft Access. Instead they can use a stand-alone viewer called the Snapshot Viewer to view and print the report snapshot files. The Snapshot Viewer is available for download from Microsoft's Web site.

Some of the other Claremont Colleges have been sending .snp files as email attachments. We do not recommend that our users at HMC use this file format, however. Microsoft Access 97, Access 2000, and the Snapshot Viewer are only available for the PC. They are not available for the Macintosh, UNIX, or any of the other varied operating systems in use on campus. Even when posted to the Web, the Snapshot Viewer is still needed to view the file.

