Help for MS Office and Windows 7

Last summer Barb Pfrehm, Coordinator, Library AV Services, and several of us discussed having sessions for students on operating computers. We found that students only seek computer information when their needs are immediate, rather than attending a pre-panic session.

When we included the intrepid ITS Department in our discussions, namely Ken Roper, he suggested short videos that students can access at their points of need.

Videos are now available and linked from the LRC Online Tutorials page. [http://www.rose.edu/online-tutorials](http://www.rose.edu/online-tutorials)

The MS Office videos cover all kinds of questions that we regularly receive from students...

- Pictures
- Format
- Headers and footers
- Tabs
- Clip board
- How to save
- Numbering
- Quick Access Toolbar

These step-by-step videos are short and directly to the point, showing the screen and highlighting the exact place to click.

Look for Ken’s productions under Harrah Photoman.

Windows 7 videos include...

- Windows Navigation
- Encryption
- Wallpaper
- Backups
- Start Menu

Please recommend these videos to your students. They will save a lot of frustration. (These are also linked on D2L.)

Special “THANKS” to Ken Roper for pulling these altogether.

Extended Hours for Finals

Learning Resources Center has extended hours for students to study for finals. Individual students can find a quiet corner, and groups of students can find a table or meeting room. The resources and reference computers will be available additional hours for several days during finals:

- **Saturday, May 7**: 10:00 am to 10:00 pm
- **Sunday, May 9**: 1:00 pm to 12:00 midnight
- **Monday, May 10**: 7:30 am to 12:00 midnight
- **Tuesday, May 11**: 7:30 am to 12:00 midnight

Audiovisual, Testing and Tutoring will close at their regular times. Pizza will be served about 8:00 p.m. Please pass the word to your students.
The LRC subscribes to *Choice: Current Reviews for Academic Libraries*. Here are my thoughts on some of the websites reviewed in the January – April 2011 issues.

**Business Links**, recommended by the Library of Congress (LOC), are divided into a long list of subjects. The LOC also has a list of finding aids that cover LOC websites as well as other websites.

**Climate Monitoring** from NOAA makes it easy to find U.S. and World weather data.

**Cool Science** – The educator section has a database of resources with reviews. The BioInteractive sections has animations, videos, virtual labs, and other interactive resources geared to students.

**Country Risks** is a great resource for economic, financial, and political data.

**Frequently Used Reference Sites Related to U.S. Federal Government Information** – I like that the website is easy to use and links to so many great websites.

**World Bank Data** – The front page makes it easy to find statistics by country or topic.

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**Tutoring Services** by Georgianna Eiland

Hello, my name is Georgianna Eiland, the new Supervisor in Tutoring Services. I have a variety of work experience, including working at Gordon Cooper Technology Center in the Educational Enhancement Center. I have had the opportunity to hit the ground running this semester.

**Tutoring Services offers:**
Free Online Tutoring is available 24/7 and offers help from certified one-on-one tutors in math (algebra, geometry, Trig, and calculus), science (biology, earth science, chemistry, and physics), and English essay writing.

The most popular classes are chemistry and calculus. The average online tutoring session is about 30 minutes. More information may be found at—
[http://www.rose.edu/tutoring-services](http://www.rose.edu/tutoring-services)
or by calling the Tutoring Services desk (733-7417) Monday through Thursday (8:00 am to 8:00 pm) or Friday (8:00 am to 5:00 pm).

We are looking for people to tutor Math, Science and English. If you know a student, retired teacher or other qualified person you think would make a good tutor, please encourage them to contact me at 733-7417. We especially need anatomy, English and math tutors.

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**Textbooks Needed**

Many of our students cannot afford to purchase textbooks until their Pell grants are available.

The Division offices are asked to contact publishers for a sample student copy to have available in the Learning Resources Center on reserve. Students may then check out the textbook at the Circulation Desk for two hours use in the LRC.

Having access to the book means so much to student success in their classes. Please route available textbooks to Mary Kirk, Coordinator, Library Access Services, ext.6268.

Thanks for your help!

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The Library is accepting textbook donations for students to have access.
Workshop for Educators on Terrorism - By Dr. C. Brad Robison

My main point in providing this article is for you to contemplate that reading, writing and education, in general, may pave the way for winning the “war” on terrorism.

I attended a workshop in January. The keynote speaker was Chris Dishman, Chief of the Border Security Branch of the U.S. Department of Homeland Security and Regional Director of the U.S. Department of Homeland Security's Office of Intelligence and Analysis. Dr. Dishman is also the author of recently released book by the University of Oklahoma Press, titled, *A Perfect Gibraltar: The Battle for Monterrey, Mexico, 1846*. In addition to this book, Dishman has authored two articles for one of the major academic journals in the field of terrorism, *Studies in Conflict & Terrorism*. Titles of the articles are: “Terrorism, Crime, and Transformation,” and “The Leaderless Nexus: When Crime and Terror Converge.” (For those interested in these articles, Brad will be happy to provide copies for educational use.)

Participants at the workshop came from various educational institutions from around the state, as well as representatives of the National Park Service, Memorial volunteers and the public at large. The two and a half hour long workshop provided information related to the National Fusion Center network; the Evolving Threat of Terrorism; Diversity of the Threat; Domestic Terrorism; and the National Suspicious Activity Reporting Initiative.

As a member of the U.S. Commission on National Security, Chris Dishman argues that many of today’s terrorist organizations have “transformed into transnational criminal organizations.” Such groups appear to be more interested in profits for their groups than politics.

According to Dishman, some terrorists “commit criminal acts to support political operations, while others view profit-driven criminal acts as their end game.” These particular arguments may have important implications for policymakers in that to fight terrorism, motivations of the various terrorist organizations must be understood.

—Dr. Brad Robison

LRC Staff Briefs

**Congratulations to our graduating staff.**

- **Jillian Whitaker**, our afternoon Director of First Impressions, at the Information Desk and President of The Library Club, is graduating in mass communications.
- **Elizabeth Brown**, staffing the evening Information Desk some evenings, is graduating this spring in general education and vocal performance.
- **Hannah Denny**, our student assistant in Distance Learning and Vice President of The Library Club, is graduating in pre-education.
- **Melissa Creasey**, tutor and Treasurer for The Library Club, is graduating in Business.
- **Thomas Taylor**, an Evening Information Desk Clerk and Office Assistant, is majoring in psychology and graduating this summer.
- **Hillary Garza** is a tutor graduating in business.
- **Regine Lopez** is a tutor graduating with general studies/pre-professional/chemistry degrees.
- **Jason Richardson** is a tutor graduating with a business degree.
- **Amanda Wright** is a tutor, majoring in elementary education.
- **Ken Watkins** is graduating this summer with an English Education major.

Little **Sebastian Coyle**, born in December, was honored with a baby shower in April. Proud Papa Nathan, ETS technician, let us hold the baby. He was so cute and good natured, even though we made him get up and out for breakfast.

Information Matrix Camp Project Director and LRC Dean, **Sharon Saulmon**, was honored at the Oklahoma Library Association conference on April 1. She received the Special Meritorious Service Award for leading the camp last year without a grant. Donations and other resources were utilized to have a successful camp. Of course, it took lots of people and dedication to have camp last year at The University of Tulsa. It was great fun!
It is mid-April. It is another season of transition. Spring is here...as is graduation. This semester has been a bumpy ride for some due to the weather and various challenges. In a few weeks this semester will be history. I want to thank those who have worked diligently to provide accommodations for students with disabilities. Faculty and students actually do the majority of the work in the classrooms. Thank you for your patience and tenacity. YOU have made a difference in so many lives and have encouraged our students to do their best and accomplish their goals. Education is all about accepting opportunities to grow, and you have helped students sort through the challenges as they come.

Sometimes the challenges can be overwhelming. Sometimes the outcome may not be what was hoped for or expected. Faculty, you may have students who do not perform well. Each semester I hear the question, “Can I fail a student with disabilities?” The response is, “Can you fail any student?” Not that we want anyone to fail, but application of the same standards for all students must be our goal. “Sympathy grades” really don’t do anyone a favor - the student nor future professors. Just be your usual, consistent self in reporting the grades that each student earns. Faculty responsibility is met by following the approved accommodations as specified on the official accommodation form.

 Finals and other tests greatly increase demands on the Academic Testing Center. Encourage students to plan ahead if accommodations specify testing there. This is especially important if private space, reader, and/or scribe are needed.

By this time in the semester many students, faculty and staff are overwhelmed and the stress meter is off the chart. Sometimes “life” interferes with learning or even just day-to-day functioning. If you know of any one on campus who is having difficulty and might benefit from counseling, please refer them to Special Services and Student Outreach (SSB101 — 733-7373) or to DSR (LRC125).

Disability Services is here to serve students and campus personnel as we encourage others to do their best to obtain individual goals.

For more information about services for students with disabilities, to refer students wishing to request accommodations, or if you have questions concerning approved accommodations, please contact Janet Griffith at 733-7407 or stop by LRC 125. The welcome mat is always out!

Have a GREAT summer!

Rose State College Learning Resources Center, the Oklahoma Library Association, and the Institute for Museum and Library Services are sponsoring the Information Matrix Camp this summer, July 17-23, for ages 12-14. This is the fifth year for the camp. Participants are introduced to librarians, libraries, museums, and other fun people, places and events during the week.

The deadline for applications is May 15, 2011. See the application form and other camp details at http://my.rose.edu/faculty/ssa1mon/camp.asp.

The cost of the camp is $50, due at the time of application. (Participants must be recommended by a librarian.) All other costs (lodging, food, transportation) are furnished by the grant or the cooperating partner libraries and museums. The camp this year will be held in the Oklahoma City metropolitan area.

Libraries and museums have been very gracious about letting the campers in their front doors and backrooms. We have seen traditional libraries and special collections. At the Western History Collection at OU we saw a letter written during the Civil War. At OU’s History of Science collection we saw Galileo’s handwritten revisions for the next edition of his book. Priceless! Invite your children, relatives and acquaintances to consider the camp.
The Library Club has been a small, but dynamic group this year, led by President Jillian Whitaker, Vice President Hannah Denny, and Secretary/Treasurer Melissa Creasey.

Wonderful speakers have shared their knowledge of libraries and materials. They included:

- Susan Walker, Fire Protection Publications, Stillwater
- Mary Kirk, Online Internet
- Jeanne Prince, Archivist, Okla. Higher Education Society
- Karen Antell, OU Bizzell Library

We also visited wonderful places including the Altered Book Exhibit at Artspace.

Thanks to all of the LRC staff, including co-advisor Dr. Brad Robison, for making this a banner year for the club. Those attending the Student Activities banquet (pictured below)—Virginia Chase, Jillian Whitaker & Jessica Weatherby.

Nicholas Carr “weaves together history, economics, and technology to describe how and why computers are changing” in The Big Switch: Rewiring the World, From Edison to Google (QA769.C66 C38 2008).

Stanley Schmidt contends that “the choices we make now will converge to create a near and distant future that will be almost unbelievably wonderful or unimaginably catastrophic, or both.” He explores possible scenarios and “shows how past convergences have led to today’s world, then considers tomorrow’s main currents in biotechnology, cognitive science, information technology, and nanotechnology” in The Coming Convergence; The Surprising Ways Diverse Technologies Interact to Shape Our World and Change the Future (T14.5.S316 2008).

A recent issue of CQ Researcher periodical was about how the Internet is affecting our thinking. Nicholas Carr suggests that the Internet is appealing to our “primitive brain” with visual imagery and movement, not “deep thought and contemplation.”

Edward deBono’s Teach Yourself to Think (BF441.D4 1996) provides five stages to break the cycle of confusion, multi-tasking, indecision, and inaction.

He suggests asking yourself—

1. With what do I want to end up?
2. What information is needed?
3. What are alternatives?
4. What are the best choices?
5. Taking action.

David Edwards in ArtScience; Creativity in the Post-Google Generation (BH301.C84 E39 2008) “describes how contemporary creators achieve breakthroughs in the arts and sciences by developing their ideas in an intermediate zone of human creativity where neither art nor science is easily defined.” Innovations may be in music or a scientific breakthrough.

We’re glad you’re here, Kristen.

From the Stacks (continued)

“Welcome” to Kristen Keyser, Library Public Services Assistant

You’ll see her on the late shift, 1-10 pm.
The LRC has had quite a few software upgrades in the last six months and has expanded the options for students working in the lab. The AV Computer Lab is getting ready to upgrade to Windows 7 and Microsoft Office 2010. To prepare for this upgrade, we have installed an extra two gigabytes of random access memory in each machine. This has increased the speed and made it possible for the upgrade to Windows 7 and Office 2010.

The general lab computers in the LRC have a few new additions to them. VLC was added to all the computers. This program is used to help anyone that has a video file or a sound file that cannot play in Windows Media Player or RealPlayer. The lab has kept up with all updates from Internet Explorer, and students have the option of using Mozilla Firefox as a backup web browser. The nursing computers have had NCLEX 4000 recently installed. This program is used to help nursing students study for certification exams.

The biggest change is in our Multimedia computers. We have installed the software upgrade to Adobe Creative Suite from CS3 to CS5. We have also installed SPSS, used for statistics classes. SPSS programs are installed on two of our Multimedia computers. We have also added Peachtree Accounting software to all of the multimedia computers. Peachtree is a powerful accounting tool and can also be used for simulation of day to day operations of a company. The LRC’s main goal is to provide for the needs of students. Whenever we hear about a program students need, we strive to get that program installed as soon as possible.

Learning Resources Center
Reference: 405-733-7543
refdesk@rose.edu
Main LRC phone: 405-733-7370

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Academic Testing Services
Academic Testing Services is located on the first floor of the LRC at the north end of the building, and administers make-up tests, advanced standing exams, the computer proficiency exam, tests with accommodations and tests for Internet, hybrid and telecourse classes.

REMIND STUDENTS TO BRING
• Photo ID & student ID #
• Instructor’s name
• Course name

FOR CURRENT HOURS
Go to http://www.rose.edu/academic-testing-services
Click on the month you need to check.

ATTENTION, PROFESSORS
Before bringing tests to Testing Services, please
Label each test with
• Your name
• Course prefix and number
• The test number
This will prevent tests from being misplaced.

Karen is still rehabing and getting better all the time.

You may e-mail testing information to me or any of the following wonderful people, who are keeping things going.
• mbennett@rose.edu
• jkuhn@rose.edu
• phall@rose.edu
• ssaulmon@rose.edu
For additional information,
Phone 733-7440.
BIP also has a browse feature that lets you browse by subject--a handy tool when you don’t have any specific information.

BIP online has some other wonderful resources, too. There is both a Non-Fiction and a Fiction connection that allows you to search for books similar to the one you enter.

So, for example, if you like a book of fiction like *Purple Hibiscus*, you could choose the Fiction Connection, type that title in the search box, and then click the All Fields box to choose Title, then click GO. Once your book shows up, you can click the green SIMILAR button, and find a list of titles that are similar to the one you entered. If you like, you can choose, over on the right, the list of characteristics you like about your book, so that the list of similar titles reflects those likes.

This readers’ advisory service is one of increased usability features that the electronic version of these well-known sources offer us—new ways to manipulate and find information. Try it out—you may find some great new books to read!

**Upcoming Events**

- **Forever Free: Abraham Lincoln’s Journey to Emancipation Exhibit**    August 23 — October 3
- **Banned Books Week**   September 25 — October 1
- **Silent Witness Silhouettes**   September 26 — 30
- **A Fine Romance: Jewish Songwriters, 1910-1965** Exhibit    November 2 — December 23