iterations

Managing Your Email and PST Files

UMSL faculty and staff are provided with Microsoft Exchange mailboxes, offering email and calendaring capabilities. The mailboxes have a 15 gigabyte quota; a significant increase from the previous solution.

Many faculty and staff are familiar with a routine of archiving email messages, calendar items and other information from the server to a PST file (or multiple files). These PST files are typically stored on your local computer or on your network drive, but due to limitations on file size and remote availability, these solutions are no longer ideal for keeping track of your archived data.

ITS requests that you migrate the contents of your PST files back into your Exchange mailbox. The benefits to this are:

•	This allows the contents of your PST files to be searchable through the Outlook desktop client as well as the Outlook Web Application at https://owa.umsl.edu.

•	Your data will be backed up nightly

•	Avoids the limitation associated with PST files

•	This eliminates the need to remote into your desktop simply to access the content of your PST files.

Before migrating your PSTs back to your mailbox, remember that any time is a good time to clean up your mailbox. Search for messages containing reference material or resources, and move them to a convenient folder. Look for messages from your department about meeting notices, repeat requests or out of office messages. If you have messages containing large attachments, you can save the attachments to your network drive and delete the messages.

To begin migrating your PST files back into your Exchange Mailbox, just drag and drop the folders from your PST files into your main Inbox while using Outlook. Once your messages have been copied, you should delete them from the PST file and remove that PST data file from your Outlook configuration.

The University of Missouri System offers helpful guidelines for cleaning up your mailbox and PST files. Please visit http://www.umsystem.edu/ums/fa/management/records/electronic-mailbox

Once you're ready to migrate the PST data back into your mailbox, please visit http://www.umsl.edu/technology/PST/ for more detailed instructions.

Dave Gellman
Information Technology Services
System Administrator-Specialist
gellmand@umsl.edu

We've improved Tritonapps!

Since 2011, UMSL students, faculty, and staff have been able to run some university-licensed software from their own network-connected PCs wherever they are without needing to purchase, install, or configure that software. Now it's not only for PCs. You can access these services on Macintoshes, your tablets, and your phones as well.

Currently, the following software is available for use: ACD Labs, AMOS, Atlas.ti, EViews, GARS, FeoDa, MathCad, MatLab, Mega, Mesquite, Minitab, Sigmaplot, Stata, Surfer, and the Microsoft Office suite (including Project and Visio.)   As vendor support and licensing terms allow, we plan to expand these offerings further in the future.

It has never been easier to use TritonApps to accomplish research, homework, experimentation, and studying from wherever you are, rather than driving to campus or worrying about lab hours. Check it out at https://tritonapps.umsl.edu .   Be sure to look at the Help section to see specific and detailed instructions on how to connect with your device!

To leave us feedback, please visit https://blogs.umsl.edu/tritonapps .

Jon Lilienkamp
Information Technology Services
System Administrator-Specialist
lilienkampj@umsl.edu

WORKSHOPS

October 2014 Workshops and Working Sessions

Register at for a workshop at http://www.umsl.edu/training unless otherwise noted.

Workshop	Date and Time
Tablets & Smartphones	Friday, October 3rd 9:00 a.m. - 11:00 a.m. Friday, October 31st 10:00 a.m. - 11:00 a.m.
Computer Basics/ Q & A / Office 2013 Overview	Friday, October 3rd 11:00 a.m. - 12:00 p.m. Friday, October 31st 11:00 a.m. - 12:00 p.m.
Making MyGateway Work for You	Tuesday, October 7th 12:15 p.m. - 1:15 p.m.
Exploring MyGateway Tools	Wednesday, October 8th 8:00 a.m. - 9:15 a.m.
SharePoint 2010 – Making it Work for You	Wednesday, October 8th 9:00 a.m. - 10:30 a.m.
Photoshop (part 1)	Friday, October 10th 10:00 a.m. - 11:00 a.m.
Photoshop (part 2)	Friday, October 10th 11:00 a.m. - 12:00 p.m.
Cascade (CMS) *Contact brownma@umsl.edu to register*	Tuesday, October 14th 2:00 p.m. - 3:30 p.m.
Using Cognos Student Reports	Wednesday, October 15th 9:00 a.m. - 10:30 a.m.
Web Page Building and HTML (part 1)	Friday, October 17th 10:00 a.m. - 11:00 a.m.
Web Page Building and HTML (part 2)	Friday, October 17th 11:00 a.m. - 12:00 p.m.
Introduction to iClickers	Tuesday, October 21st 2:00 p.m. - 3:00 p.m.
Creating Online Tests	Wednesday, October 22nd 8:00 a.m. - 9:15 a.m.
Cascade working session *No registration necessary, JCP 65*	Thursday, October 23rd 9:00 a.m. - 11:00 a.m.
Excel & Office Overview (part 1)	Friday, October 24th 10:00 a.m. - 11:00 a.m.
Excel & Office Overview (part 2)	Friday, October 24th 11:00 a.m. - 12:00 p.m.
SharePoint working session *No registration necessary, JCP 65*	Wednesday, October 29th, 9:00 a.m.—10:30 a.m.

Mary Brown
Coordinator Technical Training
IT Administrative Services
brownma@umsl.edu

Cerego: An Easy Tool to Help Your Students
Master Key Concepts and Reinforce Foundational Knowledge

Cerego is an online tool designed for students to learn foundational concepts faster and retain them longer. Cerego's power comes from its adaptive learning algorithm that helps the learner to manage one's own memory using online tools. It personalizes the learning experience by providing the learner with a real-time view of what's been learned, how well each has been learned and by promptly reminding the learner when the concepts should be reviewed for long term retention. Consider adopting Cerego technology for courses where you need learning support that (1) acts as a supplemental tool to prepare students before class to enable them to actively participate in the classroom, and (2) provides opportunities for students to be self-directed learners and manage their own learning using Cerego.

The Cerego platform has been successfully used here at UMSL in General Biology and Contemporary Math courses. UMSL faculty and staff are invited to use Cerego at no cost because of our participation in the Gates Foundation grant. To help students build important foundational knowledge and to get started using Cerego, please contact the CTL's post-doctoral fellow Jay Sriram (sriramj@umsl.edu).

Jayanthi S. Sriram
Center for Teaching & Learning
Post-Doctoral Fellow
sriramj@umsl.edu

iPad Teaching Circle

UMSL has a growing number of faculty who are exploring how the iPad can support their research and teaching. We meet monthly to explore apps and ideas.

Join us on **Monday, October 13th**. We will have two sessions this day. Session 1 will be from 1-2 or Session 2 from 2-3; both will be in the CTL conference room (589 Lucas Hall). Please come to the session that best fits your schedule. We will focus on how to use the iPad for in-class, collaborative work.

Also, join us on **Tuesday, November 18th**, 2-3 in the CTL conference room (589 Lucas Hall). We will focus on how to use the iPad in your research.

If you would like to register, please visit our website to register:
http://www.umsl.edu/services/ctl/faculty/ipadteachingcircle/index.html

Come with your questions. We will explore and learn together.

If you are interested in joining us, please contact Michael Porterfield (porterfieldm@umsl.edu) to learn more about this event.

Michael Porterfield
Center for Teaching & Learning
Instructional Designer-Expert
porterfieldm@umsl.edu

end