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Campus Computing Services: October 1992 [Report], University of South Florida, St. Petersburg Campus

Mike Wright

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USF at St. Petersburg
Campus Computing Services

Important Telephone Numbers

Tampa Campus
HELP Desk - Problem Reporting ........................................................ 2770
System Status Line ................................................................................. 2765
Financial Services .................................................................... .. ..... ........ 4003

Remote LOGON from Pinellas County .................................................. 588-4002

St. Pete Campus
Open Use Computing Lab ................................................................. 9551
Lab Manager’s Office ........................................................................ 9184
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Campus Computing Services
-1-
Responsibility for the support of campus computing equipment has shown a steady growth during the last 10 years. The following recap highlights the equipment purchases made during this time.

1982 January—a full-time position was created to manage open use computing located on campus, which consisted of 5 keypunch machines, a card reader and line printer.
June—three Apple ][+ computers were purchased; Tampa added four mainframe connected terminals.

1983 June—16 terminals were purchased to replace aging keypunch machines; 5 Apple //e computers were purchased to expand the microcomputer laboratory.
June—Tampa added on-line registration equipment to Admissions and Records.

1984 September—IBM 5520 Office Automation system was purchased to support the Academic secretaries.
June—16 more terminals were purchased to support expanded mainframe usage; 10 more Apple //e computers were purchased to expand the microcomputer laboratory.

1985 June—5 IBM PCs were purchased to create the MS DOS microcomputer laboratory;
9 more Apple //e computers were purchased to expand the Apple microcomputer laboratory; 1 Macintosh computer was purchased; Terminals were added in support of Financial Aid and Academic Advising.

1987 June—IBM PC XTs were purchased to complete the transition of Administrative secretaries to computer workstations.

1988 June—9 IBM PC XTs were purchased to expand the MS DOS microcomputer laboratory; 1 more Macintosh computer was purchased.

1989 September—Two Academic secretaries were converted from 5520 workstations to IBM PS/2 computers.
December—Three remaining Academic secretaries were converted from 5520 workstations to IBM PS/2 computers.
June—a Macintosh computer was purchased for a Faculty office and a Zenith "portable" was purchased for a Faculty member to take to Europe; 16 IBM PS/2s were purchased to replace aging terminals located in the open use facility; 5 PS/2s were purchased to expand the MS DOS microcomputer laboratory.
1990 June—Entire campus was automated in a 3 month period; purchases included 12 Macintosh computers for the open use facility; 12 Macintosh computers were purchased for faculty offices; 5 IBM PS/2 computers were purchased for faculty offices; various portables were purchased for faculty offices; IBM PS/2 computers were placed in the Business Office, Admissions and Records, Poynter Library, Administrative offices, and the Purchasing Office. June—2 local area networks (LAN) were planned and installed on campus; entire Macintosh inventory was networked and 10 PCs were networked in the open use facility.

1991 June—additional Macintosh, PS/2, and portable computers were added to faculty offices as new faculty members were hired; remaining 9 PCs were networked in the open use facility, and the library addition into the network was planned.

1992 June—Upgrade existing IBM PCs in open use facility; additional computers are purchased for new faculty being hired.
Campus Computing Services
Student Support

Student support available from the Open-Use facility include:

- We staff the open-use center with part-time student assistants. Only one student operates the center at any one time, and these students are typically ISDS majors working towards a degree.
  The center operates 7 days (72 hours) per week (4 hours less per week than the Poynter Library)
  
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- Students have access to the following mainframe software packages: COBOL, Pascal, JCL, SAS, SPSS-X, WYLBUR, ExecLink III

- Students have access to the following MS DOS software packages: DOS 5, WordPerfect 5.1, MS Works 2, Lotus 123v2.3, dBASE III, Harvard Graphics 2.3, BASIC programming

- Students have access to the following Macintosh software packages: MS Word, MS Works, PageMaker, Hypercard

- Students have access to the following Apple IIe software packages: AppleWorks, Apple DOS, Apple ProDOS, BASIC programming

- Student support for access to software and mainframe computing: LAN connections, Macintosh, IBM PC, and mainframe linkage via on campus connections and outside dial-up

- Classroom setup for demonstration of software/projects

- Training classes on various software packages in MS DOS, WordPerfect, Lotus, Harvard Graphics, and Macintosh products

- Troubleshooting, repair and maintenance of existing computing equipment

- Maintain inventory and order supplies for computing equipment
Campus Computing Services
Faculty and Staff Support

Faculty/Staff support available from Campus Computing Services include:

- Faculty/Staff support for mainframe computing software
  JCL, SAS, CICS, ExecLink III, SPSS X, VM, Profs/e-mail

- Faculty/Staff support for MS DOS computing software
  DOS, WordPerfect, MS Works, Lotus, dBASE, Harvard Graphics

- Faculty/Staff support for Macintosh computing software
  MS Word, MS Works, PageMaker

- Faculty/Staff support for hardware
  Macintosh, IBM PC, and mainframe linkage via on campus connections and outside
  dial-up

- Training classes on various software packages

- Troubleshooting, repair and maintenance of existing computing equipment

- Consultation on purchase of new software/equipment

- Installation/Upgrades of software/equipment

- Test grading and evaluation services

- Classroom setup for demonstration of software/hardware

- Consultation on special projects (hardware/software)

- Troubleshooting on software problems

- Maintain inventory and order supplies for computing equipment

- Maintain listing of campus Faculty/Staff and print labels

- Maintenance programming on data base used by campus Development Office
Current campus computer inventory includes:

**Academic Support/Affairs**

- 286 PC & printer..........................C. Greek
- 286 PC & printer..........................G. Whittaker
- 286 PC & printer..........................S. Callan
- 386 PC & plotter..........................GIS laboratory (2)
- 386 PC & printer..........................D. Carr
- 386 PC & printer..........................R. Fowler
- 386 PC & printer..........................T. Mieczkowski
- Apple IIgs & printer.....................J. Wiles
- Hyundai Laptop & printer.................H. Stirling
- IBM PCXT & laser.........................J. Mason
- IBM PCXT & laser.........................K. Bryant
- IBM PCXT & laser.........................R. Howe
- IBM PCXT & printer......................N. McIntosh
- IBM PS/2 model 25 & printer.............H. Karl
- IBM PS/2 model 25 & printer.............J. Fountain
- IBM PS/2 model 25 & printer.............M. Hewett
- IBM PS/2 model 30 & laser...............A. Terrell
- IBM PS/2 model 30 & laser...............D. Knudsen
- IBM PS/2 model 30 & laser...............G. Anderson
- IBM PS/2 model 30 & laser...............M. Harrell
- IBM PS/2 model 30 & printer.............R. Hoffman
- IBM PS/2 model 30.......................L. Ramsey
- Macintosh Classic II & laser.............Faculty Access
- Macintosh Classic II & printer...........S. Lang
- Macintosh Classic II & printer...........S. Micklo
- Macintosh IIcx & printer...............M. White
- Macintosh laser printer.................Dean's office
- Macintosh LC..................D. Kurelik
- Macintosh LC............................P. Williamson
- Macintosh portable & printer...........R. Factor
- Macintosh Powerbook 140 & printer.....R. Factor
- Macintosh Powerbook 140 & printer.....W. Bridges
- Macintosh SE & printer (2)..............Mass Comm Grad Assistants
- Macintosh SE/30 & printer................B. Frye
- Macintosh SE/30 & printer...............C. Holmes
- Macintosh SE/30 & printer...............D. Jorgensen
- Macintosh SE/30 & printer...............E. Guetzloe
- Macintosh SE/30 & printer...............J. Clingman
- Macintosh SE/30 & printer...............K. Stoddard
- Macintosh SE/30 & printer...............M. Killenberg
- Macintosh SE/30 & printer...............R. Dardenne
- Macintosh SE/30 & printer...............R. Fowler
- Macintosh SE/30 & printer...............R. Rivard
- Macintosh SE/30 & printer...............S. Helton
- Macintosh SE/30..........................Dean's office
- NEC laptop & printer....................G. Lander
- Zenith Laptop & printer................J. Fellows
- Zenith Laptop & printer................J. Gaines
- Zenith Laptop & printer................R. Arsenault
- Zenith PC................................Faculty Access
- Zenith PC................................W. Garrett

*Campus Computing Services*
Computer Center
- 286 PC ................................................ Testing & Evaluation
- 386 PC & printer .................................... M. Wright
- Apple IIe ............................................. Lab (25 machines)
- HP LaserJet Series III ................................ Lab LAN
- 386 PC (Memorex-Telex) ............................. Lab (20 machines)
- 386 PCXT .............................................. Lab (9 machines)
- IBM PS/2 model 30 ................................... Lab (4 machines)
- Macintosh & printer ................................... M. Wright
- Macintosh laser printer ................................. Lab LAN
- Macintosh Plus ......................................... Lab LAN (2 machines)
- Macintosh SE ........................................... Lab (11 machines)
- Macintosh SE/30 ...................................... Lab (LAN File Server)
- Memorex-Telex 386 PC ............................... Lab (LAN file server)
- Zenith Laptop .......................................... Lab

Admissions & Registration
- IBM PS/2 model 25 .................................... 3 machines

Business Office
- IBM PS/2 model 25 .................................... 3 machines
- IBM PS/2 model 30 .................................... 2 machines
- IBM PCXT ............................................. 1 machine
- 386PC ................................................... 1 machine

Plant Operations
- IBM PCXT ............................................. 2 machines
- 286 PC .................................................. 1 machine

Police Services
- 286 PC & printer ....................................... 1 machine
- 386 PC & printer ....................................... 1 machine
- IBM PS/2 model 25 .................................... 6 machines

Student Affairs
- 286 PC .................................................. 3 machines
- IBM PCXT ............................................. 2 machines
- IBM PS/2 model 25 .................................... 2 machines
- Macintosh Classic II ................................... 1 machine
- Macintosh SE .......................................... 1 machine
- Macintosh LC .......................................... 6 machines
- Macintosh IIci ........................................ 1 machine

Library
- 386 PC .................................................. 1 machine
- Macintosh SE/30 ....................................... 1 machine
- IBM PCXT ............................................. 4 machines
- IBM PS/2 model 30 .................................... 4 machines
Current campus computer software inventory includes:

Campus Computing Services access to the following software, located in the Open-Use facility.

Education software used by EME 4402:

AppleWorks .................................................. Apple ProDOS
LOGO Writer .................................................. Apple ProDOS
Apple LOGO .................................................. Apple DOS 3.3
Apple DOS 3.3 System Master ......................... Apple DOS 3.3
BankStreet Speller ........................................ Apple DOS 3.3
Bank Street Writer ........................................ Apple DOS 3.3
Math Strategy - Grid Search .............................. Apple DOS 3.3
Math Strategy - Linear Search ............................ Apple DOS 3.3
Computer Connection ..................................... Apple DOS 3.3
Math Blaster .................................................. Apple DOS 3.3
Spellicopter .................................................. Apple DOS 3.3
Math Maze .................................................... Apple DOS 3.3
Alien Addition - L1100 .................................... Apple DOS 3.3
Alligator Mix - L1500 ...................................... Apple DOS 3.3
Demolition Division - L1400 .............................. Apple DOS 3.3
Dragon Mix - L1600 ......................................... Apple DOS 3.3
Fraction Fuel-Up (Math) ................................... Apple DOS 3.3
Meteor Multiplication - L1300 ........................... Apple DOS 3.3
Minus Mission - L1200 ..................................... Apple DOS 3.3
World Atlas - Action Geo .................................. Apple DOS 3.3
Spelling Wiz .................................................. Apple DOS 3.3
Verb Viper .................................................... Apple DOS 3.3
Word Invasion ................................................ Apple DOS 3.3
Word Radar .................................................... Apple DOS 3.3
Wordman ........................................................ Apple DOS 3.3
WordMaster ................................................... Apple DOS 3.3
Writing Adventure .......................................... Apple DOS 3.3
Alphabet Circus ............................................. Apple DOS 3.3
Animal Photo Fun ........................................... Apple DOS 3.3
Boppie’s Great Word Chase .............................. Apple DOS 3.3
Create with Garfield ...................................... Apple DOS 3.3
Fish Scales .................................................... Apple DOS 3.3
Freddy’s Puzzling Adventures ........................... Apple DOS 3.3
Number Farm ................................................. Apple DOS 3.3
Shape and Color Rodeo .................................... Apple DOS 3.3
Sylla-Search I ................................................ Apple DOS 3.3
Turtle Tutor .................................................. Apple DOS 3.3
Claim to Fame ............................................... Apple DOS 3.3
Wordrace ....................................................... Apple DOS 3.3
Graphic Grade Book ....................................... Apple DOS 3.3
Super Quiz II ................................................ Apple DOS 3.3
English - Level 7 ........................................... Apple DOS 3.3
Clock ........................................................... Apple DOS 3.3
Math Activities - 4 ......................................... Apple DOS 3.3
Math Activities - 5 ......................................... Apple DOS 3.3
Math Activities - 6 ......................................... Apple DOS 3.3
Macro Illustrator ............................................ Apple DOS 3.3
Gertrude’s Puzzles .......................................... Apple DOS 3.3
Gertrude’s Secrets .......................................... Apple DOS 3.3
Bumble Games ........................................ Apple DOS 3.3
Division Skills 7883 .............................. Apple DOS 3.3
Mixed Numbers 7877 ................................ Apple DOS 3.3
Ratios and Proportions 7890 .................. Apple DOS 3.3
Building Better Sentences 789 .............. Apple DOS 3.3
Punctuation Skills 7879 ....................... Apple DOS 3.3
Punctuation Skills 7880 ....................... Apple DOS 3.3
Vocabulary Skills 7881 .......................... Apple DOS 3.3
Vocabulary Skills 7882 ........................ Apple DOS 3.3
Puzzles and Posters ............................... Apple DOS 3.3
Teacher Created Puzzles vol 1 ................ Apple DOS 3.3
Word Processor .................................... Apple DOS 3.3
PFS: graph ........................................... Apple DOS 3.3
Statistics with Daisy ............................. Apple DOS 3.3
Galaxy Math Facts ................................. Apple DOS 3.3
Songwriter ......................................... Apple DOS 3.3
Big Math Attack .................................... Apple DOS 3.3
Sticky Bear ABC ..................................... Apple DOS 3.3
Sticky Bear Numbers ............................... Apple DOS 3.3
Sticky Bear Opposites ............................ Apple DOS 3.3
Sticky Bear Shapes .................................. Apple DOS 3.3

Software used by any student wishing to complete projects required for classes in all colleges.

MS Word 5 ........................................... Mac
MS Works 2.0 ....................................... Mac
HyperCard ......................................... Mac
PageMaker .......................................... Mac

Turbo C .............................................. MS DOS
MS Works 2 ........................................ MS DOS
dBASE III+ ......................................... MS DOS
Quartto ............................................. MS DOS
TurboPascal ........................................ MS DOS
LOTUS 123 (r2.3) ................................. MS DOS
WordPerfect 5.1 .................................... MS DOS
Quick BASIC ...................................... MS DOS
Quick C ............................................. MS DOS
Quick Pascal ..................................... MS DOS
ExecLink III ....................................... MS DOS

Campus Computing Services
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1990/91 Accomplishments of Campus Computing Services

- Addition of a Novell local area network (LAN) in the open use lab. During the summer, we installed the file server and started with 10 machines linked but have since added 10 more machines in the open use.

- Addition of a Macintosh LAN in the open use lab. Until last summer, we had only 3 Macintoshes on campus. We have since installed a file server, added 12 machines in the open use center and 16 machines in faculty/staff offices.

- Installed 16 Macintosh computers in faculty/staff offices. This process included the placement of hardware, the connection into the campus LAN and initial training on the use of the machine.

- Replaced the line printer (used in mainframe printing) with a high speed laser printer.

- Installed 15 MS DOS computers in faculty/staff offices. This process included the placement of hardware and initial training on the use of the machine.

- Provided interconnection of faculty/staff MS DOS computers into the mainframe computer located on the Tampa campus using the telephone system which was upgraded last summer.

- Planned and taught training classes (4) on using the campus interconnection with the mainframe computer to the campus faculty/staff.

- Planned and taught a training class on using WordPerfect 5.1 (MS DOS) to the campus faculty/staff.

- Planned and taught a training class on using MS DOS to the campus faculty/staff.

- Planned and taught a training class on using Super Paint (Macintosh) to the campus faculty/staff.

- Planned the migration to a new operating system for the campus Macintosh computers.

- Installed an OMR scanner in the open use lab to assist faculty with test grading.
1991/92 Accomplishments of Campus Computing Services

- Expansion of a Macintosh LAN in the open use lab and faculty offices. We have since added 3 machines in faculty/staff offices.

- Installed 3 Macintosh computers in faculty/staff offices. This process included the placement of hardware, the connection into the campus LAN and initial training on the use of the machine.

- Designed, ordered and installed a Macintosh network (LAN) for Student Activities in the Campus Activities Center. Currently connecting to existing LAN.

- Provided interconnection of faculty/staff MS DOS computers into the mainframe computer located on the Tampa campus using the telephone system.

- Provided interconnection of faculty/staff Macintosh computers into the mainframe computer located on the Tampa campus using the telephone system.

- Planned and taught a training class on using WordPerfect 5.1 (MS DOS) to the campus faculty/staff.

- Planned the migration to a new operating system for the campus Macintosh computers.

- Designed, wrote and tested a custom program for test scoring. Worked closely with Dr. Fowler to create output that provides comprehensive test analysis.

- Installed color monitors on IBM PS/2 workstations located in secretary offices.

- Started processing course evaluations for all College of Business courses taught on this campus.

- Appointed a member of the University wide Data Communications Committee, attending the monthly meetings.

- Developed the Information Resource Management Strategic Plan for the St. Petersburg campus to enhance the educational process.

- Installed two computer systems with associated equipment in the GIS lab.

- Provide repair services for all campus microcomputer equipment. As equipment ages, this will become more time consuming.

- Provide input in the planning of the new computer center located in the existing (to be remodeled) library.
USF at St. Petersburg
Campus IRM Strategic Plan

The following areas are identified needs of the St. Petersburg campus' Information Resource Management Strategic Plan to enhance the educational process.

INSTRUCTION:
- The increased demand for the GIS program will create the need to expand the GIS lab to improve student access. Approximate hardware/software cost $12,000.
- The changing technology and the increased demand for micro computer access across all college disciplines creates the demand to upgrade our Apple lab to Macintosh LC micro computers. Approximate hardware/software cost $50,000.
- The changing technology and the increased demand for micro computer access across all college disciplines creates the demand to upgrade our IBM PC lab to 286/386 class micro computers. Approximate hardware/software cost $45,000.
- The construction of a new library and renovation of the existing library into classrooms and an enlarged open use computer lab will create the need to expand our local area network into a fiber optic based backbone. Approximate hardware/software cost $25,000.
- The changing state budget outlook will create the need to expand multi-media distance learning into all classrooms on campus. The addition of classes being taught in North Pinellas locations will create the need for "portable" multi-media distance learning equipment for "remote" sites. Approximate combined hardware/software cost $75,000.

RESEARCH:
- The increased demand for on-line research of databases will create the need to expand our local area network into faculty offices to facilitate the access to these resources available in the library and external databases. Approximate hardware/software cost $25,000.

INFORMATION SYSTEMS:
- As the campus expands and more demands are placed upon the existing administrative and academic support workstations, the need to upgrade existing equipment will arise. The workstations are aging and much of the equipment is outdated. Approximate hardware/software cost $25,000.
- The public safety department needs additional workstations and to be added to our campus local area network for access to databases located in Tampa for crime analysis and document processing. Approximate hardware/software costs $40,000.

COMMUNICATION AND NETWORKING:
- The increased use of FAX machines and computer modems in administrative and faculty offices will require us to upgrade our existing telephone equipment to allow additional equipment to be installed. Approximate hardware/software cost $40,000.
• The increased demand upon faculty/staff time will require the addition of a voice mail system to be added to our current telephone system. Approximate hardware/software cost $30,000.

• The additional buildings planned for this campus as well as the additional computing equipment planned create the need to expand the existing video surveillance equipment to provide added security for the campus. Approximate cost $10,000.

STAFFING AND DOCUMENTATION
• As the computing environment of the campus changes, funding must be provided for staffing and training of the staff necessary to support the equipment. The staff involved in support of computing resources must be provided for up to date documentation for all hardware/software provided by the campus to faculty, staff and students. Approximate annual costs for staff, training and documentation $40,000. (Staff-$30,000; training-$5,000; documentation-$5,000)
USF at St. Petersburg
Campus Computing Services

Modem Connections Using the ROLM Telephone System

Follow these instructions when using the ROLM telephone system for access into the Tampa Campus computer system using a MS-DOS based computer systems.

1. If your computer system has a hard disk drive, access EXECLINK III from the computer's menu system.

2. As EXECLINK III loads into the computer, a start up screen will appear on the monitor. When this loading process is complete (i.e. the drive light goes off), press <enter>.

3. Press <enter> at the Main Menu to select Emulation. Emulation should be the default selection (highlighted).

4. Press <enter> at the Emulation Mode menu to select Host Mode. Host Mode should be the default selection (highlighted).

5. Press <enter><enter> in rapid succession to activate the DATA light on your telephone. This will tell the phone switch that you wish to use a modem. The message ENTER NUMBER: will appear on your screen. Be patient, this may take several seconds, as well as several <enter><enter> to make the light flash.

6. Type ISN (or ISN2) to tell the phone equipment that you wish to access the modem controller for the Tampa campus main frame and press <enter>.

   The system will respond with CALL COMPLETE if there are lines available and your access was granted. If no lines were available, the system will respond with NO MODEM AVAILABLE and you should try the other access.

7. Press <control/crl>- quickly (the control key with the minus key and then the minus key by itself). The system will respond with

WELCOME TO THE UNIVERSITY OF SOUTH FLORIDA - ST. PETERSBURG CAMPUS ISN

DIAL:

Type CFR2 and press <enter>. This will not appear on the screen so don't be alarmed.

8. The system will respond with ENTER TRANSLATOR NUMBER and give you 30 options to choose from. Type 25 (for the EXECLINK III translator) and press <enter>.

9. Press <enter> at the next screen to tell the Lee Data controller which type of display you have. It will default to 24X80 which is correct for all PC's used on campus.

10. Finally you should see the CFRDC menu screen which allows you to choose the subsystem that you want to access. Depending on how the last connection was disconnected, it may be necessary for you to LOGOFF (or CSSF LOGOFF) from a CICS session.
Additional notes:

- To access the function keys, use the following keystrokes:

  PF1 ....................................................... <F1>
  PF2 ....................................................... <F2>
  PF3 ....................................................... <F3>
  PF4 ....................................................... <F4>
  PF5 ....................................................... <F5>
  PF6 ....................................................... <F6>
  PF7 ....................................................... <F7>
  PF8 ....................................................... <F8>
  PF9 ....................................................... <F9>
  PF10 ...................................................... <F10>
  PF11 ...................................................... <shift><F1>
  PF12 ...................................................... <shift><F2>
  PF13 ...................................................... <shift><F3>
  PF14 ...................................................... <shift><F4>

- To clear the screen:
  <alt> C

- To reset the keyboard:
  <alt> R

- To quit a session, LOGOFF the normal way to terminate your session with the mainframe BEFORE you press:
  <DATA> then ## on your phone to hang up the modem line
  <alt><F6> to exit EXECLINK III

NOTE:

<control/crtl>- means to hold the control key and press the "-" key
<enter> means to press the enter or return key
Modem Connections Using the ROLM Telephone System

Follow these instructions when using the ROLM telephone system for access into the Tampa Campus computer system using a MACINTOSH computer.

1. If your computer has a switch box, make sure that it is set for the modem. The Macintosh computer has two communication ports, one is used for the campus LAN and the other must be shared between your printer and your modem connection.

2. Open (double click) the WhiteKnight folder on your hard drive and launch (double click) the WhiteKnight application.

3. When the program loads, you should verify the serial port setting. They should be: 9600-N-8-1-FULL. If they need to be changed, use the LOCAL-SERIAL PORT menu to make the necessary changes.

4. You should also verify that you are using VT100 emulation. Use the CUSTOMIZE-OPTIONS-EMULATION menu for these changes.

5. Press <enter><enter> in rapid succession to activate the DATA light on your telephone. This will tell the phone switch that you wish to use a modem. The message ENTER NUMBER: will appear on your screen. Be patient, this may take several seconds, as well as several <enter><enter> to make the light flash.

6. Type ISN (or ISN2) to tell the phone equipment that you wish to access the modem controller for the Tampa campus main frame and press <enter>.

   The system will respond with CALL COMPLETE if there are lines available and your access was granted. If no lines were available, the system will respond with NO MODEM AVAILABLE and you should try the other access.

7. Press <option>- - quickly (the option key with the minus key and then the minus key by itself). The system will respond with

   WELCOME TO THE UNIVERSITY OF SOUTH FLORIDA - ST. PETERSBURG CAMPUS ISN

   DIAL:

   Type CFR2 and press <enter>. This will not appear on the screen so don’t be alarmed.

8. The system will respond with ENTER TRANSLATOR NUMBER and give you 30 options to choose from. Type 13 (for the DEC VT100 - 80 COL translator) and press <enter>.

9. Press <enter> at the next screen to tell the Lee Data controller which type of display you have. It will default to 24X80 which is correct for all PC’s used on campus.

10. Finally you should see the CFRDC menu screen which allows you to choose the subsystem that you want to access. Depending on how the last connection was disconnected, it may be necessary for you to LOGOFF (or CSSF LOGOFF) from a CICS session.
Additional notes:

- To access the function keys, use the following keystrokes:

  PF1 ........................................ <esc><esc>1  
  PF2 ........................................ <esc><esc>2  
  PF3 ........................................ <esc><esc>3  
  PF4 ........................................ <esc><esc>4  
  PF5 ........................................ <esc><esc>5  
  PF6 ........................................ <esc><esc>6  
  PF7 ........................................ <esc><esc>7  
  PF8 ........................................ <esc><esc>8  
  PF9 ........................................ <esc><esc>9  
  PF10 ........................................ <esc><esc>0  
  PF11 ........................................ <esc><esc>Q  
  PF12 ........................................ <esc><esc>W  
  PF13 ........................................ <esc><esc>E  
  PF14 ........................................ <esc><esc>R

- To clear the screen:
  <option> Z

- To reset the keyboard:
  <option> R

- To quit a session, LOGOFF the normal way to terminate your session with the mainframe BEFORE you press:
  CUSTOMIZE-VT MODES-RESET TERMINAL
  then FILE-QUIT to exit WhiteKnight

NOTE:

<control/crtl>- means to hold the control key and press the "-" key

<enter> means to press the enter or return key
MEMORANDUM

April 3, 1992

TO: Faculty and Staff

FROM: Mike Wright
   Computer Lab Manager

RE: Test Scoring

We are pleased to announce that Campus Computing Services has installed a Scantron model 8200 OMR scanner for the purpose of test scoring. This equipment will allow local scanning of tests that will result in faster turn-around time than sending the tests to Tampa.

With the assistance of Dr. Robert Fowler, a customized grading program has been written that will provide you with statistics about each question of the test as well as overall test evaluation.

All grading will be confidential, and all grading will performed by the Lab Manager. While Computing Services has your test, it will be kept in a locked file cabinet in a locked office.

In most cases, we will complete the grading process in two hours or less (depending on the time of day), but please allow 24 hours for us to complete your grading.

For security reasons, we ask that testing completed before 4:00 PM be given to the Lab Manager. Testing for night classes can be held until the next day, or placed in the PAYMENT drop box in the library for next day pick-up.

Please have students complete the NAME and SSN section as well as the test answers in #2 or softer pencil dark enough for the scanner to read.

We ask that you...
1. Provide advance written notice of test schedules, so that we may plan accordingly.
2. Please complete a Scantron Request Form. Each secretary has been provided with several pads of these requests.
3. Place your answer sheets in an envelope with the completed form.
4. Give the envelope to the Lab Manager for proper handling.
MEMORANDUM

October 1, 1992

TO: Faculty and Staff

FROM: Mike Wright
Lab Manager

RE: Equipment available for short-term checkout

Campus Computing Services is pleased to offer the following equipment for checkout by faculty and staff of the St. Petersburg Campus:
  Macintosh Powerbook 140 (2)
  Zenith SuperSport

Please adhere to these conditions:
1. Maximum length of time 2 weeks (unless prior approval by campus dean).
2. Macintosh Powerbooks are used by Admissions for off campus registration and must be returned 2 days before they are needed by them.
3. Please submit written request for use of the equipment 24 hours in advance, with software requirements.
4. Please return the equipment in the same condition that it was when it was checked out. Please remove any files/software that are important to you.
MEMORANDUM

October 1, 1992

TO: Faculty and Staff

FROM: Mike Wright
Lab Manager

RE: Lab usage as a classroom

Campus Computing Services makes available any of the open use facility labs to classes from all colleges. We try to accommodate all requests, but occasionally scheduling conflicts arise.

Please provide us with the following:
1. Please submit written request for use of the lab 1 week in advance, with software and equipment requirements. We need to post sign warning other students.
2. Please return the all software and equipment in the same condition that it was when it was checked out.
MEMORANDUM

October 1, 1992

TO: Faculty and Staff

FROM: Mike Wright
Lab Manager

RE: Requesting services from Campus Computing Services

In order to facilitate the increasing number of requests for service, we have developed several forms that we ask you to complete when requesting assistance. Each form is available from the information rack located in the open use facility, and each secretary has a supply. Please complete all information on the necessary form.

In most cases, we are able to diagnose and make repairs to equipment. Occasionally, especially for warranty repairs, the equipment must go off campus for repair.
Service/Repair Requisition Form

INSTRUCTIONS: Please fill out the following form completely. Attach extra paper if necessary.

Date: ---------------------------------

Name: ----------------------------------

Location: ___________________________ Phone: ___________________________

Style of Computer: _________________________________

Perceived Problem:

Please state the problems you are experiencing. Attach samples if necessary.

Actual Problem:

Signature: ______________________________

Date Reported: ___________ Date Picked up: _______ Date Returned: ___________