

# ENGL131: Computer Integrated Classroom LAN Primer

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As part of the English Department's Computer Integrated Classroom (CIC) program, you will have access to technologies not available in the traditional classroom. Half of our class periods will be held in the LAN (local area network) classroom in Mary Gates Hall, where every student will have access to a computer. In the CIC lab, you will be able to explore the Internet, online resources, the UW library system, you will be able to converse and discuss with your peers through electronic message boards and discussion groups, and you will participate in computer-assisted editing, reviewing, and workshopping. Of course, you will also be able to use the computers for writing, word-processing, and revision.

With these opportunities come a few added requirements and responsibilities. First, you will need an active UW email account. You will be required to provide some of your written work in an electronic form, which may require conversions between your home computer and the LAN computers. You will also be required to familiarize yourself with basic computer use, navigating Windows and the net, and the applications used by the class. If you are inexperienced with computers, you may need to spend a few hours outside of class practicing these skills. Finally, you will be required to abide by the LAN classroom's rules, procedures, and etiquette and "netiquette" as outlined in your course policies and on the course website.

Welcome to the English Department LAN (Local Area Network) classrooms (computer labs). Classes meet in the LAN classrooms throughout the week. Enrolled students have access to the workstations in 082 after class hours. These public hours are posted in 074, 076, 082, and 082A for your convenience, and any changes to them will be posted as well. (Usually, the LAN classrooms are available from 2:30-8pm M-Th, as well as on weekends during posted hours.)

The full **Online Student Guide to the UW English Department Computer-Integrated Classrooms** can be found at the following address:

<http://depts.washington.edu/engl/cic/sgonline/index.html>

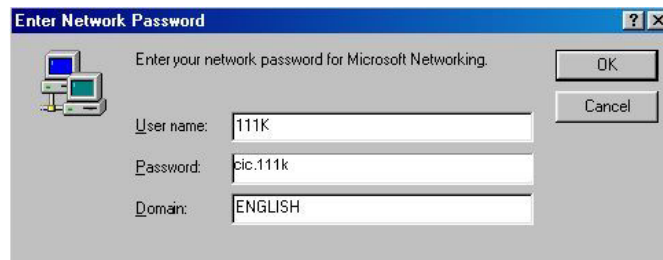
## LAN Classroom Rules

1. The computer classrooms are available **only** to students currently enrolled in CIC courses.
2. **No food or drink** is allowed in the LAN classrooms.
3. Printing is **restricted** to CIC course essays, peer reviews, homework and handouts. Students may **not** print work for other courses, online readings, or other lengthy documents. Before printing **anything**, you need my permission.
4. Please **do not sit** on the desktops that connect pod workstations. While sturdy, they are not designed to support human weight.
5. Accessible stations are located in the front center pod. Disabled students have **priority** for these stations. The desktops on the accessible stations should only be adjusted to accommodate wheelchairs or other equipment.
6. You **may not install** or use any of your own software on the network, nor may you download software or games from the Web.
7. The network **cannot** be accessed outside the classroom, except in the instructor's office.

8. **Do not manipulate any of the hardware.** Unplugging cables can cause the system to crash and people to lose files. If you are having a problem with your station, consult your teacher or the technical support staff.
9. Do not turn off the computers or screens unless told to do so by your instructor or by a technical support person. Do not touch the monitor screen directly with your hands or fingers.
10. **Under no condition should you alter the icons on the desktop.** This includes creating additional shortcuts.
11. Copyright law prohibits you from duplicating software in the English Department LAN for your own use.
12. Please **help** each other and do not be afraid to **ask** questions. Some of you are more tech-savvy than others and can contribute these skills to our academic community.
13. When others are talking, particularly whole-class discussion, you should not be typing or surfing or distracting those around you. Also, with all of the computers running, you will need to speak up and clearly in class.
14. You may check your e-mail before class starts and during your break.
15. Please log off the computer (not turn it off or shut it down) when instructed to do so or at the end of the class period.

## Logging on to the LAN

In order to use a terminal, you should begin by entering into your class directory. You can log on by typing your class number and section in the User Name box. Note that there are no colons or spaces in the user name. The password is simply “cic.” followed by your course number and section. In the Password box, type “cic.111a” substituting your own class number and section letter. Click OK once you’ve typed in your class user name and password. Remember that if you don’t log on to the appropriate class directory, you will not be able to access course materials or save work to your student folder.



If the login window does not appear on the screen when you first sit down at the terminal, you may need to log out first. The last user did not log out properly, and you are in another class directory. To exit this directory, select Log Off from the Start menu in the lower left hand corner of the screen.

## Understanding Network Drives

In order to move around easily within the CIC computer network, you need to have a basic understanding of how and where information is stored. In particular, you need to understand the distinctions among four different places where you can save information: a floppy disk, the internal hard drive, a ZIP disk, a CD-ROM, and the network. Each of these locations is designated as a different drive. Although there are numerous drives on our computers, there are only a few with which you need to be familiar.

### **C: DRIVE (INTERNAL HARD DRIVE)**

Each of our computers also has an internal hard drive. Information stored on the C: drive is accessible only to a user at that particular terminal. Since you will not always be using the same machine every day and will often need to share your files with your classmates, do not save your files to the C: drive.

### **D: AND E: DRIVES (ZIP AND/OR CD-ROM DRIVE)**

When you insert a zip disk or CD-ROM into the computer, the information on that disk can be found on the D: or E: drives. If you are using a Zip disk, you may retrieve files from and save files to your disk on the D: drive. If you are using a CD, you may transfer files from home to the LAN, but you will not have access to a CD burner which would allow you to transport files to your home computer.

### **L: DRIVE (LOCAL AREA NETWORK, OR LAN)**

Every class in the CIC program has its own public space on the Local Area Network, or LAN. Any file that is intended for class use should be saved in your class folder on the L drive, since files on the L drive can be accessed from any terminal in both computer classrooms, but nowhere else on campus or online. Each student has an individual folder, and a “letter” code. See if you can find your folder!!

## **Naming, Organizing, and Making Personal Copies of Files in CIC**

You aren't the only person who uses your computer in the LAN. This means that keeping files organized is very important. Documents that are named properly and saved to the correct location are less likely to get lost, overwritten, or deleted.

### **NAMING FILES**

In CIC we use a simple naming system to prevent files from being overwritten. Each file name in CIC consists of three components: a root name, a personal identification, and an extension. You will need to name your files according to this system. For example, a CIC file name might look like this: EssayT.doc

*Root Name:* For each class assignment, your instructor will ask you to use a particular root file name. The root name will identify the work and also prevent you from overwriting your own work. In our example, Essay is the root. For work that is not part of a class assignment, you will often have the option to choose your own root name.

*Personal identification:* Your instructor will assign you a personal identification code, probably a letter of the alphabet. Any file that you create needs to include this identification, which is placed immediately after the root name. In our sample file name, the student's assigned letter—T—identifies the author of the document. Since you will have a unique identification and, therefore, unique file names, your work will be safe from overwriting. Naming your files properly isn't enough. You must also save them in the right place.

*Extensions:* Windows-based programs will automatically add an extension to the file name of each document. These extensions identify the type of document. Do not change these extensions, or the computer may not be able to read your file. In our example, .doc is the extension and indicates that this is a Word document.

### **ORGANIZING FILES**

Naming your files properly isn't enough. You must also save them in the right place. Your files should always be placed in your class directory and either:

- In a folder that your instructor has created, OR
  - In your personal folder. If you are not sure where to save your files, ask your instructor for help.
- Remember to make a persona copy before you begin working.

### **MAKING A PERSONAL COPY OF A FILE**

Sometimes you will need to make a personal copy of a file that your instructor has created. This is something like making a photocopy of a master document; it allows everyone to have a copy containing his or her changes. To make a personal copy, choose the Save As function from the File menu, and rename your file according to class conventions before saving.

## A Quick Guide to Document Conversions

If you have a Macintosh computer at home or if you use a word-processing program other than Microsoft Word, you must convert your LAN documents when you save them to your disk. These conversions are very easy if you pay careful attention to a few important details.

### **IBM-Compatible PCs**

Under the File menu, select Save As and choose Rich Text Format (\*.rtf) from the pull-down menu in the Save as Type box. You may lose some formatting markers, but you will be able to work with the document. If you do not have this option, save your file as Text Only (\*.txt).

### **MACs**

You must use an IBM-formatted disk and convert your files when bringing disks between home and the LAN. Macintosh computers can read IBM-formatted disks; however, IBM machines cannot read Macintosh disks. Hence, it is very important that you use an IBM-formatted disk when you save from your Mac. Anytime you save a file to your disk (either to bring it from the LAN to your home or from home to the LAN) you will need to convert the file. In the LAN, select Save As from the File menu, and choose Rich Text Format (.rtf) in the Save as Type box. On your Macintosh, select Save As from the File menu, and choose Rich Text Format (.rtf) in the Format box.

### **Naming Your Files to Convert**

When you save files that you want to convert, you do not need to add an extension (for example, .doc or .rtf) to the file name, as Windows automatically adds these extensions. Since no file can have more than one extension, your file name must not contain any periods (the computer will read a period as part of a file extension). Also, your original file name should not contain spaces, as some older home systems may not recognize spaces.

## Getting Your Assignments to Class

**Option A:** Email files to yourself, and have them downloaded in your LAN folder BEFORE class begins (or, if you have a website, use it to store and upload files).

**Option B:** Use a floppy disk or RTF memory (data stick).

**Option C:** Transfer files using FTP (File Transfer Protocol). In other words, save to your Dante account and transfer to the LAN on the L: drive (see instructions on next page).

## Transferring Files Via SSH Secure Shell FTP (Dante » LAN)

If you are working with a very large file, such as a PowerPoint presentation, you may find that it is too large to fit on a disk. In these cases, you may need to use a secure file transfer program to move your files between your Dante account, the LAN, and your home computer. All LAN computers have SSH Secure File Transfer (if you own a Macintosh, you can use Fetch or Fugu). To get a free copy available to UW students, go to:

<http://www.washington.edu/computing/software/uwick/contents.html>

See the Online Student Guide for the UW CIC LAN lab for detailed explanations and directions on how to use the FTP program to transfer your files back and forth between computers:

<http://depts.washington.edu/engl/cic/sgonline/transferringfiles.html>

# Glossary

## **BB**

Bulletin Board (Babel) is a program created by Rob Weller. In BB, you can post entries and respond to other students' comments. In class, we will show you how to enter BB, create a pseudonym, and a password. BB rooms will vary, but only students who log in with their pseudonyms and passwords can create, edit, or respond to postings.

## **COLLAPSE**

A word used in talking about directories. To "collapse" a directory listing means to hide all the sub-directories contained within a folder. To collapse directories in Windows Explorer, just click on the minus sign next to a folder icon.

## **EXPAND**

A word used in talking about directories. To "expand" a directory listing means to display all the sub-directories contained within a folder. To expand directories in Windows Explorer, just click on the plus sign next to a folder.

## **FILE**

A file is the unit of storage for all of the work done on a computer. Whether you are working on an essay, quiz, survey, letter, or any other piece of work, you must instruct the computer to write it (from the screen to a network drive, to a floppy disk, or to a hard disk) as a file with a unique file name. Writing to disk is often called "saving" a file.

## **LAN**

Acronym for Local Area Network. The CIC LAN is located in Mary Gates 076 and 082. The difference between a LAN and other computer labs is that the computers in a LAN are linked together into a network that allows individual computers to interact directly. These computers are all connected to a powerful central computer called the file server. All the individual computers in the cluster share the same network drive (L:) and, therefore, the same internal memory. However, each terminal has its own internal hard drive (C:).

## **LOG ON**

Log on is an abbreviation for "Logging on." This command allows you to enter your class directory, which is where your class files are stored. To log in, type your class number in the User Name box on the logon menu.

## **LOG OFF**

This is a command allowing you to exit a session in the LAN without turning off your computer. You log out after having completed your work and having made a backup copy on your floppy disk. You should always logout at the end of a class session by choosing Log Off from the Start menu.

## **NETWORK DRIVE**

The Network Drive is the hard disk drive located in the file server. All the work you do in the LAN is stored on this drive, in directories specifically assigned to your class

## **READ-ONLY**

This means a you must save a personal copy of the document before you can change it. The "read-only" copy is like a master. You must make a 'copy' before making changes.