



Information Technology Guide For Students

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INTRODUCTION

Through its Department of Library and Information Technology Services (LITS), Louisville Seminary provides technological resources and support services for employees and students in order to enhance their work in support of the Seminary's stated mission. It is important for members of the Seminary community to have a common understanding of appropriate expectations and proper use of these resources and services. This guide contributes to that understanding by articulating policy and providing basic information about using the resources and services appropriately and effectively.

In general, technological resources and services at the Seminary include:

- a networked infrastructure and hardware and software adequate to support mission-related communication and computing needs
- classroom presentation equipment and technologies
- research databases and other educational technologies
- wired and wireless connections to campus networks and the Internet from specified locations on campus
- email accounts for degree-seeking students
- training and assistance in the use of Seminary-supported equipment and technologies

These resources and services do not include:

- residential phone and Internet services (these are available from commercial vendors)
- full technical support for computers that are not owned by the Seminary

NOTE: Although we do not have enough staff resources to provide full technical support for personal computers, we do recommend that every student have one and we offer limited *diagnostic* support upon request as we are able. **Appendix I** of this guide recommends configurations for personal computers that facilitate interactivity with campus systems.

RESOURCES

Computer Lab

The campus Computer Lab, located in the Reference Room of the Ernest Miller White Library, has 12 computers and two laser printers for patron use. These computers are available during [library hours](#) for email, word processing, Internet access, and the use of research databases or software. Information regarding the applications and databases available on lab computers is available [online](#).

Downloading to the hard drives of lab computers is not permitted. Work completed on a lab computer that you wish to save should be saved to a CD or USB flash drive. Print jobs from the lab computers can be collected at the Circulation Desk at a cost of \$.05/page.

Children under the age of 12 who are family members of Seminary employees or students may use the lab if they are accompanied by an adult. Children over the age of 12 must register for a library card and show it before using lab resources. The Seminary does not

accept responsibility for what any user (regardless of age) chooses to view on the Internet while in the Computer Lab.

The Computer Lab is intended primarily to enhance and supplement the education of Louisville Seminary students. The library staff has the right to request that a user of the Computer Lab yield to a Seminary student who is waiting to use it.

For help in the Computer Lab, you may contact Carolyn Cardwell (ccardwell@lpts.edu), Instructional Technology Administrator, whose office is behind the projection screen in the lab, or Angela Morris (amorris@lpts.edu), Head of Public Services and Reference Librarian, whose office is across from the Circulation Desk.

Faculty Technology Center

Among the resources in the Faculty Technology Center (FTC) on the lower level of the library is an image scanner and image-editing software. Students may use the equipment to scan images for class assignments and class presentations. To do so, they must make an appointment with Carolyn Cardwell (ccardwell@lpts.edu), Instructional Technology Administrator, or Norm Hollabaugh (nhollabaugh@lpts.edu), Multimedia Specialist, and must bring portable media (blank CD or USB flash drive) on which to store scanned images. Students will receive instruction or assistance if it is needed but will complete the work themselves. Faculty members normally have priority in the FTC, but, if a student is already scheduled at the time a faculty member arrives, the student will have priority.

Multimedia Equipment

All classrooms and many other meeting spaces on campus are equipped for voice amplification, multimedia presentations, and network access. This equipment must not be removed from the room in which it is located and may be used only for course instruction and other Seminary-sponsored educational presentations. Some spaces on campus have other types of multimedia equipment. Information about what is available where is available [online](#). Students who want to reserve a room and its equipment for educational presentations outside normal class times should make the proper arrangements through a faculty member.

When two or more requests are made for the same multimedia equipment or support, priority will be given in the following order:

1. Faculty or administrators using the equipment for classroom instruction or other Seminary-sponsored events, on a first-come, first-served basis
2. Students using the equipment for classroom presentation
3. Students or staff using the equipment for Seminary-sponsored events

NOTE: When a student uses equipment in a multimedia lectern or cabinet for a classroom presentation, either the student or the instructor must have had multimedia lectern training, and the instructor is responsible for requesting any special equipment needed for the student's presentation. If neither the student nor the instructor has had training, technical support will not be provided for the presentation.

Equipment Available for Borrowing

Laptop computers and portable digital projectors are available at the Circulation Desk of the library for short-term loan (typically, for five days with no renewal) on a first-come, first-served basis. To ensure that the equipment is available for a particular occasion, a laptop or projector may be reserved for checkout at a later time. A reserved laptop or projector will be checked out on the requested date, whether or not it is picked up on that date. Reservations of the equipment for presentations and conferences have priority.

If a borrowed laptop or digital projector is lost, destroyed, or damaged, a fine equivalent to the cost of replacement or repair will be charged. If any auxiliary equipment is not returned with the laptop or projector, a \$5.00 fine for each missing piece will be charged. If a missing piece is not returned within two days, it will be presumed lost, and the full cost of replacement will be charged. Pieces of equipment that belong in the case are tagged and listed on a card in the case.

Laptops for loan have recent versions of the following software installed: Microsoft Office Suite, Internet Explorer, Adobe Reader, and Norton Anti-Virus.

INTERNET ACCESS

In the Computer Lab

Internet access is available to all students in the Computer Lab located in the library. To access the Internet, click on the link to Browsers that can be found on the desktops of lab computers.

In Student Housing

Internet connectivity (and phone service) in campus housing is the responsibility of individual residents. Information about vendors is available in the Office of Financial Aid and Housing in Nelson Hall. Some vendors offer packages that bundle Internet, phone, and cable television services.

Wireless Access

Wireless access is available in several buildings on campus:

- the lobby of the Winn Center
- the Reference Room of the library
- the lower-level study areas in the library
- classrooms 118 and 119 in Nelson Hall
- all classrooms in Schlegel Hall

Wireless access codes and instructions can be obtained at the Circulation Desk of the library.

CAMPUS INTRANET

Some Seminary web pages are available only to members of the Seminary community. To get to these pages, choose Intranet from the Quick Links on the Seminary's [homepage](#) and

enter the appropriate username and password at the prompt. If you forget your intranet login information, contact Systems Director, Jack Sharer (jsharer@lpts.edu).

EMAIL

A major communication tool used by the Seminary is electronic mail (“email”). The advantages of using email are speed of delivery, low cost, the ability to attach files to a message, and the ability to send a message to a group of recipients. In order to ensure that students have access to email sent by Seminary staff, administrators, and faculty, every master’s level degree-seeking student is assigned an LPTS email account at the beginning of the student’s first semester at the Seminary. DMin students are not routinely assigned an LPTS account but can receive one upon request.

Longevity of Accounts

LPTS email accounts with the domain name “my.lpts.edu” remain valid beyond graduation. Older accounts with the domain name “lpts.edu” (assigned before Fall 2009) remain active as long as a student is pursuing an LPTS degree and is in good standing academically. Those accounts are deactivated upon graduation or departure from the Seminary. For December graduates with the older accounts, deactivation generally occurs on the first business day following January 31, and for May graduates, on the first business day following June 30. This period between graduation and deactivation gives graduates time to make arrangements for a new email account and to notify contacts. One option for graduating students with the old domain name is to request a permanent “my.lpts.edu” account.

Email as Standard

Faculty, administrators, and staff also have LPTS email accounts, and email is considered the normal vehicle for written communication within the Seminary community. Memos, announcements, and committee meeting minutes, for example, should generally be distributed by email rather than in paper form. Since all faculty, administrators, staff, and students must be able to use email, free training is provided by IT staff. Access to email is available from either on or off campus.

NOTE: Although email is a preferred method of communication at the Seminary, it is important not to contribute to “email overload” by sending unnecessary or frivolous messages. Also, when replying to a message, choose “reply to all” ONLY when “all” really need to see your response. This is especially important when replying to messages sent to one of the Seminary’s email distribution lists.

Email Distribution Lists

Certain email addresses have been developed to facilitate announcements and messages being sent to particular segments of the Seminary community. Examples include:

employeesx@lpts.edu	All administrators, faculty, and staff
administratorsx@lpts.edu	Only administrators
facultyx@lpts.edu	Only faculty (does <u>not</u> include adjunct faculty)

staffx@lpts.edu	Only staff
studentsx@lpts.edu	Current LPTS students
communitymailx@lpts.edu	Most employees and students and some spouses/partners of current students*

*Employees and students are automatically added to the COMMUNITYMAIL list but can ask to be removed by contacting Jack Sharer at jsharer@lpts.edu. Spouses/partners of current students may also be added to this list by contacting Jack and providing (1) their name and email address and (2) the name of the LPTS student to whom they are related.

Appropriate Use of Distribution Lists

The group email addresses for ADMINISTRATORS, FACULTY, STAFF, STUDENTS, and all EMPLOYEES are to be used only for messages related directly to Seminary business and activities, such as:

- Announcements of Seminary-sponsored events
- Communications from Seminary offices, governance committees, and centers or institutes on campus that concern Seminary business or activities
- Prayer concerns relating to members of the Seminary community and their families

Email on other topics should be addressed to COMMUNITYMAIL.

WARNING: Because COMMUNITYMAIL is an address rather than a listserv, it is open to “invasion” by persons outside the Seminary community who acquire the address. It is, therefore, important that COMMUNITYMAIL users be careful not give out the address to persons or groups outside the Seminary community.

Remember also that not everyone in the Seminary community is on COMMUNITYMAIL since some employees and students do ask to be removed from it. If you need to send a message *dealing with Seminary business* to everyone in the community, you should send it to Students (studentsx@lpts.edu) and Employees (employeesx@lpts.edu). Please use this option sparingly!

Course-Related Email

If you want to communicate by email with other members in a particular class for which you are registered, you should do this through the CAMS course management system. On every course site on CAMS you will find under Course Communication a link to Email just below the link to the Discussion Forum. Clicking on that link gives you the opportunity to send a message to all or selected students and/or instructors associated with that course. Messages sent to you in this way arrive in the inbox of the email account associated with your name in CAMS (usually your LPTS email account). Using this feature of CAMS (rather than one of the email distribution lists) allows you to avoid sending a message intended only for fellow class members to others for whom it is not relevant.

TRAINING

LITS staff members provide training in the use of technologies that support teaching, learning, and research. All training sessions are conducted in the Computer Lab unless otherwise indicated. Most of this instruction is provided by Angela Morris, Head of Public Services and Reference Librarian (amorris@lpts.edu), and Carolyn Cardwell, Instructional Technology Administrator (ccardwell@lpts.edu).

Group instruction is offered on a regular basis to help students develop their skills in using email, the library catalog ("Morgan"), other research databases, various types of software, and the Internet. Sessions are advertised by email and in the *Seminary Times*. Participation is voluntary, but students are expected to take advantage of these learning opportunities since competent use of these resources is basic to communication within the Seminary community and to research required by the curriculum.

Training sessions on the use of the multimedia equipment in classrooms are offered on a regular basis by Norm Hollabaugh, Multimedia Specialist (nhollabaugh@lpts.edu). These sessions are also advertised by email and in the *Seminary Times*. Anyone planning to use a multimedia lectern for a presentation MUST have this training beforehand.

Individual instruction in the use of these resources is also available. Angela, Carolyn, and Norm welcome impromptu requests for brief assistance; however, if you need extensive individual assistance, you should schedule an appointment with one of them in advance.

TECHNICAL SUPPORT

Technical support for Seminary-owned computers and for email and network connections is provided by the Seminary's IT staff. Support for computers brought on campus by students is also available but, by necessity, is limited to aid in determining the nature of the problem that a student is encountering. Repair of personal hardware or software must be sought elsewhere.

To report a need for technical support on Seminary-owned equipment, please contact Bobi Bilz, Administrative Coordinator for Library and IT Services (bbilz@lpts.edu) or request assistance by using the Tech Trouble Report form on the campus intranet. You will need to provide your name, phone number, location, type of hardware/software, and a brief description of the problem.

Multimedia technical support is available for classes and Seminary-sponsored events. During regular working hours (8:30 to 4:30, Monday through Friday), call Multimedia Specialist, Norm Hollabaugh, at campus ext. 290 (off campus, dial 894-2290). After hours and on weekends (or if the Multimedia Specialist is not available), call the Circulation Desk of the library at campus ext. 398 (off campus, dial 992-9398).

CAMS PORTAL COURSE SITES

CAMS is the software system that the Seminary uses to manage many aspects of academic affairs. Among its features is a course management system similar to systems like

Blackboard and Moodle, with which you may be more familiar. Each course in which you enroll has a course site on which faculty can post course materials such as syllabi, readings, and other documents. It also has communication tools, such as course email and discussion forums. To access the CAMS Portal from the Seminary's Internet home page, click on Quick Links, then on CAMS-Student. Enter your CAMS username and password, select the desired semester, and click on Login. Once logged in, you can change your password using the Change Password option. A full set of instructions for using the Student Portal is available on the [campus intranet](#). Basic information about navigating course sites is provided in **Appendix II** of this guide.

LIMITATIONS

Academic Dishonesty

No one may use campus computing resources except in accordance with the ethical standards of the Seminary community. Academic dishonesty (plagiarism, cheating) is counted among the violations of those standards.

Commercial Use

Commercial use of campus computing resources or network facilities is not permitted without the express prior written permission of the President of the Seminary.

Games

Seminary computing and network services are NEVER to be used for extensive or competitive recreational game-playing because of the amount of bandwidth this consumes. More modest gaming, such as Solitaire, is not a problem.

Harassment

Computer and network resources are not to be used for harassing others. The following provides a list of forms of computer harassment that are prohibited, but this list is not to be considered exhaustive of all activities that constitute harassment:

- intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family;
- intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and where the recipient has expressed a desire for the communication to cease;
- intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
- intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;
- intentionally using the computer to invade the privacy, academic or otherwise, of another or to threaten invasion of the privacy of another.

Illegal Use

Network resources may not be used for any activity that is proscribed by federal and/or local laws. No one may access, search, or copy information or resources without the proper authorization. No one may use another individual's network account either with or without permission. No one may use, inspect, copy, and/or store computer programs or other material in violation of copyright law.

WARNING: It is illegal to download copyrighted music or data files without copyright clearance. If your name is requested by authorities who pursue copyright violation, it will be provided without notification.

Posting materials on CAMS course sites or on the LPTS network by faculty, students, or staff for teaching and learning must accord with guidelines suggested by the American Library Association <http://www.ala.org>. According to those guidelines, which are based on the 2002 TEACH Act), schools should

- limit access to copyrighted works to students currently enrolled in a particular course;
- limit access only for the time needed to complete the class session or course;
- inform instructors, students, and staff of copyright laws and policies;
- prevent further copying or redistribution of copyrighted works; and
- refrain from interfering with copy protection mechanisms.

For more information on LPTS copyright policy, browse to www.lpts.edu, click the link For Students, select Guides/Policies/Handbooks, and select LPTS Copyright Policy.

Office Computers

Public computers for student use are available in the library in the Computer Lab and in the lobby. All other computers on campus are dedicated to the use of the personnel to whom they are assigned and should NOT be used either during or after business hours by other individuals.

Offensive Material

Material is accessible on network resources which some individuals may consider objectionable or offensive. The Seminary does not encourage or endorse the access of such material except for legitimate academic purposes. Users are to exercise caution and good judgment if there is a reasonable expectation that accessed material may be considered objectionable by some. Such material is to be accessed in a private environment and in a manner that will not negatively affect those who may deem it objectionable or offensive.

Public workstations (that is, those in open offices, the library, and other public places) are not to be used to access such material. Hard copies of such material are not to be directed to public printers, and potentially offensive material is not to be forwarded to others without their consent. The use of potentially offensive language in the text of network messages is prohibited. The use of Seminary technological resources for creating or sending annoying, harassing, or obscene materials or messages is also prohibited.

Software License Agreements

No software may be installed, copied, or used on Seminary resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed, and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly followed.

SUSPECTED VIOLATIONS

Suspected violations of the policies in this manual are to be reported to the Systems Director, Jack Sharer (jsharer@lpts.edu). If a suspected violation is reported instead to a supervisor, chairperson, director, dean, or other employee, that person is to report the instance to the Systems Director. The Systems Director will then report the suspected violation to the Seminary officer who normally oversees affairs related to the individual(s) involved. In the case of students or faculty, the suspected violation will be adjudicated by the Dean of the Seminary. In the case of staff, the suspected violation will be adjudicated by the Vice President for Finance. In the case of administrators, the suspected violation will be adjudicated by the Vice President to whom they report (or to whom their supervisor reports).

The Seminary will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of these policies. Any person who engages in any kind of computer or systems misuse as described above may be subject to disciplinary action, including the loss of computer privileges and/or dismissal from the Seminary, and to criminal prosecution under the applicable local and/or federal laws. Whenever the Seminary deems it appropriate, restitution may be sought for any financial losses sustained by Louisville Seminary, or by others, as a direct result of the misuse.

PRIVACY

“Privacy” is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by others. Users are responsible for exercising caution when posting/using confidential information on electronic media and are not to disclose confidential material unless it is a normal requirement of the one’s position and has been so authorized. Information obtained through special privileges is to be treated as private.

Users should note that some electronic files are copied to backup media and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an email message, may not delete a previously archived copy of that file. Moreover, in cases of suspected violations of Seminary information technology policy, the Seminary reserves the right to monitor all aspects of its computer systems, including but not limited to email, sites visited by users on the Internet, chat groups, news groups, and material downloaded or uploaded by users.

Unauthorized reading or others’ email or files and forging an email so that it appears to come from another source are prohibited.

CENSORSHIP

Freedom of expression is a constitutional right and applies no matter what medium is used. Information will not be removed from any computer unless the information involves illegality; is inconsistent with the mission of the institution; involves obscene, bigoted, or abusive language; or in some way endangers computing resources. Users whose information is removed will be notified of the removal as soon as possible.

SECURITY

All users are responsible for maintaining the security and confidentiality of information stored on their computers. One should in no case share or lend an access code with anyone without the prior approval of one's supervisor. Interception or decryption of a user's password or access-controlled information is prohibited. Special access to information and other computing privileges are to be used only in the performance of official duties. Users should not try to access non-public sites, computers, network facilities, information services, and resources.

VIRUSES

It is the responsibility of users to insure that there are no viruses, worms, or other destructive programs in the information they send to another. Unsolicited email or email from unknown sources should not be opened but should be deleted immediately. No user should knowingly forward an email that is destructive in nature. Any Seminary employee or student who encounters a virus on a Seminary-owned computer must **contact the Systems Director**, Jack Sharer (jsharer@lpts.edu), immediately. When members of the Seminary community hear of a new virus, they are asked to notify the Systems Director rather than send an email to the entire community. The Systems Director will then investigate whether the reported virus is indeed a threat and communicate to the entire community what precautions should be taken.

SEMINARY WEBSITE

The Seminary maintains an official website at <http://www.lpts.edu> for the purpose of communicating with prospective students and disseminating information to the Seminary community and the general public.

The Website Workgroup is responsible for editorial oversight, implementation of directives, and routing of email not specifically addressed to a particular office.

PUBLIC ACCOUNTABILITY

The Seminary does not endorse any use of computer equipment that violates the laws of the United States, including laws governing intellectual property.

APPENDIX I: Configurations for Personal Computers

Two configurations for personal computers are provided below. The first represents the bare minimum required to take advantage of the information technology capabilities of the Seminary. The second configuration outlines the components recommended if you want to take fuller advantage of the Seminary's system.

WARNING: Any computer you connect to the Seminary network or Seminary mail server must have current anti-virus software installed. The Seminary recommends Symantec's Norton Anti-Virus Software or the free anti-virus software from AVG. The anti-virus program should be set to download current virus definitions from the vendor's website on a regular basis.

Minimum Configuration

Computers with anything less than the equipment stipulated below will not likely interface properly with the Seminary's information technology.

- IBM compatible (Apple computers are not supported)
- Windows 2000
- 1.0 gigahertz Pentium III processor
- 512 megabytes memory
- 15" color monitor
- Sound card with speakers
- 20 gigabyte or larger hard drive
- 48X Max CD-ROM drive
- B/W Ink Jet Printer
- Minimum of 1 empty PCI slot
- Network card or PCMCIA card if laptop
- One 10-ft to 25-ft category 5 patch cable
- USB portable drive 512MB or greater

Recommended Configuration

If a student is considering the purchase of new computing equipment, it is recommended that he or she acquire a computer with at least the following components. The computer can be either a desktop or a laptop.

- IBM compatible (Apple computers are not supported)
- Windows XP Professional
- 3.0 gigahertz or faster processor
- 1 gigabyte memory; 2 gigabytes preferred
- 17" color monitor
- Sound card with speakers
- 80 gigabyte or larger hard drive
- 48X Max CD-R or CD-RW drive
- Color Ink Jet Printer

- Minimum of 1 empty PCI slot
- Network card or PCMCIA card if laptop
- One 10-ft to 25-ft category 5 patch cable
- USB portable drive 512MB or greater

Software Recommendations

The Seminary does not provide any software for student's home use but recommends that students use the Microsoft Office Suite of products for work done at the Seminary. This will facilitate the electronic transfer of work between student and faculty. For Internet browsing, Microsoft Internet Explorer, version 5 or greater is recommended.

APPENDIX II: Navigating CAMS Course Sites

The following items are accessible from the homepage by clicking on the corresponding links. NOTE: Not all features are used by all instructors.

CALENDAR

The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students' calendars to remind them of important class events.

MY GRADES

The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. Students may view Mid-Term or Final grades. It also displays term and cumulative GPA information. You will have to complete a course evaluation before you can see your final grades.

MY COURSES

Course Announcements

Announcements the instructor feels are important for students to see are displayed on the course's main page.

Course Documents

This section allows you to view or download documents or files that the instructor has uploaded. Click on the filename link to display the associated file. You must have the appropriate software installed for each file type (for example, Microsoft Word, Adobe Acrobat Reader). Right-click on the filename link and choose Save As to save the file to your computer.

External Links

The instructor may indicate other websites or documents that are helpful or important. A list of those links is available from this location (some instructors may list these instead in a document posted in the Course Documents section).

Assignments

There are three options under assignments: Upload Documents, View Graded Documents, View Assignments and Grades.

Upload Documents

If an instructor permits the uploading of course assignments you can upload your completed assignment using either the original electronic version of your assignment, such as a Word document, or upload a scanned image.

View Graded Documents

An instructor can upload a graded assignment for you to view.

View Assignments and Grades

If the instructor permits, you may view your grades for the assignment.

Discussion Forum

If an instructor has enabled this section and created a discussion group, you will be able to post messages related to the topic and respond to other students' posts. You may copy the content of the discussion forum. Each class member will receive an email alert when a new message is posted to the forum.

Course Email

You may email all or selected students and/or instructors in the class with this feature. Messages sent in this way arrive in the inbox of the email account associated with the recipient's name in CAMS (usually one's LPTS email account). Using this feature of CAMS (rather than one of the campus email distribution lists) allows you to avoid sending a message intended only for fellow class members to others for whom it is not relevant.

Course Information

This area displays information that an instructor wants students to see but does not want to post under Course Announcements.

Faculty Contact Information

The instructor's availability and contact information are displayed here.