

MEMO

To: Rice Faculty, Graduate Students, and Instructors
From: Carlos Solis, Ph.D., Manager, Educational Technologies
Date: April 9, 2007
RE: **Request New and Continuing Lab and Podium Software Installations by April 27**

If you require software for computer lab or classroom podium computers, for Fall 2007, you must complete the online software installation request form by April 27, 2007 at: <https://www.surveymonkey.com/s.asp?u=191433647919>

New! This year, you can complete the software installation request form even if you don't know where you will be teaching.

The Office of the Vice Provost for Information Technology (IT) needs to know which applications will be running during the fall of 2007 so that the machine loads and configurations can be properly tested. It is also important to gather this information by April 27 so that the parties responsible for purchasing software (IT or individual departments) will have enough time to do so.

IT's Educational Technologies group (Ed Tech) will financially support software deployments that impact teaching and learning across departments and schools, benefiting faculty and students. Priority is therefore given to university-wide deployments and applications that are widely used. While purchasing support can be given to other initiatives, Ed Tech cannot financially support the purchase of software for individuals, or of software that is used in a limited number of courses, and remain within their budgeting constraints.

The online form is also required to **confirm your intent to use existing software**. You do not need to request Microsoft Office Suite tools such as PowerPoint because this suite of applications is installed in all the technology-enhanced classrooms and labs supported by IT. In order to create installation space for new software requests, we will remove software no longer in use. If you wish to review other standard software installations for Mac, PC, Linux, and Unix classrooms and labs, the lists can be found online at: <http://computer.cts.rice.edu/software/labmac.html>

Our goal is to provide support for the software you need to teach your courses. We manage an extensive array of software for your instructional classrooms and labs. Our staff can test the basic functionality of the installed applications, but we need your help in making sure that your applications work fully and in the way you need them. Starting August 4, Fall 2007 software applications will be available for testing at the IT facilities. Either you or your designate can stop

by to test the software application and determine if it is working properly before the first week of class.

In previous years, some Rice instructors experienced software application problems at the beginning of the fall and spring semesters. By starting the software request and loading process earlier, and by adhering to a strict deadline, we expect to avoid most of these issues. Please note that software installations requested after the April 27, 2007 deadline may not be installed before the Fall 2007 semester begins. For requests that arrive after the deadline, there are two possible outcomes:

1. The requested application or upgrade might be incorporated into current software loads if there are adequate resources after work on the other software requests has been completed.
2. We may be able to meet your needs in another fashion.

If you have any questions or concerns regarding software installation requests and support for your classroom or lab, please feel free to contact me by email (solis@rice.edu) or phone (x5687).