

Collin County Community College District

iws.ccccd.edu

Monday, March 01, 2004

Students and Faculty who need ftp software, please choose one of the following to download:

WS_FTPLE (For PC Users)

Fetch (For MAC Users)

How-to-Guide for WS_FTPLE

FACULTY FORMS - For Faculty Use ONLY

Request WebCT Course

Request WebCT Course to be synchronized

Request CCCCD Web Space

STUDENT FORMS

Request WebCT Support

To Report a Problem/Provide Feedback

CCCD Faculty Web Sites

- | | | |
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| • Dr. Linda Adams | • Ana Girón | • Kathy Morgan |
| • Tony Airhart | • David P. Glosson | • Nick Morgan, M.A., J. D. |
| • Lee Akins | • Frozina Goussak | • Kemal Moula |
| • Michael Alleman | • Robert Grayson | • Julia Murphrey |
| • Brian Allison, DMA | • Susan Grimland | • Betty Musgrave |
| • Eileen Anderson | • Chris Grooms, Ph.D. | • Faye Nouri |
| • Mary Anne Andrade, Ph.D. | • Judy Godwin | • Emeka Ohagi, Ph.D. |
| • Valeria Antohe, Ph.D. | • Wendy Gunderson | • Jennifer O'Loughlin-Brooks |
| • Bill Ardis | • Mary Helen Haines | • Stephen Orr |
| • Mindi Bailey | • Sheryl Harlow | • Elizabeth Pannell |
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| • Barbara Beverage | • Carl Hasler, Ph.D. | • Traci Ramsey |
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| • Joe Bishop | • Jean A.S. Helgeson | • Sherry Rhodes |
| • Marilyn Bishop | • Sandra Herron | |
| • Elaine Boski- | | |

- | | | |
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| • Rodney Boyd | • Tony Jack Howard | • Nelson Rich, Ph.D. |
| • Julie Brinzo | • Tom Hudgins | • Barbara Rickert, Ph.D., R.N. |
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| • Meade Brooks | • Aimee Johnson | • Alan Sauter |
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| • Dr. David Buice | • David Katz | • Betty Siber |
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| • Deborah Cardenas | • L Franklin Kemp, Ph.D. | • Jim Sigona |
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| • Betty Correll | • Dan Lipscomb | • Shirley H. Terrell |
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| • Matthew Ware Coulter | • Thomas Longnecker | • Mary Jane Tobaben |
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| • Monica Cubberly | • Kim Lower | • Virginia Topfer |
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| • Cathy Donald-Whitney | • Marilyn Massey | • Terry Wang |
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| • Dr. Sidney Dunkle | | • Dr. Donald |
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- Susan Evans
- Sandra Fida
- Eugene Foley
- Laura Foster-Eason
- Sue Furnas
- Pam Gaiter
- Chip Galloway
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- Debbie White
- Jill Whitson
- Dustin Whitmire
- Kyle Wilkison, Ph.D.
- Jenny Williamson
- Jeff Wilson
- Patricia Wingate
- Judy Young
- Camilla K. Zimbal

Other Sites:

- MLA
- The Write Stuff
- THOR

Copyright Resource Sites:

- Digital Millennium Copyright Act
- What is Copyright?
- United States Copyright Office
- Newsnet
- What's New - Copyright Office

Welcome to IWS.CCCCD.EDU.

About IWS.CCCCD.EDU

The IWS.CCCCD.EDU is one of the two instructional web domains provided by Collin County Community College District for hosting faculty web sites and for instructional use. IWS stands for Instructional Web Sites. Microsoft FrontPage Extensions are available to all instructional web sites upon request. Files can be uploaded to the sites by instructors using a standard FTP software program, such as WS_FTPLE or Fetch or using FrontPage if site is FrontPage enabled.

- For information regarding CCCCD, please go to <http://www.ccccd.edu>
- If you are a student looking for a WebCT On-line Course hosted on the Collin County Community College WebCT server go to <http://webct.ccccd.edu>

Frequently Asked Questions:

I have my Instructional Web Site Hosted with another Internet Service Provider. Am I able to have a link to my web site from the IWS or IWS2 web servers?

Contact Web Services to get an account setup on the IWS or IWS2 server. Once your account is setup, publish your CCCCD content and notify Web Services that you are ready for a link to be created on the IWS Faculty Page.

Who Maintains IWS.CCCCD.EDU?

The Department of Web Services currently maintains all web servers EXCEPT Weblane, the online registration server, within the Collin County Community College District. If you would like to read more about Web Services, or if you experience an error when trying to access your web site on a Collin County Community College district web server, **click here** to go to the Web Services page.

About an IWS Web Account

Once you have requested a web account, you will be the responsible

person for that account. It is critical that all web account holders follow copyright laws and regulations as provided by CCCCD and other entities on the World Wide Web. For example, you must have written permission from the original author of the work (i.e., photograph, clipart, content, buttons, etc.) prior to downloading and adding the item to your web site. WebCT and Adobe, for example, have specific copyright requirements for anyone who is linking to one of their products, using their logo, or using the name of their product in a paragraph. It is important to read all copyright and legal disclaimers prior to adding material to your web site. For all instructors, the password assigned to you is your responsibility. Keep it safeguarded and confidential. If you need to have your password changed, send an e-mail to **Webservices@cccd.edu** with the words "Password Change Request - IWS Account" in the subject line of your e-mail message.

If you decide to add your photograph to your web site, please contact Public Relations so that they can have the photograph taken for you. If you place a photograph of a student or students on your web site, get written permission from the student or students prior to placing it on the web.

If you are an instructor and need some assistance in creating a web site, contact the Teaching/Learning Center.

If you are an instructor and are wondering what to include in your instructional web site, here are some suggestions:

- Instructor's Full Name (i.e., Dr. Jonathon W. Smith)
 - Instructor's Job Title (i.e., Professor of English)
 - Instructor's Department (i.e., Humanities and International Studies)
 - Contact Information (i.e., telephone, e-mail, fax, address, office location, etc.)
 - Office Hours (i.e., Monday through Friday; 1:00 p.m. to 3:00 p.m.)
 - Main Office Numbers for your Department
 - Credentials (i.e., MA, MS, Ph.D., etc. from)
 - Affiliations or Associations Pertinent to Course or Department
 - Welcome message and specific details regarding your course(s).
 - Instructor's Philosophy of Education
 - Syllabus for Courses
 - A link on your instructional web site home page that links to <http://www.ccccd.edu/>
- Here is an example:
(For details regarding CCCCD, please click [here](#).)
- Copyright Statement at the bottom of each web page of your site that reads (Copyright © 2000-2001 Collin County Community College District. All Rights Reserved. Contact your instructor for details

regarding this web site.)

When adding your e-mail address, include the full e-mail address in addition to providing a link to your e-mail address via your web site. Here is an example:

[Click to e-mail Professor Matthews](#)

vs.

[Click to e-mail Professor Matthews \(jmatthews@example.com\)](mailto:jmatthews@example.com)

Design Tips

- Keep a consistent look and feel within your web site.
- Arial and Times New Roman fonts can be found on both MAC and PC systems. If you want to use different fonts, turn your text headings into graphic headings.
- If you use graphic links, provide a text version of the graphic links also.
- Check spelling.
- Know your audience. Get feedback from your students regarding your website and what is effective and not effective.
- If you link to a web site that is not within the college, check to see if the company has any rules or requirements regarding linking to their site.
- Repeat your site navigation on each page of your site to provide consistent navigation between pages.

This site was designed for an 800x600 screen setting, PC, 256 colors, and 15" to 17" monitor.

For information regarding the instructors and staff at CCCCD, log onto WWW.CCCCD.EDU for the on-line faculty and staff directory.

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CCCD Web Disclaimer