Classics Department Computing Resources Guide

This document is intended to provide quick guidance for new faculty, new graduate students, and research visitors in Classics and AHMA.

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CalNet ID   **the essential first step to using computing resources**

http://calnetweb.berkeley.edu/

Your CalNet ID is the username that gives you access to confidential and restricted online resources, the course systems (including grading), Virtual Private Network (VPN) authentication to use restricted databases from off campus, etc. It also allows you to sign up for various services online.

There is now a new online system for obtaining and managing your CalNet ID. All current users should add a non-berkeley.edu email address (for recovery purposes) to their account through the new system to be able to use all the functionality of the system.

New graduate students should start at
https://calnetweb.berkeley.edu/calnet-me/information-new-users
and use the link for creating a new ID.

For faculty members and staff, the place to start is
https://calnetweb.berkeley.edu/calnet-me/info-new-users/activate-calnet-id
You can generally set up a new ID online if you already have an Employee ID Number. If that does not work, then you need to obtain a "token" before you can use the online system. A token may be obtained from the CalNet Deputy for CASMA, Nancy Lichtenstein, or at the Cal 1 Card Office, 110 Cesar Chavez Center, Lower Sproul Plaza (M-F, 9-5).
NOTE: Faculty who are separated from employment and become emeritus need to be reentered in the system as emeritus in order to continue using campus systems.

New faculty and visiting faculty cannot apply for a CalNet ID until they are entered into the campus employment system (for a new faculty member or lecturer, this means that they must have been assigned a UC Employee ID number after completing all the required forms for employment).

Official visiting scholars (VSPA program) who have paid the required annual fee should take their proof of status to a CalNet Deputy or to the Cal 1 Card Office (as above) to obtain a token.

For information on guest status and affilate status for use of the CalNet ID system, see the information at
https://calnetweb.berkeley.edu/calnet-me/info-new-users/activate-calnet-id

The passphrase: because CalNet authentication provides access to many confidential materials, you should select a passphrase that is different from all other passwords and passphrases you use. It is called a passphrase because it can contain spaces. It must be

at least 9 characters long (and no more than 255). It must contain at least three of the four categories of characters (uppercase, lowercase, numbers, non-alphanumeric characters). Thus "liddell scott" would not be allowed because it contains only lowercase letters and a space (non-alphanumeric), but "Liddell & Scott" would be more than adequate, because it has uppercase, lowercase, space and the ampersand, or three categories.

Online Earnings Statements

You must view your earning statements online or download them, unless you make special arrangements to receive a paper copy. The online documents are available on the UC System's Human Resources and Benefits web site, where you will also establish an account.

https://atyourserviceonline.ucop.edu/ayso/

bMail (campus email system)

This is now the only campus email system for our use and is part of services provided by Google under bConnected.

https://bconnected.berkeley.edu/

Use the above to create an account, manage the account (vacation, forwarding), and for https web access to read and write mail.
To access your email, you may go directly to http://bmail.berkeley.edu

Websites

The Classics site on the L&S server (http://classics.berkeley.edu) has a personal page for each member and affiliate. Use your ClalNet ID to log in to the web site (click on the login button at the bottom right of the page). You can upload a picture and a CV and other documents.

The Department maintains a web service on Dreamhost and is able to host conference web sites, summer workshop sites, and the like. Conference information can also be posted by using a News story on the department site (to which a PDF program or the like can be attached for download).

Airbears2: Wireless Access Points

The campus wireless network, as updated in 2013, is called AirBears2 and it requires CalNet ID authentication. There are access points that make wireless connection possible in the Art History/Classics Library (and throughout most of the Library), and in various Dwinelle corridors, so you can connect in all or almost all Classics

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Department rooms and in the AHMA Lounge. Classrooms and buildings around campus also have access points.

AirBears2 uses a key system that allows you to set a key for a laptop or mobile device and then be allowed on the network automatically (rather than having to launch a browser and authenticate).

For information, see:

http://ist.berkeley.edu/airbears/

Eduroam

It may also be helpful to you to set up your devices for Eduroam, as this will give you automatic access to WiFi networks at many educational institutions in the US and abroad.

For information, see:

http://ist.berkeley.edu/airbears/

Wireless Access for Guests

Academic guests who have Eduroam set up on their devices will be able to use that service on the UCB network. For others, there are two choices. There is a free unsecured network, CalVisitor, that anyone can join. Since is it unsecured and unencrypted, it is not a good network to use for most purposes. More secure network access can be obtained with VPN Guest Service, which any faculty or staff member can create for a visitor., see:

http://ist.berkeley.edu/airbears/guest_account

Course LMS, Course Rosters, and Grading

There is a new Student Information System in place as of Fall 2016 that also includes the functions needs by instructors. Log in with your CalNet ID at:

https://calcentral.berkeley.edu/

From the Dashboard, you can access your courses on the Learning Management System, **bCourses**, which you can also reach directly at https://bcourses.berkeley.edu/ . bCourses can also be used for group projects to share documents. One important point affects communication with your class: in bCourses the students get to choose their own settings for notifications, so you need to emphasize at the beginning of each class that you expect the students to set their notifications for immediate.

From the My Academics tab you can see your courses' **rosters** (formely seen in BearFacts), and later in the term the **grading** (formerly eGrades through BearFacts) will be accomplished through this site.

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Schedule of Classes

Search for courses by department, instructor, time, etc. See the exam calendar. Link to Academic Calendar.
http://schedule.berkeley.edu/

CalNet Directory Services

Find contact information for faculty, staff, and some students. Faculty and staff can update some elements of their own directory listing.

https://calnet.berkeley.edu/directory/

Library Catalogues

OskiKat is the online catalogue for UCB: http://oskicat.berkeley.edu/
This catalogue includes inventory and renewal functions.

Union catalogue for all UC, Melvyl, is operated now with a WorldCat interface: online at http://berkeley.worldcat.org/search/?scope=1
The same address allows the use of WorldCat to locate copies (or obtain bibliographic details) from research libraries worldwide.

Library Electronic Resources

The main page for the Library is http://www.lib.berkeley.edu

The general search page to find licensed database resources (including full-text databases) is http://guides.lib.berkeley.edu/az.php

The specific guide for Classics resources, based on the list established by Classics Librarian Jeremy Ott (Art History/Classics Library, Room 308F)
http://guides.lib.berkeley.edu/classics-resources

VPN Service

VPN (Virtual Private Network) is a protocol for giving authorized off-campus users access to the restricted parts of the campus network just as if their computer had an IP address on campus. The client software is Cisco AnyConnect and can be downloaded from https://software.berkeley.edu/cisco-vpn.

When you need to use a restricted service, launch AnyConnect first before browsing to the service. Select the setting for Library to use restricted library resources through

your browser (e.g., TLG, APh). When you connect for the first time, enter CalNet ID and password. On subsequent connections, your CalNet ID will be remembered, but you will still need to enter your password. When connected, use your browser to connect to the site you want. When you are finished using restricted sites, return to AnyConnect and disconnect.

Mailing Lists (lists.berkeley.edu)

The mailing lists are (as of August 2016) run through the old Calmail Mailing Lists system, but will soon be transitioned to the new bConnected lists.
The Department manages several closed faculty and staff lists on lists.berkeley.edu, and there are also lists for graduate student in Classics, and graduate students in AHMA and for AHMA faculty and undergrad students. "Closed" means that only a member of the list or a specifically authorized group can send mail to the list. Mail is accepted by the list only if the FROM: address matches exactly the address in the list or in the list of authorized senders (that is, if the mailing list includes your berkeley.edu address but you sent a notice to it from a gmail address, your posting will be blocked until it is reviewed by the list owner). The person listed as "owner" is the only one who can add and remove addresses on these access lists.

1. classicsactivefac@lists.berkeley.edu   owned by ? (Todd Hickey, but on leave)
2. classicsemeriti@lists.berkeley.edu   owned by ? (Todd Hickey, but on leave)
3. casmastaff@lists.berkeley.edu   owned by DJM (until end of 2015)
4. classicsgrad@lists.berkeley.edu   owned by Miguel Valencia
5. ahmagrads@lists.berkeley.edu   owned by Miguel Valencia
6. ahmafaculty@lists.berkeley.edu   owned by Miguel Valencia
7. classic_undergrads@lists.berkeley.edu   owned by Cassandra Johnson?

Shared Classics (and AHMA) Computers

Classics provides network-connected computers in GSI and Lecturer offices (also a printer in 7227), in the Graduate Lounge 7303 (2 iMacs, printer), and in the Art History/Classics Library corridor (1 iMac, printer).

Some computers are set up for individual login with CalNet ID. Others have generic users set up, and log in automatically as graduate student user (this user does not have full administrative privileges). And the computers in AH/C Library are currently set up to require a login and password to prevent unauthorized use. There are four user accounts set up for Classics Grad Students, AHMA Grad Students, Classics Faculty, and Classics Research Visitors. You may obtain the password needed for the user that is appropriate to you by asking Miguel Valencia, Donald Mastronarde, or the graduate student computing assistant (2016-2017 assistant not yet known).

AHMA students also have a computer and printer in their lounge.

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Printing for graduate students

The department provides printers, toner, and paper in 7303, and 308 Library, and expects graduate students to make a reasonable use of this resource (for class and seminar handouts, and for short papers connected to your courses, and for minor incidental printing). We do not have the staff to keep track of and recharge for printing, so we rely on a honor system. We therefore ask that you refrain from abusing the system, by massive printing of theses (except the final copy on the special paper), of long drafts, and of numerous articles from JStor or similar online sources. Apart from your class-related printing, we suggest that about 50 pages per semester per student is a reasonable usage.

Saving and transferring files

The current choices for file transfer are (1) a USB flash drive (department computers can read PC-formatted drives as well as Macintosh-formatted drives); (2) internet storage (such as bDrive through bConnected).
THOSE WHO USE THE SHARED PUBLIC COMPUTERS OF THE CLASSICS DEPARRTMENT SHOULD NEVER RELY ON THE SURVIVAL OF THE COPY THEY MAY LEAVE ON THE HARD DISK OF A PUBLIC COMPUTER. UPGRADES, REFORMATTING, SUDDEN HARDWARE FAILURES, THEFT OF EQUIPMENT, OR THE ACTIONS OF OTHER USERS MAY CAUSE YOUR FILE TO BE LOST.

Office Computer Security

Physical security: keep doors closed and locked when you leave an office, even for a short time. If you have a highly portable CPU or laptop, use a security cable, but even that will not stop bolt-cutters if unauthorized persons can get into the room overnight.

Network security: the campus requires various measures:
(1) run a firewall on your computer (for Macs, you should turn on the Firewall in Mac OS X, Security System Preference);
(2) install the campus-licensed anti-virus software and update the definitions at intervals;
(3) run Software Update regularly and take the time to install system updates and security updates, even if you decline other updates (but some of those may also have security implications); there are also often security updates for Adobe products (Acrobat Reader and Flash) and Microsoft products (Office and Word).

Typing Polytonic Greek

The Department uses GreekKeys fonts and inputs; the shared computers have GreekKeys Unicode. If you don't know how to use GreekKeys, you may find the documentation on the computers: see QuickStartGKUnicode.pdf, GKUkeyboardpictures.pdf, GKUuserguide.pdf. For the full user guide, use the next link at the SCS web site.

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GreekKeys 2015 information and FAQs: new version
https://classicalstudies.org/publications-and-research/greekkeys-2015-support

[Legacy version support: http://apagreekkeys.org/ .]

If you are member of the SCS, you can download a copy of GreekKeys 2015 for no cost.

The Department has a license allowing it to install GreekKeys (for Mac OS X and for Windows XP and above) on all departmental computers and faculty computers, and **a separate license allowing it to distribute copies of the keyboards and fonts to all students in its classes**. See the computer assistant or Donald Mastronarde to get your copy of GreekKeys.

For conversion of GreekKeys to and from Unicode (and other encodings), GreekKeys Converter has been licensed to the Department and should be available on departmental computers. Or consult Donald Mastronarde.

There are others ways to type Polytonic Greek, but make sure you are typing Unicode and not one of the old custom encodings. No old system of custom encoding should ever be used again.

Access to TLG and PHI Databases

The Department and the Library support a campus license for the online TLG. From any campus computer, or with VPN Full Tunnel or Library enabled on your home machine, go to

http://stephanus.tlg.uci.edu/index.php

If you already have an account, click on Log In in the upper right. If you don't have an account yet, click on Register.

The two PHI disks can perhaps still be searched in the Library. They may still be present in the form of disk images, which when mounted are the same as having the CD in a CD drive. They can be searched with Diogenes.

Diogenes can be downloaded at
http://www.dur.ac.uk/p.j.heslin/Software/Diogenes/index.php

Licensed Software (internet and security; productivity)

Campus-licensed software is available for download at

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https://software.berkeley.edu/

The campus now has a license for most Microsoft products (including Windows OS versions and Microsoft Office for Windows and for Mac) and Adobe products (including Acrobat Pro or the entire Creative Cloud Suite)

Computer support

For departmentally-owned computers, assistance with setup, installations, and troubleshooting can be obtained through Campus Shared Services IT. You can seek information or help using the contact information shown at
http://sharedservices.berkeley.edu/it/

Registering a new computer for use on the campus network

If you wish to plug in with the ethernet cable in your office or elsewhere on campus and obtain an IP address automatically by DHCP, your computer will not have access to the network unless its specific hardware address is registered in the campus database. On a Mac, go to About this Mac under the Apple menu, and click on More Info... In the listing at left, click on Network. Scroll down until you see
Ethernet: MAC Address:
Copy down the address, which is 12 digits or characters separated into pairs with colons. Go to http://netreg.berkeley.edu/ and then Add Device (you will have to authenticate with CalNet ID). Very soon after registration, your machine should be recognized as allowed to use the network.

Purchase of Software and Hardware

For purchases made with departmental funds, arrangements keep changing. Please consult Gary Spears or Sarah Calderon of the CASMA staff.

For academic pricing, for students and for personal purchases by faculty, you can use the Apple Store for Education online.

Backup Strategies

Hard disk failure, theft of equipment, and disaster (fire, earthquake, flood) could strike at any time. The longer you have been using a computer for email, teaching, and research, the more you stand to lose from the sudden loss of data. Make backup at regular intervals a habit, and use it for a home computer as well as for your office computer, and consider offsite storage as one form of backup.