

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.

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 the CASMA staff in order to obtain an affiliate CalNet ID.

For information on guest status and affiliate 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

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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)

Campus email with berkeley.edu address 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 official Classics site (<http://classics.berkeley.edu>) has a personal page for each member and affiliate. Use your CalNet 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.

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).

Wi-Fi on Campus

The campus wireless network, as updated in 2013, is called AirBears2, and the network [eduroam](#) is also available. Either requires CalNet ID authentication. Most offices, classrooms and buildings around campus have access points, although in some specific locations the signal may be weak.

AirBears2 and eduroam use 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). Setting up eduroam will give you automatic access to WiFi networks at many educational institutions in the US and abroad.

For information, see:

<https://technology.berkeley.edu/wi-fi>

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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 is a free unsecured network, CalVisitor, that anyone can join. Since it is unsecured and unencrypted, it is not a good network to use for most purposes. More secure network access is possible for a visitor if a member of the campus community creates a CalNet Guest account for the visitor, as explained here:

<https://calnetweb.berkeley.edu/calnet-departments/calnet-guest-accounts/calnet-guest-account-sponsor-guide>

bCourses (LMS), Course Rosters, and Grading

The new Student Information System (since Fall 2016) includes the functions needed by instructors. Log in with your CalNet ID at:

<https://calcentral.berkeley.edu/>

From My Academics, 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**, and **grading** is accomplished through this site.

Schedule of Classes

Search for courses by department, instructor, time, etc. See the exam calendar. Link to Academic Calendar.

<http://classes.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://www.berkeley.edu/directory>

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Library Catalogues

OskiCat is the online catalogue for UCB: <http://oskiat.berkeley.edu/>
This catalogue includes inventory and renewal functions through the My OskiCat at the upper right.

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 maintained by Classics (and Germanic Studies) Librarian Jeremy Ott
<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 (bConnected Lists [Googel Groups])

You can find a link for the 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. These are managed lists and you will be added to appropriate lists by staff.

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1. classicsactivefac@lists.berkeley.edu
2. classicsemeriti@lists.berkeley.edu
3. casmastaff@lists.berkeley.edu
4. classicsgrad@lists.berkeley.edu
5. ahmagrads@lists.berkeley.edu
6. ahmafaculty@lists.berkeley.edu
7. classic_undergrads@lists.berkeley.edu

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). 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 the graduate student computing assistant (currently Esther Ramer) or Donald Mastronarde.

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

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, if that is still required nowadays), 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 (Google Drive) through bConnected).

THOSE WHO USE THE SHARED PUBLIC COMPUTERS OF THE CLASSICS DEPARTMENT SHOULD NEVER RELY ON THE SURVIVAL OF THE COPY THEY MAY LEAVE ON THE HARD

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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 frequent 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.

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**. Contact 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.

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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 (or may not) 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://community.dur.ac.uk/p.j.heslin/Software/Diogenes/index.php>

Licensed Software (internet and security; productivity)

Campus-licensed software is available for download at

<https://software.berkeley.edu/>

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

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://shareservices.berkeley.edu/it/>

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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. see the information at

<https://security.berkeley.edu/services/netreg/documentation/register-devices>

Registration has apparently now been restricted to particular department delegates, but can also be performed if a CSS-IT tech sets up a new computer.

Purchase of Software and Hardware

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

For academic pricing, for students and for personal purchases by faculty, you can use the Apple Store for Education online or with appropriate ID get education pricing in person at an Apple Store.

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.