

umTECH NEWSLETTER



Volume 3 Issue 1

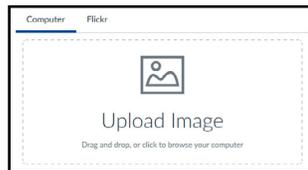


IN THIS ISSUE: DECEMBER 2022 REVIEW

THE LATEST IN CANVAS

COURSE HEADER IMAGES

As of December 9, 2022, Unsplash, the service used to search for an add interesting course header and tile images to your courses, has been removed from Canvas.

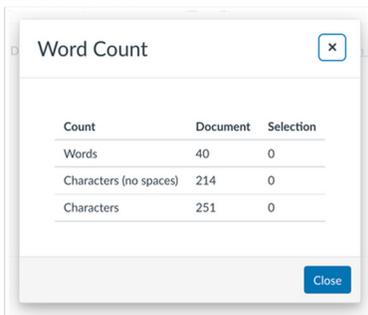


The change in service will not affect any previously created courses that use images found via Unsplash. All images used in previous or current courses that have been added via the Unsplash integration will continue to work.

The change comes in how new images will be sourced for your course's aesthetic design. You can find free-to-use images on Unsplash's website, download them, and add the images manually by uploading the file to the course from your computer. The Flickr service can also be used. Here are the websites for other photo upload resources. [pexels](#), and [unsplash](#). (**Note:** At the bottom of the page for [unsplash](#), it will show "premium images" you can't use those.)

RICH CONTENT EDITOR

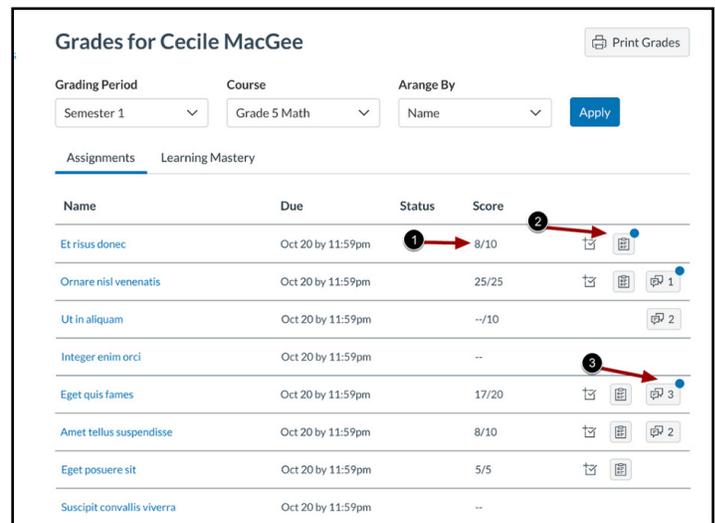
Word count has been an important addition to the Rich Content Editor experience for students and faculty alike. Now, additional functionality has been added to allow for a more detailed view of the same information.



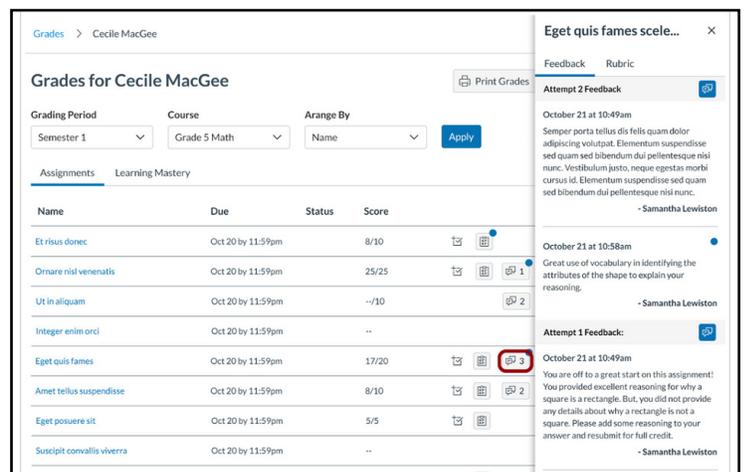
Clicking on the word count in the Rich Content Editor will display a pop-up window that outlines the word count, character count, and character count without spaces. If you select text before clicking on the word count, it will also display the same details for that selection.

GRADES - STUDENT FEEDBACK VISIBILITY UPDATE

In the Grades page, the score column has been updated to display the score and total score in a single column (1). When a new comment is added to a rubric, an indicator (blue dot) displays on the rubric button (2). Additionally, when a new comment is added to an assignment an indicator and the number of comments displays on the feedback button (3).



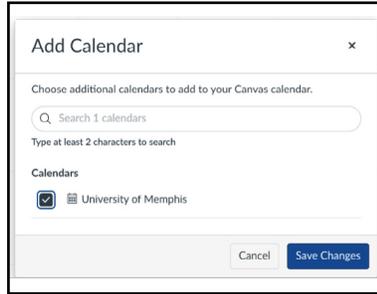
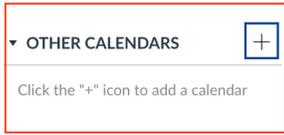
To view feedback, click the View Feedback button to display comments in a pop-out tray.



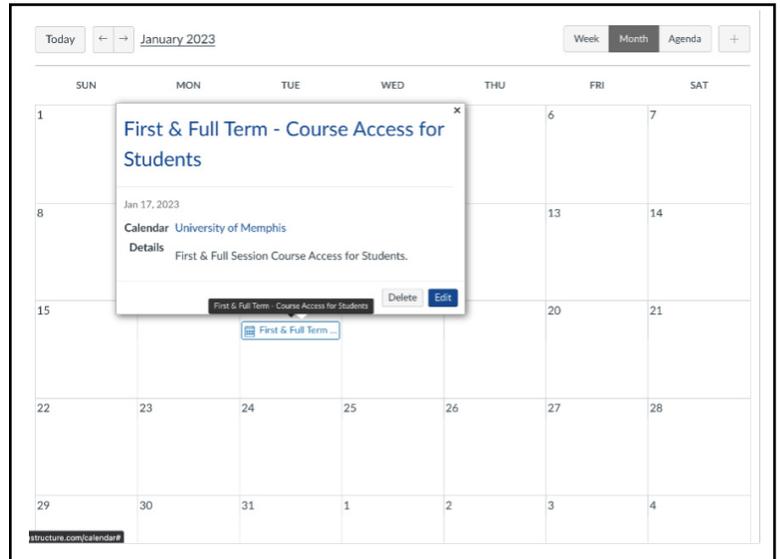
THE CANVAS CALENDAR

There is a new calendar in Canvas that will show when courses are released in Canvas and when students will have access to courses in Canvas.

To view the new Calendar in Global Navigation, click the Calendar link. Locate “Other Calendars” on the bottom right and click the + symbol to add the University of Memphis.



Any upcoming events for Canvas will be available for you to view.



IT SECURITY AWARENESS TRAINING



Yes, it's that time of the year. IT Security Awareness training for UofM faculty and staff is now available through Feb. 28. Training is mandatory for each employee who receives an enrollment email with instructions for accessing the KnowBe4 system. For those who completed previous training

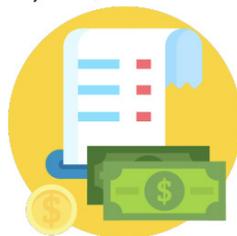
before the deadline, training will take approximately 15 minutes. For all others, training is approximately 30 minutes. If you have questions or experience issues with the KnowBe4 system, email umtech@memphis.edu.

FILE NAMING BEST PRACTICES

Imagine that you're feeling good about the work you've done on a new file. Now it's time to save it. How do you name it? Here are a few rules of thumb when saving a new file to ensure others can understand their content. You should never use the following characters when naming a file @ \$ % & \ / : * ? " ' < > | ~ ` # ^ + = { } [] ; ! Having overlong file names can cause complications for operators down the line and can cause work to need to be repeated twice, simply because the original could not be found. These practices will help others understand the contents of your files, ensure operability in most contexts, and help simplify your workflow.

SOFTWARE RENEWALS

Due December:
 Casper – \$36,536
 Confluence – \$14,609
 Control Up – \$14,625
 Imagine – \$6000



ONLINE LEARNING CONSORTIUM? YES, PLEASE!

Did you know that UofM faculty have access to recorded Online Learning Consortium (OLC) materials and trainings all year round? “OLC is a collaborative community of higher education leaders and innovators, dedicated to advancing quality and leadership in digital education.” *Online Learning Consortium, “Mission”, https://onlinelearningconsortium.org/about/mission-vision/, Retrieved January 13, 2023.* The membership includes free access to many webinars, online conference presentations, and research as well as discounts for other programs.

Just create an account with OLC using your @memphis.edu email and you'll have automatic access to all these things! [Here's a quick video tutorial](#) on creating your University of Memphis OLC account.

Best Practice	Old File Name	Better File Name
Remove Special Characters @ \$ % & \ / : * ? " ' < > ~ ` # ^ + = { } [] ; = {} ! ; !	expenses\$\$\$incurred during november!.xlsx	Nov22_expenses.xlsx
Condense your information (Less than 3 words is best)	expenses incurred during november.xlsx	Nov22_expenses.xlsx
Camel Case (No spaces, capitalized first letters)	december expenses.xlsx	dec22_Expenses.xlsx
Standardize for long-term usage	DecemberExpenses.xlsx	Dec22_Expenses.xlsx



Information
Technology Services

100 Administration Bldg., Memphis, TN 38152 | 901.678.8888

For more information or to inquire about technical reports, contact umTech@memphis.edu | memphis.edu/umtech