

# CENTER FOR TEACHING AND LEARNING NEWSLETTER

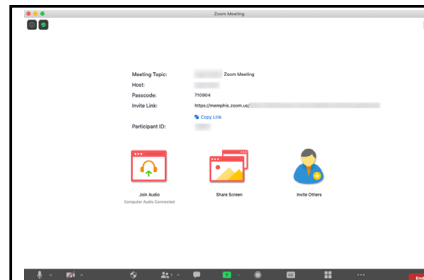


Volume 7 Issue 5, September 2020



## IN THIS ISSUE: COLLABORATION OPTIONS

*There are many collaboration options to choose from as a member of the University. Here are a few solutions offered to help connect you with students or colleagues.*



Zoom has several features that enhance your ability to communicate with colleagues and students. You can share your screen with participants or even allow them to share their screens. Sharing can be helpful when showing off presentations, websites, or applications from your computer. With breakout rooms, you can enable your participants to leave the central meeting and have focused discussions in as many as 50 breakout rooms, allowing groups to meet. You can also simultaneously move between rooms and offer information and guidance. The whiteboard feature allows you to draw, make shapes, type and place call outs in a space that mimics a classroom whiteboard. This could be useful if you find it easy to lecture using drawn illustrations. *(More about Zoom on pg. 4)*



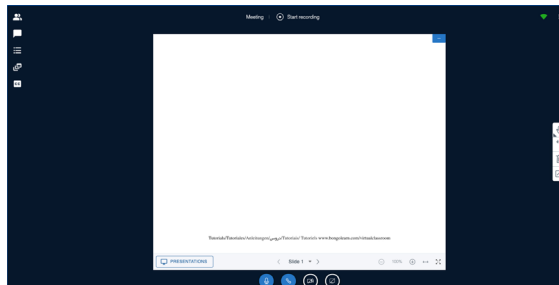
Microsoft Teams

Microsoft Teams is the hub for group collaboration in Microsoft 365 that integrates people, content and applications for better engagement. Teams brings simplicity to teamwork by allowing collaboration and

communication to be done in one platform. Microsoft Teams incorporates several applications into one and has many features such as document sharing and online meetings. Teams provides a space that enhances effective communication and assists in making creative decisions amongst team members. *(More about Teams on pg. 4)*

## VIRTUAL CLASSROOM

Virtual Classroom allows virtual collaboration in eCourseware. Instructors can schedule a synchronous meeting with individual or multiple students in their course, as well as invite external participants to join the session. This tool is great for virtual office hours, live class discussions, and more. Virtual meetings can be automatically recorded and embedded directly into a course alongside other learning materials.



## CTL Trainings and Consultations

The Center for Teaching and Learning (CTL) provides monthly training for faculty on various topics. These topics include: eCourseware Essential, eCourseware Intermediate, Virtual Classroom Introduction, Zoom Introduction and OneDrive Introduction. [Please check our events calendar for all upcoming training.](#) The link to CTL's consultation calendar is also available on our events calendar web page. Consultations can be completed in one-on-one settings, small groups or department level.

## Service Desk Hours Changes

The ITS Service Desk operation hours have changed. The new hours are as follows:

Mon. - Fri. 8 AM - 8 PM  
Sat. 10 AM - 2 PM  
Sun. 1-5 PM

Chat Hours: Mon. - Fri.  
8 AM - 8 PM

## VIRTUAL CLASSROOM UPDATES

There have been some changes to the layout of Virtual Classroom. You no longer have to go to settings to access the video and audio controls of participants. The button is now included on the left menu of the meeting window. Breakout Rooms, polling and live caption are also listed in the left menu. The button to add a presentation to the whiteboard is now in the lower left corner of the whiteboard. [Check out all of the recent updates and the new look to Virtual Classroom.](#)

## SUMMER INSTITUTE VIDEOS

UofM Global and the Center for Teaching and Learning collaborated to provide the 2020 Summer Institute Faculty Development Training during the summer semester. During this training, faculty participated in webinars, developed perpetual course shells and were provided the opportunity to work with instructional designers. The training covered an array of topics, including: creating a welcome video, creating a video assignment and hosting lectures using virtual classroom. There were additional topics on the tools and best practices for course development. To view the recorded webinars from the 2020 Summer Institute training, [please visit web page.](#)



## DOCUMENT SHARING



Faculty, staff, or students needing to capture a physical document can use the Office Lens app to capture an image of a document and convert it to PDF that can be emailed or saved to OneDrive. This can be used in lieu of a scanner to submit documents. Microsoft Office Lens can be found in the App Store for iOS and Google Play Store for Android.

## OCTOBER IS CYBERSECURITY AWARENESS MONTH

Did you know that around 90% of all data breaches involve some sort of human error? Hackers know that it requires a lot of technical skill to get past a firewall into a server when it's so much easier to just trick someone into giving up a password or clicking on a malicious link in an email. You may be surprised to learn that employees are considered the weakest link in any company's security defense.

October is Cybersecurity Awareness Month and a good time to review and fortify your personal cybersecurity practices. Best of all, those same practices can and should be used at home to secure your personal digital life. The IT Security webpage has up-to-the-minute information on digital best practices regarding passwords, working remotely, securing your home wi-fi network and much more. [See our security page for more details.](#)



## ANNUAL IT SECURITY AWARENESS TRAINING BEGINS



In conjunction with Cybersecurity Awareness Month, the annual IT Security Training window will open Oct. 1 and run until Feb. 28, 2021. This year, the training is being expanded to include all employees: full-time as well as part-time such as adjuncts, graduate assistants, and student workers.

Current employees will receive an email around Oct. 1 with information and a link to begin. As in past years, the training will allow you to take a short quiz first to determine what areas need focus so you will only have to view new modules and modules where a refresher is needed. The training takes less than an hour and should be completed in one session.

New hires after Oct. 1 must take the course within 30 days of employment and annually thereafter. New hires will also receive an email shortly after New Hire Orientation with information and a link to begin.

## eCOURSEWARE BUZZ

The eCourseware bees are still hard at work bringing us updates to make the semester much easier.

### Attendance Tool Visible to Students

Recently, the Attendance tool in eCourseware, a tool that can be used to manually track student attendance, has been updated to allow students to view the attendance register. This change allows the students to check on how well they are attending the course. If you do not use the Attendance tool in your course, this change will not affect you or your students.

### Copy Dropbox Folders

This feature adds the ability to copy existing dropbox folders. You can select the Copy Assignment option in the drop-down menu for an existing dropbox folder to quickly create new assignments. This feature copies all settings of an existing assignment except the associated grade item and Turnitin settings.

### Email in eCourseware Updates

If you regularly use the email inside of eCourseware, you may have noticed a few recent updates. These have been added to increase the user friendliness of the eCourseware email experience. The Compose Email screen now includes a second Send button for enhanced usability. The Email Inbox is redesigned to display the Search Options area to the left of the screen. Also, the Advanced Search Options feature of the Inbox now enables filtering by read and unread messages.

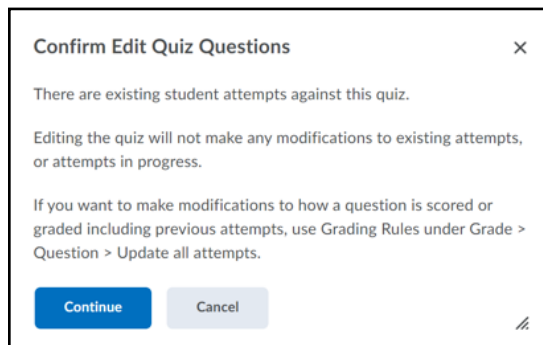
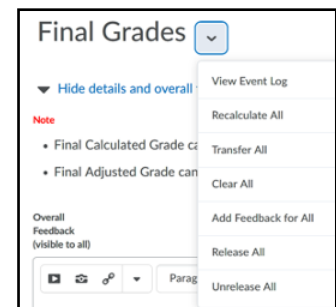
### Releasing and Unreleasing Final Grades

Releasing and unreleasing final grades is easier than ever. When you are in your gradebook, you can select the drop-down arrow next to Final Calculated Grade or Final Adjusted Grade and select Enter Grades. In the Final Grades screen, you can select the drop-down arrow next to the title to see an enhanced menu of options, including Release All and Unrelease All to release or unrelease the final grade item selected to show to students in the gradebook settings.

### eCourseware Apps End-of-Life

As of Aug. 15, the Assignment Grader app is no longer being offered in any app store. If you have Assignment Grader installed on a tablet, you can continue to use it. However, there will be no further updates to the app.

As of Aug. 30, the ePortfolio app is no longer available on any app store. Updates will not be made to the app, but users who have the app installed on their device can continue to use it.



### Quiz Builder

The new Quiz Builder experience has now become the sole option for creating quizzes. Over the past several months, the Quiz Builder has been available to try at your leisure, but, now, it is here to stay. This new experience streamlines the creation of questions and importing questions from the question library.

### Warning Message when Editing Quizzes with Attempts

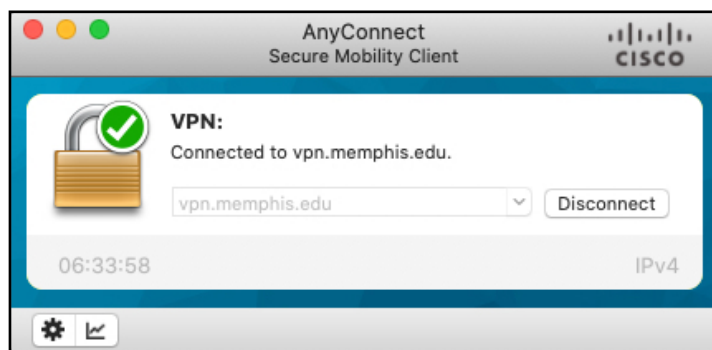
A warning message will appear when editing a quiz that students have already attempted. This warning message explains that student grades will not be automatically updated and provides information as to where to make the update to student grades.

## VIRTUAL PRIVATE NETWORK

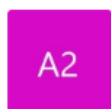
Virtual private network (VPN) provides secure access to restricted University data using an off-campus computer. The VPN is required when using any home computer or laptop to access restricted data remotely. When working on the University's VPN, we recommend that the latest Microsoft or Apple security patches are applied.

To connect to the VPN, you must install a VPN client. A VPN client is software installed on your computer/laptop. This software allows access to a service installed on a central server on campus. After you install the Virtual

private network (VPN) client, you can connect to the University's VPN from anywhere. To learn more about the VPN, [please see our VPN page for more information and documentation](#).



## CLASS-EMAIL LIST IN TEAMS



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Collaborate with Microsoft Teams today! Teams allows you to instantly go from group chat (text) to video conference with the touch of a button. In Teams, you can access, share, and edit Word, PowerPoint, and Excel files in real time. Manage your calendar invites and join meetings directly in Teams. Teams is a Microsoft solution to online collaboration, and we are excited to offer it as a new service. For your convenience, your class rolls have been added to teams if you are teaching this semester making class collaboration easier. For more information, documentation, and training [see our Teams web page](#).

## zoom UPDATES

Zoom is constantly updating and expanding. Here are a few updates that may affect you.

### Waiting Rooms Soon to be Enabled by Default

To enhance security and prevent Zoombombing from happening in your meetings, waiting rooms will soon be turned on by default. The waiting room is a buffer for your meetings that participants enter before you allow them into your meetings. Once the setting is turned on, you can turn it off when you schedule a meeting or set waiting rooms to be off until you want to use them in your account settings.

### Zoom in eCourseware

You may have heard that Zoom can be put into your eCourseware courses. It's true! To make scheduling and facilitating Zoom meetings a little easier, Zoom can be placed in your Content area as an external learning tool or in your navigation bar. Once added to your course, you will have an easy way to schedule class meetings that can be seen and joined by your students.

### Password Expiration

# TIP

Password expiration is no longer required for individuals who utilize multi-factor authentication (Duo). Additional information related to password security and guidelines can be found on [our Duo page](#).

## SERVICE DESK CHAT

 Start a chat

You can now contact the Service Desk via chat between the hours of 8 AM - 8 PM. When you are on the Service Desk webpage, look for the "Start a Chat" button on the bottom, right corner of your screen.



Information  
Technology Services

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