

# CENTER FOR TEACHING AND LEARNING NEWSLETTER



Volume 7 Issue 6, October 2020

## IN THIS ISSUE: OCTOBER IS SECURITY AWARENESS MONTH



### BEST PRACTICES FOR CYBERSECURITY

UofM has several ways to protect digital activities and accounts related to the University. All these best practices can be adopted in your personal digital life as well.

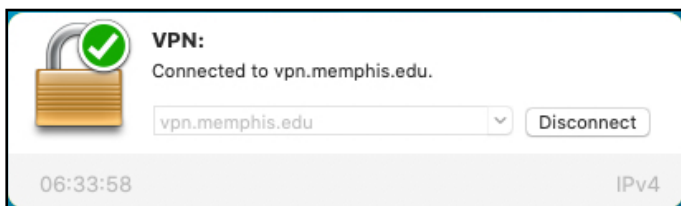
Your passwords are the keys to your digital kingdom. Protect them as you would the keys to your house or auto.

- Don't share your passwords with anyone. ITS will never ask for your password in assisting you with an issue.
- Use a different password for each website.
- Long = strong. Create a passphrase rather than a password:
  1. String together 3 or 4 random words.
  2. Add a couple of numbers and special characters.
  3. Add a couple of characters to remind you what website it is for.

### MULTI FACTOR AUTHENTICATION (MFA)

MFA is your best friend in keeping your accounts secure. At UofM we use Duo for MFA. It provides an extra layer of security on an account in case your password is stolen or guessed. MFA requires an additional means of identifying yourself, like a text or phone call, a token with a passcode, or use of an app on a cell phone. If your password is cracked, a hacker still cannot access your account unless he/she also has your phone or token to authenticate the log-in.

### REMOTE ACCESS TO UNIVERSITY NETWORK



Access to some computer resources are limited to use on the University network. Remote access to the University network requires a secured and encrypted protocol. The UofM provides secure options to access the University network remotely. For assistance with remote access to the University network, please contact the Service Desk at 901.678.8888 or [submit a service request](#). To learn more about the VPN, [please see our VPN page for more information and documentation](#).

### Dread Making Password Changes?

Here's a way to prevent them. One of the major advantages in signing up for DUO is that you will not have to change your password again. DUO Multi-factor Authentication is required for all employees. Multi-factor authentication strengthens the protection of your information by confirming your identity. This is done when you access certain UofM services and sites.

*Note: Mobile device users are encouraged to update to the most current version of iOS or Android OS for optimal security and functionality. Effective December 1, 2020, Duo Security will end support of the Duo Mobile application for iOS 11 and Android 7.*



At UofM, we have several safeguards in place to protect the integrity of the campus Wi-Fi network. You can ensure your home Wi-Fi network is securely configured as well:

Change the default network name, and use a unique name that can't be identified as belonging to you or your house. Don't use your family name or address.

Change the default password. The above password guidelines apply.

Use WPA3 (If available) or WPA2 security protocol. Don't use WEP or WPA protocols.

For even more information [visit our page on cybersecurity](#).

## SIGNING INTO ZOOM

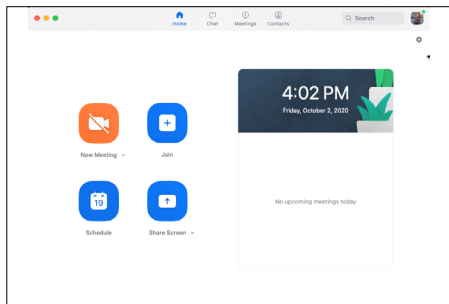
If you have signed in any other method previously you may have accidentally created a free-basic account with Zoom that is not attached to the University of Memphis Zoom tenant, you may be asked to merge or migrate your account. Follow the on-screen instructions to complete the merger of your account, and you will have access to a full Zoom license under the University of Memphis.

### Signing Into the Zoom App

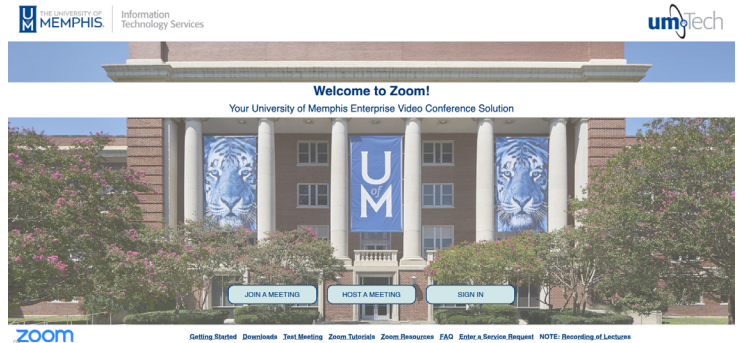


The Zoom app has an option to sign in to make use of its functions. To do this, open the app and select Sign In. On the following page, select the button marked **Sign In with SSO**. Then, on the next screen, type “**Memphis**” into

the box provided and select **Continue**. As before with the website, this will take you to the SSO sign in page, if you are not already signed into another University of Memphis service. Sign in as normal, and you will have access to all the functions of the Zoom app.



### Signing Into the Zoom Website



The right way to sign into the Zoom website is to go to [memphis.zoom.us](https://memphis.zoom.us). Once there, select the **Sign In** button near the bottom of the web page. This will push you to the normal SSO sign in page that you are used to seeing when accessing most of your other University of Memphis online tools. If you are already signed into a University service that used SSO, you may not see this page at all. Otherwise, you will sign in as normal on this page.

## zoom APP UPDATES

Features	Windows	MAC OS	Linux	Android	IOS
<b>Breakout Rooms</b> - Host can now create breakout rooms with the option for participants to self-select which breakout room they would like to join.	X	X	X	X	X
<b>Gallery View</b> - The host or participants can easily drag and drop video tiles and rearrange the order in which everyone appears in your <b>Gallery View</b> .	X	X			X
<b>Device Audio</b> - Users can now share device audio in a meeting through the mobile Zoom app.				X	
<b>Virtual Background</b> - Users can now utilize the virtual background feature.				X	
<b>Camera</b> - Users can now share their front-facing, rear-facing, or other attached camera.				X	

*Features are available in Zoom app version 5.3. Android users must have 8.0*

### Zoom Best Practices

#### Personal Meetings vs Regular Meetings

# TIP

When creating meetings in Zoom, it is a best practice to generate a new meeting ID, rather than using your personal meeting ID (PMI). Your PMI is your default meeting ID, which does not change. By using a newly generated meeting ID, you will ensure only invited attendees can join. Anyone with your PMI can join any of your meetings.

## eCOURSEWARE BUZZ

As the seasons change, the eCourseware bees are still hard at work bringing updates to our learning management system.

### Reordering Questions

To simplify the movement and reordering of questions in Quiz Builder, a new **Move To** option is visible when a question is selected. The **Move To** option allows questions to be moved to the top of the quiz, bottom of the quiz, or to a specific section within the quiz.

Previously, to move multiple questions into a section, instructors had to individually drag the questions into the desired section. Now, instructors can select multiple questions and move them all at once using the **Move To** menu. The drag and drop reordering of questions has not been affected by this feature and remains available.

### Search for Sections in the Question Library

This new feature allows faculty to search for sections, also known as folders, in the **Question Library** by their title, as well as the ability to select and import the section in its entirety from the search results list. Previously, you could only search for questions by question text and you could not select sections in the search results.

### Brightspace Pulse Activity Included in Class Progress

Student activity data is now captured more accurately by including when students access course information through the Brightspace Pulse app. Previously, Pulse usage was not tracked, and students who accessed their courses through the app were misrepresented as having low engagement and could not access conditionally released content.

To fix the problem, **Class Progress** has a new System Access History section, which displays the number of times the student has accessed the system through the eCourseware website or Pulse in the last 30 days.



## UNDERSTANDING YOUR FINAL GRADES IN eCOURSEWARE

Final grades in eCourseware come in two flavors, and it is not readily apparent what they mean. In this issue, we want to demystify the two types of final grades available and explain how they are sometimes used.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼

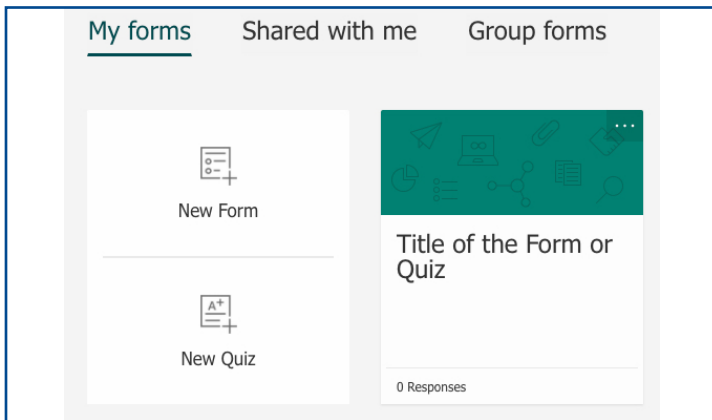
### Final Adjusted Grade

The Final Adjusted Grade is the final grade that is available to release to students by default. In order for any grades to appear in the **Adjusted Final Grade** column, faculty are required to manually put in some information. It does not automatically show students any grades without faculty input, even when released to them. This final grade is normally used when points need to be added to the final grade of the student beyond what is shown in the **Final Calculated Grade**, which is why it requires faculty input to show a grade.

### Final Calculated Grade

The **Final Calculated Grade** can be selected to be released to student by going through the Setup Wizard or by selecting it in the **Gradebook** settings. This final grade is more of a running average of student grades as of the present moment. It takes all entered grades, calculates them according to their points or the weight of the grades, depending on the style of gradebook chosen, and displays the current grade. This is often used to show either students or a student what their course average is at any time during the semester, not just at the end. When showing students their grade this way, faculty should keep in mind that, if they have selected the option to treat ungraded items as 0 in the gradebook settings, all ungraded items will be registered as a 0 for the student, and the grade may be lower than expected before the end of the semester. We recommend faculty select the alternative option to **Drop** ungraded items in the **Setup Wizard** to show a more representative running average for their students.



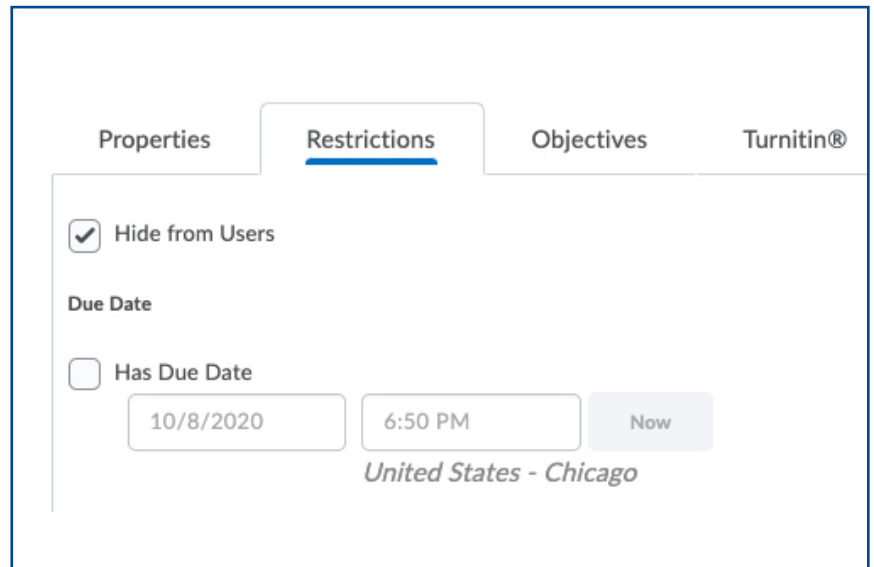


## MICROSOFT FORMS

Microsoft Forms is a simple app that lets you easily create surveys, quizzes, and polls. It can be used to create quizzes, collect feedback, or plan activities. Microsoft Forms authors can toggle their settings to allow users inside or outside of their organization to respond to their survey or quiz. Forms is optimized for all the latest versions of Internet Explorer 11, Edge, Chrome, Firefox, Chrome on Android, and Safari on iOS. For more information on Forms including documentation, FAQ's, and training videos, [please see our Forms Web page](#).

## QUIZZES AND DROPBOX SPECIAL ACCESS

Special access can be placed on a quiz or dropbox folder within eCourseware. Faculty use special access to give students access to a quiz or dropbox folder outside of the set availability time frame. Special access can also be given to a specific student(s) so that they are the only student(s) with access to the quiz or dropbox folder. Faculty most commonly use the special access feature when granting additional time on a quiz or assignment (submitted through a dropbox folder). This feature can be applied for students with disabilities or students faculty grant late submissions of work. [Check out these video tutorials](#) on the steps to *Adding Special Access to Dropbox Folders* and *Adding Special Access to a Quiz*.



## UPDATES



Every month, Microsoft 365 pushes out updates to the Office Suite (Word, PowerPoint, Excel, etc.). Even though some are background improvements, we still would like to highlight a few that you may notice for PC, Mac, iOS, and Android. In PowerPoint for Mac, you can use a digital pen to illustrate your points while recording a presentation, and your ink strokes will be recorded as well. In Outlook for Android, it supports two-way calendar sync for Microsoft 365, Office 365, and Outlook.com accounts. Events created in other calendar apps (Samsung Calendar, Google Calendar, etc.) can be viewed and edited from Outlook.



### Desktop and Web (Mac or Pc)

There's a **New conversation** button in channels. The new button is at the bottom of the channel and will allow you to type a quick message in your team's channel. Select, New conversation to open the box where you write your message. Just as before, you can type a quick message

and press **Enter** to send, or select **Format** to expand the box and use your formatting tools. **Note:** Some features will require you to update the Teams application to the latest version. For more information on how to update to the latest version, [please visit the Teams support page](#).