

CENTER FOR TEACHING AND LEARNING NEWSLETTER



Volume 7 Issue 7, November 2020

IN THIS ISSUE: A NOVEMBER TO REMEMBER!

SMART CLASSROOM UPGRADES

Over the past few months, the Information Technology Services Smart Classroom team has made upgrades to select smart classrooms across the campus. These upgrades include a new camera and microphone to make it easier to teach hybrid or online courses from the classroom. Not all smart classrooms have been upgraded. We have created a website that indicates which rooms were upgraded with new cameras and microphones. In addition, we have included instructions for using the technology in the classroom, as well as an instructional video. To find out which rooms have been upgraded, please see [our Smart Classroom Upgrade website](#).



DUO TWO-FACTOR AUTHENTICATION REQUIRED FOR STUDENTS

Two-factor authentication provides an extra layer of security on your account in case the password is stolen or guessed. It works like this: after entering your password, you are asked for an additional means of identifying yourself using a notification sent to your phone (or separate device) through an app or a phone call. That way, if your password should be compromised, the hacker still wouldn't be able to access your account.



At UofM, we use an application called Duo for two-factor authentication. Students are encouraged to sign up for this service before January 2021 to become acquainted with the service. Duo authentication will be required for all students starting on January 25, 2021. On February 1, 2021, the requirement for Duo two-factor authentication will be enforced for all University accounts. Duo has been required for all faculty and staff since February 2019.

For more information and to sign up, [please visit the University of Memphis DUO website](#).

eCOURSEWARE COURSE SHELL RELEASE DATE

Spring 2021 course shells will be released to faculty on Thanksgiving Day, November 26, 2020. Faculty who have been assigned to their spring 2021 course(s) and who are listed as the instructor of record in Banner, will have access to the courses on the release date. If you are not yet listed in Banner as the faculty of record, please contact your department.

FY21 TLAC MEMBERS

Timothy Flohr (Chair)
Kemmons Wilson School Hospitality
and Resort Management

Culeta Armstrong, Nursing

Gavin Bidelman, College of Comm
Sciences and Disorders

Niki Bray, Health Sciences

Brad Eichorn, FBCE - Marketing Supply

Susan Elswick, College of
Arts and Sciences

Hanah Fowler, Disability Resources
for Students

Caitlin Harrington, Libraries Research

Daniel Kiel, School of Law

Jim Kierulff, Graduate School

Daniel Kohn, Herff Engineering

Nathan Knappier, Nursing

Kim Marks-Malone, College of
Communication and Fine Arts

Lorraine Ann Meiners-Lovel, College
of Professional & Liberal Studies

Ashley Roach-Freiman,
Libraries Research

Amanda Rockinson - Szapkiw, Education
- Instruction and Curriculum Leadership

Amanda Rodino, Disability
Resources for Students

Nancy Santagata, College
of Arts and Sciences

Mark Sunderman, Faculty
Senate Representative

Kevin Taylor, College of Arts and Sciences

Sachiko Terui, College of
Communication and Fine Arts

Scott Vann, Innovation in
Teaching & Learning

Srikar Velicheti, FCBE - Business
Info. and Technology

Xinhua Yu, School of Public
Health — Epidemiology



ZOOM AUDIO TRANSCRIPTION

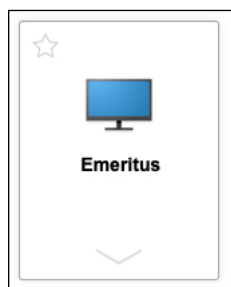
When you record videos to the cloud through Zoom, you can choose to have Zoom transcribe the audio into a transcription (.vtt) file. To turn on this option, follow these steps:

1. Go to the [University of Memphis Zoom page](#).
2. Click Sign In, and sign in using the **University of Memphis SSO**.
3. Select **Settings**, and navigate to the **Recording Tab**.
4. Scroll down to **Cloud Recording**, and, under **Advanced Cloud Recording Settings**, click the check box next to **Audio Transcript**.

Once that is done, the next time you record a video to the cloud in Zoom, an audio transcript will be created. You can use this file when sharing that video or placing the video onto another services, like Ensemble.



IT RESOURCES FOR EMERITUS FACULTY



Once a faculty member has been granted the role of Emeritus in Banner, they will have access to a virtual University of Memphis desktop, a remote connection to a computer desktop that appears in a window on your screen. This desktop will allow direct access to University software and on campus

technical resources. It will be accessible [by visiting umapps.memphis.edu](#) and following the prompts to install the Citrix Receiver on a personal computer. University licensed applications are preloaded on this desktop, including: Microsoft Office Suite, Adobe Creative Suite, and more.

This desktop is available to all emeritus faculty. If you have questions regarding access or do not see the desktop icon, feel free to contact the Service Desk at 901.678.8888 or by emailing umtech@memphis.edu.

HAVE A SETE?

Around this time of the semester, students are asked to complete the evaluations of their courses, which can provide valuable insight to faculty on how their courses are being received. If you haven't, encourage your students to complete a SETE for their course.

When will this semester's SETEs be available? SETE reports will be available within 10 business days of closing the last SETE collection period. This includes full-term, first-session, and second-session courses. For the Fall 2020 semester, the last collection day is Tuesday, November 24, 2020.

SETE reports from Fall 2020 will be available by Tuesday, December 12, 2020. For SETE availability dates, student instructions, and a faculty demo, [visit the SETE availability website](#).

Note: SETEs for Cecil C. Humphreys School of Law are on a different schedule.



Keep Our Data Safe



While we all strive to keep our families, neighbors, and selves safe during this pandemic, we should also work to keep our data as safe as possible. Thankfully, you don't have to figure out what to do by yourself. ITS recommends regularly reviewing the [IT Security Policies and Guidelines page](#) as well as the [Guidelines for Storage of University Electronic Data page](#) for appropriate storage services and locations for all classifications of University data.

eCOURSEWARE BUZZ

The chill in the air has not stopped the eCourseware bees from stopping by with their updates for this month.

Discussion Word Count

A word count is now visible in the HTML Editor for discussion posts. The word count is displayed to students in the bottom left corner of the HTML Editor while they type. It also appears next to their posts. For faculty, the word count appears on the Assessment page during the discussions assessment process and next to the date and time of post in the post details Discussions reading view.

Copy Courses

Did you know you can copy content from one of your previous courses into your current course? Once the spring 2021 course shells are released, you can copy your content from Fall 2020 or Spring 2020 course into your upcoming courses. You must be the faculty of record or have similar access (such as TA Designer or Department Aide) for both the course you are copying the content from (primary course) and the course you will copy the content into (destination course) to complete the course copy process. You have the option to copy select components of a course or you can copy all components of a course, but, beware, as copying the same content twice will not overwrite the previous content but add a second copy. CTL has videos to help guide you through copy process. The [first video outlines how to copy a course in its entirety](#). The second video [shows how to copy individual items from one course to another](#). Remember, you will always start the process in the destination course.

Master/Perpetual Courses

Many faculty members use master or developmental course shells to develop course content in a safe location where students will not see an unfinished product. Some faculty even share their master course shells are among their peers within their department. You can request a master course shell at any time during the semester, and, when your request is complete, you will be assigned as the faculty of record for the course.

Faculty are encouraged to use only one master course per class. You and those with whom you share your master course can copy the content you create into your semester courses. Master course shells can be requested [by submitting a Perpetual/Development Shell Request](#).

Quiz Builder Improvements

This feature improves the question importing options in Quiz Builder. When importing questions from the Question Library, you can now send the questions to the end of quiz or choose to import the questions into a section or the beginning of the quiz. Previously, all questions imported from the Question Library were placed at the end of the quiz by default, with no ability to select a specific quiz section.

Copying Select Components from a Course Copying All Course Components

If you are not the owner of the primary course, you will need the original faculty, chair, or dean to submit a Course Copy Request.



FINDING YOUR COURSES: TN eCAMPUS

If you have ever visited the UofM Online tab in myMemphis, you may have noticed a link to TN eCampus and wondered what it was. [The TN eCampus site](#) is much like eCourseware, but it is maintained by the Tennessee Board of Regents (TBR). It was designed to host courses with a section number starting with an R (e.g., R50), which are cross-university online courses. If you or your students need help accessing TN eCampus courses or for any other technical issues regarding TN eCampus, [Technical Support Services for the TN eCampus](#) will need to be contacted. You can either access the TN eCampus support site, send an email to tnecampus-support@D2L.com, or call their service desk at 866.895.8429.

OFFICE UPDATES



Microsoft 365



Every month, Microsoft 365 provides 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.

Windows

- **Switch Office themes automatically** - Office can automatically switch themes to match your Windows 10 theme settings. Go to **File > Account** and choose **Use System Setting** under the Office Theme drop-down.
- **One-click writing suggestions in Word** - Apply writing suggestions with a single click. The updated Editor pane makes it easy to navigate between suggestions.

Mac

Free Stock Images - Give your documents, slides, and spreadsheets more flair with free, high-quality stock images, icons, and stickers. Go to **Insert > Pictures > Stock Images** to get started.

Mobile

Open Multiple Outlook Windows on iPad - With iOS 14, you can use Apple's Multitasking feature to simultaneously open two apps. This means that you can open Outlook and Edge to copy and drag text and links to your email, helping you create and send compelling and informative emails. Microsoft also introduces the ability to drag and drop files and photos into Outlook.

Build Forms with Microsoft Forms in the Office Mobile App on iOS and Android - Now you can create new forms and track your recent ones right from the Office app.

WINTER SUMMIT 2020 DECEMBER 3rd & 4th

UM3D and The Center for Teaching and Learning will be bringing faculty across the University of Memphis to virtually demonstrate innovative programs, courses, or projects that target instructional approaches in hybrid and online learning environments. Topics include lessons learned from going online during a global pandemic.



For more information about the Winter Summit 2020, coming up on December 3rd, [please see the website for registration and information](#). This will be a great opportunity to learn from your peers and engage with other faculty who are creating pathways for student success and learning innovation. The UM3D - Instructional Design team and CTL - ITS Trainers will be available during the Summit and after for a special post-Summit consulting session.

ADDING A GA/TA TO YOUR COURSE

Graduate Assistants (GAs) and Teaching Assistants (TAs) aid faculty by performing teaching or teaching-related duties, such as facilitating courses, developing instructional materials, preparing and giving examinations, and grading assessments.

If you are the faculty-of-record, you can request to have your GA/TA added to your course in eCourseware. To ensure the GA/TA can effectively perform their assigned responsibilities and tasks within your course shell, it is important to request the appropriate role for the GA/TA. The TA Designer role allows the assistant all the privileges of the Faculty role. The TA Grader role allows the assistant to (1) view and edit the gradebook, and (2) view all course materials, discussions, and dropbox and quiz submissions. Submit a self-service ticket to request the addition of a TA Designer or TA Grader to your eCourseware shell.



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