

CENTER FOR TEACHING AND LEARNING NEWSLETTER



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IN THIS ISSUE: LET'S GET SPRING 2020 STARTED

HAVE YOU COMPLETED YOUR SECURITY AWARENESS TRAINING?

The Annual IT Security Awareness Training is required to be completed by all regular employees by February 29, 2020. The purpose of the training is to provide our campus with a solid understanding of the University's information security policies, procedures, and best practices as well as applicable government regulations and laws. Employees who were hired before September 1, 2019 should have received an email from the IT Security and Identity Management Team with a link to the training. Employees hired after September 1, 2019 were required to complete the training within 30 days of being assigned the training. If you have not received the link to the training, [you can access the link to the training on the ITS Security webpage](#).



Did you know, this year you can “test out” of the IT Security Awareness Training? That's right, a pre-check quiz of 30 questions will be given to assess your knowledge of basic information related to security concepts. Based on your performance, you may not be required to view all nine video modules included in the training. You will only be required to review the modules that you did not pass in the pre-check quiz. Once you complete the required training, you can download or print your certificate of completion.

In addition to the Annual IT Security Awareness Training, the IT Security team offers face-to-face security awareness training sessions on a variety of topics to University employees, by request. During these sessions, the University's IT security policies are reviewed, and opportunities are provided for security-related questions and answers. If you are interested in scheduling a session contact securitytraining@memphis.edu.

DON'T CLICK TOO QUICK

Phishing attacks continue to be on the rise. Be sure to treat any unsolicited job offers, special offers, or even unexpected email attachments with skepticism. Forward any suspicious emails to abuse@memphis.edu.

Here are two initiatives that ITS is piloting.

URL Filtering – URLs are checked for malicious content before they are displayed in a web browser. The filtering service intelligently determines whether the URL should be blocked.

URL Rewriting – When an email is received that contains a URL, the URL is rewritten so that it must pass through a security check before sending you on to the website. Once the link is accessed, the destination is scanned and determined to be safe before loading it for you.

Email Security

TIP

On January 31, 2020, ITS will begin making configuration changes to improve Microsoft Office 365 email security. ITS will also implement additional protections against malicious websites later this spring. For more information, visit memphis.edu/umtech for additional information.

eCOURSEWARE BUZZ

While our students were on break, the eCourseware bees didn't stop working. They are back again this month to offer a new set of updates to help make facilitating your courses easier.

Release Condition Notifications

Some faculty choose to use release conditions in their course to help guide their students through the course content. Previously, when a student satisfied a release condition, they may not know that anything in the course had changed. Now, once a release condition has been satisfied for course content and an assessment, a small pop-up notification will let the students know that they have unlocked access to a new part of the course. This change encourages your students to continue moving forward by knowing what they need to accomplish next.



Early Course Access

Your courses can be opened early upon request. We process approximately 250 requests to open courses early per year.

Course Combine Procedure Change

ITS is requesting a Process Improvement Plan to address eCourseware class combinations. ITS is asked to combine approximately 550 courses per year. These manual combinations take 25 minutes each. It is not recommended that courses be combined that will result in a classlist greater than 200 students, as this will negatively affect the performance of eCourseware.

Classlist Total

A small change that could be a big help is this new addition to the Classlist tool. At the bottom of the page, below the list of students, there will now appear the words Total Users followed by the number of people in the course. This number will include students, faculty, and any teaching assistants found in the classlist. Now, you can have immediate feedback on whether your roster number changes throughout the semester without having to count up your students by hand.

SCHEDULING A SKYPE MEETING

Skype for Business is gaining a following among our faculty for its ability to let you quickly and easily video conference with your colleagues or students, but did you know that you can schedule a Skype meeting for the future? As an Office 365 user, you can schedule a meeting via the Outlook desktop application or the web.

Outlook Application on the PC:

1. Open the Outlook app and go to your calendar.
2. On the Home tab, select New Skype Meeting.
3. Fill in the meeting information as needed, including meeting attendees.
4. Select Send.

Note: You must have Skype for Business software installed on your computer for these steps to work. On a Mac, follow these same directions but open Skype for Business first.

Outlook on the Web (Using Outlook Web Application):

1. Log into ummail.memphis.edu.
2. At the bottom of the page, select the Calendar.
3. At the top of the page, select the New event.
4. In the window that opens on the right of the page, select "Add online meeting". From there, click on Skype meeting.
5. Fill in the meeting information as needed, including meeting attendees.
6. Select Send.

Any student, faculty, or staff member can set up a meeting using these steps.

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.



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