

# CENTER FOR TEACHING AND LEARNING NEWSLETTER



Volume 8 Issue 4, April 2021

## IN THIS ISSUE: THE SPRING COOL DOWN

### NEW DATA SECURITY TOOLS

Data Loss Prevention (DLP) strategies are vital to protecting restricted information for any organization. The University already enforces policies to keep data safe. IT Security's [data storage guidelines](#) provide an overview of how information may be stored and who should have access to it, and [IT6005 - Data Security Policy](#) details the expectations for all UofM employees to limit the risk of data exposure.



ITS will soon implement new tools to further ensure data confidentiality. Microsoft Office 365 now offers DLP functionality to warn users when it detects potentially restrictive information. Outlook users will soon receive alerts if they compose or send emails that have restricted data within the message or attachments. Eventually, sending of Outlook messages that violate DLP policies will be curtailed by blocking emails with detected restricted data. Users will be able to report false positives to avoid disruptions caused by misidentified information. To address legitimate needs for sending confidential documents, ITS will also be piloting a secure file-sharing portal and encrypted email.

More information about these tools can be found on the [ITS DLP initiatives webpage](#). Details such as implementation schedules will be updated as necessary.

We all share in the responsibility to protect University sensitive information. These new tools will empower everyone to better serve our campus community by keeping confidential data in its proper place.

### FINAL GRADES ARE DUE ON MONDAY, MAY 10, 2021.

How to submit Final Grades:

1. [Log into myMemphis](#).
2. Select the Faculty Page from the top of the screen.
3. Expand the Banner Self-Service portlet.
4. Expand Faculty and Advisors folder.
5. Click on the Final Grades link.
6. Select the desired term and click **Submit**.
7. Select the course (title and CRN) from the drop-down list and click **Submit**.

**Note:** There is a 60-minute time limit once you have logged into the system.

Search

Final Grades

Enter final grades and Last Date of Attendance. If

Course Information

CRN:	82387
Students Registered:	18

### BLUEJEANS DECOMMISSION

On July 30, 2021, ITS will sunset the BlueJeans conference software, and licenses through the University will no longer be available. BlueJeans has been our primary conference tool for faculty and staff since November 2015. While BlueJeans has served the University community well, it was a less cost-effective solution for conferencing and collaboration than other tools we support.

To meet the need, we have adopted other software tools like Zoom, Microsoft Teams, and Virtual Classroom/Assignment. If you have not already, we encourage you to become familiar with these tools to help you accomplish your conferencing and virtual communication needs. We also welcome you to visit our [Collaboration Tool Comparison chart](#) to see the differences in these services.

### FINAL EXAMS SCHEDULE

Finals are around the corner! Here is essential information to finish out the semester, just in time to get ready for Summer.

#### Spring 2021 Exam Schedule:

Last Day of Classes - April 27, 2021

Study Day - April 28 through 29, 2021

Final Exams - April 30 through May 6, 2021

## QUIZ SUBMISSION VIEWS

Did you know that you can show students the questions they got wrong on a quiz at a date and time of your choosing? With the **Additional View** option under **Submission Views** in each quiz, you can designate a date and time for students to be able to see more detailed information about their quiz attempts, such as incorrect answers they chose or the correct answers for the questions. You can access this tool by creating a quiz or editing an existing quiz. More information can be found in our introduction video to quizzes.

**Note:** *It is not advised to use the **Limited Duration** option, as that time start directly after a student has completed the quiz, not, as it would seem, at the date and time you have chosen in the additional view.*

Edit Quiz - Final Exam ▾

Properties	Restrictions	Assessment
Default View		
The following is the submission view that will be released		
<a href="#">Default View</a>		

## PERPETUAL ENROLLMENT REQUEST

Did you know that you can enroll others into your **Perpetual** or **Developmental Master Course** by placing a [Perpetual/Development Shell Course Student Enrollment service request](#). At the top of the page, click [the Perpetual Enrollment Information link](#) to download and open the excel spreadsheet. The top row of the sheet serves as a template with all the information required to enroll others in your perpetual course. Please, use it as an instructional guide for correct submission.

A	B	C	D	E
Enroll	Username	U#Number	Role	Org Unit Code
Enroll	ttiger	U00123456	Student	NCRO_1010_Master_Course

Note: The **Org Unit Code** is the **Course Offering Code** and often contains underscores in the course name. To find this information, log into eCourseware and select **Edit Course**, then **Course Offering Information**.

When the spreadsheet contains missing or incorrect information, the system will produce a summary report explaining why the request could not process. If you need assistance submitting a request, you can include questions or specific information in the original ticket.

# THANK YOU

Information Technology Services (ITS) is committed to collaboration with faculty in technology decisions, especially those impacting teaching and learning. Each year, we reach out to college Deans requesting representation on an ITS governing body for teaching and learning. This group commits two major semesters of their time to help guide decisions on technology that help achieve student success goals and academic excellence. We would like to extend a sincere thank you to each member of the FY 20/21 Teaching and Learning Advisory Committee.

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

Gavin Bidelman- Institute For Intelligent Systems

Niki Bray - Health Sciences

Bradford R Eichhorn - FBCE - Marketing & Supply Chain Management

Susan Elswick - College of Arts and Sciences - Social Work

Hannah Free - Disability Resources for Students

Caitlin Harrington - Library - Libraries Collection Management

Daniel Kiel - School of Law

Jim Kierulff - Graduate SchoolGraduate School

Nathan Knappier - Nursing

Daniel Kohn - Herff Engineering - Engineering Technology

Kim Marks-Malone - CCFA - Journalism and Strategic Media

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

Ashley Roach Freiman - Library - Libraries Research

Amanda Rockinson - Szapkiw - Instruction & Curriculum Leadership

Amanda Rodino - Disability Resources for Students

Nancy Santagata - CAS - Chemistry

Mark Sunderman - Faculty Senate Representative

Kevin Taylor - CAS - Philosophy

Sachiko Terui - CCFA - Communication and Film

Scott Vann - Innovation in Teaching & Learning - UoM Global

Srikar Velichety - FCBE - Business Information and Technology

Xinhua Yu - School of Public Health - Division of Epidemiology, Biostatistics, and Environmental Health

Extended Course Access

# TIP

If a student needs access to a course beyond the course end date, you can grant access for the student by placing an [Extended Course Access service request](#). Once CTL completes the request, the student can access the course by logging into eCourseware with their university credentials. To find and access the course, students must select the correct semester and term (ex: Spring 2021).

## ECOURSEWARE BUZZ

While we are focused on the end of the semester, the eCourseware bees have been focused on bringing us a trove of new updates.

### Copying a Quiz

An update has been made to quizzes that is similar to the previously mentioned update to dropbox copying. Previously, to copy and continue editing a quiz, you had to navigate to the Manage Quizzes page, select More Actions and Copy, and then select more options to finish the quiz copy and hide it from students. Now, the copying process works much like update to dropbox assignments. Selecting the drop down arrow next to a quiz followed by selecting copy will produce a copy, hide it from students, and open the editing window.

### Password-protected award certificates

To prevent plagiarism and protect intellectual and branding copyrights, all earned certificates downloaded from the Awards tool are now password-protected from editing. Each certificate is generated with a random password that is not displayed to students, preventing anyone from editing the certificate.

### Improvements to date and time selection

To improve the ease of use for faculty using the date and time picker found in many tools in eCourseware, updates have been made to date and time selection. These changes are intended to provide increase usability for keyboard users and better integration with assistive technology. Changes include:

- Ability to use arrow keys rather than the Tab key to improve keyboard navigation and accessibility.
- Aesthetic changes to hide unused elements until they are active.
- New selectable values of 12:01 AM and 11:59PM in the time picker
- New default values for Start, Due, and End dates.
- The new Set to Today button inside the date picker replaces the Now button outside the date picker.

## A DIFFERENT “SET” WHEN STUDENTS NEED A GRADE EXEMPTION

Have you ever needed to exclude an assignment from the final grade of one of your students? With the Grade Exemption option, you can exempt individual students from any assignment. The grade that is exempted for the selected student will not be included in the final grade calculation. This prevents you from having to manually recalculate the grade for any student eligible for an exemption.

### Copying a Dropbox Assignment

Previously, when you copied a dropbox assignment, the copied assignment was set to active and you had to open the newly copied assignment to edit it. Now, when you copy an assignment, the copied assignment is set to hidden and you are directed to the Edit Assignment screen to continue editing it.

### Turnitin Support in the New Dropbox Evaluation Experience

The New Dropbox Evaluation Experience now supports Turnitin Similarity and Turnitin Grademark. This adds much needed functionality to the new experience, and it brings it in line with the options available in the older evaluation experience.



## COURSE SHELL AVAILABILITY

Get a step ahead by preparing your course early for the semester. Summer 2021 eCourseware course shells will be available April 20 and fall shells will be available after July 4. We highly recommend that faculty perform the following actions for each of their courses:

- ✓ Write a welcome message to the students.
- ✓ Upload the syllabus.
- ✓ Create the gradebook.

If you need assistance with completing these steps, please see the [eCourseware Quick Steps](#) to adding this information to your course shell.



## ZOOM UPDATES

### Managing Meeting Attendees

Windows, mac OS, Linux, Android, iOS - An additional authentication method can be selected, requiring users joining your meeting or webinar to be signed-in to their profile within our memphis.zoom.us account. To enable this option, select Require Authentication to Join when creating a new meeting, and then select **Memphis.edu Users Only** from the drop-down list.

### File transfer for webinar chat

Windows, mac OS, Linux - Webinar hosts and panelists will be able to send files in chat. To send or receive files, users must be on version 5.6.0 or higher.



## 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. Near the end of each term, students are given an opportunity to evaluate your course and instruction via the Student Evaluation of Teaching Effectiveness (SETE) online survey. SETE results are entirely anonymous and detail the overall class ratings along with individual comments. You will not be able to see the results until after the students have received their final grades. If you have not, 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.

### Spring 2021

Part(s) of Term (POT)	SETE Availability Dates
2nd Half	Open 04/21 - Closes 04/27 at midnight
Full	Open 04/21 - Close 05/06 at midnight

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.



## ARE YOU PLANNING A TRIP?

Make sure you have done the following:

### VPN

Set up and test the University of Memphis Virtual Private Network (VPN) on your device before you leave. The [UofM VPN provides secure access to restricted University data and services](#) while using an off-campus computer. The VPN is required when using any off-campus home computer, device, or laptop to access restricted data and services.



Cisco AnyConnect Secure Mobility Client

### DUO

Be sure your Duo account is set up and tested before heading out. If you are in a place with limited phone connectivity, a DUO token may be what you need for travel. The DUO token is a small, thumb-sized device that generates 6-digit codes to be used during DUO sign-on. The device requires no internet connection, no phone number, and is suitable for situations where



the mobile app or phone cannot be used, such as in secure areas or when traveling.

DUO tokens must be assigned to specific user accounts and cannot be shared. For faculty and staff, a [DUO token can be requested via the following Service Desk form](#). DUO tokens are available for \$20 and can be charged to a departmental index #. Tokens that are lost or damaged are subject to a \$20 replacement fee. [Students can order a DUO Token on this web page](#).

### Eduroam

While at other participating universities, log into Eduroam with your UofM email and password. For more information about Eduroam, [check out our website](#).



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](mailto:umtech@memphis.edu) | [memphis.edu/umtech](http://memphis.edu/umtech)