CENTER FOR TEACHING AND LEARNING
NEWSLETTER
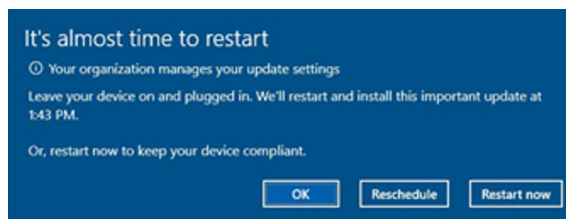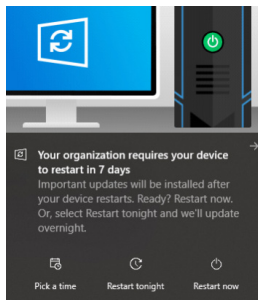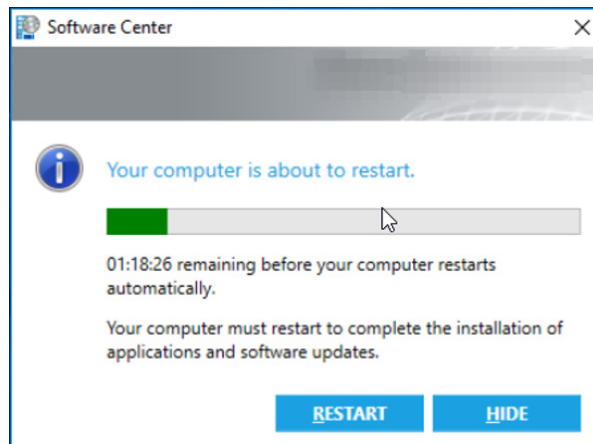
THE UNIVERSITY OF MEMPHIS®
Information Technology Services

IN THIS ISSUE: SPRING IS HERE!

COMING TO A DESKTOP NEAR YOU!

ITS has been working on an easier method for you to upgrade your computer. The image to the right probably looks familiar. It's the image that tells you that your computer needs to restart. The green bar tells you how much time remains before the computer will automatically restart.

You now have the option to reschedule the restart at a more convenient time.

ANNUAL IT SECURITY AWARENESS TRAINING

All employees are required to complete the annual IT Security Training by Feb. 28, 2021. Email reminders have been sent with information about how to access the training site and other specifics. If you need assistance or have questions, please contact the ITS Service Desk at x8888 or via email at umtech@memphis.edu. See our IT Security website for more information.

DUO Two-Factor Authentication Required for Students

At UofM, we use an application called DUO for two-factor authentication. 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.

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. That way if your password should be compromised, the hacker still wouldn't be able to access your account.

For more information and to sign up, please visit memphis.edu/DUO.

Creating a Strong Password

TIP

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:
- String together 3 or 4 random words.
- Add a couple of numbers and special characters.
- Add a couple of characters to remind you what website it is for.

eCOURSEWARE BUZZ

The eCourseware bees are starting the new year with new updates and improvements to eCourseware.

Content Statistics Enhancements

eCourseware now provides additional information about the content of their courses and how students are progressing through it. To view these updated statistics, navigate to the Content tool and select **Table of Contents** on the left side. Then, select **Related Tools and View Reports** near the top of the screen. This will bring you to the **Reports** screen.

The more compact design of the summary panel uses less vertical space, allowing you to view the summary information on a single screen. This change leaves room for some additions below, including the new **Available To** column. This new column displays the number of students in the classlist that can view and interact with a given piece of content. The value takes into account release conditions, special access, group access, availability dates, visibility, and the availability of the module hierarchy, meaning that you can be sure that content is available to your students at the right time. Modules also have the **Available To** column as well as **Users Visited**, the number of students who have visited one or more pieces of content within a module, and **Average Time Spent**, the average time your student have spent in each piece of content within a module.

Clicking **Available To** or **Users Visited** for a module will bring up the new details page for the module. This new page includes more specific information about your content, including the columns **Available**, the availability of content to a student, **Last Visited**, the date a given student last visited the content, Number of Visits, total number of visits by a student, as well as **Total Time Spent and Average Time Spent,** both account for the time spent by a given student on the content.

Back at the top of the page next to the tab identifying the page as the **Reports** page is a link to the **Users** page. This page provides the same information that was show on the **Reports** page, but this time organized by student rather than by module and piece of content.

This explanation of this major addition to your faculty toolbox only scratches the surface of the utility of content reporting. Be sure to check out this tool to see how it may help you with your courses.

Total Points in the Gradebook

In the past, it might have been difficult to tell how many points you're your gradebook would add up to without having to switch back and forth between the **Enter Grades** and **Manage Grades** screens. To alleviate this complication, eCourseware has added the total points contained within your gradebook at the **Final Calculated Grade** row on the **Manage Grades** screen of your gradebook.

For weighted gradebooks, the total weight is displayed in the alongside the total points, allowing you to be sure that your gradebook adds up to 100%. The totals do not include bonus grade items, and they will take into account dropped grade items.

Microsoft Teams

Microsoft Teams is available for all faculty, staff, and students. This collaboration and communication tool from Microsoft is the hub for groups in Microsoft 365 that connects people, content, and applications to be more engaged and efficient. Teams brings simplicity to teamwork by collaborating, sharing, and communicating while doing it all under one platform.

Microsoft Teams has persistent chat-based collaboration complete with document sharing, on-line meetings, and many more features for group communications. Having a team space is key to being able to make creative decisions and communicate effectively with one another. Introductory training for Teams can be found in LinkedIn Learning, Microsoft, and CTL Trainings. More detailed information about Microsoft Teams can be found on our Microsoft Teams web page.