

# CENTER FOR TEACHING AND LEARNING NEWSLETTER



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## IN THIS ISSUE: STAY SAFE & KEEP TEACHING

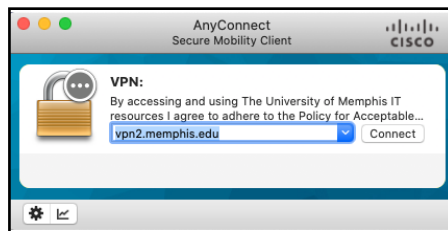
### VIRTUAL CLASSROOM

With the many ways you can virtually meet with students this semester, Virtual Classroom remains one of our top choices. Built into eCourseware, using Virtual Classroom is as easy as navigating to it under the Communications tab in eCourseware and scheduling a meeting. There are no extra programs to download and install, no email invites to send out to your class, and no issue wondering where recordings of your session will be stored, as they will be visible on the same page as your upcoming meetings.

If you would like to give Virtual Classroom a try, you can find more information on [our Keep Teaching page](#) along with many other eCourseware tools and resources.

### VPN

If you have used or plan to use the University's Virtual Private Network (VPN), you will need your office computer's name. For those that have never used the VPN, you may need to make an appointment with your Local Service Provider to review the settings on your computer to be sure everything is ready to remote into your computer. [For more information about VPN, see our VPN page.](#)



### BLUEJEANS AND TELEHEALTH

Now that we have moved to meeting virtually, connecting with the UofM community is more essential than ever before. Our BlueJeans software is a virtual conferencing platform, and due to its HIPAA compliance, consultations with patients and telehealth work can still continue.

To meet the need of the telehealth profession, BlueJeans licenses are being prioritized for this type of work. If you perform telehealth services, please request a BlueJeans license by [submitting a service request](#).

## REMINDERS FOR YOUR STUDENTS

### umApps

umApps provides easy, web-based access to a variety of specialized applications such as SPSS, Mathematica, Microsoft Word and many more. University students and faculty can access the software from any PC or Mac, on and off campus. [Log into umApps](#) and use the virtual desktop. Items here are saved until the end of the semester.

### Microsoft Office 365

[Download Microsoft Office](#), which is available for UofM faculty, staff and students.

### Adobe Creative Cloud

Adobe has provided temporary at-home access for impacted students and faculty so that they can continue their work remotely. To enable access to Creative Cloud Desktop Apps on your personal device, [see our page for installation instructions](#).

Scantron Hours

# TIP



Need to use our Scantron Service?

Scantron drop-off location - 101 Jones Hall

Drop-off hours are 9 a.m. - 1 p.m. on Fridays.

Turn around time is 2 business days.

## ZOOMBOMBING:

### *What is it and How to Prevent it*

Zoom bombing or zoom raiding refers to attacks intended to disrupt Zoom sessions on screen and in chat. Characteristic attacks involve racist or misogynistic comments in chat or vulgar images on a shared screen.

### **Best Practices**

We recommend NEVER sharing Zoom meeting links on social media. Sharing a meeting link on social media or other public forums makes your event extremely public. ANYONE with the link can join your meeting. Never share personal information (SSN, PII, HIPAA, etc.).

Here are three recommended steps to take to increase Zoom security. You can choose to implement one or all of the following methods.

1. Enable a Meeting Password - Require a meeting password at the time you are scheduling your meeting. Avoid using your Personal Meeting ID (PMI) when hosting public events.
2. Enable the Waiting Room - The waiting room feature will allow you as the host to control when a participant can join a meeting.
3. Enable Only Authenticated Users Can Join - With this feature, participants must log in with their UofM UUID and password before joining a meeting.

### **Preventative Measures**

- Allow only signed-in users to join your meeting
- Manage screen sharing to prevent others from sharing their screen
- Lock the meeting
- Remove unwanted/disruptive participants and prevent rejoining
- Disable video and prevent users from screen sharing
- Mute participants on entry
- Turn off File Transfer feature
- Turn off Annotation
- Disable Private Chat

Additionally, Zoom [developed a blog that helps to prevent Zoom bombing](#).

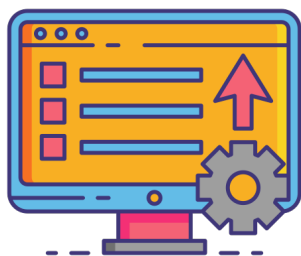
## TRUBLE WITH ZOOM?

If you experience any issues with accessing your Zoom account via the (SSO) single sign-on option on [memphis.zoom.us](https://memphis.zoom.us), please submit a service request to the Center for Teaching and Learning via the Helpdesk.



### **ZOOM MARKETPLACE**

Zoom Marketplace helps you find apps that can integrate with Zoom and enhance your experience using the software. Although there are many items available as add-ons, we are not able to add them as a part of the enterprise service currently.



## ZOOM FEATURES

Zoom has a number of features that enhance your ability to communicate with colleagues and students.

**Screen Sharing** - As the host of a meeting, you can share your screen with the participants or even allow them to share their screens. Sharing can be helpful when showing off presentations, websites or applications from your computer.

**Breakout Rooms** - You can allow your participants to leave the main meeting and have side discussions in as many as 50 breakout rooms, allowing groups to meet while you move between rooms and offer information and guidance.

**Whiteboard** - The whiteboard feature allows you to draw, make shapes, type and place call outs in an area mimicking a classroom whiteboard. This may be useful if you find it easy to lecture using drawn illustrations.

**Recording** - You can record your meetings sessions locally to your device. There is also space-limited availability to record your meeting sessions to the cloud.

## PMI - PERSONAL MEETING ID

This tool can be used to meet with your students for virtual office hours. The meeting ID will be the same and will not change; however, it shouldn't be posted on a personal website or to the public. *Please note, we also recommend using additional security features such as waiting room or password.*

## ALREADY HAVE AN ACCOUNT?

If you created a personal account with Zoom using your University email address (UUID@memphis.edu), then your account may not be connected to the UofM. To check which Zoom platform you're connected to, log into your account and review the personal link under your profile.



## SECURITY CHECK

Do you have the Zoom Client/App? Be sure to always update for security enhancements. [To update, navigate to the Zoom website for instructions.](#)

## ONE-TIME VS. RECURRING MEETING

There are two options when scheduling future meetings in Zoom.

### One-Time

You can schedule a one-time meeting or a recurring meeting. When you schedule a one-time meeting you will set the meeting for a specific date and time. Once the meeting has concluded, participants will not have access to the meeting.

### Recurring

When you schedule a recurring meeting, you can schedule multiple dates and times for your future meetings. You can schedule meetings daily, weekly and monthly. You can also set a recurring meeting to be used at any time. Each occurrence uses the same meeting ID and settings. Therefore, past participants or anyone with the meeting information may be able to access future meetings.



## eCOURSEWARE BUZZ

Spring has the eCourseware bees springing into action to bring you more updates and enhancements.

### Video Note Closed Captioning

Video Note, the tool that allows you to record and post a 30-minute welcome message video to eCourseware, has added a new feature. After you have completed your recording, a checkbox will be available that will automatically add captions to your video. When playing the video, these captions are off by default but can be turned on by your students.

### Self-Enroll Groups Got Smarter

When setting up groups that allow students to self-enroll, you can set times and dates when the enrollment opens and expires. Now you can set group enrollment to open in alignment with the course schedule. No more remembering to create the groups within the semester. Additionally, after the time limit expires, you can have eCourseware automatically allocate the unenrolled students to open spots in the groups.

### Turnitin Text Submissions Dropbox

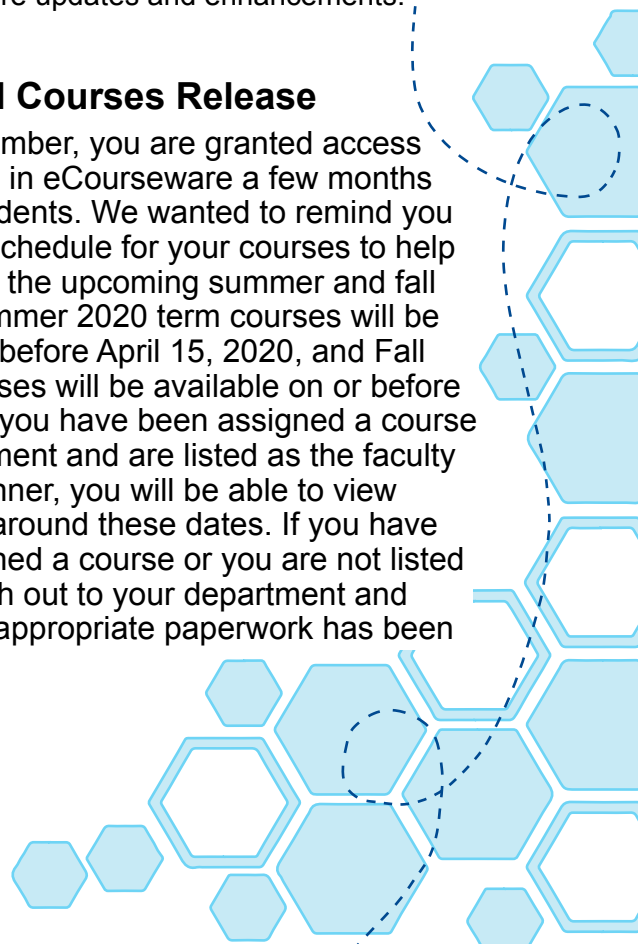
There are multiple ways for students to submit assignments in the Dropbox tool in eCourseware. The two primary submission types are file submissions and text submissions. File submissions require students to upload and submit a file or document to the Dropbox folder. This is by far the most popular type of submission. Alternatively, text submissions only allow students to post text, images, or links to their work in a provided text box, much like the one you may use to write a post in the News tool. Often times, instructors like to verify the academic integrity of their students' submissions via the Turnitin tool.

With the Turnitin tool enabled for assignment submissions, a Turnitin originality report and similarity score are produced. Instructors and, if allowed, students can review the report to determine the percentage of the submission that matches other sources, such as websites, archived papers, subscription repositories, and previously submitted papers. This percentage is reported as the Similarity Score. The Originality Report includes specific details as to what information matches another source.

Recently, there has been a change in eCourseware and Turnitin with regard to text submissions. When a text submission is submitted by a student, an Originality Report is created, as expected. However, when attempting to access that report, instructors have found that they receive an error when they arrive at the Turnitin website. This error is caused by a bit of extra information sent from eCourseware that Turnitin cannot manage. As such, text submissions will not be able to make use of the Turnitin tool, at least for now. If you want to make use of the Turnitin tool, use the file submission format for your dropbox folders, instead.

### Summer/Fall Courses Release

As a faculty member, you are granted access to your courses in eCourseware a few months before your students. We wanted to remind you of the release schedule for your courses to help you prepare for the upcoming summer and fall semesters. Summer 2020 term courses will be available on or before April 15, 2020, and Fall 2020 term courses will be available on or before July 4, 2020. If you have been assigned a course by your department and are listed as the faculty of record in Banner, you will be able to view these courses around these dates. If you have not been assigned a course or you are not listed in Banner, reach out to your department and make sure the appropriate paperwork has been submitted.



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