

Academic Technology New Faculty Orientation 2023

BRIAN HOPKINS, PENNY RICE, AMELIA ROBBINS, CHRIS REICHLEY, REAGAN STONE, TERESA MCCARVER



Welcome to Academic Computing

Information Technology Helpdesk olemiss.edu/helpdesk

Faculty Technology Development Center olemiss.edu/ftdc/

Classroom Technology olemiss.edu/umct/

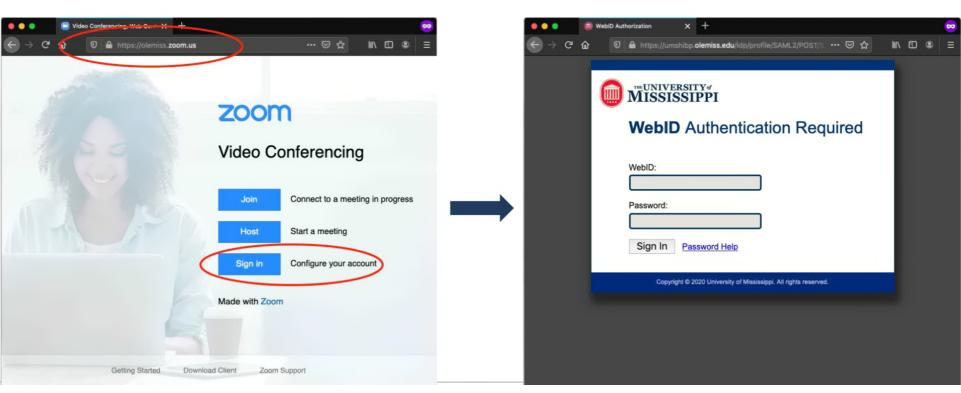
IT Media olemiss.edu/itmedia/

Mississippi Center for Supercomputing Research mcsr.olemiss.edu/



Zoom @ UM

 All faculty, staff, students have latent Licensed accounts that can be auto-provisioned at first login.





MCSR

 The Mississippi Center for Supercomputing Research (MCSR) provides computing resources, training, and support for faculty, staff, and students at all of Mississippi's public Institutions of Higher Learning (IHLs).

- Contact Information
 - o Phone 662-915-3036
 - o Email assist@mcsr.olemiss.edu
 - o mcsr.olemiss.edu





IT Security

- Breaches result in real cost to the organization
 - Cost ~\$100-\$148/compromised record
- You're more likely to experience a data breach of at least 10,000 records (27.9%) than you are to catch the flu (5–20%, according to WebMD)
- Email: The No. 1 threat vector used for malware, phishing attacks and ransomware



Bring Your Phone to Class!

- To mitigate risk, all UM accounts now require multifactor authentication
 - o Phone call
 - Text message
 - Microsoft Authenticator app
- This includes many systems you might want to use in your classroom
 - o Blackboard
 - o Microsoft Office 365, including @olemiss.edu email accounts
 - o Box
- It's been enabled for students too



Questions

- Brian Hopkins
 - o bwhopkin@olemiss.edu





Faculty Technology Development Center

PENNY RICE
AMELIA ROBBINS



FTDC

Faculty Technology Development Center

o Phone: 662-915-7918

o Email: ftdc@olemiss.edu

o Website: olemiss.edu/ftdc

Hours: Monday – Friday, 8:00am – 5:00pm

o Virtual Office Hours via Zoom: Monday - Friday, 1:00-2:00pm

Meeting ID: 995 909 765



Blackboard

- The FTDC is responsible for the administration of the campus Blackboard server.
- Workshops are offered throughout the year and oneon-one training is provided as needed.
- If you need assistance with any aspect of Blackboard, consult the Blackboard Help Pages (<u>olemiss.edu/blackboard</u>) or contact <u>blackboard@olemiss.edu</u>.





myOleMiss

 The University's myOleMiss portal has many applications and features used by faculty throughout the year. These include:

Grade Submission Attendance

Class Rolls and Photo Rosters Advisee Information

Course Synchronization with Payroll Information Blackboard

- my.olemiss.edu
- Contact <u>ftdc@olemiss.edu</u> with questions



Training

- FTDC offers faculty and staff workshops emphasizing the development of classroom media presentations and other instructional technologies.
- IT Training Other sessions are offered periodically in addition to those mentioned above.
- Special sessions for departments or one-on-one training may be arranged by contacting FTDC.
- Register at <u>ittraining.olemiss.edu</u>.



Attendance

- The University must abide by federal guidelines to verify the attendance of students in each class for which they are enrolled. The University is providing two ways for instructors to submit this information: classroom attendance scanners or the attendance verification (AV) interface.
- attendance.olemiss.edu
- olemiss.edu/gotoclass



Departmental Software

- Microsoft licenses for lab or classroom installations are available through FTDC.
- Adobe licenses may be purchased for installation on any university-owned computer.
- Software purchase request form:
 - o olemiss.edu/software









UMCT

- Classroom Technology (UMCT) is administered by the Office of Information Technology with funding from the Provost's Office to enhance the campus infrastructure with equipment such as multimedia lecterns, LCD projectors, and projection screens.
- Website <u>olemiss.edu/umct</u>
- Email <u>umct@olemiss.edu</u>



What is Blackboard?

 An online course management system available to UM instructors for posting course materials, assignments, blogs, wikis, discussion boards, online tests, grades, etc.



anthology

blackboard.olemiss.edu



How do I get my course onto Blackboard?

- Enable it for use in Blackboard
- Through <u>myOleMiss</u> Class Rolls and Grades interface
- Enrollments synchronized multiple times each day





WebID

QUICK LINKS

Priority Registration

ADMISSIONS

Mississippi

of Admissions.

Term

Click here to start the registration

Apply to the University of

Change your Campus, Major, or

Use this form to request a change of

Campus, Major, or Term with the Office



Password Hell

my

ANNOUNCEMENTS



Parking and Transportation

Return to Normal Parking Policy, Monday, August 14

Parking & Transportation resumes normal parking enforcement Monday, August 14. See full message for parking details.

Research

Annual Research Reception, Hosted by ORSP on Aug 25!

Please join the Office of Research and Sponsored Programs for a reception immediately following the Fall Faculty Meeting on Aug 25th

UM Memo-Important

Onboarding Process for New Student Employees

T. orany conject available at the DSCI

Helpful information regarding the onboarding process for new student employees and the on-campus I-9 drop off location.

Campus News

IMPORTANT DATES

Aug 17, 2023

August Intersession 2023 -8/17 Final Grades Viewing

Aug 18, 2023

August Intersession 2023 -Final Grades Viewing

ACADEMICS

Course Schedule

Request a Transcript

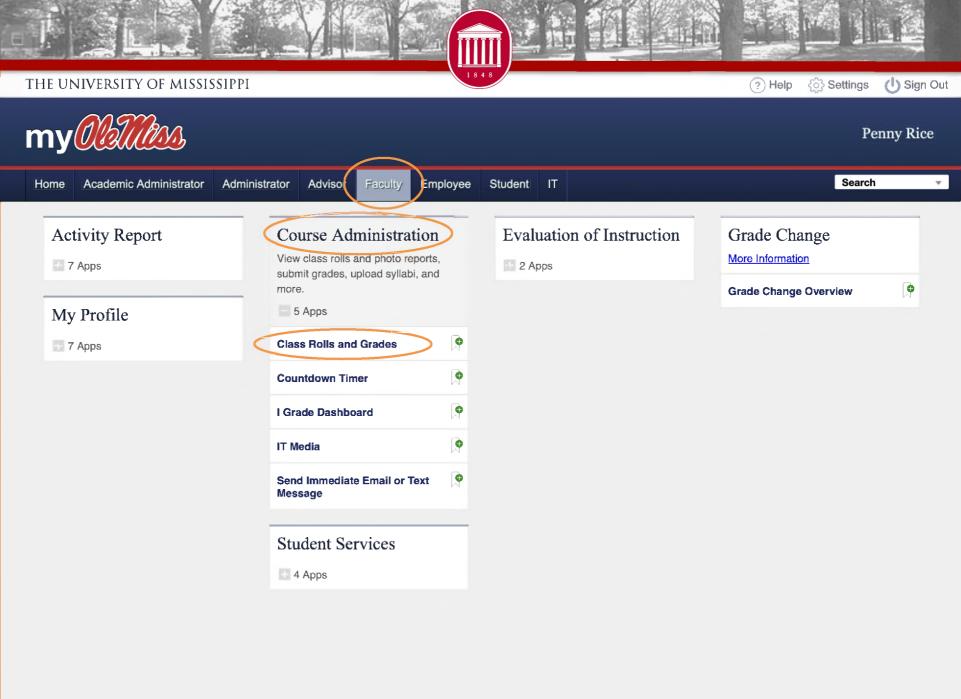
FINANCIAL AID

Special Programs and Scholarship Applications

Competitive academic programs and entering freshman scholarships; Must have applied for admission to the University

CC Transfer/Regional Scholarship Application

Scholarships for new transfer and regional campus students.





Penny Rice

Home Academic Administrator

Administrator

Faculty Advisor

Employee

Student IT

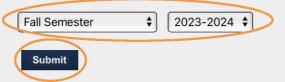
Search

Options :

Class Rolls and Grades

Here you may view your class rolls and photo reports, submit your midterm and final grades, upload syllabi, and more. For assistance, please contact the Faculty Technology Development Center @ (662-915-7918).

Please select academic term and year.



Need to email your students? To send email or SMS text messages to students in the classes you are currently teaching, go to the UM Today Console. SMS text messages will only go to those who have opted in to receive non-emergency text messages. You can quickly send simple messages using the Quick Post option.

Please check your information carefully.

If you find that a section is missing, contact Doris Hodge. If you find that a student is missing from your class roll, contact the Registrar's Office. You can contact the Registrar's Office at (662) 915-7792 or registrar@olemiss.edu.



Course Listing for Instructor - Fall Semester 2023-2024

Return to Class Rolls and Grades.

This interface allows instructors to view /download class rolls, to submit midterm and final grades and to view/download grade results. The "Submit Attendance Verification," "Submit Midterm Grades," "Submit Final Grades" links will be displayed and enabled during the corresponding grading window for each term. For assistance with this interface, please contact the **Faculty Technology Development Center** © (662-915-7918).

You may **Request To Receive All Class Rolls Via E-mail**. By selecting this link, all class rolls for the designated term and year will be sent to your e-mail account as a tab-delimited text file that can be easily imported into Excel. Time of delivery varies, but under normal conditions the e-mail will arrive within about two hours.

You may manage Course Materials for an individual section by selecting the option from the drop-down list below, or you may Manage Course Materials for All Sections You Are Teaching for this term and year.

The "Attendance" option in the drop-down list includes support for **automated attendance tracking** as well as the **Freshman Attendance Based Initiative** (FABI) program.

Course listing generated on 08/13/2015 at 2:10:19 PM. Number of sections found: 1.

CSCI 191 OFFICE APPLICATIONS - WEB 1 (OXFORD CAMPUS)

Number of students enrolled / waitlisted: 40* / 3. (More Info | Course Materials 🗗)

Set Blackboard Options

Class Roll

Go

View Changes made in last 10 🗘 Days

^{*}This value does not include students who withdrew or dropped after the deadline.



Main

Customize

This service allows instructors to "Blackboard Enable" sections they are teaching. Under the Main tab, you can choose to enable a single section individually or choose to combine all of the sections that you are teaching into a single Blackboard course. Under the Customize tab, you can choose any 2 or more of your sections to create a custom Blackboard course. Once a section is enabled, it will be automatically created in Blackboard, and students who have added or dropped the section in SAP will be updated in Blackboard through a nightly synchronization process. Under normal circumstances, courses that have been enabled will appear in Blackboard within an hour of being requested.

Math 121 Section 1

This section has not been enabled for Blackboard synchronization.						
○ Enable ○ Disable ← Creates course						
Allow Guest Access						
✓ Make Available makes available to students						
Submit for This Section Only						
Submitting this option will create a course in Blackboard that contains students from this section only.						

It appears that you are teaching 2 sections of Math 121

A combined course, containing all sections taught by you has not been enabled for Blackboard synchronization.

© Enable © Disable This will combine ALL sections you are teaching into one course on Blackboard (If you need special combined sections, use the Customize tab at the top of this page.)

© Allow Guest Access

© Make Available

Submit for a Combined Course of All Sections

Submitting this option will create a combined course in Blackboard that contains students from all sections of this course that you are teaching.



Main

Customize

Create A New Group

Enable

Allow Guest Access

Make Available

Disable

Submit to Create This New Custom Grouping

This option allows instructors to create a custom grouping of sections they are teaching.

* Enter four character key:		Thi	This key will appear in the Blackboard course name.		
	Section List	Baltonine Asia Asia Asia Asia Asia Asia Asia Asia			
	Check Into Group	Course	Section	Course Text	Campus
	• 🗆	Math 121	Section 1	College Algebra	Oxford Campus
	ОП	Math 121	Section 2	College Algebra	Oxford Campus

* You will need to enter a four character key that in some way identifies your grouping of courses. For example, if grouping sections that meet on Tuesday and Thursday you might choose TuTh. (Letters, numbers, dashes, and underscores are allowed.)



COURSE MANAGEMENT

Control Panel

Files

Course Tools

Announcements

Blogs

Cengage Learning MindLinks™

Collaboration

Contacts

Course Calendar

Discussion Board

Glossarv

Goals

Journals

McGraw-Hill Higher Education

Messages

Mobile Compatible Test List

Pearson's MyLab / Mastering

Rubrics

SafeAssign

Self and Peer Assessment

Send Email

Tasks

Tests, Surveys, and Pools

Wikis

WileyPLU5

iTunes II.

Evaluation

- Grade Center
- Users and Groups
- Packages and Utilities
- Customization

Notable Features

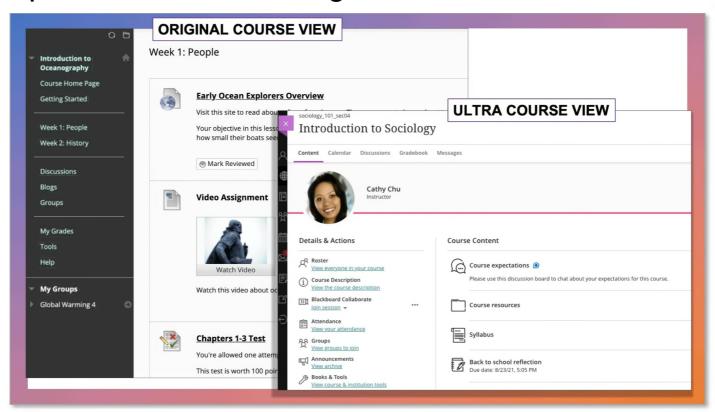
- Assignments
- Plagiarism Detection
- Bb Annotate
- Discussion Boards
- Blogs, Journals & Wikis
- Attendance
- Self & Peer Assessments

- Online Tests
- Grade Center
- Rubrics
- Portfolios
- Retention Center



Blackboard Course Formats

Two options available – Original or Ultra



• Email blackboard@olemiss.edu to use the Ultra format



Panopto

- Record and Share videos in Blackboard
- Narrate PowerPoints
- Embed quizzes
- Auto-captioning





Respondus

- Respondus Lockdown Browser and Monitor
 - The university-funded solution for remote proctoring
 - Free for all students and all classes





Blackboard Mobile

- For Students and Instructors
- App available for Apple iOS and Android
- View course content, participate in discussion boards, take quizzes, view grades, etc.



Receive push notifications of new course activity



Blackboard Assistance

- Tutorials
 - Help link within Blackboard
 - Bb Help Instructors link in course
 - o olemiss.edu/blackboard
- Workshops and one-on-one training available through the FTDC
- Contact Information
 - o Phone: 662-915-7918
 - o Email: <u>blackboard@olemiss.edu</u>





Qualtrics

- Available to faculty, staff, and students
- Distribute unlimited surveys and collect unlimited responses
- Free training and support provided through Qualtrics
- uofmississippi.qualtrics.com





Questions

- Penny Rice
 - o parice@olemiss.edu
- Amelia Robbins
 - o amelia@olemiss.edu



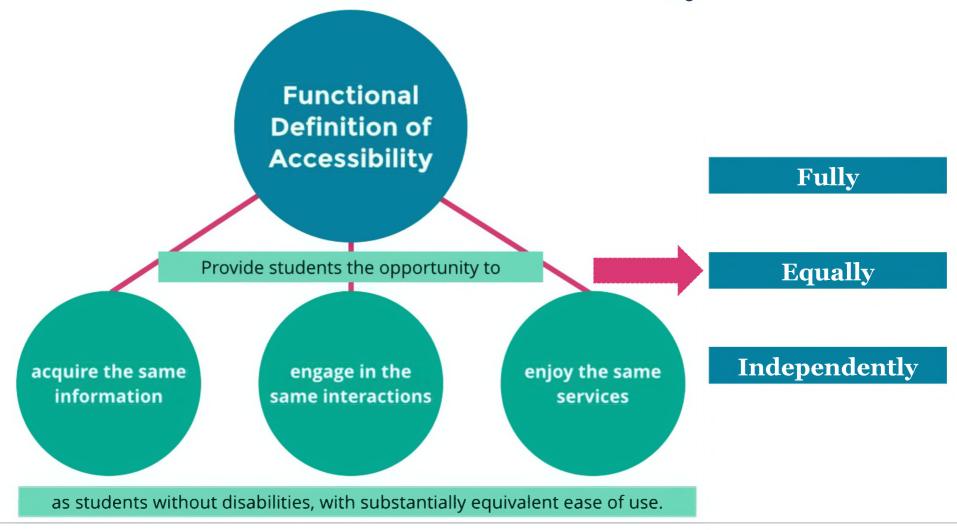


Accessibility Solutions

REAGAN STONE



What is Accessibility?





Digital Accessibility Training

Training on Demand: accessibility.olemiss.edu/





accessibility.olemiss.edu



Documents & Files Web Content AV Media Training OnDemand

Contact Us





REPORT A DIGITAL ACCESSIBILITY ISSUE

Faculty Focused Tools & Resources:

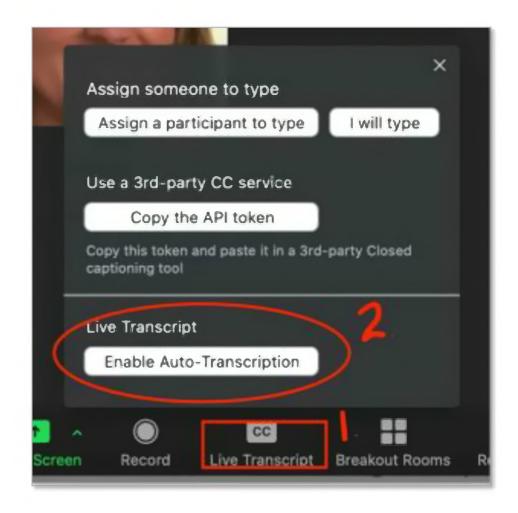
Our selection of faculty focused tools and resources is intended to help instructors, both online and on-campus, make their electronic academic materials more accessible to all students regardless of accommodation status. **Accommodations**, which are handled by <u>Student Disability Services</u>, establish specific requirements based on an individual student's needs according to a diagnosed disability. In contrast, **accessibility** focuses on the proactive approach of making Electronic Information Technology (EIT) accessible to all students.

- Blackboard Ally
- UM Document Converter
- Accessible Document Decision Tree



Zoom Live Captions/Transcripts

- Enable them each time you have a synchronous Zoom class meeting.
- The host must enable the live Captions so students can access them using the "CC" button on their Zoom toolbar.





Captions for Recorded Video

Videos You Create

 Use Panopto. The auto-generated captions** are a great baseline to easily improve accessibility and comprehension and very easy to edit.

Videos You Find and Share

On YouTube, easily search for videos that already have captions.

** Unedited auto-generated captions DO NOT meet the standard of accuracy for a student with an accommodation.







UM Document Converter



Convert a File

Follow the four easy steps below to have your document converted into an alternative, accessible format. The result is delivered in your email inbox. You may upload one or more files, enter a URL to a file or simply type in the text you wish to have converted. The form expands as you make your selections.



Step 1 - Upload your document

Select your file and upload it to the server (max 64 MB). Multiple files of the same type may be selected. Supported file types are .DOC, .DOCX, .PDF, .PPT, .PPTX, .TXT, .XML, .HTML, .HTM, .RTF, .EPUB, .MOBI, .TIFF, .TIF, .GIF, .JPG, .JPEG, .BMP, .PNG, .PCX, .DCX, .J2K, .JP2, .JPX, .DJV, .TEX and .ASC

File name: Choose Files No file chosen Upload

ccessibility OnDemand Contact Us



INFO BY CONTENT TYPE

- Captioning
- · InDesign Accessibility
- Top 7 Accessibility
 Considerations for Digital
 Documents

ACCESSIBILITY TOOLS

- · UM Document Converter
- . POET Alt Text Training Tool
- WAVE Toolbar
- Document Accessibility for the Web

initiate!

ISSUE



Questions

accessibility@olemiss.edu





IT Helpdesk

TERESA MCCARVER



Helpdesk

- 🔯 Email
- Password
- Software installation
- Data transfer
- Network troubleshooting
- Virus removal
- Multi-Factor Authentication





Software

- Microsoft Office 365
 - Free for faculty and students
 - o portal.office.com



- Antivirus
 - o Free for employees' work computers
 - o <u>itsecurity.olemiss.edu/antivirus</u>





UM Box

- Enterprise version of Box
 - o Encrypted, secure, FERPA/HIPAA compliant
- 1 TB of cloud storage need more let us know
- Collaboration
- Box apps available
 - o Box Edit
 - o Box Sync
 - o Box Drive



box.olemiss.edu



UM Gmail



Request your UM Gmail in myOleMiss



Questions

Hours

Monday – Friday

7:30 AM - 5:00 PM

After hours limited to phone support

Monday - Thursday

5:00 PM - 11:00 PM

Contact Information

Phone - 662-915-5222

Email - helpdesk@olemiss.edu

olemiss.edu/helpdesk





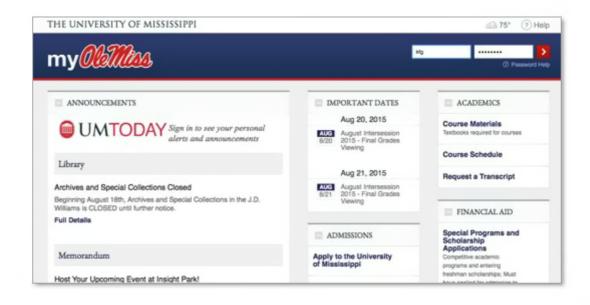
Faculty Self-Service

CHRIS REICHLEY



WebID

- Why?
- What does it give me access to?
 - o myOleMiss
 - x my.olemiss.edu
 - o Email
 - Blackboard
 - Wireless
 - o Box
 - Library Services
 - Other
- Protect your WebID
 - o Be sure to sign out!





Class Rolls and Grades





Course Listing for Instructor - August Intersession 2022-2023

Return to Class Rolls and Grades.

This interface allows instructors to view /download class rolls, to submit midterm and final grades and to view/download grade results. The "Submit Attendance Verification," "Submit Midterm Grades," "Submit Final Grades" links will be displayed and enabled during the corresponding grading window for each term. For assistance with this interface, please contact the **Faculty Technology Development Center** (662-915-7918).

You may **Request To Receive All Class Rolls Via E-mail**. By selecting this link, all class rolls for the designated term and year will be sent to your e-mail account as a tab-delimited text file that can be easily imported into Excel. Time of delivery varies, but under normal conditions the e-mail will arrive within about two hours.

You may manage Course Materials for an individual section by selecting the option from the drop-down list below, or you may Manage Course Materials for All Sections You Are Teaching for this term and year.

The "Attendance" option in the drop-down list includes support for **automated attendance tracking** ♂ as well as the **Freshman Attendance Based Initiative** ♂ (FABI) program.

Course listing generated on 08/20/2015 at 4:10:15 PM. Number of sections found: 1.

MATH 121 COLLEGE ALGEBRA - SECTION 1 (OXFORD CAMPUS) Number of students enrolled / waitlisted: 20* / 0. (More Info | Course Materials ♂) Submit Final Grades or Upload Final Grades from Excel File ♂ (Help ♂) Set Blackboard Options Class Roll ♀ Go View Changes made in last 10 ♀ Days

Submit/Upload Midterm Grades, Submit/Upload Final Grades, Submit Attendance Verification links will appear when the time is right.



Attendance Verification

- Process to identify and act on students who register for classes but never attend or participate
- Important Websites
 - o <u>olemiss.edu/gotoclass</u>
 - o common.olemiss.edu/docs/attendance.html
- AV reports must be submitted for all classes.



MATH 121 COLLEGE ALGEBRA - SECTION 1 (OXFORD CAMPUS) Number of students enrolled / waitlisted: 20* / 0. (More Info Course Materials -)	
Set Blackboard Options	Rolls and Grades" when the submission window is open.
Class Roll	This link is also available from "Attendance" in the
View Changes made in last 10 Days	drop-down through out the
	term. If the window has
	closed, the submit buttons will be disabled.

Submit Attendance Verification

Math 121: College Algebra Section 1 August Intersession 2014-2015

Total: 20

Present: 12 Mark All as Present

No Show: 6 Special Circumstances: 2

The deadline for submitting this information is 08/04/2015. Students who have not been verified by 08/31/2015 will be administratively dropped from their courses. Please see common.olemiss.edu/docs/attendance.html 5 for more information.

Submit

Cancel

Please indicate which students you have seen in class as of this date: 5 January, 2016

UNRECORDED: ACTION NEEDED

Attendance information for the students in this section has not been recorded.

[Mark All Unrecorded as Present]









Explanation...

Note that we need to know "as of this date," not "on this date." Also, the onscreen instructions are slightly different for alternate format classes. In these cases, we need to know whether the student has "actively participated in a meaningful way."

If instructor is in a scanner-enabled classroom, interface will indicate this.

RECORDED SPECIAL CIRCUMSTANCES: ACTION NEEDED

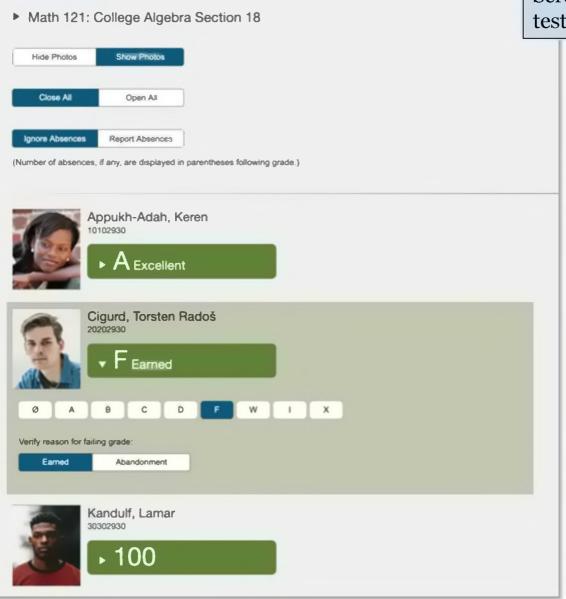
The following students are on record as having special circumstances. You should update their status to No Show or Verified Present.



Submit Final Grades

Return to Course Listing

Screen shot generated from test system. Data is not real.





More on Grading

- Online submission of grades
 - Enter via Web Form
 - Upload via Excel
- Support for I (incomplete) grades
- Email confirmation
- Audit trails
- Deadlines are enforced by the system

- Plus / minus grading
- Online grade changes
 - Go to View / Change Final Grades
 - Click on pencil icon
 - Grade change form will pop up

View Class Roll

Return to Course Listing

MATH 121: COLLEGE ALGEBRA, SECTION 1

August Intersession 2014-2015

MATHEMATICS

Instructor and Room: HUNT, ROBERT / Hume Room 109

Class roll generated on 08/20/2015 at 4:18:08 PM. Number of students found: 20

Instructor alerts let you express concerns about academic performance. This notification will be available to advisors. Applicable to pilot group only.





Undergraduate - Freshman

COLLEGE OF LIBERAL ARTS
RANGEL, MARIANA SAINATI (Advisor)
B.A. in Political Science

Booked

3 Credits, AB+- Scale





Undergraduate - Freshman

GENERAL STUDIES
Undeclared

Booked

3 Credits, AB+- Scale





Undergraduate - Fresi

GENERAL STUDIES
WALDEN, MARGARET FREEMA
B.S. in Integrated Marketing Com

Excessive absences

Missing assignments, quizzes, and/or tests
Poor performance on assignments, quizzes, and/or tests
Failing grades on assignments, quizzes, and/or tests
Underprepared academically for current course load
Custom note -- enter text

lert:

Alert:

Submit

Submit

(



Automated Attendance

- The Automated Attendance System was designed to support student retention efforts while lowering the burden placed on faculty members.
- Factors
 - o Record Enrollment
 - Hybrid Courses
 - Time Constraints
 - Attendance Requirements

attendance.olemiss.edu



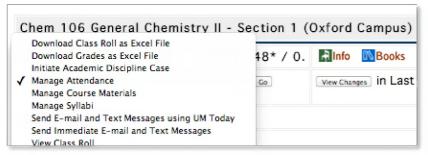


Barcode Scanner

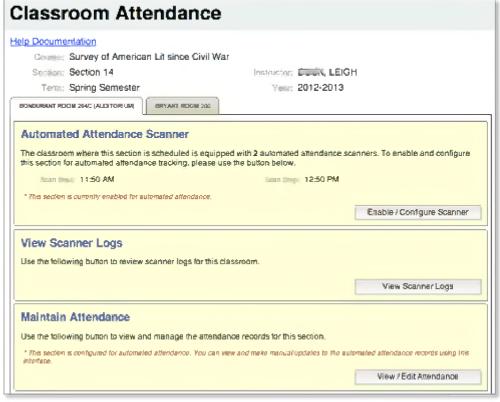




Faculty Interface



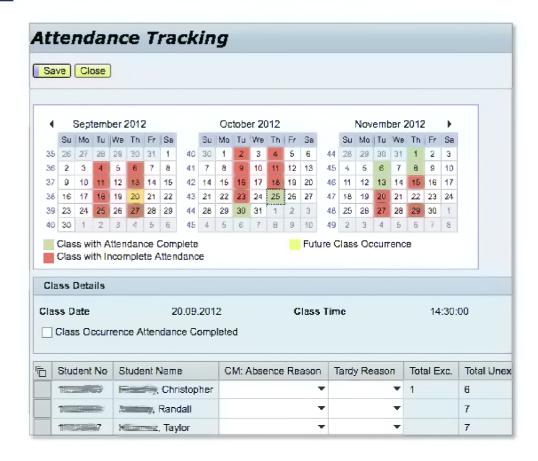
- Configure Scanner Window
- View Scanner Logs
- View / Maintain Attendance





Manually Update Attendance

- Select Day
- Find Student
- Update Attendance Record
 - Class Cancelled
 - Absent Unexcused
 - Absent Excused
 - Present



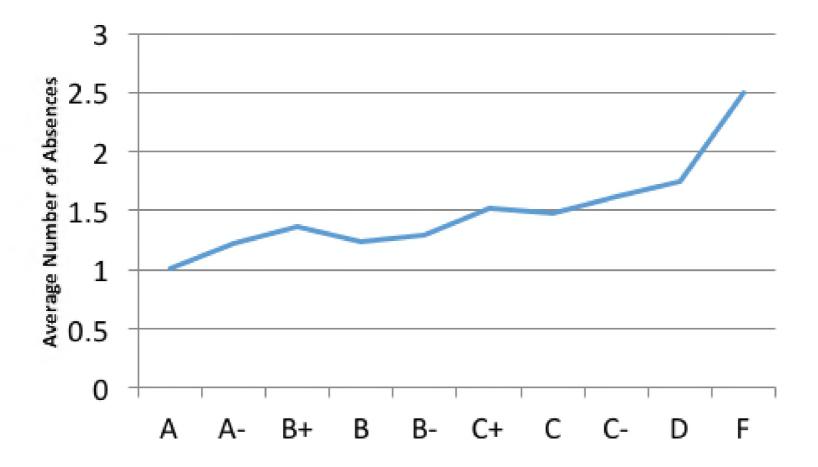


Scanner Log

- Class Information
 - Professor
 - Room
 - O Day(s)
 - Scan Window
- Search by Day
- Filter Results
 - Valid
 - Invalid
 - Not Found
 - Searching (Processing)
- Color Coded Scans
 - O Date / Time
 - Student Name / ID / Picture
 - Room









Teacher Evaluations

- How it works
 - Timeline
 - Online submission
 - Variable questions
 - One narrative question that is available to all on UM's intranet
 - Online reports

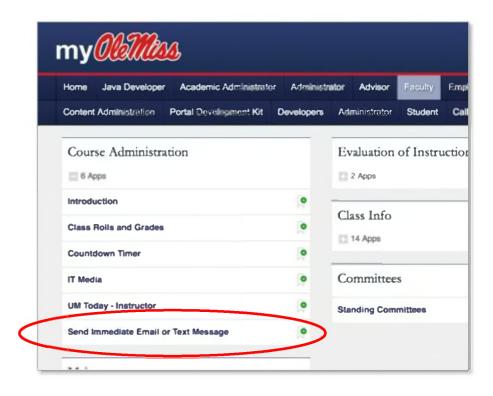
 Select Teacher Evaluation Results from within myOleMiss





Text Messaging

- Emergency
 Notifications with
 RebAlert
- Student cell phone numbers are in class rolls
- Instructors and advisors can send text message to students
 - No "from address" so be overly clear.





Related Topics

- Advisor Interfaces
 - Multiple Advisor Types
 - ⋆ Academic Advisor
 - ▼ Faculty Mentors
 - × Other
- Academic Discipline
- Plagiarism Quiz
- Parent WebIDs
 - o 20,000+ accounts
- More ...





UM Network Features



- Advanced Wireless Access
 - o wireless.olemiss.edu
- Eduroam
 - o eduroam.org
 - Lets you use your UM WebID to login to the wireless network of participating institutions





Questions

- Chris Reichley
 - o reichley@olemiss.edu





For More Information

- Brian Hopkins
 - o bwhopkin@olemiss.edu
- Teresa McCarver
 - o tmc@olemiss.edu
- Chris Reichley
 - o reichley@olemiss.edu
- Penny Rice
 - o parice@olemiss.edu
- Amelia Robbins
 - o amelia@olemiss.edu
- Reagan Stone
 - o rrstone@olemiss.edu

