Academic Technology
New Faculty Orientation 2020

BRIAN HOPKINS, PENNY RICE, AMELIA ROBBINS, CHRIS REICHLEY, LINDSEY SNEED, TERESA MCCARVER
Welcome to Academic Computing

- Information Technology Helpdesk
  - https://olemiss.edu/helpdesk/
  - helpdesk@olemiss.edu; x5222

- Faculty Technology Development Center
  - https://olemiss.edu/ftdc/
  - ftdc@olemiss.edu; x7918

- Classroom Technology
  - https://olemiss.edu/umct/
  - umct@olemiss.edu; x2850

- IT Media
  - https://olemiss.edu/itmedia/
  - itmedia@olemiss.edu; x7908

- Mississippi Center for Supercomputing Research
  - https://mcsr.olemiss.edu/
  - assist@mcsr.olemiss.edu; x3036
Zoom @ UM

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

PENNY RICE
AMELIA ROBBINS
FTDC

- Faculty Technology Development Center
  - Phone – 662-915-7918
  - Email – ftdc@olemiss.edu
  - Website – olemiss.edu/ftdc
  - Hours – Monday – Friday, 8:00am – 5:00pm
  - Virtual Office Hours via Zoom – Monday – Friday, 1:00-2:00pm
    https://olemiss.zoom.us/j/995909765
Blackboard

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

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

<table>
<thead>
<tr>
<th>Course Materials Management</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Rolls and Photo Rosters</td>
<td>Advisee Information</td>
</tr>
<tr>
<td>Grade Submission</td>
<td>Payroll Information</td>
</tr>
<tr>
<td>Course Synchronization with Blackboard</td>
<td></td>
</tr>
</tbody>
</table>

**my.olemiss.edu**

**Contact** [ftdc@olemiss.edu](mailto:ftdc@olemiss.edu) 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 ittraining.olemiss.edu.
Classroom Response System

- Turning Technologies – Officially supported
- TurningPoint Software
  - Live polling and interactive homework capabilities
  - Options to respond using a clicker, cell phone, tablet or computer
- QT Device "clicker (QT2 - ISBN: 9780997224818)
- TurningPoint App for mobile devices
- olemiss.edu/clickers
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](http://attendance.olemiss.edu)
- [olemiss.edu/gotoclass](http://olemiss.edu/gotoclass)
TACIT

- Funded by the Provost Office and facilitated by IT, this program is designed to replace a faculty member’s out-dated computer; giving more immediate access to—and ready capacity to create—technology resources.

- [olemiss.edu/tacit/](olemiss.edu/tacit/)
Software for Departmental Purchase

- Licenses for Microsoft software and Adobe software are available through FTDC.
- These licenses may be purchased for installation on any university-owned computer.
- Software purchase request form
  - olemiss.edu/software
- Symantec Endpoint AntiVirus
  - Free for employees’ work and home computers
    - itsecurity.olemiss.edu/antivirus
- E-mail software@olemiss.edu with any questions.
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 – [olemiss.edu/umct](http://olemiss.edu/umct)

- Email – [umct@olemiss.edu](mailto:umct@olemiss.edu)
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.

blackboard.olemiss.edu
How do I get my course onto Blackboard?

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

UMTODAY Sign in to see your personal alerts and announcements

Memorandum

Host Your Upcoming Event at Insight Park!
Our rooms provide the perfect setting for large or small meetings, seminars, and other events! We also have plenty of parking!
Full Details

Green Initiative

The UM Compost Team is Now Hiring!
Students: Apply by August 26 to be a member of the UM Compost Team. E-mail resume and cover letter to green@olemiss.edu.
Full Details

IT Training

Automated Attendance Scanner Training
Learn about the automated attendance system, how to configure your class, and manage attendance records.
Full Details

Lectures

IMPORTANT DATES

Aug 13, 2015
AUG 8/13 August Intersession 2015 - Teacher Evaluations Submission

Aug 14, 2015
AUG 8/14 August Intersession 2015 - Teacher Evaluations Submission Deadline: Midnight

ACADEMICS

Course Materials
Textbooks required for courses

Course Schedule

Request a Transcript

ADMISSIONS

Apply to the University of Mississippi

Admissions Confirmation

Change your Campus, Major, or Term
Use this form to request a change of Campus, Major, or Term with the Office of Admissions.

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.

Osher Reentry Scholarship
Scholarship for non-traditional undergrads 25-50 years old.

RESOURCES

Web Directory
<table>
<thead>
<tr>
<th>Course Administration</th>
<th>Evaluation of Instruction</th>
<th>Faculty Activity</th>
<th>Grade Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Rolls and Grades</td>
<td>Student Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. Please select term/year and press "Submit."

Please select academic term and year.

[Submit]

For individual assistance with this interface, please contact the Faculty Technology Development Center (662) 915-7918.

Need to email your students? To send email or SMS text messages to students in the classes you are currently teaching, go to UM Today Administration tool. In Step 4, set your options to send immediately. SMS text messages will only go to those who have opted in to receive non-emergency text messages. You can send text-only messages using the one step Send Immediate tool.

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 Denise Knighton. Both individuals can be reached by calling the Registrar's Office at (662) 915-7792.
Course Listing for Instructor - Fall Semester 2020-2021

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

View Changes made in last 10 Days

*This value does not include students who withdrew or dropped after the deadline.
Set Blackboard Options

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.

Engl 222 Section 1

This section is enabled for Blackboard synchronization. Requested on 06/30/2011 at 08:31:22. Guest access is not allowed. Course is not available to students.

- Enable
- Disable

- Allow Guest Access

- Make Available

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 6 sections of Engl 222

A combined course, containing all sections taught by you, is disabled for Blackboard synchronization. Requested on 06/30/2011 at 08:30:42.

- Enable
- Disable

- 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.
## Set Blackboard Options

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

### Create A New Group

Enter a four character key: *

<table>
<thead>
<tr>
<th>Section List</th>
<th>Course</th>
<th>Section</th>
<th>Course Text</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Into Group</td>
<td>Engl 222</td>
<td>Section 1</td>
<td>Survey of World Literature since 1650</td>
<td>Oxford Campus</td>
</tr>
<tr>
<td></td>
<td>Engl 222</td>
<td>Section 2</td>
<td>Survey of World Literature since 1650</td>
<td>Oxford Campus</td>
</tr>
<tr>
<td></td>
<td>Engl 222</td>
<td>Section 3</td>
<td>Survey of World Literature since 1650</td>
<td>Oxford Campus</td>
</tr>
<tr>
<td></td>
<td>Engl 222</td>
<td>Section 4</td>
<td>Survey of World Literature since 1650</td>
<td>Oxford Campus</td>
</tr>
</tbody>
</table>

- Enable
- Disable

- Allow Guest Access
- Make Available

Submit to Create This New Custom Grouping

* 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.)
Notable Features

- Assignments
- Plagiarism Detection
- Bb Annotate
- Discussion Boards
- Blogs, Journals & Wikis
- Attendance
- Self & Peer Assessments
- Online Tests
- Mashups
- Grade Center
- Rubrics
- Portfolios
- Retention Center
Panopto

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

- For Students
- 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 Instructor

- App available for Apple iOS and Android
- Preview content and assessments
- Create and reply to discussions
- Send announcements
- Grade, markup, and add video comments to assignments
Blackboard Assistance

- Tutorials
  - Help link within Blackboard
  - Bb Help – Instructors link in course
  - olemiss.edu/blackboard

- Workshops and one-on-one training available through the FTDC

- Contact Information
  - Phone – 662-915-7918
  - Email – blackboard@olemiss.edu
Questions

- Penny Rice
  - parice@olemiss.edu
- Amelia Robbins
  - amelia@olemiss.edu
Accessibility Solutions

LINDSEY SNEED
UM Accessibility Solutions

Contact Us:
accessibility@olemiss.edu
Accessibility.olemiss.edu

Blackboard Course:
Accessibility at UM

Clearing a path for people with disabilities clears a path for everyone.
Accessibility Top 7

1. Images, objects, and graphics need ‘Alt Text.’
2. Video and audio need to have captions and/or transcripts.
3. All documents should have a simple, logical structure.
4. Use strong color contrast and avoid using color as the only means of relaying information.
5. Links must be descriptive; avoid generic phrases like “read more” and “click here.”
6. Use clear language, adequate font size, and rely primarily on sans serif font styles.
7. Use true bulleted and numbered lists by selecting this option from the menu bar rather than creating lists with tabs, dashes, asterisks, or numbers.
Utilize the Accessibility Checker

Microsoft provides a built-in Accessibility Checker for all of its products in the Office suite: Word, Powerpoint, Excel, etc.

- Go to the REVIEW tab.
- Choose “Check Accessibility”
- View the accessibility errors to the right of your document/presentation.

Each error points out why it is important to fix and also walks you through the steps to fix the error to make your content more accessible.
Providing Captions for Academic Content

**Panopto Auto Captions**

- Auto captions generate almost immediately
- Very accurate auto captions that require very little editing
- Located within Blackboard
- Supported by FTDC
Making PDFs More Accessible

Exported from Word
To export a Word document to PDF form, use the Acrobat Tab and save as an electronic document.

Scanned-In Document
Scanned documents are act like images and are the least accessible file type.

Accessible PDFs for Accommodations
If you have a student with an accommodation for accessible documents, those files can be sent to us for remediation.

How to Make Scanned Documents MORE Accessible:

Using Adobe Acrobat Pro of DC scanned documents can be “Enhanced” to “Recognize Text.” This allows the user to search, highlight, use a cursor to move through the text as they read, and use assistive technology if needed.
Questions

- Lindsey Sneed
  - lrs@olemiss.edu
Mississippi Center for Supercomputing Research (MCSR)

BRIAN HOPKINS
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
  - Phone – 662-915-3036
  - Email – assist@mcsr.olemiss.edu
  - mcsr.olemiss.edu
Questions

- Brian Hopkins
  - bwhopkin@olemiss.edu
IT Helpdesk

TERESA MCCARVER
Helpdesk

- Email
- Password
- Software installation
- Network troubleshooting
- Virus removal
- Much more
UM Box

- Enterprise version of Box.com at box.olemiss.edu
- 1 TB of cloud storage – need more let us know
- Alternative to USB drive
- Collaboration
- Box apps available
  - Box Edit
  - Box Sync
  - Box Drive

box.olemiss.edu
UM Gmail

- UM Gmail accounts are available to employees so that they can use Google Apps for Education.
- Sign up in myOleMiss
- go.olemiss.edu
Questions

• Hours
  o Monday – Friday, 7:30 AM – 5:00 PM

• Contact Information
  o Phone – 662-915-5222
  o Email – helpdesk@olemiss.edu
  o olemiss.edu/helpdesk
Faculty Self-Service

CHRIS REICHLEY
WebID

- Why?
- What does it give me access to?
  - myOleMiss
    - my.olemiss.edu
  - Email
  - Blackboard
  - Wireless
  - Box
  - Library Services
  - Other
- Protect your WebID
  - Be sure to sign out!
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. Please select term/year and press "Submit."

Please select academic term and year.

Fall Semester: 2015-2016

Submit

For individual assistance with this interface, please contact the Faculty Technology Development Center (662) 915-7918.

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Course Listing for Instructor - August Intersession 2014-2015

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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

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

• New process to identify and act on students who register for classes but never attend or participate

• Important Websites
  o olemiss.edu/gotoclass
  o common.olemiss.edu/docs/attendance.html

• AV reports must be submitted for all classes.
Link will appear in “Class Rolls and Grades” when the submission window is open. This link is also available from “Attendance” in the drop-down through out the term. If the window has closed, the submit buttons will be disabled.
Note that we need to know “as of this date,” not “on this date.” Also, the on-screen 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.
Submit Final Grades

Return to Course Listing

Math 121: College Algebra Section 18

Hide Photos  Show Photos

Close All  Open All

Ignore Absences  Report Absences

(Number of absences, if any, are displayed in parentheses following grade.)

Appukh-Adah, Keren
10102930

A  Excellent

Cigurd, Torsten Radoš
20202930

F  Earned

Ø  A  B  C  D  F  W  I  X

Verify reason for failing grade:

Earned  Abandonment

Kandulf, Lamar
30302930

100
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
Instructor alerts let you express concerns about academic performance. This notification will be available to advisors. Applicable to pilot group only.
Automated Attendance

The Automated Attendance System was designed to support student retention efforts while lowering the burden placed on faculty members.

Factors
- 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
  - Day(s)
  - Scan Window

- **Search by Day**

- **Filter Results**
  - Valid
  - Invalid
  - Not Found
  - Searching (Processing)

- **Color Coded Scans**
  - Date / Time
  - Student Name / ID / Picture
  - Room

---

#### Attendance Log

**General Chemistry II - Section 1**

- **Instructor:** [Name]
- **Room:** Turner Room 205 (Auditorium)
- **Day(s):** M T W Th F
- **Scan Time:** 07:45 AM - 09:35 AM

#### Search Scanner Logs

- **Date:** 07/24/2013

#### Filter Results

- **Valid:** 22
- **Invalid:** 1
- **Not Found:** 0
- **Searching:** 0

#### Gracie

- **Student:** 103
- **Barcode:** 22279346
- **Date:** 07/24/2013
- **Time:** 07:46 AM
- **Course:** Chem 106
- **Section:** Section 1
- **Room:** Turner Room 205 (Auditorium)

#### Kat

- **Student:** 104
- **Barcode:** 22279346
- **Date:** 07/24/2013
- **Time:** 07:47 AM
- **Course:** Chem 106
- **Section:** Section 1
- **Room:** Turner Room 205 (Auditorium)

#### Mollie Kate

- **Student:** 105
- **Barcode:** 22279346
- **Date:** 07/24/2013
- **Time:** 07:48 AM
- **Course:** Chem 106
- **Section:** Section 1
- **Room:** Turner Room 205 (Auditorium)
Attendance Scanning

- 178 Scanners
- 78 Rooms
- 5,591 Classes
- 6,928,061 Scans
- 2,204,664 Absences
- 61,462 Students

attendance.olemiss.edu
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
  - 20,000+ accounts
- More …
UM Network Features

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

• Chris Reichley
  ○ reichley@olemiss.edu
For More Information

- Brian Hopkins  
  - bwhopkin@olemiss.edu
- Teresa McCarver  
  - tmc@olemiss.edu
- Chris Reichley  
  - reichley@olemiss.edu
- Penny Rice  
  - parice@olemiss.edu
- Amelia Robbins  
  - amelia@olemiss.edu
- Lindsey Sneed  
  - lrs@olemiss.edu