Academic Technology
New Faculty Orientation 2022

BRIAN HOPKINS, PENNY RICE, AMELIA ROBBINS, CHRIS REICHLEY, 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.
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
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
Email Security

From: Chancellor Glenn Boyce <chancellor@olemiss.edu>
Sent: Wednesday, August 4, 2021 7:43 PM
To: Help Desk <helpdesk@olemiss.edu>
Subject: Update to Campus Protocols in Light of Current Cases and Data

From: Chancellor Glenn Boyce <UMchancellor@gmail.com>
Sent: Wednesday, August 4, 2021 7:43 PM
To: Help Desk <helpdesk@olemiss.edu>
Subject: Update to Campus Protocols in Light of Current Cases and Data

[EXTERNAL]
Questions

- Brian Hopkins
  - 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
  o Hours – Monday – Friday, 8:00am – 5:00pm
  o Virtual Office Hours via Zoom – Monday – Friday, 1:00-2:00pm

Meeting ID: 995 909 765
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:
  
  Grade Submission | Attendance
  
  Class Rolls and Photo Rosters | Advisee Information
  
  Course Synchronization with Blackboard | Payroll Information

- my.olemiss.edu

- Contact 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.
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 outdated computer; giving more immediate access to—and ready capacity to create—technology resources.

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

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

• Antivirus
  o Free for employees’ work and home computers
  o itsecurity.olemiss.edu/antivirus
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:
  - olemiss.edu/software

- E-mail: software@olemiss.edu
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
- Email – 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
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 2022-2023

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 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 08/13/2015 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

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
- [x] Disable

- [ ] Allow Guest Access
- [x] 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
- [x] Disable

- [ ] Allow Guest Access
- [x] 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 four character key:  This key will appear in the Blackboard course name.

Section List

<table>
<thead>
<tr>
<th>Check Into Group</th>
<th>Course</th>
<th>Section</th>
<th>Course Text</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></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
- Respondus
- Grade Center
- Rubrics
- Portfolios
- Retention Center
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
- 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
  o Help link within Blackboard
  o 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 – blackboard@olemiss.edu
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
  ○ parice@olemiss.edu

• Amelia Robbins
  ○ amelia@olemiss.edu
Accessibility Solutions
What is Accessibility?

Functional Definition of Accessibility

Provide students the opportunity to

- acquire the same information
- engage in the same interactions
- enjoy the same services

as students without disabilities, with substantially equivalent ease of use.

Fully

Equally

Independently
Digital Accessibility Training

Training on Demand:
accessibility.olemiss.edu/
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.

Source
- File
- URL
- Text

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
Questions

- accessibility@olemiss.edu
IT Helpdesk

TERESA MCCARVER
Helpdesk

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

- Enterprise version of Box.com at box.olemiss.edu
  - Encrypted, secure, FERPA/HIPAA compliant
- 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?
  o myOleMiss
    ▶ my.olemiss.edu
  o Email
  o Blackboard
  o Wireless
  o Box
  o Library Services
  o Other
• Protect your WebID
  o Be sure to sign out!
Class Rolls and Grades

THE UNIVERSITY OF MISSISSIPPI

myOleMiss

Course Administration
- Introduction
- Class Rolls and Grades
- Countdown Timer
- IT Media
- UM Today - Instructor
- Send Immediate Email or Text Message

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 at (662) 915-7918.

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Course Listing for Instructor - August Intersession 2022-2023

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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

- New process to identify and act on students who register for classes but never attend or participate
- Important Websites
  - olemiss.edu/gotoclass
  - 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 throughout 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
101029230

A Excellent

Cigurd, Torsten Rados
202029230

F Earned

Verify reason for failing grade:

Earned  Abandonment

Kandulf, Lamar
303029230

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
Scanning 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 Scanning

- 181 Scanners
- 79 Rooms
- 6,422 Classes
- 7,768,590 Scans
- 2,528,779 Absences
- 47,046 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
  o wireless.olemiss.edu

• Eduroam
  o eduroam.org
  o 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