



IT Town Hall Meeting

Please join the IT Team for a **Town Hall meeting Friday, August 7th at 2:00 PM.**

This is the perfect opportunity to get answers to those technology questions you've been wondering about. This Town Hall meeting is specifically designed to help with faculty and staff questions.

The Office of Information Technology is inviting you to a scheduled Zoom meeting.

Topic: IT Question and Answer Town Hall Meeting

Time: **Aug 7, 2020 - 2:00** PM Eastern Time (US and Canada)

[Join Zoom Meeting](#)

<https://nku.zoom.us/j/95587539570>

Procurement Reminder

When saving carts on vendor websites, you need to follow up with a purchase requisition (PR) for the 'saved cart' to be ordered. The order will **not** be placed by simply saving the cart.

Zoom/Kaltura Integration

Good news! Any video recorded in Zoom will automatically be transferred to Kaltura. This will save both time and effort when posting lectures to Canvas. Keep in mind that all Zoom recordings will be uploaded to Kaltura automatically. Documentation has been created to help you [share your Zoom recordings](#) in your Canvas course.

Cleaning Guidelines for Technology on Campus

- Maintain proper hygiene
 - Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth with unwashed hands. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- If you choose to use cleaning supplies provided by NKU on the classroom technology equipment, spray the cleaner on a cloth and wipe the equipment. DO NOT spray cleaner directly on the computer, keyboard, monitor, TV, or classroom touch panel.
- If you choose to bring your own cleaner/wipes to clean technology equipment, please do not spray any cleaner or use any soaking wet cloth/wipes which could damage the technology. For disinfection strategies you may follow these [directions provided by Dell](#).

[Apple's recommendation to disinfect](#) a computer monitor, keyboard, and mouse is to squeeze excess liquid out of a disinfectant wipe, then carefully wipe the computer monitor, keyboard, and mouse of a computer that is turned off and disconnected from electricity.

Remember **NOT to spray** disinfectant on your technology equipment.

Zoom Reminder

Starting September 27th, Zoom will require that all meetings have a Passcode or a Waiting Room enabled.

Teaching In a Hybrid Classroom

NKU IT has added and changed some days/times for the classroom training options below. These virtual events will demonstrate classroom best practices, using new classroom equipment, and using Zoom capabilities in the classroom.

The trainings will be recorded and can be shared later if you are unable to attend. Sessions will include 30 minutes of training and 30 minutes for Q&A.

[Sign up](#) to attend the virtual training in buildings you will be teaching:

- **BC – Tuesday 8/11 11:00 am**

- FA – Recording of Thursday 8/6 2:00 pm session
 - FH/HE – [Recording of Wednesday 8/5 11:00 am session](#)
 - **GH - Thursday 8/13 at 3:30 pm**
 - LA – Friday 8/7 1:00 pm
 - MP – Monday 8/10 10:00 am
 - NH - Wednesday 8/12 2:00 pm
 - SC – [Recording of Thursday 8/6 11:00 am session](#)
 - **SU/UC - Thursday 8/13 at 1:00 pm**
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Schedule a Technology Support Appointment

You may schedule a 30 minute one-on-one support appointment with your building Client Support Specialist.

Meetings with IT technicians are scheduled virtually via *Zoom* appointments. However if you prefer a face to face meeting, please indicate that in the “what topic do you want to discuss” section. Please note, due to limitations of the software, you will still receive a Zoom invitation, even though the client Support Specialist will meet you for a socially distanced face to face meeting.

To [schedule your support appointment](#),

- Select your building, or General IT Help
- Select your preferred day
- Select your preferred time
- Click *Confirm*
- Complete your name, email, and topic you would like to discuss
- Click *Schedule Event*
- You will receive an email confirmation and a calendar invitation with the Zoom link to connect.

You will receive two meeting reminder emails; 24 hours and 2 hours before the meeting.

Norse Tech Bar

The [Norse Tech Bar](#) is now open 8:00 AM – 4:30 PM, Monday through Friday.

Digital Inclusion for Web Editors

As you make semester updates to your departmental website, please keep digital accessibility in mind. In AEM some impactful pieces to check for include:

- **Alternative text** (alt text) on all images – Write using clear, concise language to describe the image in context to the web pages' supporting text.
 - **Clear hyperlink text** – Text should make sense as stand-alone content and clearly convey the purpose of the link.
 - **Proper grammar** – Write using standard textbook grammar, avoiding slang.
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Battling Cyber Attacks and Ransomware

Scammers and phishers are out to steal your identity and your data, so we caution you to be aware of emails, attachments, and phone calls. These are not the only ways attackers access your system and data. Attackers scan for technical flaws in computers to attempt to gain unauthorized access and mimic your identity or online activities.

Successful attacks are usually due to software or operating systems missing security patches or updates. NKU manages desktop and laptop computers to schedule security patching for the operating system and select applications like Microsoft Office.

Take a moment to review software and your personal computers to see if patches or updates are available. If auto-updating is available, it is a good practice to adopt. A few minutes of updating can save a lot of time, effort, and money fixing the damage of these attacks.

Help Desk Extended Hours

The [IT Help Desk](#) will be open extended hours the weekend before classes begin.

Hours will be:

Saturday, August 15 - 8:30 AM – 8:00 PM

Sunday, August 16 - 12:30 PM – midnight

Our regular hours remain:

Monday - Friday: 7:00 AM – 10:00 PM

Saturday: 8:30 AM – 5:00 PM

Sunday: Noon – 8:00 PM

Daily Reminder

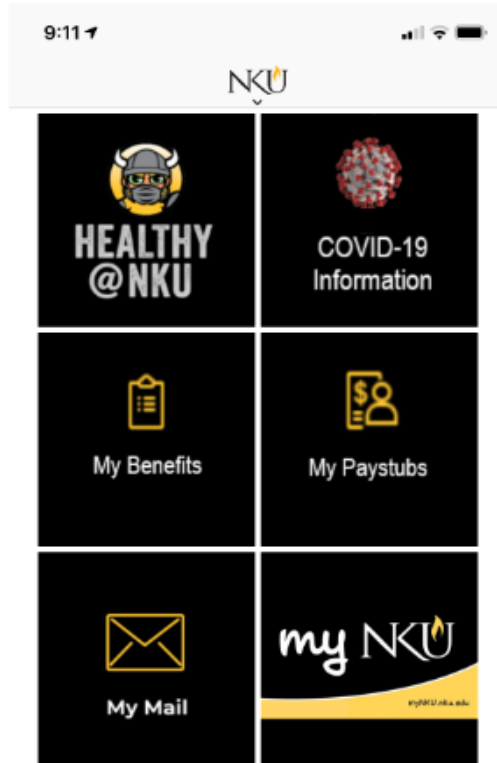
Per the Safe Colleges re-entry training, remember to take your laptop and work materials home with you each day.

NKU Mobile App Profile for Faculty and Staff

NKU has a new profile for the NKU Mobile Application specifically for faculty and staff! Directions are located at the top of the [NKU IT webpage](#).

After logging in with your NKU credentials, you will see this functionality:

- Healthy@NKU app
- COVID-19 Information – link to the NKU COVID-19 website
- My Benefits – to view your current benefits
- My Paystubs – to view your paystub history
- My Mail – opens NKU email from the app
- myNKU – opens to the My Inbox landing page



To get the NKU faculty/staff app choose the appropriate App Store link below:

- [Apple App Store](#)
- [Google Play Store](#)

Borrow a Laptop / Headset / Microphone / Hotspot / Web Cam

Contact the [IT Help Desk](#) or email NorseIT@nku.edu to request equipment for teaching or working remotely. Laptop computers, headphones, microphones, web cameras, and internet hotspots are available to borrow. This equipment will help to create a reliable working and teaching environment.

IT also has equipment to loan to students who are taking summer classes and need technology. Advise your students to contact the [IT Help Desk](#) or email NorseIT@nku.edu to request equipment.

Check our [IT website](#) for the latest system alerts and news.
Follow updates on Twitter [@NKUCIO](#)

