



How to Be Inclusive in Zoom Meetings

The Chronicle of Higher Education provided some ideas for ways faculty can be inclusive in Zoom meetings.

- Establish the rules of engagement for each Zoom meetup.
- Use different ways for students to “speak up.”
- Give careful consideration to the way you start.
- Be intentional about how you end your Zoom sessions.
- Provide resources and opportunities for asynchronous learning.
- Lastly, acknowledge that we’re all learning together.

Minitab License

NKU has acquired an enterprise license for Minitab. Authorized users include faculty and students. An [introduction to Minitab](#) is available for those wanting to learn more about this statistical software. Minitab version 19 is available for both Apple and PC computers.

Firefox Issues

New aspects of Firefox may cause issues when using Zoom, myNKU, and other applications. The easiest and quickest solution is to use a different browser. If you continue to have issues after using another browser, contact the [IT Help Desk](#) for assistance.

Zoom – Single Sign On

Some faculty have had some confusion using Zoom. When logging into Zoom, please go to <http://NKU.Zoom.US>, click sign-in and you will be taken directly to NKU’s single sign on page. Use your NKU credentials to sign in.

If you are using the browser version of the Zoom desktop client, log in using SSO

Sign In [Sign Up Free](#)

Email

Password [Forgot?](#)

Keep me signed in

or

[< Back](#)

You will then need to enter the domain, NKU.

Sign In with SSO

Your company domain .zoom.us

[< Back](#)

[I don't know the company domain](#)

Click "Continue" to bring up the single sign-on page. You will now log in using your NKU credentials. Using Zoom in this manner will help alleviate some confusion.

If you have problems, please call the [IT Help Desk](#).

Healthy@NKU

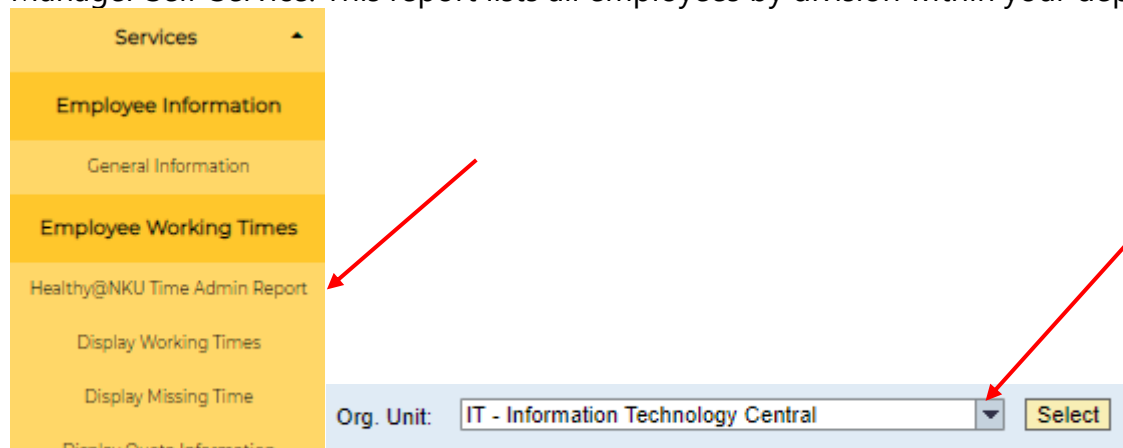
Everyone coming to NKU's campus must complete the Healthy@NKU app each day before arriving on campus. If someone on your team is on campus, and has not checked in on the app for that day, please have them do so right away. Likewise, anyone not coming to campus should avoid the check-in for that day.

There are three ways to access the app:

- Faculty, staff, and students can download the [NKU Mobile App](#)
- Faculty, staff, and students can access the app using self-service in [myNKU](#)
- Everyone coming to campus can access the app at <http://healthy.nku.edu>

The Healthy at NKU morning email is sent to time administrators and will only show the employees who have checked in by 9:00 AM of that day. If the employee has not checked in by 9:00 AM, they will **not** show up in the email.

For a list of all employees who have signed in, managers can log into [myNKU](#) and go to Manager Self-Service. This report lists all employees by division within your department.



To see a different organizational unit for your department,

- click the drop down arrow
- click the organizational unit you want to see
- click the Select box

The information displayed in the Healthy@NKU Admin Report updates in real time.

[Complete instructions](#) including reporting are available from Human Resources.

One-on-One Technology Support Appointment

NKU IT is here to help you with your technology needs! 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.

Zoom Meetings with Embedded Passcodes

All meetings scheduled since July 20th have passcodes embedded within the meeting invitation. This is a security improvement initiated by Zoom.

Recurring meetings, scheduled prior to July 20th do **not** have embedded passcodes and will require the use of a waiting room. To avoid using the waiting room, you can cancel and reschedule the recurring meeting so that it will now have the embedded passcode and will eliminate the requirement of a waiting room.

Classroom Support

Friday, August 21st will be the last day for the special Smart Classroom Dispatch Center. All immediate classroom technical needs, and all other calls, will continue to be routed through the Help Desk number.

Beginning Saturday, August 22nd our normal [Help Desk](#) processes will resume. For technical support you may call the Help Desk at 859-572-6911, chat, submit a service

request, email, or [schedule a technical appointment](#) with your building support technicians.

Online Study Room Reservations

Are your students on campus but taking a class online? Students can reserve a seat in one of [NKU's Online Study Rooms](#) for a socially distanced space to study and participate remotely.

For example, if a student has a 9:00 am in-person class, and a 10:00 am virtual/zoom class, then an 11:00 am in-person class, they could reserve space in an online study room for the 10:00 am class.

The updated list of rooms available for reservations include:

Building	Room	Seats
BC	120	12
BC	364	12
FH	250	2
FH	252	2
FH	350	2
FH	352	2
FH	379	1
FH	381	1
GH	135	20
GH	335	9
HC	208	14
HC	243	7
LA	105	10
LA	107	11
LA	316	8
LA	411	14
LA	413	14
LA	524	15
LA	526	8
MP	204	12
MP	333	12
MP	344	19

To [reserve a room](#):

1. Click the **Location** drop down box and select a building
2. Click the **Go to Date** arrows to reserve a day other than the date shown (today)
3. Click **the Room/Seat that you want to reserve**
4. Blue boxes are times available in the rooms, red boxes are not available.
5. Click a blue box that corresponds to the room and seat you prefer. NOTE: this defaults to a one hour window. If you need more or less time, you may change the time in the drop down box at the bottom of the view. You may also delete (via the small trash can next to the drop down) this reservation if you change your mind.
6. Click **Submit Times**
7. Click **Continue** after reading the NKU policy for Online Study Rooms.
8. Fill the form with your name and NKU email address to finalize your reservation.
9. Click **Submit my Booking**

Mobile App

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

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

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.

Technology Support Hours

The [IT Help Desk](#) is open for phone (859-572-6911) and [chat](#) support during the following hours:

- Monday - Friday: 7am - 10pm
- Saturday: 8:30am - 5pm
- Sunday: 12:30pm to Midnight

Please remember these tips:

- [Email](#) and online [service requests](#) may be submitted at any time and a support specialist will respond during open hours
- If you are having trouble with software for class or the computer you have on campus, the [Norse Tech Bar](#) is available for walk-in assistance in the University Center on the plaza level.
- Norse Tech Bar experts are available to answer questions and troubleshoot computer, tablet, and smartphone problems.
- Printers and lab computers with Microsoft Office and specialized software are also available.
- Equipment loans are available for Dell laptops, MacBook Airs, iPads, and internet hot spots.

Norse Tech Bar's hours of service are:

- Monday - Thursday: 8:00 am – 6:30 pm
 - Friday: 8am – 4:30pm
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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.

Teaching With the Technology in a Hybrid Classroom

NKU IT recorded virtual events to demonstrate classroom best practices, using new classroom equipment, and using Zoom capabilities in the classroom.

The trainings sessions linked below include approximately 30 minutes of training and 30 minutes of Q&A.

- BC – [Recording of BC session](#)
 - FA – Technical difficulty; no recording – please review other building session or request a [technology support appointment](#) for questions specific to FA equipment
 - FH/HE – [Recording of FH/HE session](#)
 - GH – [Recording of GH session](#)
 - LA – [Recording of LA session](#)
 - MP – [Recording of MP session](#)
 - NH – [Recording of NH session](#)
 - SC – [Recording of SC session](#)
 - SU/UC – [Recording of SU/UC session](#)
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Protect Your Data, Protect Yourself!

Be mindful and vigilant when you share data through email, text messages, social media, cloud storage, and web sites. **Never** send usernames, passwords, social security numbers, PIN's, or other important access codes in unencrypted emails or text messages. Verify the recipient of your shared files and data. Learn more about [email encryption](#) on the NKU IT website.

Working Outdoors or in Public Areas

Many people enjoy working outside or in public areas with the convenience of a laptop and Wi-Fi. Please pay attention to your work environment. Be careful not to accidentally expose sensitive data when working in public areas. Try to angle your screen away from prying eyes. Never leave your laptop unattended or unlocked. While on campus, use the NKU_ENCRYPTED Wi-Fi so would-be hackers are not able to intercept unprotected, sensitive data. Never use public computers or public Wi-Fi for sensitive business or personal matters. For example, NKU_PUBLIC Wi-Fi should **not** be used for anything private, like grades or banking.

Technology Reminder

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

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 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](#)