



## Zoom has been embedded in Canvas

[Zoom](#) has been added as an imbedded tool within Canvas to help with the transition to alternate instruction. This tool allows you to deliver course content synchronously or asynchronously, hold virtual office hours, whiteboard with your students and more.

Faculty, staff, and students all have Zoom licenses. To register go to <http://nku.Zoom.US> and log in using your NKU credentials (username and password).

Additional information is being added to the [Virtual Campus Teach Remotely](#) website with documents and tutorials to explain the features of Zoom. This [tutorial](#) has been created to help you get started with using Zoom inside your Canvas courses. [Additional Zoom tutorials](#) are available to illustrate additional functionality.

---

## Adobe

Due to NKU's transition to alternative instruction, Adobe has provided temporary at-home access for impacted students and faculty, so that they can continue their work remotely. Please follow the [Adobe instructions](#) provided to enable access to Adobe's Creative Cloud Desktop Apps on your personal device.

---

## Work at Home

The Office of Information Technology is here to help with any questions or issues you may have when working from home. Visit our [Work Remotely webpage](#) to learn about the tips and tools available to help you. If you have questions or need anything related to working online, email us at [NorseIT@nku.edu](mailto:NorseIT@nku.edu); our temporary email to assist you with remote work / instruction during this challenging time. For all regular technology issues, you may contact the [IT Help Desk](#) via telephone or chat.

---

## Phone for Work at Home

Working from home can present some challenges for answering your campus phone. Visit the [phone section](#) of the [Work Remotely](#) webpage for directions to access your campus phone and its features, including, voice mail and forwarding your office phone to a different number.

If you have additional phone needs, please email [NorselT@nku.edu](mailto:NorselT@nku.edu) for assistance.

---

## How to Get a Laptop / Microphone / Web Cam / Headset

Contact the [IT Help Desk](#) or email [NorselT@nku.edu](mailto:NorselT@nku.edu) to request equipment to transition to alternate instruction or work from home. Computers, hot spots, Headsets, and microphone/web cam kits are available to borrow. The kits containing a microphone and web cam are available from your [client support specialist](#), or by contacting the [IT Help Desk](#).

---

## Digital Signature

If you are looking for a digital signature solution, take a look at the [Adobe instructions for creating digital signatures](#). Adobe has also created [Frequently Asked Questions](#) about digital signatures that you may find helpful. If you need additional assistance please email [NorselT@nku.edu](mailto:NorselT@nku.edu) or contact the [IT Help Desk](#).

---

## How to find the CITE trainings and how to access the online trainings

[CITE trainings](#) are available ([https://inside.nku.edu/cite/cite\\_training.html](https://inside.nku.edu/cite/cite_training.html)) to help you feel more comfortable when using technology in your classes. If you are concerned about using any of the teaching tools you may [attend workshops and/or watch the tutorials](#) to ensure your course runs smoothly. Additionally you may contact your [IT Client Support Specialists](#) and/or [CITE instructional designers](#) for assistance.

---

## Whether to go synchronous (Zoom) or asynchronous (Kaltura)

Whether you decide to use [Zoom](#) or [Kaltura](#), it is advised that all faculty download the software and test it *now* so we can troubleshoot any issues as early as possible.

If you are teaching in synchronous sessions via Zoom, all sessions can be recorded and then uploaded as a Kaltura video into the Canvas shell. Contact your [IT Client Support Specialists](#) and/or [CITE instructional designers](#) to assist with this process.

---

### **The best way to upload a lecture over a PowerPoint presentation**

Use [Kaltura](#) to record a lecture while presenting a PowerPoint presentation. Contact your [IT Client Support Specialists](#) and/or [CITE instructional designers](#) if you would like help with this process.

---

### **How to troubleshoot student issues**

You may want to include this link directly in your course so that students may access the [2020 Student Academic Continuity Plan](#) page. (<https://inside.nku.edu/cite/quick-start-student-resources.html>)

Additionally, Students can contact the [IT Help Desk](#) or, faculty can contact their [IT Client Support Specialists](#) and/or [CITE instructional designers](#) to help support their students.

---

### **Academic Dishonesty Prevention**

[Respondus Lockdown Browser](#) is a custom browser that helps to provide a secure testing environment when using Canvas. Students are locked into the assessment and are unable to print, copy, go to another URL, or access other applications.

Respondus Monitor is a companion product for LockDown Browser that enables institutions to protect the integrity of non-proctored, online exams. Students use their own computer and a webcam to record assessment sessions, all without leaving Canvas.

Respondus is offering free [daily webinars](#) to help you determine if this is right for your class. Additionally, you may contact an [IT Client Support Specialist](#) or a [CITE Instructional Designer](#) to help set this up.

---

---

