

May 2020



Zoom Keyboard Shortcuts

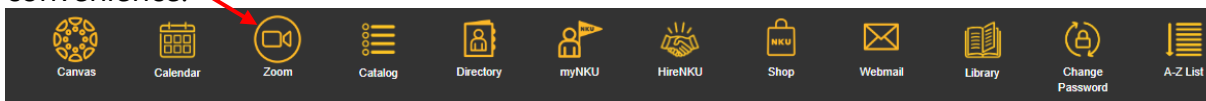
Here are a few Zoom keyboard shortcuts to save you time.

- **I is for invite.** Press Cmd+I (macOS) or Alt+I (Windows) to jump to the Invite window, where you can grab the link to the meeting or send invitations to others via email.
- **M is for mute.** Press Cmd+Ctrl+M (macOS) or Alt+M (Windows) when you are the meeting host and want to mute everyone else on the line.
- **S is for share.** Press Cmd+Shift+S (macOS) or Alt+Shift+S (Windows) to share your screen.

Zoom Tips

Zoom has put together a list of [Best Practices for Working From Home](#) that you may want to explore.

Additionally, you may want to re-visit the IT Zoom pages for the latest updates. Zoom has temporarily been added to the Quick Links on the NKU home page for convenience:



IT Survey

Thank you to everyone who completed the IT survey. We have contacted everyone who provided their contact information on the survey, and stated that they needed technology equipment. If you need something and haven't been contacted yet, please let the [IT Help Desk](#) know so that we can provide assistance. Some people mentioned that they needed technology, but did not provide their contact information.

Do your students need help navigating Canvas?

If you find yourself providing training for how to use Canvas, you can refer your students to [CITE's student resource page](#). Additionally, Canvas has a comprehensive list of [student guides](#). The [IT Help Desk](#) is also available to provide student assistance.

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

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

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

How to Create Kaltura Video for Lecture Capture

Kaltura can be used to record a lecture while you present a PowerPoint presentation.

First, enable Kaltura My Media from the Navigation area of Settings in your Canvas course. You will now be able to see and create new videos. To record videos, you will need to download the Kaltura recorder application. Kaltura has created [helpful video tutorials](#). Additionally, CITE has created a self-guided training: [Canvas 203: Kaltura for Video](#).

IT Support for your Personal Computing Devices

NKU IT offers support for your personally owned computing devices during this time of teaching and working remotely. Please contact the [IT Help Desk](#) for assistance.

Use OneDrive to Securely Share Documents

Saving your work in [OneDrive](#) makes it accessible from any internet connected device. It is saved in a secure cloud and automatically backed up. All files that you store in OneDrive are initially set to private, and available only to you. You may

choose to share specific files with specified colleagues to enable easy collaboration. Check out the [Working in OneDrive tutorial](#) to learn how to save your files in OneDrive, and then how to work with them once they are there.

How to Map your J: and K: Drives

Mapping your network drives allows you to access files on your J: and K: drives. [Drive Mapping Instructions](#) are available to assist you. Please contact the [IT Help Desk](#) if you need assistance.

How to access Virtual Computer Software

NKU offers a convenient solution for accessing NKU software from any internet connected device - a virtual desktop.

Faculty, staff, and students can use NKU's virtual desktops. [Follow these instructions](#) to install. Please contact the [IT Help Desk](#) if you need assistance.

Some feature highlights:

- Access to software that is not installed on your computer
 - Windows 10 Virtual desktops for faculty/staff and students
 - Smartphone and tablet apps
 - Use Windows software on a Mac
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Check our [IT website](#) for the latest system alerts and news.
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