APRIL I.T. NEWS

Happy Spring?? Looks like March went out like lamb and April is coming in like a lion. As we are winding down the semester, this message is full of reminders and tips and tricks. This is a long one, we have a lot going on as we get ready for the end of Spring semester and graduation. As always print or save (pdf attached) this message for later reading or reference.

As always let me know if you have any questions!
Enjoy!
Jennifer

Reminders! Windows 10, Clutter, Passwords and OneDrive
Ransomware – Cryptovirus **DANGER DANGER!**
Turnitin Originality Checking software
OfficeMix
New App – Microsoft Lens
New Students Technology brochure
New Clicker hardware for students
Faculty! Volunteer to help make ECN better
Atomic Learning – WIN A PRIZE!
Mobile App

REMINDERS!

<u>DO NOT UPDATE TO WINDOWS 10!</u>
A reminder from Brian Greenwell's email on March 29th, DO NOT INSTALL WINDOWS 10 on your Walsh computer at this time. IT is in the process of testing compatibility with our environment and software and working on a rollout plan. If you install Windows 10 on your computer we will need to reimage the system and the computer will be with us for several days.

<u>CHECK OR TURN OFF YOUR CLUTTER MAILBOX!</u>
The Clutter mailbox is located in your list of folders whether you use the Outlook desktop or the Office365 web version.
The email learns what email information you find to be important and not as important. If you leave items in your Inbox without reading them for long periods of time, those items will start going to your Clutter mailbox. You can remove items from the Clutter mailbox that should not be there by clicking on the Move to Inbox icon on the web email or dragging them to the inbox on the desktop email. The Clutter mailbox is different from the Junk mail box.
You can keep this option and use it or you can turn it off so that no items will go to the Clutter box. Instructions on how to turn it off are in this video.

NOTE: We also sent a message to students regarding the Clutter mailbox. If students are not getting emails from you or ECN, please remind them about the Clutter mailbox. I suggest putting information in your syllabus and reviewing at the start of class for the next term.

<u>PASSWORD SELF SERVICE</u>
Register for self-service password! It makes it so much easier when you forget or it is time to change your password. Go to https://www.walsh.edu/passwordreset to register, instructions and videos on the

page will get you started. The Help Desk staff can also walk you through this process, give them a call at 330-244-4357.

MOVE TO ONEDRIVE
OneDrive is the perfect way to keep your work and be able to access it off campus. If you are at a conference, at home, in Rome, or anywhere, your Office365 and OneDrive is always available on the web.

In addition, you can get a free copy of Office for your home computers – limit of up to 5 devices of each type.

If you have not moved files from your P: drive and set up OneDrive, do it soon, P: drive is no longer available on most computers and at the end of the Spring semester the P drive will be unavailable (if you have more than 20,000 files, please contact Angie Miller at the help desk). OneDrive allows you to save your files to the cloud (as backup) and on your computer/external drive. OneDrive also allows you to work off campus and access all of your files at any time. If you have more files than the size of your computer hard drive, OneDrive allows storage of 1Terrabyte of files, which is more than likely more than your computer hard drive can hold, with the updated version, you can now keep files "archived" on OneDrive and they will not sync to your computer. Many of you have used Flash drives or external drives to store your P: drive files, we cannot guarantee those for any kind of loss or damage.   Contact the help desk for assistance with getting your OneDrive set up.

CRYPTO VIRUS ALSO KNOWN AS RANSOMWARE!!!

We have had a few instances of this nasty virus on campus and it is not only something to worry about at work but also at home where you may have many family members using a computer and downloading software or viewing email.

What is Ransomware or the Crypto virus?
Ransomware is a type of malware that prevents users from accessing their data until they pay a ransom. Most ransomware viruses are triggered by clicking a link in an email or opening an attachment. When combined with phishing techniques, these emails may seem like normal correspondence from a business partner. (Carbonite, Inc. guide 2015)

How can you prevent this? (more details below)
- **DO NOT open attachments that are unusual or that you don't know where they came from.**
- **Safe surfing**
- **Use a backup service at home and use OneDrive at Walsh.**
- **Be sure to unplug flash drives or camera cards when done using them.**

What happens if I discover the virus and it has encrypted my files? (more details below)
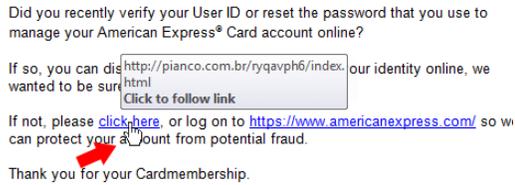- **Disconnect all devices and drives and backup services in order to contain the virus**
- **Have your computer disinfected to be sure the malware is gone**
- **Retrieve your files using the version history in your backup or OneDrive**

How can you prevent this?

DO NOT open attachments that are unusual or that you don't know where they came from.
Sometimes we get emails from users who have had their email hacked and send out bogus links. Check with the person if you are suspicious to let them know and see if they did send it. Delete these emails automatically. If you receive an email and the link is listed like those in this newsletter, hover over the link (do not click) to see the web address and if it is legitimate.

Here is an example of an email from American Express but when hovering over the link it goes to a bad web address, the URL is from Brazil (notice the .br after the .com). Many times these emails have clues such as bad grammar, misspellings or odd signatures, such as "The manager".

Did you recently verify your User ID or reset the password that you use to manage your American Express® Card account online?

If so, you can dis [http://pianco.com.br/ryqavph6/index.html] our identity online, we wanted to be sure **Click to follow link**

If not, please click here, or log on to https://www.americanexpress.com/ so we can protect your account from potential fraud.

Thank you for your Cardmembership.

Safe surfing – make sure websites you are going to are legitimate for the software, game or service you are searching for. Check out some of these tutorials on Atomic Learning to help you browse the web safely.

Subscribe to a backup service at home and use OneDrive at Walsh. OneDrive has a version history which allows you to retrieve the last version of the encrypted files. See the reminders section above if you are not using OneDrive for your Walsh files.
At home, you may want to consider using the Microsoft OneDrive personal or using another tool like Google Drive or Carbonite to name a few. There are others that are both free and paid services.

If the virus were to infect the files on your computer, including your OneDrive folder, if stopped in time you can retrieve those same files from OneDrive in the cloud. If the cloud version of your files is encrypted you can use the version history features in OneDrive to restore the last version of the files. It may take some time but your files are not gone and no ransom! Make sure any files you want to keep safe are stored in your OneDrive folder on your computer or in the cloud.
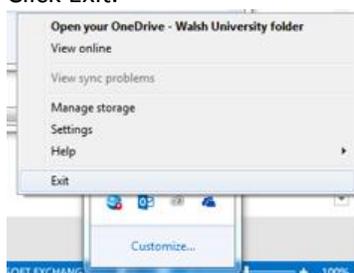
Be sure to unplug flash drives or camera cards when done using them. The virus will spread to any drives or connected devices. Shutdown your computer at Walsh to disconnect all drives when you are leaving for the day or the weekend or vacation. This will limit the spread of the virus and protect possible non-backed up information on portable drives.

What happens if I discover the virus and it has encrypted my files?

If the virus is discovered it is best **to disconnect all devices and drives and backup services** in order to contain the virus and not have it spread. Stop syncing your OneDrive and disconnect from any drives such as the WU or U drives. At home, disconnect from any file share services (for example Google Drive or OneDrive) or networked drives you have set up.

To disconnect OneDrive:

1. Click the Notification arrow on the bottom right of your screen
2. Right click on the blue clouds for OneDrive
3. Click Exit.

Open your OneDrive - Walsh University folder
View online

View sync problems

Manage storage
Settings
Help

Exit

Customize...

OFT EXCHANG.   + 100%

To disconnect your letter drives:
1. Click the Start button
2. Click Computer
3. On the left side **right click** on the drive (for example WU)
4. Choose Disconnect
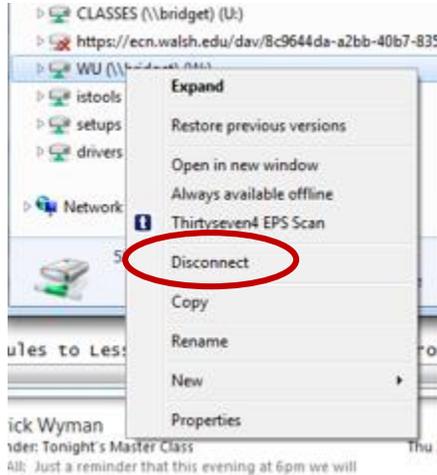
Have your **computer disinfected** to be sure the virus is gone. You can bring your device to the Walsh help desk for disinfection, be aware this takes a few days for the disinfection and cleaning.

Restore your files from the backup using the version history retrieve the version before the encryption. Backing up your Walsh information to OneDrive gives you the revision history. I.T. will restore any files from the WU drive or connected Walsh drives from backups. At home, retrieve a previous version from your backup. If you do not have a backup with previous version, you will have lost the data or will need to pay the ransom to gain access to the key to unlock your files.

TURNITIN

What is Turnitin?
Turnitin is a service that Walsh subscribes to that allows the students and/or instructor to have papers reviewed for originality.

The service is available in the ECN assignments tool. When creating an assignment, click the Turnitin checkbox to have the student paper's return a report that shows how much of the student paper is original compared to the Turnitin databases. All papers submitted to Turnitin will be in their database. See the attached information on how to use Turnitin in ECN. You may also use Turnitin on the fly to check papers in ECN, see the latter section of the attached document for instructions.

If you want students to submit drafts and view reports from Turnitin, you can do this in ECN.
- Create an assignment
- Allow multiple submissions, say 5 and set a deadline
- Allow Single Uploaded file

- Check Turnitin and make sure to check the allow students to see reports section

Generate originality reports:
◉ Immediately
○ On Due Date

☑ Allow students to view report

- Post

When students submit they will wait and get a report. If they want to resubmit the draft again, they can Remove the first file and upload another and resubmit and get a new report.

Assignment has been submitted on Apr 7, 2016 11:32 am

Title	👤 multiple submission trial
Due	Apr 14, 2016 5:00 pm
Number of resubmissions allowed	4
Accept Resubmission Until	Apr 14, 2016 5:00 pm
Status	Submitted Apr 7, 2016 11:32 am
Grade Scale	Ungraded
Turnitin Report	⚠ This attachment has been submitted and is pending review.
History	Thu Apr 07 11:27:32 EDT 2016 Student Dude (studentdude) subr Thu Apr 07 11:32:52 EDT 2016 Student Dude (studentdude) subr

Instructions

gsdfg

Submission

Attachment

🎖 Originality of attachments will be verified by Turnitin.

📄 Turnitin for Assignments.docx (48 KB; Apr 7, 2016 11:32 am) Remove

[Resubmit] [Cancel]   Don't forget to submit

OFFICEMIX

Officemix is a new plug in tool for Microsoft PowerPoint, John Gurnak may have presented the tool in your Division meeting at some point. Information and the download can be found at mix.office.com.

Officemix allows users to record audio on PowerPoint slides, record screens, insert interactivity (only available with a browser) and more and then create a video file which can be uploaded or linked to based on the security settings. The video above about turning off your Clutter box was created in OfficeMix using screen recording. Click here to view.

Using Mix recordings in ECN – there are a few ways to use your Mix recordings in ECN. Once the Mix is uploaded use your Walsh email address and password to log into mix.office.com to see your recordings.

1. As a link – When finished, upload your Mix and then set the security settings and take the link and paste into your ECN course or link from Resources as a URL.

2. Embedded – Choose the Export to Video option on the Mix ribbon and then save to your computer. Upload the .mp4 files to ECN Resources. When you want to embed choose the video icon 🎬 from the Editor and then click Browse Server to find your file in Resources and it will populate the URL. The video will then show as a small video within your course.

Workshop Description:
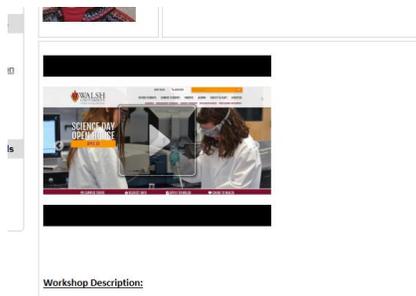
3. Link the video within your course on the left menu – this feature is being worked on, watch for more information next month. This will be a good option for course introduction videos or a how-to for students that they can reference throughour the whole class.

Tips!
- When recording, you can place your text in the Notes box for each slide. Then when you record you can choose to have the notes viewable over the slides at the top as you record audio on the slide.
- When doing a screen recording you will need to record the audio at the same time. Make sure to have a script printed to read as you go through the screens. This will make for a smoother sounding video and your actions will be better when typing or clicking on screen.
- Screen Recording editing is very basic so you will need to start over if you make mistakes. The service has basic beginning and ending cutting available.
- When posting your video, also post a copy of the slides with the notes for those who made need an alternative way to view/read the information.

MORE tutorials and tips are available at https://mix.office.com/gallery/category/how-to

NEW APP! MICROSOFT OFFICE LENS

While doing some research for a faculty member of a good way to get information from a whiteboard for her and her students, I came across this great new tool that can be used for more than whiteboards! It is a Microsoft app called Office Lens. It is available for both Apple, Google and Windows mobile devices. The great part is that this tool is compatible with OneDrive and Office products. More details are available here.

This tool integrates with your Walsh OneDrive and the Word and PowerPoint Online tools. Take a picture of a whiteboard and save it right to your OneDrive. Take a picture of a document and save it as Word and then upload to your OneDrive and you can open the file and work on it. Use to store Business Cards, photos, documents and whiteboard information.

 Download it for free from your favorite app store!

NEW STUDENT BROCHURE ABOUT TECHNOLOGY AT WALSH

Thanks to our intern, Olivia Kodramaz, and the Walsh Marketing department we have a new, updated, technology brochure for our incoming students! A pdf is attached for your information.

If you send out any mailings or emails to new students, make sure the information matches this brochure. Information about passwords has been updated as well as information about IT in the residence halls and more!

CLICKER UPDATE

Students purchasing new Clickers for the Fall semester will be using an updated version. The previous, NXT, clickers will still work.
The updated version boasts a QWERTY keyboard and lighted buttons among other features. Check out more information [here](#).

If you are a faculty member using Clickers and would like an updated packet with the new clicker, please let Jennifer know.

VOLUNTEER TO MAKE THE NEXT ECN BETTER

Jennifer Loudiana is part of the Apereo Usability Group. (Apereo is the parent group for Sakai our ECN platform). As part of this group we often are asked to work on small usability studies to assist the developers of Sakai.

If you would be interested in helping with these types of projects, please let Jennifer know. The time commitment is small maybe 1-3 times per year.

CURRENT PROJECT: At this time NYU is testing a small piece of the new Sakai (version 11). The usability test will take between 5-30 minutes of your time and can be done via videoconference or in person. **Please contact me if you are willing to help by Wednesday April 13th.**

ATOMIC LEARNING

Time is running out! Add Atomic Learning to your ECN course to win a prize! Instructions are attached. Use Atomic learning to supplement material, fulfill pre-requisites, or push out information for a flipped course. 5 faculty have added Atomic Learning in 15 courses in ECN.

March Usage Statistics!
18 Students, Faculty and Staff used Atomic Learning during the month of March.
71 Students, Faculty and Staff have used Atomic Learning during the Spring semester.

Top tutorials viewed in the month of March
1. Photoshop CS4
2. Excel 2013
3. Creating a Resume
4. Word 2013
5. InDesign CS4
6. Atomic Learning Website
7. ECN
8. Excel 2010 Intermediate
9. What do I need to consider when accepting a job?
10. Word Online

Top tutorials view during Spring semester (as of March 31)
1. SPSS 19 (1658)
2. Photoshop CS4 (125)
3. Excel 2013

4. SPSS 14 (57)
5. Premier Pro Creative Cloud 2014
6. How do I become a Better Public Speaker
7. APA Research Paper Basics Word 2010
8. Word 2013 Intro Training
9. Creating a Resume
10. Atomic Learning Website

WALSH UNIVERSITY MOBILE APP

As mentioned in the last news we are working on the final touches for a mobile app for Walsh University. The app will be called Walsh University in the Apple or Google Play stores.

A sneak peek --- check out what the menu looks like. The links take you directly to these websites. Some may require a log in.
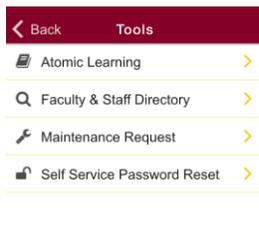
As always, contact us for more information or help with any of our services.