



OIT Newsletter for Instructors

Upgrades Completed in Six Classrooms and More to Come!

Also in this edition:

- OIT Help - page 2
- Tools for Trimming Videos - page 3
- Making Recordings Accessible - page 4
- TikTok & Important Reminders - page 5
- OIT Technology Portal & MyUI Update - page 6

For questions
or training
on classroom
technologies,
contact
ccts@uidaho.edu

Collaboration & Classroom Technology Services (CCTS) was hard at work at the end of the Fall semester replacing aging technology in six classrooms. All of these spaces are equipped for teaching students at a distance with:

- Ceiling microphone arrays that will pick up the voices of instructors and students throughout the room
- Two displays at the lectern. The primary display is a touch display so the instructor can annotate on the Zoom Whiteboard or on a PowerPoint presentation. The secondary display can be utilized to prepare content or maximize the Zoom chat to improve interaction with students.

Five of our Enhanced Video Conferencing classrooms (TLC 023, TLC 030, TLC 046, TLC 047, and TLC 148) received new control systems to improve performance while maintaining all the previous functionality. In addition to the new control system, an auto-tracking camera was installed in MCCL 209 to make it an Enhanced Video Conferencing with Video Tracking classroom.

Thanks to recently approved funding, our next round of upgrades will include ALB 112, ALB 201, ALB 212, EP 202, EP 204, EP 205, EP 209, MCCL 315, and NIC 208.

For an overview of technologies in all of our General University Classrooms, and instructions for use, see [this knowledge base article](#).

Visit the Zoom Learning Center

All UI users have access to the Zoom Learning Center. Simply log in to your Zoom account at zoom.uidaho.edu and click the blue Zoom Learning Center link toward the bottom of the left column. The Zoom Learning Center offers full courses, brief videos on specific features and live trainings.

See the following suggested trainings. Use your U of I email and password to log in if prompted.

[Getting Started with Zoom](#) (New Users)

[Engaging Your Students](#) (Instructors)

[Zoom Security Basics](#) (Meeting hosts)

[Planning Your Webinar](#) (Webinar hosts)

Collaboration & Classroom Technology Service (CCTS) Webpage

uidaho.edu/oit/need-help/ccts

Valuable information for instructors from the CCTS team can now be found at uidaho.edu/oit/need-help/ccts. This webpage will be kept current with information on:

- *Our Team, including what we do and contact information*
- *Technologies in all General University Classrooms (GUCs), including user guides for each type of classroom*
- *Issues of the current and past newsletters*
- *Zoom information:*
 - *Zoom Learning Center*
 - *Requesting a Webinar License*
 - *Tips for your U of I Zoom Account*

Please let our team know if there is additional information you would like to see included by emailing us at ccts@uidaho.edu



Visit uidaho.edu/oit/need-help information about getting help
from the following OIT teams:

- ⇒ *Collaboration & Classroom Technology Services*
- ⇒ *Student Technology Center*
- ⇒ *Technology Solutions Partners*

Tools for Trimming Video Recordings

Microsoft has changed Stream. The new version is called Stream (on SharePoint). It is no longer a separate site; many of the old features and new features are now available if the file is stored on the SharePoint platform including OneDrive, SharePoint Storage, and MS Teams. However, Stream (on SharePoint) cannot trim videos. OIT has suggested that Microsoft add the trim feature to the new Stream. Meanwhile, below are applications you can use to trim videos. The following information can also be found in [this article](#).

- Videos can be trimmed in **PowerPoint**. It is recommended you download the video to your computer before inserting it into the presentation. Once you have inserted the video use the Trim tool from Video Tools, Playback. Follow the steps at the bottom of the instructions to save the trimmed video. After editing and saving the video you can upload the video back to your OneDrive account to share it or embed it into a Canvas class.

- See Microsoft's support "[Trim a video, music clip or sound clip in PowerPoint](#)" for both Windows and macOS instructions.

- Windows users can use Microsoft's **Photos** app which comes with Windows OS. You download your video to your computer, open Photos, click on Video Editor, click on New video project, add video, drag your video to the storyboard then select Trim from the menu then trim much like you did in Stream (Classic). In the upper right corner click on Finish video then select the video quality then export the video. You will want to upload the video back to your OneDrive account to share it or embed it into a Canvas class.

- Mac users can use **iMovie** which comes with macOS. You should see it on the LaunchPad. If it is not there you can download it for free from Apple's App Store. It is recommended to download your video to your computer before editing it in iMovie. You will want to upload the video back to your OneDrive account to share it or embed it into a Canvas class. Here is the link to Apple's [iMovie User Guide](#).

"The University of Idaho has an enterprise Camtasia license available to those who create academic content."

- The University of Idaho has an enterprise **Camtasia** license available to those who create academic course content (Instructors and those assisting them creating academic course content). Camtasia Screen Recorder and Video Editor is available in both Windows and macOS versions. It is recommended you download the video to your computer to edit it then upload the video back to your OneDrive account to share it or embed it into a Canvas class.



-Windows users see knowledge base article, "[How to use Software Center \(Windows\)](#)" to install Camtasia onto your computer.

-MacOS users see knowledge base article, "[Installing Applications on Mac Computers via Self Service](#)" to install Camtasia onto your computer.

-See TechSmith site for [Camtasia Tutorials](#) or [TechSmith Academy](#) for courses to help you create better images and videos.

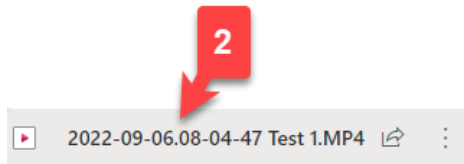
- **Stream (Classic)** is still available for a limited time. You still must upload the video to the Stream (Classic) site, edit it then download it to your computer then upload the video back to your OneDrive account to share it or embed it into a Canvas class.

-See knowledge base article "[How do I use Microsoft Stream](#)" for instructions and more information.

Make Video Recordings Accessible from OneDrive with Closed Captions and Transcription

You can easily enable Closed Caption and Transcription for any video from OneDrive.

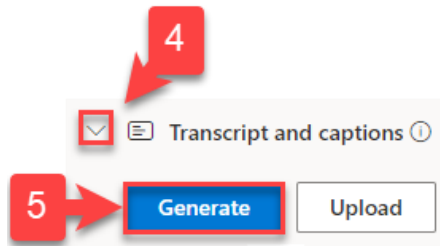
1. Login to your OneDrive account at onedrive.uidaho.edu and find or upload the video you want to make accessible.
2. Click the video file name to open it.



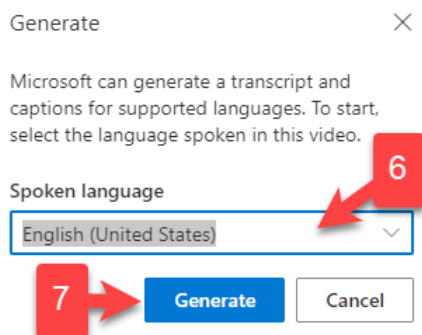
3. Click on the Video settings button in the upper right corner of the screen.



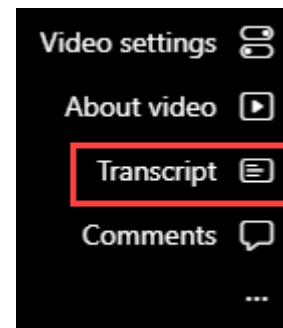
4. Click the arrow next to Transcript and captions.
5. Click Generate.



6. Select the language spoken in the video.
7. Click Generate.



It takes time for the transcript and captions to generate. After the process is finished, a Closed caption button appears in the lower right corner and the Transcript button appears in the upper right corner.



These instructions are also available in [this knowledge base article](#). For more details on this process, see Microsoft support article, "[View, edit, and manage video transcripts and captions](#)".

If you want to enable closed captions and transcription for a video that is embedded in Canvas, you can follow the same instructions after opening the video in Canvas. See knowledge base article, "[Embedding OneDrive Videos in Canvas](#)".

The importance of captioning lies in its ability to make video more accessible in numerous ways. It allows Deaf and hard of hearing individuals to watch videos, helps others focus and remember information, and lets people watch in sound-sensitive environments.

For more information about captioning, visit uidaho.edu/cdar-faculty or email cdar@uidaho.edu.

To TikTok or Not

As you may be aware, shortly before the winter holiday, the State of Idaho [banned](#) the popular application and website TikTok on all state-owned and state-issued devices. This has been similarly done in other states and for most federal agencies. On December 22, OIT implemented the required ban for employee devices and employee networks.

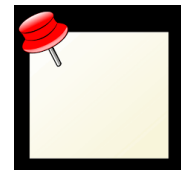
This ban does not affect student networks and personal devices but will affect student labs as they are university-owned.

While this may be inconvenient for any real-time academic discussions regarding the application and its media, the ban does not extend to personal devices on non-employee networks. Videos may also be saved out of the application and copied to OneDrive if necessary for later discussions or analysis.

While the technology used to block TikTok may change, the current implementation is described on the [OIT Support](#) site. If you encounter these pages unexpectedly, or have other questions, please let us know at OIT-Security@uidaho.edu.



Reminders



- ⇒ **February 24, 2023, is the priority date for all classroom requests for the Fall semester.** Work with the academic scheduler in your department to ensure that the correct classroom attributes are submitted with your request.
If you are teaching to students at a distance and are interested in utilizing one of the enhanced video conferencing classrooms (AD 277 & 326, ALB 112 & 212, EP 205 & 209, MCCL 209 & 315, TLC 023, 029, 030, 046, 047, 148, & 248), ask your academic scheduler to enter the enhanced video conferencing or EVC attribute.
- ⇒ There are multiple **eGlass Lightboards** with built-in cameras available for use by instructors. See knowledge base article [Locations and contacts for recording studios and eGlass](#) to reserve a room. See [eGlass | Best All-in-One Lightboard w/ Built-in Camera](#) for more information on this technology.
- ⇒ Classroom computers **automatically log out after 15 minutes of inactivity.** A warning prompt appears after 12 minutes of inactivity. When you see the prompt, simply move the mouse or tap a key to restore. This will not happen if the computer is in PowerPoint presentation mode or in a Zoom meeting.

OIT Technology Portal: Best Way to Engage OIT

📌 Submit a Ticket

** Submitting a ticket is the fastest way to receive assistance.*

The [OIT Technology Support portal](#) is the best way to engage OIT to request services and report technical issues you are experiencing. By using the portal, you can use the OIT service catalog to quickly find and submit a request to engage your [Technology Support Partner](#) (faculty and staff), [Student Technology Center](#), or other OIT team members. From the portal home page, you can open the service catalog to create a ticket. The service catalog is split into major topics. These topics are categorized by function. This allows us to ask for specific information for that function so we can quickly start working on your request. By selecting the appropriate request, you will enter the information needed by OIT to provide faster support to address your need. See the knowledge base article "[OIT Technology Support Portal Guide](#)" on how to move around the portal, how to create a ticket, how to search the knowledge base for self-help, and how to find your open and completed tickets.



A Message from the MyUI Product Team



The MyUI Digital Platform team had a successful 2022 as we kicked off the beta version of the new [MyUI Dashboard](#). Several new cards were released over the past semester that are now available on the dashboard, you can find additional information on each card on the [MyUI KnowledgeBase website](#). We have some great features planned for the Spring semester including Registration, Campus Maps, Financial Aid, Housing, Health and Wellness, and several other cards. In addition to our deployments, our two student User Experience design and researchers continue to design new cards with the assistance of our volunteer

beta testing and feedback group. We need additional student volunteers to test all the new planned features coming up. Please pass this information to any student you think would be interested in or benefit from the experience. You can find information regarding our featured card and beta test group by visiting the [MyUI information website](#).

Thank you for all the support last year, and we look forward to providing the University of Idaho an improved digital experience in 2023!