CNAS Instructional Technology Support Newsletter

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Intro

Welcome to the first CNAS Instructional Technology Support Newsletter! I plan to send out a newsletter weekly if I have enough content to put in it. It will contain tips and tricks as well as current IT information. If you have IT questions that you would like answered please send them to CNASITSSupport@live.MissouriState.edu.

Microsoft Teams Audio Conferencing

This morning you should have received an email from Microsoft Audio Conferencing saying that this feature has been turned off for Teams and Skype. This was an extra feature that Microsoft turned on back in March to assist with COVID-19 operations for six months. This only affects the ability for participants to phone in to Teams and Skype meetings. It does NOT affect participants using the Teams or Skype applications to connect. Nor does it affect Zoom. The bottom line is that if you have people that participate in Teams or Skype meetings by phone and cannot use the computer or mobile apps, you will have to switch to using Zoom which still supports phone in participants. More information can be found at the Information Services blog.

CNAS ITS web site

I would like to highlight a couple of pages on the CNAS ITS web site. The Classroom Support page lists all of the CNAS classrooms with the primary support person and for those rooms that have Zoom capable technology, there is a link to the instructions for using the equipment in that room with Zoom. The Information for Users has some information and how-to instructions for current technologies. More information is added on a regular basis and may be highlighted in future newsletters.

Microsoft Teams Training

A training session is scheduled tomorrow for Microsoft Teams. This free course is conducted via Zoom so no need to travel to a training session. It is from 12:00 PM – 1:00 PM. See the Calendar of Events for more information. An Advanced Microsoft Teams course is coming up on September 18, also online via Zoom. Other training from Computer Services can be found on their website.

LinkedIn Learning

As announced in Clif's Notes last week, faculty and staff now have access to training through LinkedIn Learning (LIL). It contains over 16,000 courses in topics ranging from technology, leadership, and business skills. There's even a course on "How to Use LinkedIn Learning". You access LIL through MyMSU. See the image below for the link location in MyMSU.
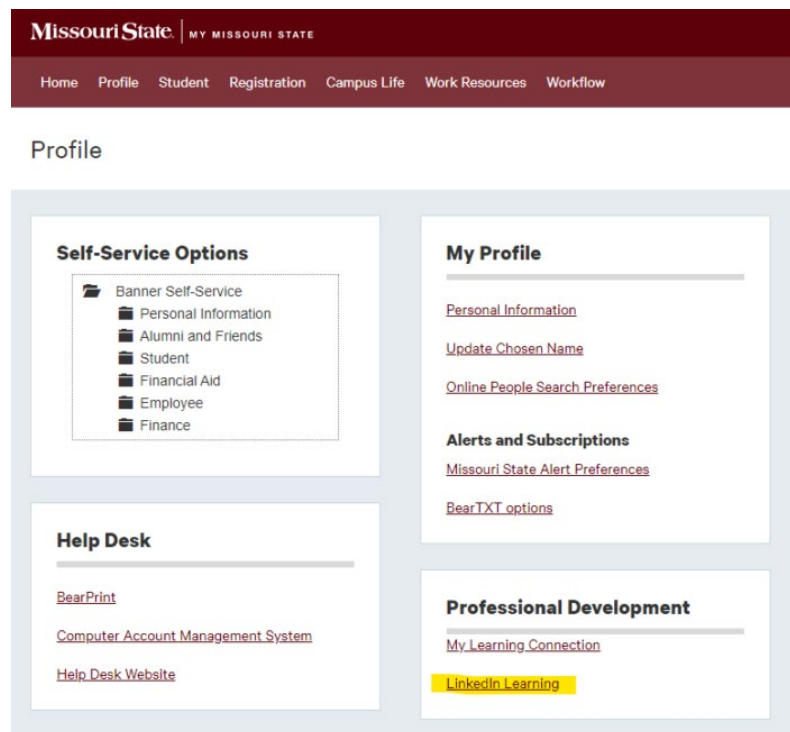
Zoom Recordings

If you are using Zoom to conduct synchronous classes online, you can record your Zoom sessions for later playback for students that were unable to attend live. Instructions for setting up recordings are in the Help Desk Knowledge Base. One important note is that the processing of your recorded Zoom session may take up to 2 times the length of the session. So 1 hour, 15 minute class might take 2 hours, 30 minutes to process and become available to you to download. The best place to store these recordings is in Microsoft Stream. In addition to storing and streaming your videos, it will also create captions to make your recording meet accessibility standards. Once you upload your Zoom recording to Stream it will process the video and add closed captions. This will also take time. There is no published estimate for how this will take.

Future newsletters

Topics in future newsletters will include more information on using Zoom, Stream, current events in CNAS IT and Computer Services. If would like to have topic addressed in a future newsletter email your request to CNASITSupport@live.MissouriState.edu.