

CNAS Instructional Technology Support Newsletter

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Self-service password reset (SSPR) and Multi-factor authentication (MFA)

As mentioned in the last newsletter, all CNAS faculty, staff, and majors are being added to the SSPR service. This change is scheduled to take effect on October 26. You will fall into one of three groups:

1. MFA with 1 Authentication Method (Group 1)
2. MFA with 2 Authentication Methods (Group 2)
3. No MFA (Group 3)

If you already have MFA set up, then you'll have less to do and may not have to do anything if you are in group 2. Next week you will get an email that identifies which group you are in and the instructions appropriate for that group.

Microsoft Office Tools

Have you ever had two Excel spreadsheets with the same or similar names and wanted to know the differences between them? Or have you had problems with Office files not uploading to OneDrive? Then there are solutions for you probably already on your computer. To see if these tools are already installed on your PC, click the Start button and scroll down to "Microsoft Office Tools". If it is there, then click the folder to see the tools. It will look like this:



You won't need to use many of these tools, but a few are noteworthy. The "Spreadsheet Compare" tool will allow you to pick two Excel spreadsheets and then see the differences between them. The "Database Compare" tool does the same for two Access databases. The "Office Language Preferences" will help those that are multi-lingual to set what language is used for editing (spelling, grammar checking, and sorting), display on the ribbon, and for the Help feature. If you have tried to save a document to OneDrive and seen an error, you may be able to get more information and correct the problem in the "Office Upload Center" tool.

Take attendance in Zoom sessions

I have been asked a couple of times about taking attendance in a Zoom session. While there isn't anything built-in to Zoom to do this, there are a couple of tricks you can use to accomplish this. If your class is small (less than 50 students), you can take a screenshot of the Gallery view which puts the greatest number of participants on the screen. Depending on your hardware, you can display up to 49 participants in Gallery view in full screen. If you have more than will fit on one screen you can scroll through other pages and take screenshots of each page. This method is a little clunky to manage and you can't do much with it other than look at the screenshots. The other method involves recording the session and then having your students enter the chat and type their name or a specific word like "present". I mention typing their name because sometimes their name that appears in Zoom may not exactly match their name on your class list. They can even change their name to a nickname or some other name to be displayed in Zoom. After the session is over, you can download the chat as a text file. Then you can name the file with the date of the class so you can save the chat file for each class. You could even enter the date/time in the chat yourself before asking the students to enter their attendance response. You may be able to manipulate this text file and import it into an Excel spreadsheet to keep track of attendance over the semester. The key here is that must record your session. Recording your Zoom session was explained in the first issue of this newsletter. If you would like more assistance with this procedure, contact me at

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Newsletter archives

Speaking of previous issues of this newsletter, I have put the three previous issues on the CNAS ITS web site. You can view them at the [Newsletter Archives](#) section of the web site. This and future issues will be added as they are published.