CNAS Instructional Technology Support Newsletter

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Banner and MyMSU upgrades

This Sunday, January 31, upgrades will be made to the Banner systems which will mean that Banner and My Missouri State will be unavailable. The time frame for the upgrades is scheduled for 7:00 AM – 10:00 AM. It does NOT affect the university networks, phone systems, main websites, Blackboard, Office 365, email services, CashNet, video surveillance systems, electronic door access systems, and the application for admission. You can see this information on Information Services Notifications and Outages web site.

Blackboard videos

This week it was announced to the Campus User Support Committee that MSU has exceeded its allocated storage capacity in Blackboard by about 55%. In addition to creating higher storage costs to the university, videos on Blackboard tend to cause performance problems. Blackboard is not designed to be a video streaming site and it is part of Bb best practices to avoid putting video files directly on Blackboard. If we remove all videos from Blackboard we will be well under our current storage capacity. It is much better to store videos somewhere else and provide a link in Blackboard. We recommend Microsoft Stream as the primary place to store and stream videos. That is what it is designed to do. It also creates captions for accessibility. There are other places you can put videos like YouTube or your OneDrive storage. Emails will soon be sent to users that have videos stored in Blackboard with instructions on how to find and remove videos from Blackboard. The following knowledge base articles have more information:

> Blackboard Best Practices for Faculty
> How to Share a Video to Blackboard
> How to Access Content Collection
> How to Remove Video Files from Blackboard

Blackboard Course Cleanup

Speaking of cleaning up Blackboard, on February 16, Computer Services will archive and remove any courses from Fall 2017 or earlier (3 years or older). Faculty that are affected will receive an email with more information before that happens.

WebPress replacement

A new web content management system (CMS) will be implemented later this year, probably April to July. It is called OU Campus from OmniUpdate. This is just an announcement. There are no actions to take currently. As we get closer there will be announcements for training opportunities and migration information. If you are planning on making major updates to a web site in WebPress that can wait until the end of the semester you might consider actively procrastinating.

Zoom polls, Part 3

In previous newsletters I introduced Zoom polls, how to enable them, and how to create them. In this issue I describe how to use them and get the reports after the meeting is over. To use your poll, follow these steps:

1. Start your scheduled Zoom meeting that includes a poll.
2. Click the Polls button in the meeting controls.
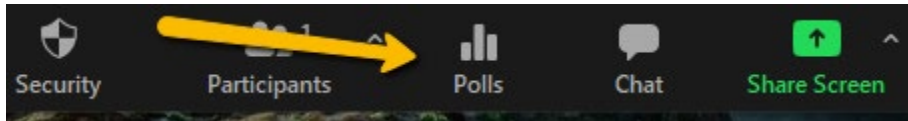
3. Select the poll you would like to launch.
4. Click Launch Polling.
5. The students will see the question and be prompted to answer the question. The instructor will see live results change as students answer questions.
6. When you are ready to end the poll, click the End Poll button at the bottom.
7. You can share the results with the students by clicking the Share Results if appropriate.
8. If you re-launch the poll in the same session the results will only include the last occurrence of the poll. If you know in advance that you want to use the same question more than once, you need to create separate polls with the same questions.

Now that you have finished a class session that included a poll, you will want to download the poll results:

1. Login to the Zoom web portal.
2. Select Reports on the left side.
3. In the Usage Reports, click Meeting.
4. Next to Report Type, click the Poll Report button.
5. You can narrow the dates of reports you see by altering the From and To dates, if necessary. You can also search by Meeting ID if you have several courses by clicking the drop-down button that says Search by time range and select Search by meeting ID.
6. Click the Generate link at the right side of the list of available reports. You can select multiple meetings if you have more than one reports (polls) you want to download and click the Generate button.
7. If you are prompted to select the Registration Type, pick which option you want; probably the default All Registrants will be what you want.
8. Now you will see the available reports you can download. On the right side of the list, you will see the Download link. If it says Processing…, Zoom is still processing the request. This should not take more than a couple of minutes. It will change to Download when it is done processing.
9. Click download and save to your computer or open the report in Excel.

Now you should be able to fully use polls to get feedback or test topic understanding in an online Zoom environment. If you need more help with Zoom polls or need to see it put into practice, contact me at KenMcCrory@MissouriState.edu.