

August 2018



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Security Tip

For a secure, but easy to remember password, try using a passphrase. An example would be "Flowers bloom in the spring."

Division of Information Technology (DoIT) Radford University

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Plagiarism Detection and Grammar Checking Tool Available in D2L

The Division of Information Technology is pleased to announce that Turnitin Feedback Studio is now available within D2L. This tool provides faculty and students a new suite of tools to provide feedback and encourage original writing.

Faculty may enable Turnitin on D2L assignment folders by clicking on the "Turnitin" tab and checking "Enable GradeMark for this folder" and then checking "Enable Originality Checker for this folder". Once these two settings are completed faculty can click on "More Options in Turnitin" and then "Optional Settings" to configure the settings for "ETS" grammar checking as well as other settings.

We encourage faculty to enable the option "Allow learners to see Turnitin Similarity scores in their submission folder". This allows students to submit their assignments before the due date and review their own feedback before the final submission date. If the assignment is a "draft", you should

select "Do not store submitted papers" under the "optional Settings" to prevent this from being detected as plagiarism when students submit their final paper. More written and video instructions can be found at: www.radford.edu/turnitin.

If you have additional questions about Turnitin please contact the Technology Assistance Center at 540-831-7500. We would be happy to provide additional training to groups as well as one-on-one assistance.

Enroll in Two-Factor Authentication

To protect your identity and secure access to sensitive information, the Division of Information Technology is rolling out two-factor authentication for all faculty, staff, students, alumni and retirees. Two-factor combines something you know (your password) with something you have to ensure only you can login to your Radford University account. It can send a notification to a smartphone app, call a phone number or send a code via a text message to provide a second way of identifying you when logging into MyRU. Once enrolled, even if someone steals your password, they will not be able to login as you.

Enrolling only takes 10 minutes and can be completed by following these steps:

- Login to **MyRU**
- Click on the **Personal Information** icon
- Under **Account Settings**, click **Manage** beside **Duo Two-Factor Authentication**
- Follow the online prompts
- For detailed instructions on enrolling your phone, tablet or landline, search for "Duo" on radford.edu and select the first search result.

Tips:

- Check the "Remember me for 14 days" box on the Duo login page to minimize how often you need to use Duo. (When using the same computer and browser.)
- Enroll multiple devices or phone numbers as a backup.
- Once enrolled, request 10 codes at the Duo prompt via "Enter a Passcode" then "Text me new codes". You may then print these codes to use in the event that your phone is unavailable.
- After enrollment, it may take up to 30 minutes before your login process changes to use Duo the first time.

Duo two factor authentication will become a mandatory requirement for all faculty, staff, students, alumni and retirees on October 23, 2018. Therefore, we recommend you enroll early to prevent problems in October. If you have questions, please contact the Technology Assistance Center at 540-831-7500 or stop by Walker 153. Additional information can be found by entering "duo" in the search box on the RU home page.

Technology Tips for Faculty

As we begin a new academic year, the following are some common technology tips.

- **Request additional software** - DoIT installs campus-licensed software on all computer lab and multimedia classroom machines to eliminate the need of students using a specific lab. DoIT asks faculty to verify that all special software is installed and functional in their classroom and/or computer labs. To have additional software installed, submit a request to the Technology Assistance Center, via ITOneStop <https://www.radford.edu/onestop>.
- **Reserve a computer lab** - Walker and other computer labs are available for ad-hoc reservations by faculty. The labs fill up quickly, so we encourage faculty to make reservations early. To

make a reservation, click on the “Reserve Campus Spaces” link on the Employees tab on the MyRU portal.

- **Communicate with students registered in classes** - Course email aliases are available for faculty use. The standard format for course aliases is ru-COURSE-SECTION-fall@radford.edu.

Banner 9 INB Upgrade September 17

A new look and feel is coming to Radford University’s administrative information system, commonly known as Internet Native Banner or INB. In addition to the improved interface, the Banner 9 upgrade will include:

- A new web-based platform
- Single-sign on access
- Expanded browser options
- No more need for Java

Training sessions were provided during OurTurn, but additional training sessions are being offered before the September 17th go live. Registration is NOT required for these sessions.

Date	Time	Location
Wednesday, August 29	9-10 a.m.	Walker 221
Monday, September 3	9-10 a.m.	Walker 221
Thursday, September 6	10-11 a.m.	Walker 216
Monday, September 10	2-3 p.m.	Walker 216
Wednesday, September 12	9-11am	Walker 221

Xerox Copiers and PaperCut

Over the summer, the Division of Information Technology installed 169 new Xerox copiers. These multifunction devices provide a new app like touch screen interface and supports copy, scan, print functionality.

In an effort to increase awareness and enhance sustainability, a new software tool called PaperCut, was implemented as part of a new campus-wide Xerox copier program. PaperCut provides an additional popup before printing any print job that will cost a department more than \$1.00 in printer charges. PaperCut is NOT intended to prevent users from printing, but instead raise awareness about printing costs, especially those jobs that users may accidentally print in color and/or in large quantities.

Visit www.radford.edu/copiers for additional information on configuring your computer to access these new devices.

Improvements Coming Soon to Account and Password Management

DoIT is currently implementing a new identity management system from Fischer International to provide significant improvements to the way Radford accounts and passwords are managed. Fischer was selected to replace the aging Aegis Identity software due to its strong presence in, and commitment to, the higher education identity management space. Fischer also provides extensive integration capabilities to many common higher education ERP systems.

The first phase of the Fischer implementation will replace the automated processes for provisioning and deprovisioning of accounts, as well as self-service functions to activate and manage your accounts, and reset your expired and forgotten passwords. A future phase will include online account requests and requests for additional resources.

Project Communication Plans

The project communication plan is created early in the project lifecycle to indicate agreement on how the project manager will communicate important information during the project. A communication plan facilitates

effective and efficient communications with the various stakeholders and describes how these communications will occur. A good plan will generally include the type of communication, frequency, target audience and purpose. The project manager will work with the projects sponsors, team members and stakeholders to draft a plan that is approved before the project gets underway. For a communication plan worksheet, please visit ITOneStop at www.radford.edu/onestop and search "communication plan".

Zoom Video Conferencing

Zoom is one of the top four industry leaders in video and web conferencing solutions. Since its introduction to the Radford University community in 2017, video conferencing use has increased approximately 600% with 697 basic accounts and 4,043 meetings connecting 26,008 participants across sixteen countries. Use cases include remote business meetings, personnel searches, remote instruction, guest speakers, student led group projects, advising, pre-recorded lectures, and job placement events.

Radford faculty, staff, and students are able to take advantage of Zoom by obtaining a basic Zoom account. For instructions on how to sign up for a basic account, visit ITOneStop at <http://www.radford.edu/onestop> and search for "Zoom". Faculty or staff that need to host meetings longer than 40 minutes on a regular basis, should contact the Technology Assistance Center at 540-831-7500 to request a Zoom Pro Account.

Technology Training

Academic Technologies staff are available for one-on-one, group or custom workshops. To schedule a workshop or training session contact Academic Technologies at 540-831-7521 or acadcomp@radford.edu.

You may also visit the Solution Library at <https://www.radford.edu/onestop> for a variety of online tutorials, Quick Reference Guides, "how-to" videos and articles to assist you with campus technologies.

Meet the DoIT Staff: Randa McDonald

Title: Director, Identity Services & IT Audit Compliance

Years with DoIT: Employed at Radford University for 31 years, 6 months, and an employee of the Division of Information Technology for about 25 years.

Family: The three best men I know! My father, Randy, who finally is retired and enjoying life after 55 years in the trucking industry; my brother, Randy, Senior English Instructor at VT; and my son, Ryan, who is my heart, and a full-time college student and Youth Pastor in Roanoke. We got a little carried away with "R" names in this family!

Hometown: Bluefield, VA

Education: Bachelor of Business Administration, Radford University

Interests/Hobbies: Reading, listening to music, DIY projects, learning about our family genealogy.

Favorite vacation destination: The Beach! Particularly the Surfside area around Myrtle Beach. I also love the gulf coast.

Favorite part of your job: Problem solving, and working with the many wonderful people I've been blessed to meet through the years.

