Online Proctoring for Summer Sessions
In January, several faculty began a pilot of an online proctoring system from Respondus called Respondus Monitor. This system requires students to use a webcam, microphone and high-speed Internet connection to take an online exam. The online exam session is then recorded for review by the instructor. Positive feedback has been received from the pilot group; therefore, this tool will be available for any online class during the Summer of 2018. An information session will be held on Wednesday May 9th from 10-11 a.m. in Walker 221 for those interested in using this tool. (Registration not required.)

Replacement of Campus Copiers Summer 2018
Since 2010, Radford University has been using Konica Minolta Bizhub multi-function devices as a standard throughout campus. In the fall of 2017, The Division of Information Technology along with Procurement and Contracts began a competitive process to establish a new contract. On April 26, a new 5-year contract was awarded to Virginia Business Systems (VBS) providing Xerox copiers to Radford University.

This new contract offers a variety of color Xerox Versalink and Xerox Altalink multifunction devices. These devices provide copy, scan, print functionality using an app-based interface allowing for future functionality and options. In addition, VBS included participation in the PrintReleaf program which will help offset Radford University’s carbon footprint by planting trees in a global reforestation project.

The Division of Information Technology plans to begin offering open houses on May 10th in Walker Hall 131 providing an opportunity for departments to
Banner Tip
Any printer on the Radford University network can be added to the printer list of values utilized by the Banner jobsub form (GJAPCTL).

Banner 8 INB Upgrade to Banner 9 Administrative Pages
We would like to invite you to join us for a Banner 9 preview and information session. A new look and feel is coming later this year to Radford University's administrative information system, commonly known as Internet Native Banner or INB. Testing for the Banner 9 upgrade is currently underway, and hands-on training opportunities will be offered in the coming months as we approach go-live. In the meantime, join us in this session for a sneak peek at the fresh, modern interface and changes to come with Banner 9 including:

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

The sessions will be offered during the May Our Turn. Scheduling information is located below. Sign up for these sessions through the CITL Registration system. Go to MyRU. Select “Employees”. Use the “CITL Registration” link:

- Preview of Banner 9 – Session 1 05/09/2018, 2:30 pm - 3:20 pm Young Hall, Room 302
- Preview of Banner 9 – Session 2 05/10/2018, 11:00 am - 11:50 am Young Hall, Room 302

Duo Two-Factor Authentication Enrollment is Now Open
Duo two-factor authentication enrollment is now open to all employees. Two-factor authentication enhances the security of your account by using a secondary factor (smartphone app, code from a text message or voice call to your phone) to verify your identity. You may have experienced two-factor with banking accounts or other services where you receive a code, text message or phone call to complete the login process. We anticipate making this a requirement for all users in October of 2018.

To begin protecting your login credentials now with this extra layer of security:

- Log into MyRU
- Click on Personal Information.
- Under Account Settings, click on Manage beside Duo Two-Factor Authentication
- Follow the online prompts or click here for instructions: https://www.radford.edu/2fa/instructions

NOTE: Once you finish enrollment, it can take up to 30 minutes for activation to occur.
Once enabled, an additional DUO prompt will be presented to you when you login to MyRU. Selecting the “Remember me for 14 days” option will allow you to use the same computer and browser for 14 days without being prompted again.

**Introducing Office 365 Groups Collaboration Spaces**

Are you looking for a place to collaborate, share documents, and exchange email with a group of individuals working together on a regular basis? DoIT has a robust solution for you. Microsoft Office 365 Groups!

- **A Shared Collaboration Space Managed by You**
  Grant all members of your group immediate access to email, files, notes, and events at one time

- **Leverage the Microsoft Office Suite**
  Add a document to the 0365 Group library and edit right there in the browser or open it directly in Word, Excel, or PowerPoint. Save the file right back to the 0365 group document library and never have more than one version again.

- **Granting/Removing Access**
  No need to ask people to create an account in an external system. Just type in their name, find their Radford account, and add them as a member! Do you need to collaborate with someone who does not have a Radford account? Type their email address into the "Add Member" tool and they will receive an email invitation. Add and remove members as needed. Files and communications stored in the 0365 Group space will remain available to all current members.

Attending the upcoming 0365 Groups Our Turn session in May is highly recommended if you are interested in creating one of these collaboration spaces.

**Office 365 Groups: Collaborating and Sharing with Others**

05/09/2018 - 10:00 am - 11:50 am
Young 123

If you cannot make it to the session above, please contact the Technology Assistance Center at 540-831-7500 or submit a request at ITOnestop to request Office 365 Groups training. We are happy to help you with a one-on-one session, a small group session, or even an information session for your department.

**D2L Email Change – May 7, 2018**

On May 7, 2018, the default email within D2L will change from username@learn.radford.edu to username@radford.edu for all users. This email change is intended to simplify the email process by automatically forwarding emails created within D2L to radford.edu email and allow users to reply without error messages.

**HOW WILL THIS EFFECT FACULTY?**

Faculty will still be able to email students from the classlist within D2L. The only change will be once a student replies to this email, it is handled by Radford email systems (i.e. Outlook or MyRU Web Email) and faculty will receive student email replies through their standard radford.edu email. Faculty that utilize the D2L email system and need assistance with setting up filters and/or folders in Outlook may contact the Technology Assistance Center at 540-831-7500.

**EXAMPLE:** A faculty member emails their entire class from the D2L class list to remind them that their assignment is due this Friday. When one of the students replies to the professor with a question about the assignment, the email will go to the instructors’ Radford.edu email account and they will continue the conversation through university email.

**HOW WILL THIS EFFECT STUDENTS?**
Many students choose to set their default email settings in D2L so that it forwards to other email sources that they check on a more regular basis. Students will always get a copy now in their Radford.edu email account, even if they have set no forward at all. Students still have the option to set a forward to other external email sources through their myru.radford.edu settings. Those who have already set this up in MyRU will see no change.

NOTIFICATION TEXTING TIP:
To help students keep on top of the posts faculty make to D2L courses, they should be encouraged to sign up for TEXT notifications within their D2L profile. Some examples of text alerts are announcements (news and updates), reminder of assignment coming due, content (added or updated) and grades (added or updated). Students who sign up for text notifications will receive a text each time faculty use one of these tools in their class. To view a complete listing of Notifications: Log into D2L > Click on Your Name > Notifications. Students can use this route to sign up for texts by changing their own notification settings.

Our Turn Technology Workshops Scheduled in May
Our Turn provides faculty and staff an opportunity to participate in workshops and become a student for a week. DoIT will be offering a number of workshops May 8th—10th.

Desire 2 Learn (D2L)
- Online Proctoring with Respondus Monitor – 5/9/2018 – 10-11 a.m. Walker 121 (No registration required.)
- Five Tools to Increase Student Engagement and Retention Using D2L – 05/09/2018 – 2:30 - 3:45 p.m.
- Building a secure, yet challenging quiz using D2L - 05/10/2018 - 2:30 - 4:30 p.m.

Microsoft Office
- Office 365 Groups: Collaborating and Sharing with Others - 05/09/2018 - 10:00 - 11:50 a.m.
- Organizing Your Work Just Got Easier Using OneNote - 05/09/2018 - 1:00 - 2:15 p.m.
- Using Windows 10 - 05/10/2018 - 9:00 - 10:50 a.m.
- Locating and Analyzing Data Using Excel - 05/08/2018 - 2:00 - 3:50 p.m.

Video Conferencing
- Zoom: A Cloud Video Conferencing Tool – A Popular Song in our Concert - 05/08/2018 - 1:00 - 1:50 p.m.

Banner
- Preview of Banner 9 - Session 1 - 05/09/2018 - 2:30 - 3:20 p.m.
- Preview of Banner 9 - Session 2 - 05/10/2018 - 11:00 - 11:50 a.m.

iPad
- Navigate Your iPad Like A Pro: see the new features in iOS 11.3 - 05/10/2018 - 9:00 - 9:50 a.m.

Visit the Radford University CITL registration site for a complete listing of training opportunities and events at https://rucitl.com/registration.
Meet the DoIT Staff: Joseph Chapman

Title: Helpdesk Technician

Years with DoIT: Since February 2007

Family: Married for seven years to Teresa Chapman, who is an Administrative Assistant in the Department of Accounting, Finance & Business Law and the Department of Economics in Kyle Hall. Mother-in-Law: Loretta Grubb. Dog: Buddy, 3 1/2 years old

Hometown: Born at Fort Gordon in Augusta, GA. Raised in Marion, VA. Currently living in Christiansburg, VA.

Education: B.S. in Information Science and Systems and Minor in Economics from Radford University. A.A.S. in Information Systems Technology with Networking Specialization and A.A.S. in Information Systems Technology - both from Wytheville Community College in Wytheville, VA. Certificate in Health Information Technology from Virginia Highlands Community College in Abingdon, VA.


Favorite vacation destination: Blue Ridge Parkway. Great Smoky Mountains. Lancaster, PA. I've been to Israel and Greece. I want to take a vacation and visit both again.

Favorite part of your job: Having met my wife seven years ago over a blue screen of death when she worked in Davis Hall. Working and interacting with all the faculty, staff, students, and guests of Radford University to help them learn about and solve their IT issues. Learning about and getting to work with all the new technology and systems in IT. Helping everyone to not be so afraid of computers and other technology and finding out that technology can be fun. Getting to know faculty outside of the classroom.