

ITconnected

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Updates from the Office of the CIO and
Vice President for Information Technology

Accessibility Tools for Learners and Instructors

The Office of the CIO is committed to providing all students, faculty, and staff with the tools and technologies they need to be successful in the classroom and on campus.

In 2016, the university debuted a new text-to-speech tool, ReadSpeaker. The new service is available for use to all KSU community members now.

ReadSpeaker was made available during the Spring 2016 semester. The tool is built-in directly to D2L Brightspace tool provides text-to-speech services. ReadSpeaker works on mobile devices and supports HTML. Through D2L's docReader, ReadSpeaker can also read a variety of file formats including ePub, Excel, PowerPoint, Word, PDF, and RTF. ReadSpeaker can integrate with SoftChalk, as well.

MediaSpace, KSU's tool for uploading and streaming video and audio, was recently updated to allow caption requests for uploaded videos. These captions are machine produced and are quickly



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available, processed in just twice the length of the video.

Many technology services frequently used by KSU community members offer built-in accessibility tools for instructors creating content and those with accessibility needs. Products in the most recently available version of Microsoft Office on campus for both Mac and PC, including Word and PowerPoint, feature Accessibility Checker, a powerful tool for helping instructors create inclusive documents. Accessibility Checker can scan a document to identify potential accessibility issues, including formatting mistakes and problems that might create difficulties for screen reader software. The Accessibility Checker will also explain why it is important to correct any found issues and will offer steps to help correct.

Pre-built Microsoft templates in PowerPoint and Word are generally already optimized for accessible learning. It is good practice to use default templates if you have questions about what formatting is appropriate.

The Office of the CIO supports the accessibility features in Microsoft Office and other campus software through regularly updated documentation, hosted at the UITS Documentation Center at uits.kennesaw.edu/cdoc. You can browse documentation by technology using the category links on the left-hand side of the page or search for accessibility specific documentation by typing “accessibility” in the search bar. The Office of the CIO has



Look for this icon in campus technology documentation at uits.kennesaw.edu/cdoc highlighting accessibility features in campus services and software.

created a new icon to denote accessibility features or tips in our documentation. Look for this icon in documentation to learn more about accessibility in campus software. Guides for ReadSpeaker can also be found at the UITS Documentation Center.

Some useful accessibility tools are built into campus supported operating systems. All campus Mac computers running an up-to-date version of MacOS utilize VoiceOver, a robust screen reader built directly into the operating system, capable of providing detailed audio descriptions of each onscreen element, not just text. VoiceOver can be controlled using trackpad gestures and even supports external

braille displays. iOS devices also feature the VoiceOver utility.

Google offers several accessibility tools across both Mac and PC. Google's Speech Recognition, built into several apps including Google Docs using Google Chrome, allows users to write entire documents using only their voice, including punctuation and capitalization.

In late 2016, the university launched a new Academic Accessibility website as a university resource for accessible learning. This site serves as a consolidated resource for KSU community members with questions about accessible learning, and lists applicable regulations, frequently asked questions, a glossary of terms, outside resources for students, faculty, and staff, and more. Instructors can also find the “Faculty Four of Accessible Development,” the Distance Learning Center’s four recommended actions that every faculty member can take to ensure an inclusive learning environment at the university. The new Academic Accessibility web page can be found at accessibility.kennesaw.edu.

“We want our students and faculty to understand that we’re here to support them,” explained Assistant Director for Web Accessibility in the Distance Learning Center. “There is help available.”

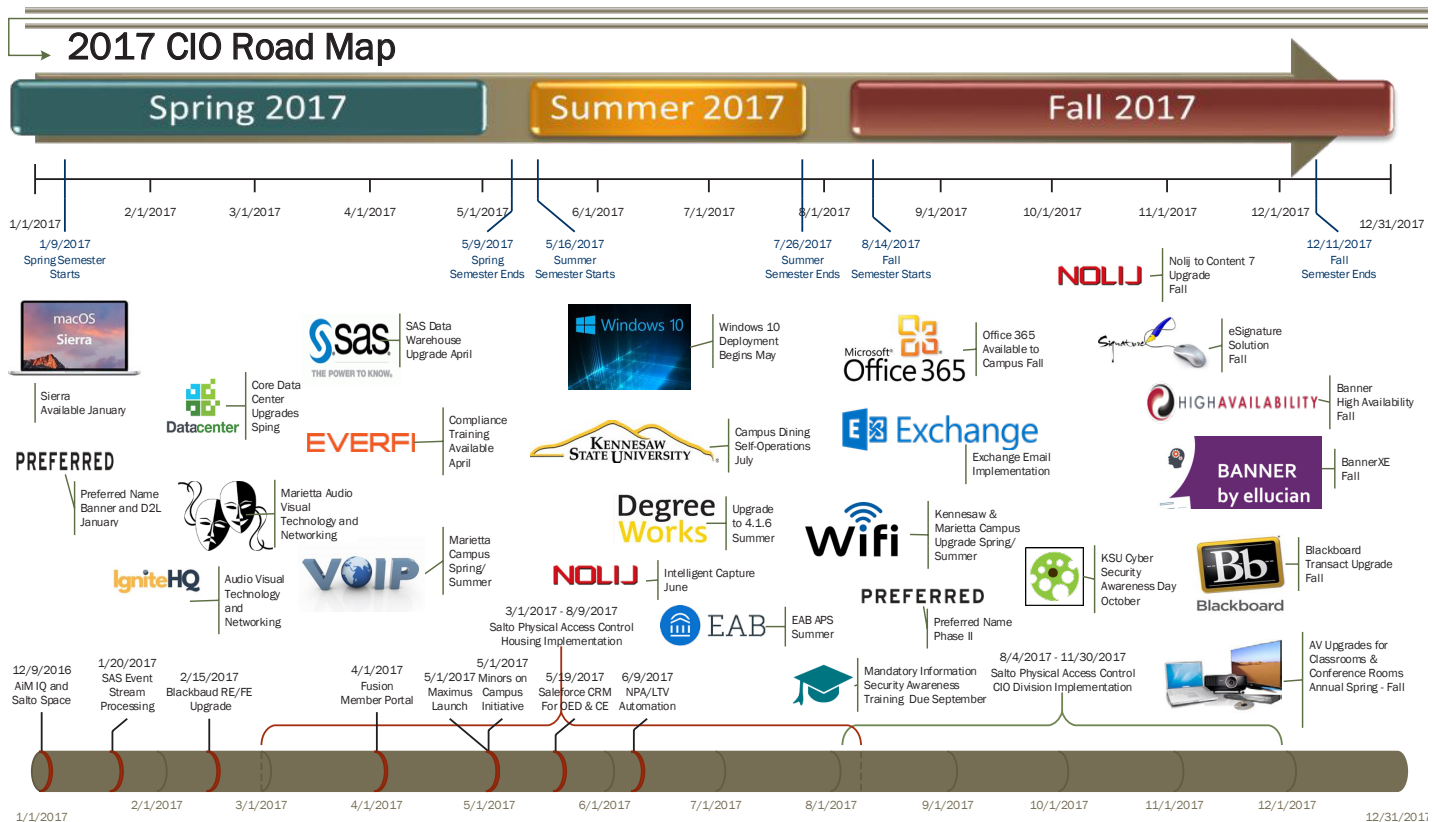
The Faculty Four of Accessible Development

Four easy to remember tasks for creating accessible content. Visit accessibility.kennesaw.edu to learn more.

- **Alternative Text**
- **Captioning and Transcripts**
- **Document Formatting**
- **Accessible Resources**



2017 CIO Road Map – Exciting Projects Launching this Year



The Office of the CIO invites students, faculty, and staff to explore the university's 2017 technology project roadmap, a guide to major technology projects and new services debuting at Kennesaw State University.

2017 promises to be a big year for new and updated technologies at KSU. The Office of the CIO started the year with the campus launch of MacOS Sierra, the latest version of Apple's Mac operating system. The update is now available on campus lab and classroom computers; faculty and staff can update their Macs to Sierra any time through the Managed Software Center – contact the KSU Service Desk for assistance.

Students also began the new year with access to the new Preferred Name feature in Banner and D2L Brightspace. Students can now elect to use a different name other than their given name for class rosters, advising, DegreeWorks, and D2L Brightspace. Students can submit a preferred name change request for future semesters using the Preferred Name Change Form located here: registrar.kennesaw.edu/preferred_name.php.

The 2017 Office of the CIO project roadmap as of March 24, 2017. Visit uits.kennesaw.edu to find the most recently updated version.

Several other large deployments are scheduled to release later this year. Windows 10 will come to university classrooms and computer labs prior to the start of the summer semester. Faculty and staff Windows PCs will be updated by appointment. You can learn more about the upcoming launch of Windows 10 at KSU by visiting uits.kennesaw.edu/windows10.

The Office of the CIO also plans to debut Microsoft Office 365 to campus later this year. Office 365 includes the latest versions of Office applications and new online productivity tools like OneDrive. Office 365 will be available to students, faculty, and staff – KSU community members will be able to access Office 365 by logging-in with their active KSU email address.

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In association with the launch of Office 365, the planned release of Microsoft Exchange email will improve email service for students, faculty, and staff. The Exchange project will include the migration of existing Zimbra email, and will provide important productivity integrations with Office 365.

We'll have more to share about these important technology projects as they near launch.

Other projects for 2017 include the final rollout for VoIP internet phones on the Marietta Campus, upgrades for WiFi infrastructure on both campuses, Cyber Security Awareness Day in October, and updates to NoliJ, Banner, Blackboard, DegreeWorks, KSU Connect, campus data centers, and more.

You can find the most current version of the Office of the CIO project road map at uits.kennesaw.edu – click “UITS Communications” on the left side of the page.



New Class Schedule Builder Eases Class Registration Process

During the Fall 2016 semester, the Office of the Registrar, in partnership with University Information Technology Services, launched Class Schedule Builder. This powerful new tool is designed to improve the KSU student experience by allowing students to easily incorporate their athletic, work, and personal schedules into their academic schedule planning.

Prior to the release of Class Schedule Builder, students created their own methods of searching for a class schedule that fit their other life commitments. This was a sometimes challenging, trial-and-error process that required students to sort through available courses that did not conflict with their busy lives and responsibilities.

To use the tool, students simply log-on to Owl Express at owlexpress.kennesaw.edu and click “Class Schedule Builder.” Once in the interface, students can add courses they’re interested in taking for the upcoming semester and block off times they are unavailable for classes. The tool will then generate all potential class options that will be compatible with the students’ schedules without requiring students to manually sort through class times. A “Compare” feature allows students to visually compare up to four schedule options at one time, and students can even build in time for travel between classes.

Students can send potential classes to their “Shopping Cart” and continue searching before finalizing their schedule for the semester. Potential schedule options can be saved for later browsing.

Students have already had the opportunity to use Class

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Class Schedule Builder allows students to block off time for work, practice, student organizations, and other personal commitments while searching for preferred classes that will fit their schedules.

Schedule Builder to register for Spring 2017 classes.

"It helped make the process of registering classes a lot easier," said sophomore Interactive Design major Del Hinds. "I was able to see multiple versions of how my schedule could be set up instead of having to write it out myself. It was very flexible in helping me put classes where I want."

The tool can be accessed on a desktop or laptop computer as well as mobile devices.

Class Schedule Builder is available now for all KSU students. You can learn more about the tool and find an instructional video and step-by-step guides detailing how to use the service by visiting the Office of the Registrar web page at registrar.kennesaw.edu. Students can receive assistance with Class Schedule Builder by contacting the Office of the Registrar at 770-423-6200 or at registrar@kennesaw.edu.

Interface Improvements Come to Turnitin with Feedback Studio

Students and instructors now have access to an updated and improved version of Turnitin, KSU's plagiarism prevention tool: Turnitin Feedback Studio.

Feedback Studio, launched between the fall and spring semesters, is a major update to the service that features a new look as well as accessibility and interface for improvements.

The primary benefit of this update is a streamlined, modern interface for instructors using the tool. Feedback Studio combines the Originality and GradeMark services into one easy-access toolbar located on the right side of the page. Originality testing and commenting can be activated and layered quickly



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and simultaneously.

GradeMarking tools have received a number of interface improvements. Marks and comments can be inserted into an assignment at any time just by clicking on the text. Marks and comments can also be easily dragged around the page and comments can now include external links and the text italicized and bolded.

Other small improvements include an always-on, easy

to find word count, easy access to download and print options, and a new thumbnail pane to quickly jump between pages in an assignment.

The Office of the CIO has created a detailed guide with step-by-step instructions for how to use Turnitin Feedback Studio, including its integration with D2L Brightspace. You can find this guide at the UITS Documentation Center by searching keyword Turnitin.

New Student Technology Training Lab Opens on Marietta Campus



A new, 18-seat technology training lab made its debut this January on the Marietta Campus. Located in the Norton Hall adjacent to the Bursar's Office (R2-059), the lab will primarily be used to host student technology training workshops and some faculty and staff training.

Each semester, the Office of the CIO hosts special technology training sessions for students. These workshops are designed to help students learn new technology skills that will help meet the technological demands of both the

classroom and their careers. Technology workshops are facilitated by full-time Office of the CIO training staff.

A large variety of workshops are offered each semester, including workshops covering D2L Brightspace, Microsoft Office (Excel, Word, PowerPoint, Access, Visio, Publisher), Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Dreamweaver), Information Security, video editing, and more. Workshops are regularly updated and new workshops are added each semester as new technologies launch on campus.



Workshops are offered at both the Marietta and Kennesaw campuses (Kennesaw workshops are held in Pilcher 106, adjacent to the Sturgis Library), and students are encouraged to register for workshops at either campus.

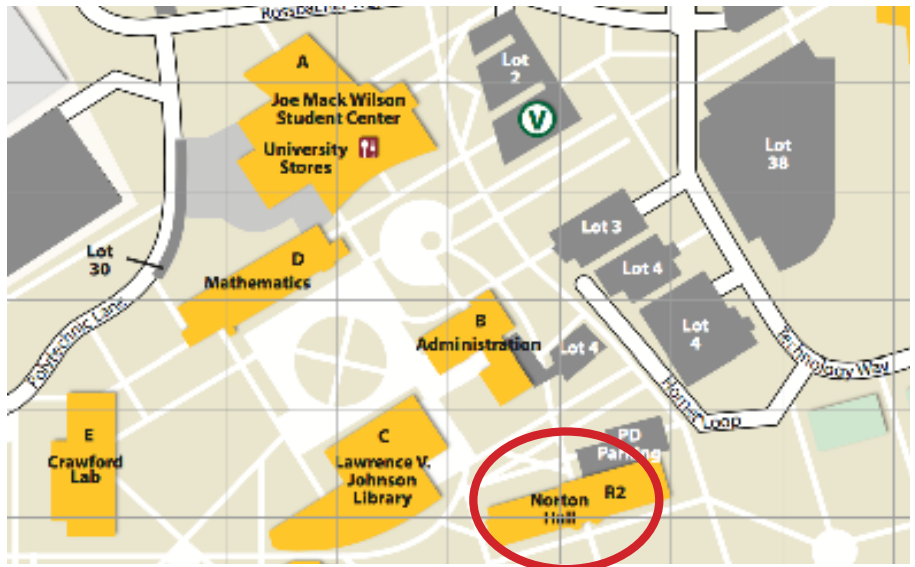
The new lab in R2-059 lab can also be used for special request training. Faculty and staff can request special training sessions for their classes or departments by contacting the KSU Service Desk or by filling out the

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Group Training Request Form online at uits.kennesaw.edu/support/formselect.php

You can register for workshops online by logging in to owltrain.kennesaw.edu. Find a full schedule of currently updated workshops, instructions for registering for workshops, and more by visiting uits.kennesaw.edu and clicking "Training" on the left side of the page.

For questions or assistance with technology training, please contact the Student Help Desk at studenthelpdesk@kennesaw.edu or at 470-578-3555.



The new student technology training lab is located in Norton Hall, adjacent to the Bursar's Office (R2-059). You can access the lab through the building's lower entrance on the west side.

Hoot Short Videos Exhibit Student Video Production Work via OwlTV

The Office of the CIO is expanding the types of content displayed on OwlTV in 2017 with the launch of Hoots, a new type of short video featuring programs, activities, and services from across the university.

OwlTV is the university's digital sign system, a network of more than 100 digital screens across both campuses displaying campus wide and college/department specific updates alongside weather, news, and the time of day. The digital sign network is also connected to the KSU Alert system for campus emergency updates.

Hoots are short videos, less than 90 seconds long. The videos use no sound through OwlTV, and must convey information through images and text. Each video is planned, directed, and produced by video production student assistants.



The debut Hoot features the Michael A. Leven School of Culinary Sustainability and Hospitality's Hickory Grove Farm.



Hoots showcase the excellent work done by student assistants and provide these students with the opportunity to plan, shoot, and edit their own projects from start to finish, boosting their portfolios for a jump start to their careers while also expanding the range of programming on OwlTV and helping spread awareness of a variety of different campus programs and activities. Producing each video offers challenges and new opportunities for creativity among the students, who must convey as much information as needed in a short amount of time without using sound.

The first Hoot will feature the Michael A. Leven School of Culinary Sustainability and Hospitality's Hickory Grove Farm and the farm's sustainability program with The Commons dining hall.



Video production student assistants and staff spent a November afternoon at Hickory Grove Farm to film the Hoot, taking in shots of the farm's hydroponic house, freshly harvested veggies, free range chickens, honeybees and apiaries, and about 200 recently hatched chicks. The video combines this footage with graphics and text to highlight the farm's fresh vegetables and animals alongside The Commons and sustainability program.

The Hickory Grove Farm Hoot was produced by KSU student Krystal Bailey, with assistance from student assistant Jasmine Brown using footage shot by Lead Videographer Ricky Bohan and graphics from lead graphic animator Michael Leitmann.

Look for the Hickory Grove Farm Hoot to debut in Spring 2017 across all university OwlTV signs. More Hoots are coming soon. If you have a campus program, activity, or service that you'd like to see featured in an OwlTV Hoot, please visit <http://uits.kennesaw.edu/support/forms.php> and complete a video production request form.



The Michael A. Leven School of Culinary Sustainability and Hospitality's Hickory Grove Farm Hoot was led by student assistant Krystal Bailey, center, with assistance from student assistant Jasmine Brown, right, and UITS staff, including lead videographer Ricky Bohan, left.