CIO Insight

KENNESAW STATE UNIVERSITY

UNIVERSITY INFORMATION TECHNOLOGY SERVICES

August 2023

BACK TO SCHOOL FALL 2023

In this issue:

~~First~~ *All **Fridays** in August*

Every Friday in August, the University Information Technology Services (UITS) Training Team will provide in-person assistance with D2L Brightspace, Excel, PowerPoint, Teams, and other campus-supported applications. All faculty and staff are welcome—join us in **Pilcher 243**. No appointment needed!

- August 4, 10:00 a.m.–2:00 p.m.
- August 11, 10:00 a.m.–2:00 p.m.
- August 18, 10:00 a.m.–2:00 p.m.
- August 25, 10:00 a.m.–2:00 p.m.

Visit our <u>website</u> for more information.

Reminder:
Adobe Users Must Now Check Out Licenses Each Semester

A new licensing model for Adobe applications went into effect on July 1. Going forward, users of Adobe products will need to check out licenses each semester.

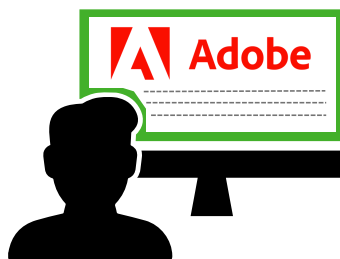**Follow these steps to check out an Adobe license:**

1. Go to <u>desktopsoftware.kennesaw.edu</u>.
2. Log in with your KSU email and password.
3. Choose the Adobe software you plan to use for work this fall.
4. Select **Add to Cart**.
5. After you have added your software, view your cart and check out.
6. Click the check box that says "I am not a robot" and solve the puzzle presented, then select **Continue** to complete your request.

   After checking out an Adobe license, you will receive an automated email with details about how to access the software you selected.

For additional information, please review the KSU Announcement email from July 24.

Adobe for students

KSU students can download Adobe Express for free. Adobe Express includes basic editing and photo effects, Adobe fonts, and 2 GB of storage.
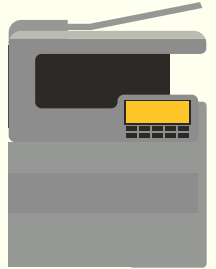
Ricoh Printers Unavailable August 1–4

From August 1 to August 4, UITS will collaborate with Campus Services to perform an upgrade to the Ricoh printing service. **During these four days, printing, copying, and scanning will be unavailable on all Ricoh printers.** The Campus Print Shop will be able to assist with print jobs during the downtime; please visit their website for details.

Once the upgrade is completed, KSU Print (My Print Center) will require Duo authentication for the login process.

KSU WiFi Update on August 3

On August 3, UITS will update the KSU WiFi system to make your WiFi experience smoother and more secure.

What to know: After the update, you may need to accept a new security certificate before connecting to KSU WiFi.

What to do: If your device does not automatically accept the new certificate, select "Forget Network" on your device and follow the steps for your device to establish a new connection to the wireless network. *Visit our UITS Knowledge Base and enter the search term "WiFi" to find instructions for connecting with your device.*

KSU Internet Outages on August 5 and 6

As we continue the process of building stronger resources for research, UITS will perform upgrades on both campuses' networks during the first weekend in August:

- Marietta campus: August 5 from 12:00 a.m. to 8:00 a.m.
- Kennesaw campus: August 6 from 12:00 a.m. to 8:00 a.m.

During each of these 8-hour windows, there will be significant disruption to internal network and internet connections.

Join Us for D2L Brightspace Day on August 9

D2L Brightspace is a powerful learning management system with practical tools and customizable content to help faculty design and manage effective, engaging classes in any modality.

On August 9, the UITS Training Team will host six online workshops to help faculty master D2L's features. Register in OwlTrain.

D2L Brightspace Day workshop schedule:

Time	Workshop
8:45–9:45 a.m.	Getting Started with D2L
10:00–11:00 a.m.	D2L Assignments; D2L Discussions
11:15 a.m.–12:15 p.m.	D2L Grades and User Progress Tracking; D2L Quizzes
1:15–2:15 p.m.	MS Teams for Online Synchronous Teaching; D2L Assignments
2:30–3:30 p.m.	D2L Grades and User Progress Tracking; D2L Quizzes
3:45–4:45 p.m.	Kaltura Mediaspace for Online Asynchronous Teaching; D2L Discussions

Updates to Online Applications

Kahoot!—Make Learning Interactive

Are you interested in using Kahoot! EDU (K!EDU) in your classes? Kahoot! will be hosting a two-part instructor-led training online course on using K!EDU. Register on OwlTrain to join us on August 10 and September 6 and learn the following:

- How to create Kahoots
- How to host/assign Kahoots
- How to read a Kahoot report
- How to collaborate and share Kahoots

ReadSpeaker—Lifelike Text to Speech for Your Users

ReadSpeaker is updating to version 3.8! The most notable change is that voice names will now appear on the Reading Voice tool.

Qualtrics—Survey Tool

KSU's Qualtrics environment was recently upgraded to the Core XM Advanced product. This upgrade provides better workflow and distribution management as well as access to many new research-focused tools, including Basic Stats IQ and Crosstabs.

Stay Safe Online This Fall

It has never been more important to stay vigilant against phishing scams and spoofing emails because criminals are becoming more sophisticated by the day. Here are some key tips:

1. Don't automatically trust an email sender's display name. Even if the name displayed matches the name of a person you know, check the email address to confirm the sender.

2. Consider the salutation. Is the salutation general or vague (e.g., "Dear valued customer" or "Dear [job title]")? This may be a sign of a scam.

3. Look, but don't click. Hover or mouse over each link without clicking on anything. If the alt text for a link looks strange or doesn't match what the description says, don't click on it; instead, report the email by clicking the Phish Alert Button.

4. Check for errors. Attackers are often less careful about spelling or grammar than legitimate senders.

5. Be cautious about attachments. Do not click on attachments that are unexpected or from unknown senders.

6. Beware of urgency. Scammers might try to make it sound as if there is an emergency (e.g., someone needs money right away, your account has been compromised, or someone is in trouble). If the sender is trying to influence you to act quickly, it may be wise to slow down instead.

By staying informed and adopting these practices, we can protect ourselves and help maintain security for everyone.

Be on the lookout for communication regarding the USG's required Fall 2023 Cybersecurity Training, which will begin on September 1, 2023.

Key Technology Links

KSU

Subscribe to the UITS Status Page

The Status Page shows up-to-date status of campus technology. Subscribe for text or email alerts when services you use have outages or maintenance.

Download Software

Check out KSU's selection of available software, available for free for faculty and staff.

We are in the process of developing this site, which will contain the full selection of software by early August.

Explore ServiceNow and the UITS Knowledge Base

Place a technology support ticket to request help with KSU technology, or explore articles on campus-supported software in our online library.

Maintain Security

Stay vigilant against phishing scams and spoofing emails. Check out our tips for keeping your information secure.

Book a One-on-One Technology Training Session

Schedule a 45-minute technology training session on the campus-supported software of your choice.

Explore the UITS Workshop Schedule

Mark your calendar for these informative technology workshops!

Register online at owltrain.kennesaw.edu.

Book a Group Technology Training Session

Schedule a technology training session on any campus-supported software for your class, department, or college.