

The Catholic University of America



Faculty Orientation 2018



Agenda

- Introduction
- Technology Services – Instructional Technology
- Enrollment Services
- Technology Services – Service Desk
- Technology Services – Audio/Visual Support
- Technology Services - Security



Instructional Technology Team



Helen Smetheram
Senior Instructional Designer/Team Lead



202-319-5507
Techsupport@cua.edu





Go Green

- Become paperless by posting all documents and lectures
- Reduce printing costs and department expense



Use the Assignments feature

Reduce assignment confusion and grading time

- Assignments are secure and time stamped
- Ease of use for grading



Connect with your students

- Reach your students easily through mass emails and Announcements
- Accommodate different learning styles

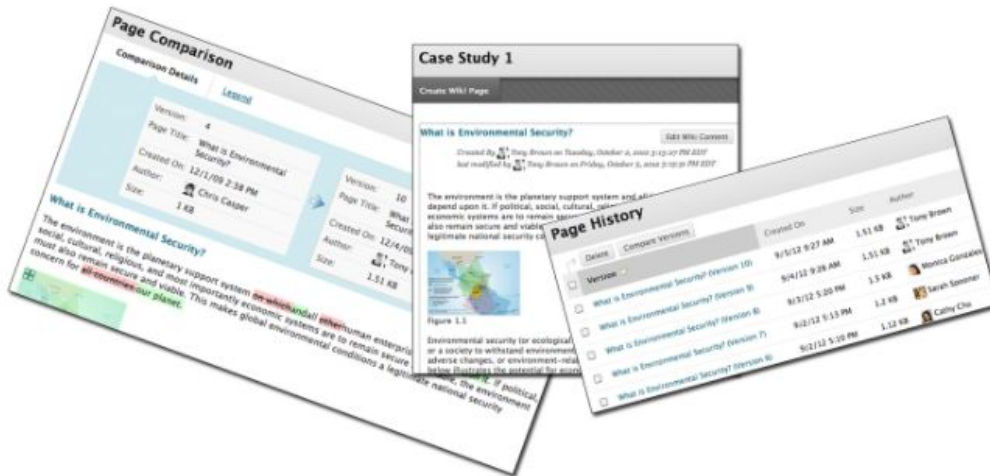
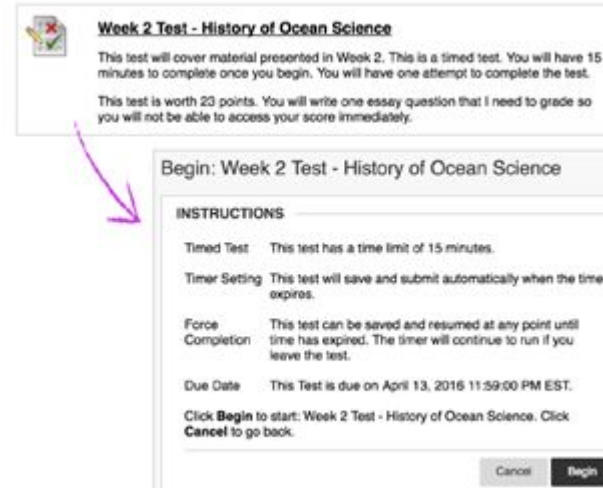


Increase student engagement

- Discussions, journals, and blogs
- Group tool

Tests, Quizzes, and Surveys

- Use the Test tool to set up self graded quizzes
- Make tests timed, randomize questions and randomize answers for increased protection against academic integrity violations
- Deliver surveys to get basic information or demographics on students



The Group tools for students in a group to communicate and collaborate

- Group email
- Group wiki
- Group file sharing
- Group discussion
- Group blog
- Group journals
- Group task lists
- Group chat

All group tools are private and can only be seen by group members and instructors



Publisher Tools in Blackboard



Blackboard

These tools are interactive, offer assignments associated directly with the text, supplements to Blackboard course materials, and integrated into the Blackboard Gradebook.



Blackboard

WileyPLUS

PEARSON

**MyLab /
Mastering**

 **CENGAGE**
Learning™

LoudCloud
Understand Behaviors. Improve Learning.™





Courses

- Created in Blackboard when Cardinal Students assignments have been made
- Set as Unavailable when created – meaning students are not able to see them
 - Instructors can upload content, copy content from previous semesters, and make adjustments to the course while it is unavailable
 - Once the course is as desired, Instructors must make the course Available for students to see the course and all materials
- Student enrollments are populated daily from Cardinal Students



Content

- Instructors are responsible for getting content into the course either through uploading or copying previous semesters
- Tutorials are available online at: <http://computing.cua.edu/training/bb/index.cfm>



Technical Notes

- Use Chrome, Firefox, or Safari for best user experience
- **Internet Explorer is not supported due to compatibility issues**
- Make sure you see the CUA logo and picture before logging in



Course Materials for Faculty



Why adopt early?

Submitting adoptions on time helps your students

Faculty play a pivotal role in ensuring that students get the learning materials they need, in time for the first day of class, at a price they can afford. So why do we need all adoptions well in advance of the next term? Because, when faculty partner with us, their bookstore, and submit adoptions on time, this gives us time to:

Remedy

- common issues such as publisher shipping delays, edition changes, and out-of-stock titles.

Research

- hard-to-find, limited edition books and provide more options to choose from.

Source

- more books to make available as used and rental options. Our textbook rental program saves students more than 50% off the cost of buying a new book, and used books save students 25% off the new book price.

Pay

- students the highest price possible when selling their books back at the end of the term. If we know a professor will reuse books for multiple terms, this lets the current semester's students get the highest price available when they sell them back to the bookstore, often up to 50% of the new price.

For more information:

<http://computing.cua.edu/training/bb/faculty/bb-faculty-tools/courseMaterialsFaculty.cfm>

or contact the CUA Bookstore for more information or assistance: (202) 594-3300



Lecture Capture



Panopto™

Use Panopto to:

- Record your lectures (from anywhere!)
- Add voice-over to PowerPoints
- Create audio podcasts

Advantages of Panopto:

- Instructors may record and post everything to Blackboard easily
- Ideal for Distance Learning – online or blended
- Students can review material on their own time, multiple times
- Disability Services stamp of approval as it can reduce need for note-takers
- Easy to use and integrates with Blackboard
- Drop-box can be added for Student Recordings
- Viewer analytics are available



Plagiarism Detection

SafeAssign and **Turnitin** are Plagiarism Detection tools offered for faculty use at CUA:

- Effective as both a deterrent and an educational tool
- Prevent plagiarism
- Create opportunities to teach citing, paraphrasing, quoting, etc.
- Compare student papers against large databases of electronic academic materials



- Integrated into Blackboard
- Unable to distinguish between properly cited and plagiarized text
- Unable to catch false citations or made-up facts



- Not currently integrated into Blackboard
- More robust database

Instructional Technology Team

Ongoing Training and Support

- 30-minute working sessions by phone or in-person to walk through online setup, gradebook, new ideas, etc.
- 60-minute working sessions in-person, by appointment
- Informal, drop-in working sessions to be scheduled throughout the semester
- Tutorials available online 24/7 at:
<http://computing.cua.edu/training/index.cfm>



Instructional Learning



Welcome to Instructional Learning

Instructional Learning can help you find the right technological tools to enhance your personal pedagogical style and improve learning in your class.



Instructional Technology Team – We can help!

- Course navigation and structure
- Tools: use and availability
- Guidance on learning styles
- Blackboard Best Practices
- 1:1 Tutorials
- Expertise on Educational Technology and implementation
- Urgent issue support

**Available by appointment
throughout the year**












202-319-5507
Techsupport@cua.edu



Instructional Technology Team – We can help!

Instructional Technology Support

Submit requests to the Service Desk for escalation to Instructional Technology

- | | | | | | |
|---|---|--|---|--|---|
|  | Working sessions by phone or in-person |  | Check that course items are available or unavailable as per faculty instruction |  | Urgent assistance for non-working items, missing students, etc. |
|  | Technical course reviews, by appointment as available |  | Check Panopto settings |  | Urgent assistance for technical errors |
|  | Red error messages |  | All students in the course are unable to access course material |  | For individual issues, contact the Service Desk for assistance |

Enrollment Services

Danielle Spinato

Director of Constituent Services and Associate Registrar



Cardinal Students

To access system, visit <https://cardinalstation.cua.edu>




Select the **Cardinal Students** option:

THE CATHOLIC UNIVERSITY
of AMERICA

CULTIVATING CATHOLIC MINDS »

Cardinal Station

Cardinal Station

 Cardinal Students	 Cardinal Faculty and Staff	 Cardinal Financials
Student Information System	HR-Payroll System	Financial System
Students	Employees	Managers and Employees
<ul style="list-style-type: none">• Add/Drop Classes• View Class Schedule• Check Grades	<ul style="list-style-type: none">• Review and Update: Home Address, Phone Numbers, Email Addresses, Emergency Contacts, Legal Name	<ul style="list-style-type: none">• Review Budgets• Run Financial Reports and Queries• Submit and Approve Requisitions



Cardinal Students Faculty Center

Favorites | Main Menu | Faculty Center

THE CATHOLIC UNIVERSITY of AMERICA *Cardinal Students*

Your Name Here

Faculty Center | Advisor Center | Search
my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall 2016 | The Catholic Univ of America [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

Note on Rosters: When navigating to the Class or Grade Roster page by clicking the icons to the left of the class description, please click only once and wait for the page to fully load.

My Teaching Schedule > Fall 2016 > The Catholic Univ of America

View All | | First 1-7 of 7 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ECON 495A-01 (2155)	Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MGT 495A-01 (2119)	Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MGT 495B-01 (2135)	Sports Management Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MKT 345-01 (2132)	Marketing Management (Lecture)	20	TuTh 8:10AM - 9:25AM	McMahon 318	Aug 29, 2016- Dec 17, 2016
MKT 345-02 (2150)	Marketing Management (Lecture)	20	TuTh 9:40AM - 10:55AM	McMahon 318	Aug 29, 2016- Dec 17, 2016
MKT 495A-01 (2267)	Internship (Internship)	1	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MKT 495A-02 (2269)	Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)

These tabs allow users to toggle between the Faculty Center, Advisor Center, and Class Search pages.

This page should be the default view for faculty logging into Cardinal Students.

It can also be accessed by selecting "Faculty Center" from the Main Menu at the top of the page.



Faculty Center: My Schedule (default view)

Select this button to view your teaching schedule from a past or future term.

Select this icon to view your class roster for the listed course.

My Schedule

Fall 2016 | The Catholic Univ of America

[change term](#)

Select display option:

Show All Classes

Show Enrolled Classes Only




Icon Legend:  Class Roster

 Grade Roster

Note on Rosters: When navigating to the Class or Grade Roster page by clicking the icons to the left of the class description, please click only once and wait for the page to fully load.

My Teaching Schedule > Fall 2016 > The Catholic Univ of America

View All |  First 1-7 of 7 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ECON 495A-01 (2155)	Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MGT 495A-01 (2119)	Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MGT 495B-01 (2135)	Sports Management Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016
 MKT 345-01 (2132)	Marketing Management (Lecture)	20	TuTh 8:10AM - 9:25AM	McMahon 318	Aug 29, 2016- Dec 17, 2016
 MKT 345-02 (2150)	Marketing Management (Lecture)	20	TuTh 9:40AM - 10:55AM	McMahon 318	Aug 29, 2016- Dec 17, 2016
 MKT 495A-01 (2267)	Internship (Internship)	1	TBA	TBA	Aug 29, 2016- Dec 17, 2016
MKT 495A-02 (2269)	Internship (Internship)	0	TBA	TBA	Aug 29, 2016- Dec 17, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)



Faculty Center: Class Roster

Use this menu to toggle between Enrolled, Dropped, and Waiting rosters.

Select this button to view your roster for a different class.

Select this button to view student photos with the roster.

Select these buttons to send email notifications to students.

If roster is split onto multiple screens, use these arrows to view next or previous page.

Class Roster

Fall 2014 | Regular Academic Session | The Catholic Univ of America | Undergraduate

ENG 342 - 01 (4172)

change class

History of the English Language (Lecture)

Days and Times	Room	Instructor	Dates
We 2:10PM-4:40PM	Marist 131	Lilla Kopar	08/25/2014 - 12/13/2014

*Enrollment Status: Enrolled

Download Class Roster

Enrollment Capacity 7 Enrolled 6

Class Photo Roster

Select display option: Link to Photos Include photos in list

Enrolled Students		Find		First		1-6 of 6		Last	
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	<input type="checkbox"/>		2 [redacted]	A [redacted]	Graded	3.00	Business & Economics - Marketing - BSBA	Senior	
2	<input type="checkbox"/>		2 [redacted]	H [redacted]	Graded	3.00	Arts & Sciences - English - BA/Politics/Prelaw - Minor	Senior	
3	<input type="checkbox"/>		2 [redacted]	K [redacted]	Graded	3.00	Social Service (NCSSS) - Social Work - BSW	Junior	
4	<input type="checkbox"/>		2 [redacted]	L [redacted]	Graded	3.00	Business & Economics - Marketing - BSBA	Junior	
5	<input type="checkbox"/>		2 [redacted]	M [redacted]	Graded	3.00	Arts & Sciences - Psychology - BA	Senior	
6	<input type="checkbox"/>		2 [redacted]	W [redacted]	Graded	3.00	Arts & Sciences - English - BA	Junior	

Select All Clear All

notify selected students

notify all students

print

Faculty Center Advisor Center Search



Faculty Center: My Schedule (default view)

Faculty Center

My Schedule

Fall 2014 | The Catholic Univ of America [change term](#)






Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

Note on Rosters: When navigating to the Class or Grade Roster page by clicking the icons to the left of the class description, please click only once and wait for the page to fully load.

My Teaching Schedule > Fall 2014 > The Catholic Univ of America

View All |  |  First 1-5 of 5 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENG 342-01 (4172)	History of English Language (Lecture)	6	We 2:10PM - 4:40PM	TBA	Aug 25, 2014- Dec 13, 2014
 ENG 352-01 (4003)	Chaucer and His Age II (Lecture)	12	TuTh 11:10AM - 12:25PM	Hannan 103	Aug 25, 2014- Dec 13, 2014
 ENG 621-01 (4186)	History of English Language (Lecture)	6	We 2:10PM - 4:40PM	TBA	Aug 25, 2014- Dec 13, 2014
 MDST 496A-01 (3832)	Senior Seminar (Seminar)	1	12:00AM - 12:00AM	TBA	Aug 25, 2014- Dec 13, 2014
 MDST 792-01 (3833)	Dir Reading in MDST - Doctoral (Direct Reading)	0	TBA	TBA	Aug 25, 2014- Dec 13, 2014

Select the hyperlinked course listing to view course details.

[View Weekly Teaching Schedule](#)

[Go to top](#)



Faculty Center: Class Detail

Class Detail

ENG 342 - 01 History of the English Language

The Catholic Univ of America | Fall 2014 | Lecture

Class Details			
Status	● Open	Career	Undergraduate
Class Number	4172	Dates	8/25/2014 - 12/13/2014
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	The Catholic Univ of America
Instruction Mode	In Person	Campus	The Catholic Univ of America
Class Components	Lecture Required		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
We 2:10PM - 4:40PM	Marist 131	Lilla Kopar	08/25/2014 - 12/13/2014

Enrollment Information	
Class Attributes	Other courses for MDST cr

Class Availability			
Combined Section Capacity	15	Wait List Capacity	0
Enrollment Total	12	Wait List Total	0
Available Seats	3		

Combined Section				
View Details	Description	Status	Enrl Tot	Wait Tot
ENG 342-01 LEC (4172)	History of English Language	● Open	6	0
ENG 621-01 LEC (4186)	History of English Language	● Open	6	0

Description

A linguistic and cultural survey of the development of the English language from its Indo-European origins to the 21st century, exploring the language (and reconstructed pronunciation) of the Anglo-Saxons, Chaucer, and Shakespeare, and discussing, among others, the origin and development of different writing systems, the reasons for the discrepancy of spelling and pronunciation in Modern English, differences between British and American English, and the historical origin of American dialects.

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

All of the course and schedule information is entered into Cardinal Students by your department's scheduler.

Most classroom assignments are managed by Enrollment Services. Rooms are assigned based on room characteristics requested by your department's scheduler.

[Return to Faculty Center](#)



Faculty Center: My Schedule (default view)

Faculty Center

My Schedule

Fall 2014 | The Catholic Univ of America [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster

 Grade Roster

Note on Rosters: When navigating to the Class or Grade Roster page by clicking the icons to the left of the class description, please click only once and wait for the page to fully load.

My Teaching Schedule > Fall 2014 > The Catholic Univ of America

View All |  |  First 1-5 of 5 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENG 342-01 (4172)	History of English Language (Lecture)	6	We 2:10PM - 4:40PM	TBA	Aug 25, 2014- Dec 13, 2014
 ENG 352-01 (4003)	Chaucer and His Age II (Lecture)	12	TuTh 11:10AM - 12:25PM	Hannan 103	Aug 25, 2014- Dec 13, 2014
 ENG 621-01 (4186)	History of English Language (Lecture)	6	We 2:10PM - 4:40PM	TBA	Aug 25, 2014- Dec 13, 2014
 MDST 496A-01 (3832)	Senior Seminar (Seminar)	1	12:00AM - 12:00AM	TBA	Aug 25, 2014- Dec 13, 2014
MDST 792-01 (3833)	Dir Reading in MDST - Doctoral (Directed Reading)	0	TBA	TBA	Aug 25, 2014- Dec 13, 2014

[View Weekly Teaching Schedule](#)

[Go to top](#)

Select this link to view your teaching schedule on a weekly calendar.

Faculty Center: My Weekly Schedule

View My Weekly Schedule

<< previous week Week of 8/25/2014 - 8/31/2014 next week >>

Show Week of 08/25/2014 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday Aug 25	Tuesday Aug 26	Wednesday Aug 27	Thursday Aug 28	Friday Aug 29	Saturday Aug 30	Sunday Aug 31
8:00AM							
9:00AM							
10:00AM							
11:00AM		ENG 352 - 01 Lecture 11:10AM - 12:25PM Hannan Hall 103		ENG 352 - 01 Lecture 11:10AM - 12:25PM Hannan Hall 103			
12:00PM							
1:00PM							
2:00PM			ENG 342 - 01 Lecture 2:10PM - 4:40PM Marist Hall 131				
3:00PM			ENG 621 - 01 Lecture 2:10PM - 4:40PM Marist Hall 131				
4:00PM							
5:00PM							
6:00PM							

Meeting Information not available:

Class	Course Title	Start Date	End Date
MDST 792 - 01 (Directed Reading)	Dir Reading in MDST - Doctoral	08/25/2014	12/13/2014

Display Options

Show AM/PM Monday Thursday
 Show Class Title Tuesday Friday Sunday refresh calendar
 Show Instructor Role Wednesday Saturday

[Return to Faculty Center](#) [Printer Friendly Page](#)

Courses with no meeting pattern listed in Cardinal Students will appear here.

Use these buttons to view the next or previous week's schedule.

Use these fields to show a specific week or time range.

Note: Default time range is 8am-6pm. Change the time range to view evening courses.

Use these checkboxes to customize display options.



Faculty Center: My Schedule (default view)

Faculty Center

My Schedule

Summer 2014 | The Catholic Univ of America [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster


Note on Rosters: When navigating to the Class or Grade Roster page by clicking the icons to the left of the class description, please click only once and wait for the page to fully load.

My Teaching Schedule > Summer 2014 > The Catholic Univ of America

View All |  |  First  1 of 1  Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	MDST 555-01 (2441)	Medieval Arch. Field School (Field Studies)	10	TBA	Abroad	May 19, 2014- Jun 30, 2014

Once grade rosters have been generated (near the end of the term), a grade roster icon will appear next to the class roster icon in your class schedule.



Faculty Center: Grade Roster

Grade Roster

Summer 2014 | Dynamic Date Session | The Catholic Univ of America | Graduate

▼ **MDST 555 - 01 (2441)** change class

Medieval Archaeology Field School & Study Trip (Field)

Days and Times	Room	Instructor	Dates
TBA	Abroad	Jennifer R. Davis, Lilla Kopar	05/19/2014 - 06/30/2014

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Note: Grade changes and Incomplete grades must be submitted to your dean's office.

Student Grade		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Degree Status
<input type="checkbox"/>				A-	A-	GRD	Arts & Sciences GR - Medieval & Byzantine St - PhD	Graduate	
<input type="checkbox"/>				A-	A-	GRD	Arts & Sciences GR - History - MA/PhD	Graduate	
<input type="checkbox"/>				A-	A-	GRD	Arts & Sciences GR - History - MA	Graduate	
<input type="checkbox"/>				A	A	UIG	Arts & Sciences - Medieval & Byzantine Std - BA	Senior	
<input type="checkbox"/>				A	A	GRD	Arts & Sciences GR - History - PhD	Graduate	
<input type="checkbox"/>				AU	AU	AUD	Arts & Sciences GR - Anthropology - MA	Graduate	
<input type="checkbox"/>				B+	B+	GRD	Arts & Sciences GR - History - MA/PhD	Graduate	
<input type="checkbox"/>				AU	AU	AUD	Arts & Sciences GR - English - PhD	Graduate	
<input type="checkbox"/>				A	A	GRD	Arts & Sciences GR - Medieval & Byzantine St - MA/Medieval & Byzantine - MA/PhD	Graduate	
<input type="checkbox"/>	1			A-	A-	GRD	Arts & Sciences GR - English - MA/PHD	Graduate	

View All | Download | Rows 1 - 10 of 10

Select All Clear All

notify selected students notify all students

print

Use this menu to toggle between Mid-Term and Final Grade Rosters.

Note: Mid-Term grades are only assigned for Freshmen.

Select this button to view only grades not yet assigned.

Grades are entered in this column. Options will be limited by the grading basis and level of the course.

Select this button when grades have been entered.

Note: An hourly process posts saved grades to student records. Once the process has run, the posted grade will appear in the Official Grade column. Any changes after that occurs must go through your dean's office.

SAVE



Cardinal Students Advisor Center

Faculty Center Advisor Center Search


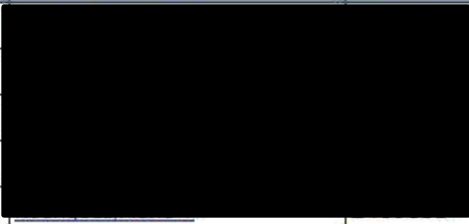




my advisees student center general info transfer credit academics

My Advisees

[Download Advisee List](#)

Select display option: Link to Photos Include photos in list

[Tracking Sheet](#)

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>				View Student Details
2	<input type="checkbox"/>				View Student Details
3	<input type="checkbox"/>				View Student Details
4	<input type="checkbox"/>				View Student Details
5	<input type="checkbox"/>				View Student Details

notify selected advisees

notify all advisees

[VIEW DATA FOR OTHER STUDENTS](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)



Cardinal Students Class Search

Faculty Center	Advisor Center	Search
search for classes	browse course catalog	

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

[Faculty Center](#) [Advisor Center](#) [Search](#)
[Search For Classes](#) [Browse Course Catalog](#)



Academic Calendar

- Calendars (through Spring 2025) are available at <http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm>
- Administrative X-Days: Used to “even out” number of class days per term so that each day of the week meets an equal number of times
 - Fall 2018: Tuesday, October 9 = Administrative Monday
 - Classes follow a Monday schedule; Tuesday classes do NOT meet this week
 - Spring 2019: Tuesday, February 19 = Administrative Monday
 - Classes follow a MONDAY schedule; Tuesday classes do NOT meet
 - Note: Monday classes ARE still held on Monday, February 18 (Presidents’ Day)



Final Exam Schedule

Final Exam Schedule:

<http://enrollmentservices.cua.edu/Registration-and-Records/FinalExams.cfm>

Final Exam Policy:

<http://policies.cua.edu/academicundergrad/finalexam.cfm>

- Exams must be held in the assigned time period and space.
 - Days/times are generally NOT the same as the class day/time
- No classes or required events may be held during final exams or on reading days.
- Instructors/students with exam conflicts should contact their academic dean's office as soon as possible.



Enrollment Issues

Consent Requirement – permission must be granted (in Cardinal Station) to each individual student prior to enrollment

Catalog Requisites – students must meet requirements listed in catalog or secure permission (in Cardinal Station) prior to enrollment

Reserve Seating – seats may be reserved for students meeting certain criteria

All of the above are managed by the individual academic departments. Please do not refer students to Enrollment Services.



FERPA

Family Educational Rights and Privacy Act

- Federal law affording students rights to their student records, **including the right to privacy of the record**
- Non-directory information can not be disclosed to a third party (**including parents**) without the student's written consent
- Directory information includes:
 - Name
 - Address (local, permanent, email)
 - Photograph
 - Nature/Dates of Degrees Earned
 - Participation in officially recognized activities/sports
 - Weight/height of athletic team members
 - Dates of Attendance (start and end date of *term*, not individual course attendance records)
 - Enrollment Status
 - School and Major

Disclosing anything other than these categories requires explicit consent of the student



Technology Services – Service Desk

Jamie Love
Service Desk Manager

Andrew Salzman
Information Security Officer/
Director of User Services



CUA Account and Password Reset

Your Cardinal Credential is used to access Catholic University resources

- Blackboard
- Cardinal Station
- Google Email, Calendar, Drive
- Campus computers



Change your password to initiate your access; and every six months afterwards (required) at this site:

<http://computing.cua.edu/password>

- will sync your password for email, computer login, Cardinal Station, Blackboard



Campus Resources

Home.cua.edu has helpful links to our campus resources home.cua.edu

- Campus Directory lookup
- Scheduling a classroom or computer lab via 25Live
- Upcoming events
- Campus News
- Links to frequently-used applications (Cardinal Station, Blackboard)

The screenshot displays the Home@CUA website interface. At the top, there is a navigation bar with the university's name and logo, along with links for 'CUA Home', 'Contact Us', 'A-Z Site Index', and 'Careers'. Below this is a secondary menu with categories like 'SAFETY', 'ACCESSIBILITY', 'CAMPUS MINISTRY', 'TECHNOLOGY', 'STUDENT LIFE', 'ATHLETICS', 'ACADEMICS', and 'HUMAN RESOURCES'. The main content area features a 'Home@CUA' header with icons for Blackboard, Cardinal Card, Cardinal Mail, Cardinal Station, and The Nest. A left sidebar lists links such as 'Cardinal Financials', 'Event and Space Scheduling', 'Webmail', 'Home@CUA Main Page', 'CUA Home Page', and 'Libraries'. The central section includes a 'Welcome Home@CUA' message, an 'Events' calendar with details for 'Grand Opening!', 'Historic Brookland Farmers Market', and 'Sunday Mass and Supper @ Six'. To the right, there is a 'CUA NETWORK ACCESS' login form and a 'Campus News' section with articles like 'Sen. Marco Rubio to Speak on Family Values' and 'National Symphony Orchestra to Perform at CUA'. The bottom of the page is organized into several resource boxes: 'CUA Photo Galleries', 'Virtual Tour/Map' (with links to ADA Accessibility Map, Emergency Phones, Academic Buildings and Libraries, Computer Labs, CUA Shuttle Routes and Schedules, MetroRail and Metrobus, Green Initiatives, Virtual Tour of Athletic Facilities, and Panoramic Priz Photos), 'Scheduling' (with links to Academic Scheduling for Faculty/Staff, Academic Scheduling for Students, Event and Space Scheduling, and Request a Space), 'CUA YouTube Channel', 'Course Catalog' (with a table of course listings and a link to Course Schedules and Descriptions), and 'Alumni and Advancement' (with links to Alumni Relations and University Advancement). A 'Student Resources' section at the bottom right lists various support services like Bookstore, Computer Help, Global Education/CIUAbroad, Mullen Library, Office of Campus Activities (OCA), Office of Career Services, Post Office, Prizyvia University Center, Student Organizations, Student Wellness, and Volunteer Service Opportunities.



Google Suite for Education

Faculty, staff, and students use the Google Suite of Apps for Education for easy collaboration and access anywhere

- Access CUA email and your calendar with any Internet connection
- FERPA compliance
- Collaborate with Google Apps
- UNLIMITED email and file storage
- Your Department has a Google Team Drive
- You have your own Google “My Drive”

Please visit computing.cua.edu/google for help with setting up gmail on your phone



Wireless Networking

CUA-SECURE

- Wireless network open to CUA faculty, staff, and students only.
- Technology Services recommends that all faculty, staff, and students use this network (using your Cardinal Credentials).
- When you change your password (every six months), you will need to update your password on your devices connected to CUA-Secure.

CUA-GUEST

- This network is targeted to visitors and guests, but is open to the entire CUA community.
- Access is limited to internet only (similar to a Starbucks or cafe).

EDUROAM

- An international roaming service for higher education and research when visiting other institutions.

Please visit <http://computing.cua.edu/start/wirelesshelp.cfm> for more information.



Network Printing

Departments have large, high-speed, leased Ricoh multifunction printing devices for copying, scanning and network printing.

Directly attached (via usb) printers are not supported.

<http://policies.cua.edu/finance/purchasing/printerpolicy.cfm>



Please visit <https://computing.cua.edu/support/ricoh-faq.cfm> for information about your Ricoh



Typical Office Setup

Desktop Computers and IP Phones

- Provided via departmental resources
- Lenovo with Microsoft Windows
- Standard software:
 - Microsoft Office 2016
 - Web browsers
 - Departmental software
- Used on the wired network
- Cardinal Voice:
<http://technology.cua.edu/cardinalvoice/index.html>



University Storefront:

<http://computing.cua.edu/storefront/>

Software Information

<http://computing.cua.edu/start/getsoftware.cfm>

<http://computing.cua.edu/support/common-software-list.cfm>



Getting Help in the Classroom

- Call **202-319-6432** for expedited technology or A/V help while you are teaching a class
- The Service Desk may be able to solve the issue remotely
- If not, a technician will be dispatched to your classroom
- The Service Desk is staffed 8am-9pm M-F



Audio/Visual Classroom Equipment

Typical Digital Presentation Rooms

- **Projector**
- **PC's**
- **Room Sound**
- **DVD or Blu-Ray (only in select rooms)**
- **Microphones (available only in large auditorium classrooms)**

Take a sneak peak at your room!

<http://computing.cua.edu/roominfo/dpr.cfm>

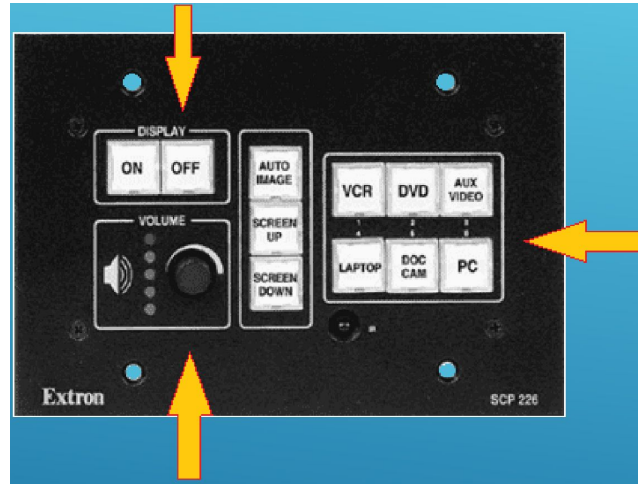


Audio/Visual Classroom Equipment

Equipment Management With Extron Control Systems



Projector Power



Source Selection
(varies by room)

A/V Component System Volume
(does not effect mic volume)

Getting Help with Technology

- **Urgent Classroom requests should be placed by calling x6432 between the hours of 8am – 9pm EST.**
- Routine Requests email techsupport@cua.edu or visit techsupport.cua.edu
- By phone, call 202-319-HELP (4357)
Mon-Fri 8a-9p
- Via walk-in at our computer lab **117 Leahy Hall**
Mon-Fri 8a-9p
- **Request special setup for technology equipment for events at least one week in advance**
- The CUA Service Desk provides Audio/Visual Support for Dept. and ES classrooms.
- **We support Lanschool in all ES computer labs to facilitate exams**



Technology Services – Information Security

Andrew Salzman
Information Security Officer/
Director of User Services



Overview

- What data should you be worried about protecting? – *protect critical information*
- Types of protection measures – *preventative, during and after an incident*
- Why is news important? – *information and alerts, natural disasters – where are your critical documents and data?*
- Regulatory and ethical obligations – *do what is 'right' (not easy necessarily) and when in doubt 'ask questions'*
- Empower yourself



What Kinds of Data Do We Handle?

Academic Records

- Grades
- Class Lists
- Assignments
- Financial Information

Social Security Number

Passport

Travel visas

Travel Insurance

Auto Insurance

Health Insurance

Personal networking

Driver's License

Immunization

Hospital record

Military Record

Employee Record

Education

Resume

Confidential

Browsing behaviors

Directory record

Criminal record

Background check

Survey

Donations

Student Records

Contracts and Agreements

Negotiations

Forensics – for example fingerprints

Incident reports

Conversations (voice, electronic)

Pictures and Videos

Cellphone location services



Message and Medium

Message:

Student Records – Grades
Medical – Accommodations
Financial – Bank, credit cards
Informational – Location, vacation
Identity – SSN, name
Intellectual – Innovations, research

Medium:

Email – cc's, filed email, attachments
Paper records – to-be-organized stacks
Memory sticks
External drives
Unattended computers



Personal/Institutional Responsibility

Investigating and understanding risks:

- Analyze contracts and agreements
- Insurance, liability and indemnity
- Terms and Conditions
- Engage competent trust advisors
- Understand breach notification policy and processes

Follow policy and procedures to mitigate risks:

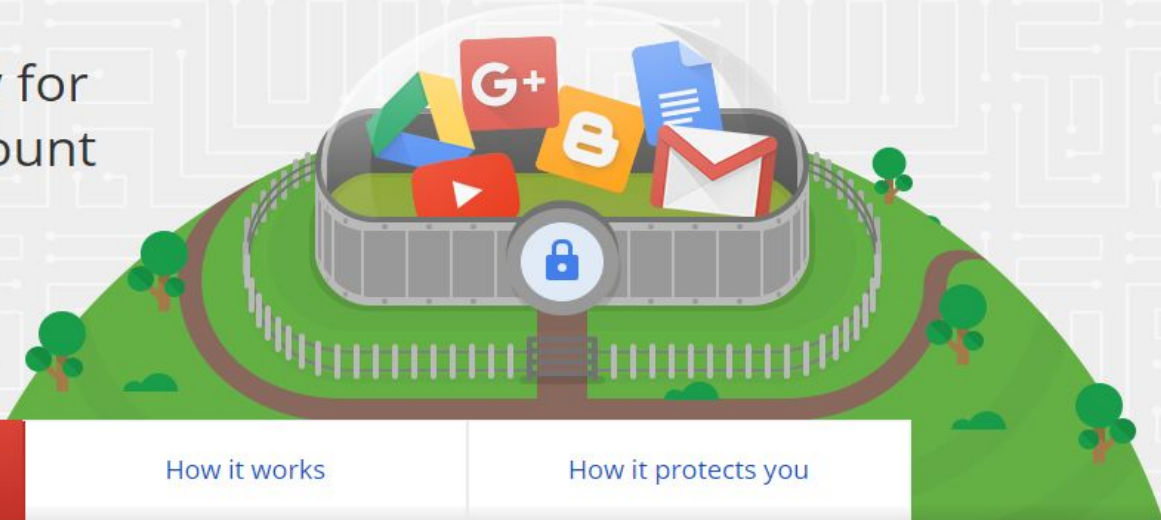
- Share information on a 'need to know' basis
- Verify authority (Identification, callback)
- Safe deposit box, backup data, encrypt, strong passwords
- Shred securely
- Degauss or destroy electronic storage



One Thing to Do

Stronger security for your Google Account

With 2-Step Verification, you'll protect your account with both your password and your phone



Why you need it

How it works

How it protects you



It's easier than you think for someone to steal your password

Any of these common actions could put you at risk of having your password stolen:

- Using the same password on more than one site
- Downloading software from the Internet
- Clicking on links in email messages

2-Step Verification can help keep bad guys out, even if they have your password.

<https://www.google.com/landing/2step/>



Questions?

For more information

- Technology Services – techsupport@cua.edu, 202-319-4357
- Instructional Learning – <http://computing.cua.edu/training/index.cfm>, 202-319-4357
- Enrollment Services – cua-enrollmentservices@cua.edu, 202-319-5300
- Emergency Classroom Support – 202-319-6432

