ACO Lunch Session
Fall 2019

Presented by: William Lewis, Justin Blake, Rajeev Parmasar
Arts Computing Office
Agenda – Fall 2019 ACO Lunch Session

- Accessibility
- Online Faculty Application System (OFAS)
- Microsoft Teams
- Cloud Storage
- Discussions with primary support person
ACCESSIBILITY
Accessibility Technology

- Human Resources and Accessibility Services have licensed tools for campus use
- Human Resources has some software available for temporary/trial use
- Contact Joyce Barlow, Workplace Accessibility Specialist

- Dragon Speech Recognition
  - Transcribes speech into writing
- Kurzweil
  - Screen Reader software
- Fusion
  - Screen magnification and screen reading
- Personal amplification devices
Accessibility Training

- New AODA course is required
  - Access through Learn
- Information Technology Professional Development (ITPD)
  - [https://uwaterloo.ca/information-systems-technology/services/it-professional-development-itpd-courses/it-professional-development-itpd-course-brochure](https://uwaterloo.ca/information-systems-technology/services/it-professional-development-itpd-courses/it-professional-development-itpd-course-brochure)
- Open textbook from Ryerson
  - [https://de.ryerson.ca/wa/](https://de.ryerson.ca/wa/)
- Contact Elizabeth Rogers or Wendy Philpott for assistance with web accessibility
AODA requirement for web pages

- Deadline of Jan 2021 for all web content to meet WCAG 2.0 AA level
- Includes old pages that were exempt from previous requirements
- Level required is now AA instead of A
- WCMS sites for Arts departments have been audited for accessibility
- Non-WCMS sites will be reviewed in 2020
ONLINE FACULTY APPLICATION SYSTEM (OFAS)

An Easier Way To Manage Job Applications
Current System for Job Applications

- Through Email
- Tedious
- Inefficient
- Inconsistent
- Time consuming
- Involving long file/email trails
- Hassle to share, communicate or collaborate
Advantages of using OFAS for Job Applications

Centralized

Streamlined

Efficient

Consistent

Intuitive
OFAS Features

- Easy Job Creation
- Extensive configurations available
- Streamlined application process
- Ability to automate references process
The People of OFAS

- Users – People who will be involved in the hiring process
- Hiring Committees – Groups of Users who determine who will be hired
- Departments – Organizational bodies that the Hiring Committees fall under
Job creation and Application Process

Demo
MICROSOFT TEAMS
Microsoft Teams

- What is it?
- Who can use it?
- Why should you use it?
- Plugins
- Demo
- Additional Resources
What is Microsoft Teams?

- Collaborative software with a wide range of applications
- Released in 2017, it builds on SharePoint and is regularly updated by Microsoft
- Essentially replaces SharePoint, OneDrive and Skype for Business (retiring July 2021)
- Each team comes with 25TB storage and allows shared content and personal OneDrive access
Who can use Microsoft Teams

- Everyone!
- Teams has various applications in many departments and can be customized for your department’s specific needs
- Already installed on most PCs
Why use Microsoft Teams?

- Free
  - It is part of Microsoft Office 365 and most likely already installed on your PC
- Convenient Access
  - Be able to access all relevant documents and websites in one place
- Chat
  - Chat features help in reducing email trails. External members (not within Uwaterloo) can also chat on teams
- Highly Customizable
  - Wide variety of plugins to fit a multitude of needs
Microsoft Teams Plugins

- Microsoft Planner
  - Keeps track of project progress using cards and boards. You can create shared to-do lists, booking calendars etc.
  - Allows for color coding, attachments (.doc, .xls etc) and easy migration between existing Office 365 applications such as Outlook.

- Microsoft Forms
  - Gather data in an easier manner by creating quizzes and polls.

- Microsoft Flow
  - Automate repetitive tasks such email notifications for new posts
Microsoft Teams Demo
Additional Resources

- IST Microsoft Teams Website
  - https://uwaterloo.ca/microsoft-teams/
  - Wealth of knowledge on Teams including Getting Started Guides
  - Can schedule custom workshops for your department

- Microsoft Docs for Teams
  - https://docs.microsoft.com/en-us/microsoftteams/microsoft-teams
  - Technical information
  - Teams tech community
    - A forum for discussing new features, support for plugins and general information & tips
Additional Resources

- Linkedin Learning
  - Several MS Teams courses available for getting started as well as general tips and tricks
  - There are also courses for specific plugins such as using bots to improve productivity
CLOUD STORAGE
Where are Documents stored?

Cloud Storage

Local Storage

OneDrive

Microsoft Teams

N Drive

Departmental Drive

SharePoint
## Storage Locations

<table>
<thead>
<tr>
<th>Storage Location</th>
<th>Physical Location</th>
<th>Near-term changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>N Drive</td>
<td>\artsfileu\</td>
<td>Consider moving to OneDrive</td>
</tr>
<tr>
<td>Departmental Drive</td>
<td>\filed\arts$</td>
<td>No changes</td>
</tr>
<tr>
<td>SharePoint</td>
<td><a href="https://sharepoint.uwaterloo.ca">https://sharepoint.uwaterloo.ca</a></td>
<td>No changes</td>
</tr>
<tr>
<td>Microsoft Teams</td>
<td><a href="https://portal.office.com">https://portal.office.com</a></td>
<td>Increased adoption and use</td>
</tr>
</tbody>
</table>
How is information classified?

- Confidential
- Restricted
- Highly Restricted
Highly Restricted Information

- Social Insurance Numbers, Bank information
- Use is forbidden except where required by an approved business need
Using OneDrive for Documents

Local

Documents -> N Drive

Transition

N Drive

Cloud

OneDrive

Documents -> OneDrive
How OneDrive Stores Files

- Files are both local and in the cloud
- Synchronization process brings all changes together
- Applications like Word can work directly with the cloud version and support real-time collaboration
- Can select which folders are synchronized to the local machine
DISCUSSIONS
Primary Support Personnel

- [https://uwaterloo.ca/arts-computing/faculty-and-staff/departmental-support-contacts](https://uwaterloo.ca/arts-computing/faculty-and-staff/departmental-support-contacts)
Questions

- If you have any questions after the session, please contact:
  - William Lewis (rwlewis@uwaterloo.ca)
  - Bill Baer (bill.baer@uwaterloo.ca)
- Please provide feedback on this session
  - https://uwaterloo.ca/arts-computing/arts-computing-office-aco-lunch-session-feedback
- Notes from today’s lunchtime session will be posted on the ACO web site
  - https://uwaterloo.ca/arts-computing/lunchtime-sessions