Math IT Lunch and Learn

https://uwaterloo.ca/math-faculty-computing-facility/events/mfcf-lunch-and-learn-sessions

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Math Faculty Computing Facility (MFCF), Information Systems and Technology (IST)
Agenda

- New wireless network - guest wireless
- New Adobe Acrobat license model
- TDX knowledge base and IST help and support page
- Security updates
  - New Cyber Awareness web site
  - 2 Factor Authentication (2FA) overview
- Scantron replacement
- WCMS intro course in Learn
- Qualtrics survey tool
- GoSignMeUp – registration system
- Microsoft (MS) Teams
- OneDrive for Business
- Questions?
New wireless network - guest wireless

- New guest wifi: “uw-wifi-setup-no-encryption”
  - Times out after 24 hours
  - Event organizers for multi-day events can request accounts that will last the length of the event

- How to use:
  - Click and connect to 'uw-wifi-setup-no-encryption'
  - In the Join 'uw-wifi-setup-no-encryption' pop-up window
    - Scroll down and select the 'Click here if you are a guest user' option.
    - Enter your first name, last name, and email address into each respective field.
    - Click 'I Agree' to continue.
    - A confirmation code will be sent via email.
      - Within 10 minutes, enter the code into the pop-up window to connect to the Wi-Fi.

- The Net-ID service used for guest Wi-Fi access was shut down on June 1, 2019

- For more information see
  - Guest wireless IST Article
  - Connecting Eduroam Wireless Network
New Adobe Acrobat Pro license model

- Currently we license Adobe Acrobat Pro 2017 for $110.00/copy
  - Perpetual model and there are no additional costs until a person wants to upgrade to a new version
  - This version has an expiry date of 2022-06-06.
- Acrobat Pro DC (next version) is a subscription based model paid yearly, the same as Creative Suite.
  - Subscription model: $15.00 US plus tax a month (180.00 US yearly)
  - The responsibility is with departments to pay and renew.
- IST is working on an Knowledge Base article to help people determine
  - If they need Acrobat Pro
    - Or, if they can perform their business functions using MS Office or another application (that they already have or could obtain for a lower cost)
- Does not apply to Adobe Reader
TDX knowledge base and IST help and support page

- IST Help and Support page
- IST Knowledge Base
Security updates – Cyber Awareness web site

- New Cyber awareness web site
  - Protect yourself
  - Check the page periodically for updates
  - Learn about phishing prevention
  - Password management
  - Data security
  - Report suspicious activity
  - Related training on LEARN and posters, etc.
2 Factor Authentication (2FA)

- We have over 500 2FA/Duo users
- Visit the link above to activate for yourself, for (currently):
  - Outlook Web App
  - Microsoft Office 365 (cloud)
  - Quest student banking (off campus)
- IST service desks are the front-line support
- 2FA has also been enabled for
  - Some privileged users in Quest, Workday and WatIAM, among other systems
  - Department-wide roll-outs - Finance and Police Services

Recommended: The DUO mobile app

- very easy to use
- provides the highest level of security of the available 2FA options.

Alternative: request an authenticator from IST

- Also known as a DUO hardware token, it is a physical fob with a button the employee will press to receive a verification code to enter when prompted by the application.
- The DUO token will be provided to employees who require an authenticator as part of their job (i.e., as a result of the data or applications they have access to).
- Note: Employees who do not require an authenticator as part of their job and all Waterloo students may purchase a U2F key from an external provider for personal use, if desired.
- Requesting an authenticator: Please complete the request form [https://uwaterloo.ca/request-tracking-system/2fa-token-request](https://uwaterloo.ca/request-tracking-system/2fa-token-request) or visit an IST Service Desk.
Scantron replacement

- Akindi is coming soon!
  - Will replace
    - Existing Scantron machine
    - ExamProc software
  - For multiple choice exams - automated/managed creating, scanning and marking
  - End goal is to improve self-serve and ability to handle all courses (small to very large)

- No changes to Crowdmark or Odyssey
- More information will be communicated over then next months
- Pilots will happen in spring term
WCMS intro course in Learn

- SEW099 WCMS for Content Maintainers [LEARN]
- SEW100 WCMS for Site Managers [LEARN]
- SEW101 Web Form Creation [LEARN]
Qualtrics survey tool

- Easy to use tool to create and distribute surveys, gather and organize information, do data analysis and create reports.
- Campus license open to all University of Waterloo employees, including co-op students
- uWaterloo URL and template/brand
- Data stored in Canada
- Add-ins: File Upload, Offline App
- Extensive Qualtrics online documentation and support (online chat/phone)
- More information about Qualtics survey tool
GoSignMeUp Registration System

- A new event/workshop/training registration system on-campus
- (Also known as the “Training & Development Registration System”)
- Used by the Centre for Teaching Excellence and the Office of Research.
- Helpful for situations where students (and potentially staff/faculty) need to register
- Features: Registration, Communications, Approvals, Feedback survey, Reports, Cloud based, Potential for payment feature
- Limited licenses but may be able to be expanded
- For more information or to see if it may meet your needs, please contact Nathan n4lee@uwaterloo.ca>, IST
- **Note: IST is consulting with Math re: the current Math seminar web site and announcements
Microsoft (MS) Teams

- **MS Teams Intro Video**
- **Features**
  - Chat
  - Channels
  - Share Files
  - OneNote –notes
  - Apps
  - And more!
- **Demo**

- **Must have activated your Office 365 account**
- **To request a Teams site, submit a MS Teams request**
- **Learn more:**
  - Teams Overview
  - IST Teams course notes
  - Upcoming courses
  - IST MS Teams page
- **Can also access your Office 365 ‘OneDrive for Business’ from MS Teams**
OneDrive for Business

- What is OneDrive?
  - Differences between OneDrive and S: Drive
    - Storage location
    - Recovering a deleted file
    - Access to files from off campus
- OneDrive vs OneDrive for Business
  - OneDrive – Microsoft personal accounts (basic, less storage, etc.)
  - OneDrive for Business – Work/uWaterloo Microsoft account
    - Enterprise protected, 5T of storage, can recover data for period of time
OneDrive for Business

- How to get OneDrive/Office 365
  - Activate your Office365 account at [https://o365activation.uwaterloo.ca/](https://o365activation.uwaterloo.ca/)
  - Install the OneDrive app (already installed on most work computers)

- Using OneDrive
  - Open files
  - Save files - How to ensure new file/edited file is saved in the cloud
  - Create new files
  - Share files
  - Delete vs Free up space
**OneDrive for Business-Symbols**

*Online-only files* don’t take up space on your computer. You see a cloud icon for each online-only file in Finder, but the file doesn’t download to your device until you open it. You can’t open online-only files when your device isn’t connected to the Internet.

When you open an online-only file, it downloads to your device and becomes a *locally available file*. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select **Free up space**.

Only files that you mark as **Always keep on this device** have the green circle with the white check mark. These *always available files* download to your device and take up space, but they’re always there for you even when you’re offline.
OneDrive for Business

Preferences

General
- Open at Login
- Hide Dock icon
- Warn me before removing files from the cloud
- Save screenshots to OneDrive

Files On-Demand
Files On-Demand frees up space on your computer by downloading files as you use them.

Learn More

Turn Off Files On-Demand

Manage Apps

Extensions

Use Apple and third-party extensions to customize your Mac.

All third-party extensions

Actions
- Markup

Finder Extensions
- OneDrive

Photos Editing
- Markup

Share Menu
- Add to Reading List, Mail, and 9 more...

Today
- Calendar, Stocks, Weather, Reminders

Finder
- Quick Actions and Preview Pane

Touch Bar
- Quick Actions

See all extensions that you have installed on your Mac.

- Microsoft OneNote
  - Share Menu
- OneDrive
  - Finder Extensions
- OneDrive
  - Finder Extensions
OneDrive and S: drive file storage

- S: drive is still preferred for most work files
- Accessing S: drive from home:
  - Connect to campus VPN
  - **Map to S: drive**
    - Math: `\files.math.uwaterloo.ca\[UWUserid max 8 chars]`
    - Computer Science: `\smb-files.cs.uwaterloo.ca\[UWUserid max 8 chars]` – use CS-GENERAL password – not WatIam - see [https://uwaterloo.ca/math-faculty-computing-facility/resources/accessing-graduate-file-storage](https://uwaterloo.ca/math-faculty-computing-facility/resources/accessing-graduate-file-storage)
  - **Mac instructions**
OneDrive Uses

- OneDrive is a good option when travelling, working from home, etc. for any files that are not highly confidential
  - Microsoft data retention policy
    - Data stored in this service are subject to Microsoft data retention policies which may change from time to time. There is no capability to restore deleted data beyond the user-accessible facilities (e.g. versions and recycle bin) provided by Microsoft. Currently, Microsoft maintains a file history for 30 days.
  - Can share with off campus colleagues who have Microsoft or Gmail email accounts
  - 5 T of storage
- MFCF still recommends using S: drive for work files
- **Documentation:** Office 365 for staff documentation, OneDrive documentation, OneDrive Articles (UW)
Thank you!

Presentation Notes

Questions?

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