Math IT Lunch and Learn

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

June 5, 2019

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

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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?

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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](#)

  - [Daily Bulletin-2019-05-15: Changes Coming to guest wi-fi access on campus](#)

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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

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TDX knowledge base and IST help and support page

- [IST Help and Support page](#)

- [IST Knowledge Base](#)

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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.

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Security updates – 2FA

- 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 or visit an IST Service Desk.

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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

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WCMS intro course in Learn

- [SEW099 WCMS for Content Maintainers [LEARN]](#)

- [SEW100 WCMS for Site Managers [LEARN]](#)

- [SEW101 Web Form Creation [LEARN]](#)

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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

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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

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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

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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

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OneDrive for Business

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OneDrive for Business

- How to get OneDrive/Office 365
  - Activate your Office365 account at 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

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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.

Case study 1 eWTP-2.docx	☁
Casestudies20190513-original.docx	☁
dinner 1.docx	☁
dinner 1-2.docx	☁
dinner.docx	☁
Document.docx	☁
✓ Document1.docx	✓
Lisa @ University of Waterloo	⊘
OneDrive-sync-folder-info.docx	☁

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OneDrive for Business

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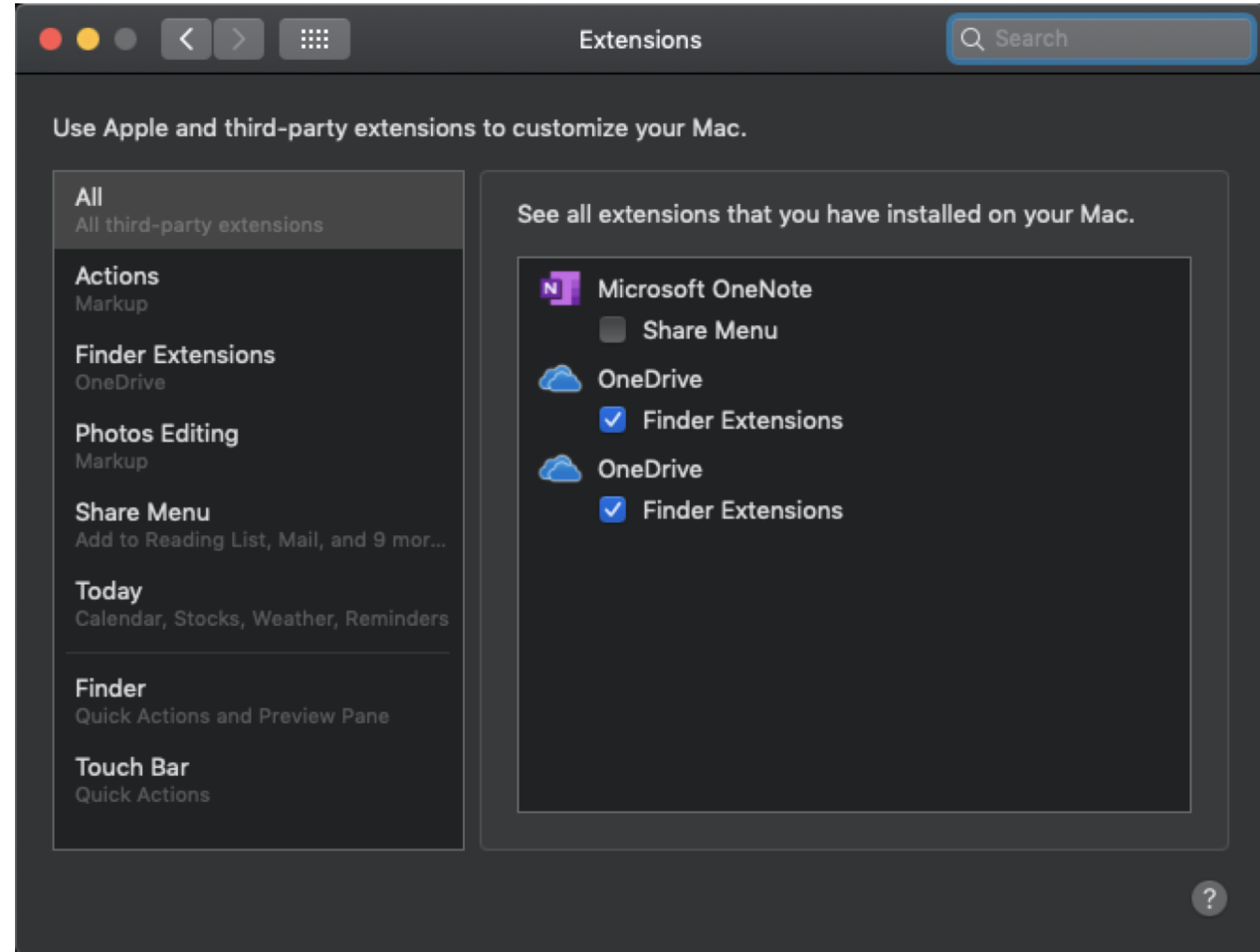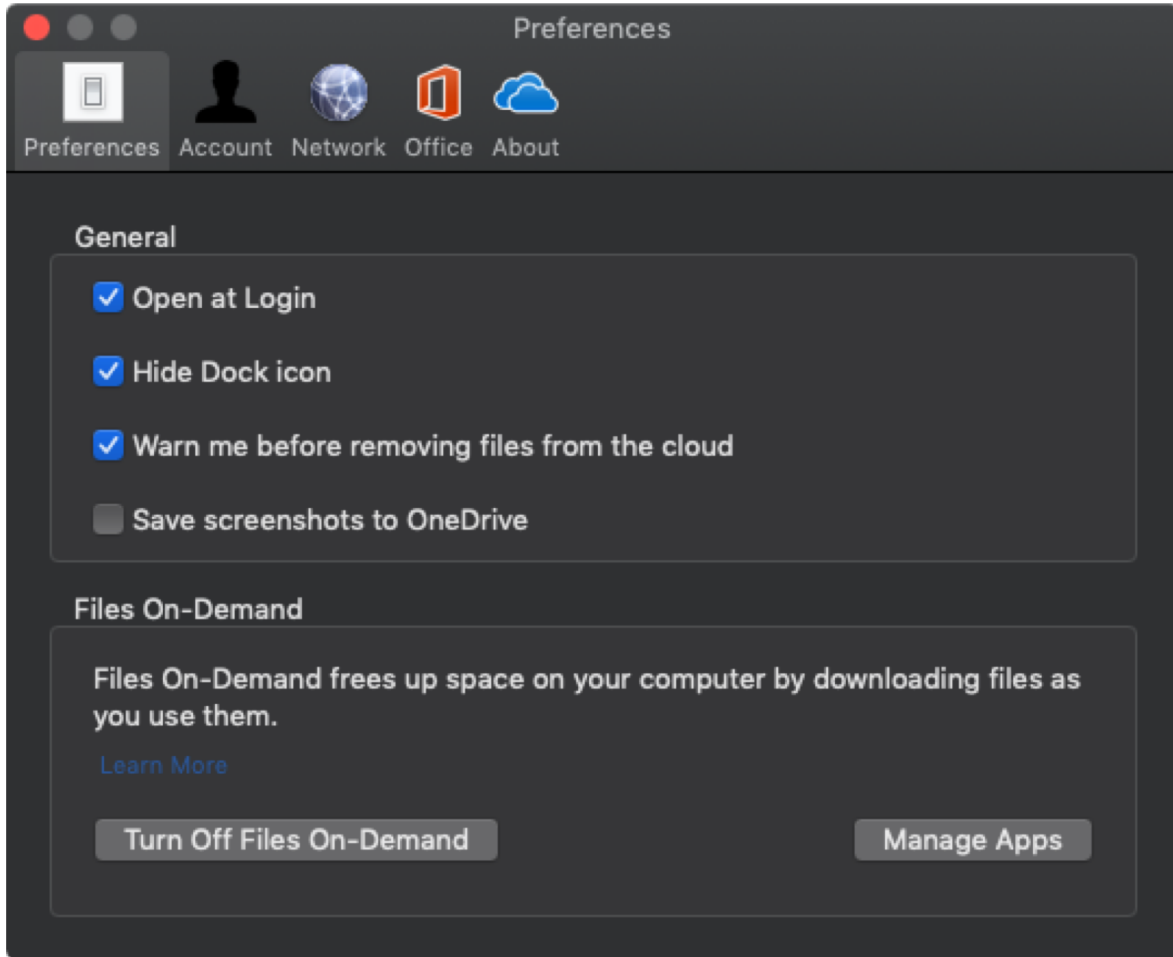
OneDrive and S: drive file storage

- 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)

  - Mac instructions

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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)

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Thank you!

Presentation Notes

Questions?

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