Instructional Technology from Registration to Examination

Faculty Orientation

August 21, 2024

Agenda

- Introduction

- Enrollment Services
    - Cardinal Students
    - FERPA

- Technology Services
    - Service Desk
    - Information Security
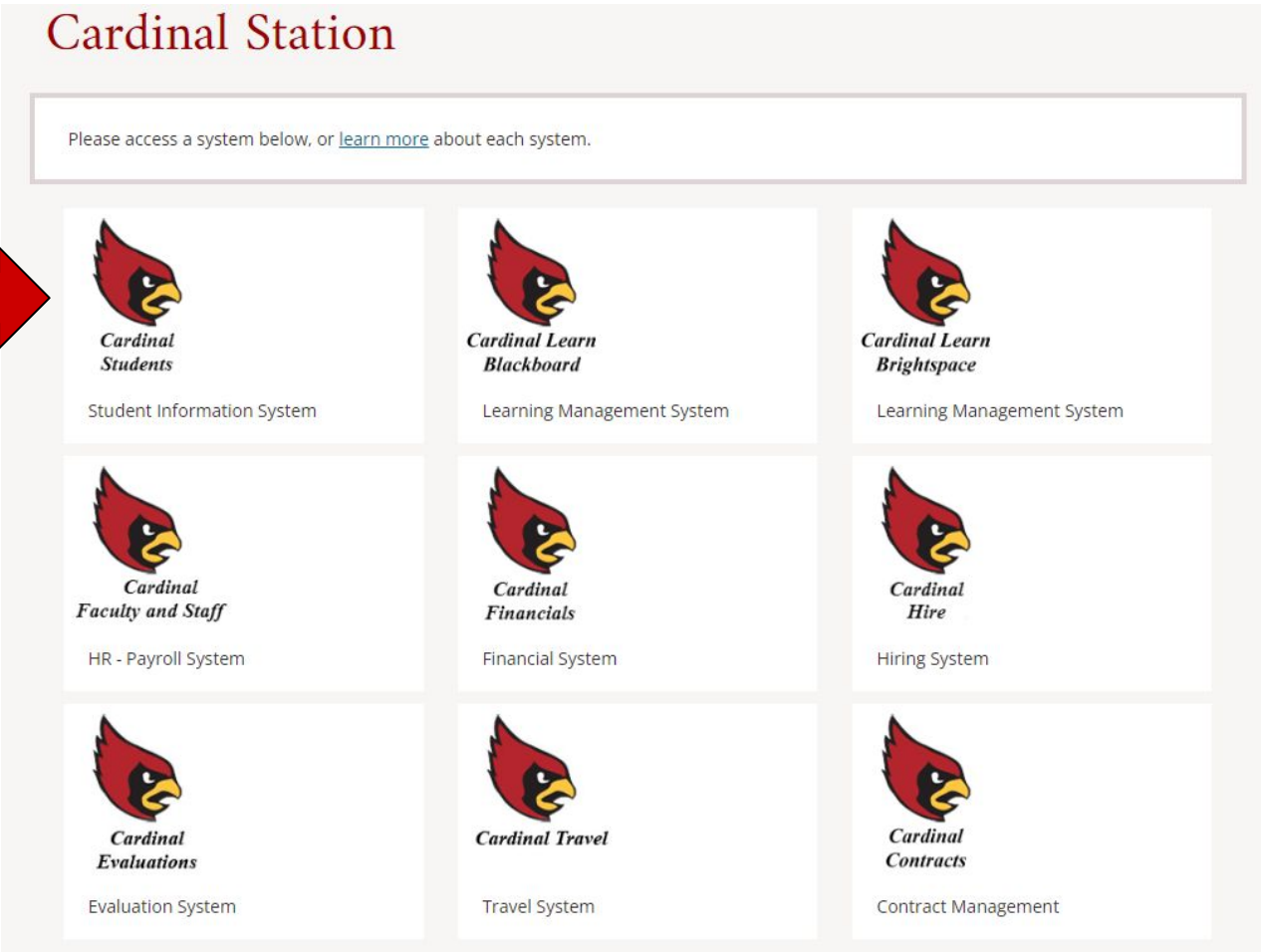   - Instructional Technology

Enrollment Services

Danielle Spinato
University Registrar and Executive Director

Cardinal Students

To access the system, visit **cardinalstation.catholic.edu**
Select the **Cardinal Students** option:

Cardinal Students Faculty Center

Cardinal Students

Menu ▾   Search in Menu   🔍

Faculty Homepage ▾

Navigation Instructions

Faculty Center

To access Faculty Center, select this icon

If you are also a CatholicU staff or a student, you can use this menu to toggle between your Staff, Student, and Faculty homepages.

Use the compass icon to access your full navigation menu.

Cardinal Students Faculty Center

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

Faculty Center: My Schedule

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.

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

Select this button to view student photos with the roster.

*Enrollment Status   Enrolled

Download Class Roster

Enrollment Capacity 7   Enrolled   6   Class Photo Roster

Select display option: ● Link to Photos   ○ Include photos in list

Select these buttons to send email notifications to students.

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	☐		2	A	Graded	3.00	Business & Economics - Marketing - BSBA	Senior
2	☐		2	H	Graded	3.00	Arts & Sciences - English - BA/Politics/Prelaw - Minor	Senior
3	☐		2	K	Graded	3.00	Social Service (NCSSS) - Social Work - BSW	Junior
4	☐		2	L	Graded	3.00	Business & Economics - Marketing - BSBA	Junior
5	☐		2	M	Graded	3.00	Arts & Sciences - Psychology - BA	Senior
6	☐		2	W M	Graded	3.00	Arts & Sciences - English - BA	Junior

Enrolled Students   Find | 🗔 | 🗇   First ◀ 1-6 of 6 ▶ Last

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

Select All   Clear All

notify selected students   notify all students

print

Faculty Center   Advisor Center   Search

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Faculty Center: Class Roster

Use this link to access roster in Excel

Excel roster will identify any students who are required to quarantine (and, therefore, permitted to attend remotely) due to COVID-19

Class Roster

➢ If classes are missing from your Faculty Center that means you've not been assigned as the instructor in Cardinal Students
- Follow up with your academic department administrator, as departments handle instructor assignments

➢ Students not on your class roster should not be permitted to attend class.
- Attendance by non-registered students is a liability issue
- Not on the roster = not registered

➢ Check rosters at start of term and again after add/drop has ended

➢ Verify grading basis changes via your roster (i.e. students who claim to have changed to audit or pass/fail)

Faculty Center: My Schedule

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)

Return to Faculty Center

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.

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

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

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

Select this button to view only grades not yet assigned.

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.

[save]

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.

Student Grade			Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Degree Status
☐			A-	A-	GRD	Arts & Sciences GR - Medieval & Byzantine St - PhD	Graduate	
☐			A-	A-	GRD	Arts & Sciences GR - History - MA/PhD	Graduate	
☐			A-	A-	GRD	Arts & Sciences GR - History - MA	Graduate	
☐			A	A	UIG	Arts & Sciences - Medieval & Byzantine Std - BA	Senior	
☐			A	A	GRD	Arts & Sciences GR - History - PhD	Graduate	
☐			AU	AU	AUD	Arts & Sciences GR - Anthropology - MA	Graduate	
☐			B+	B+	GRD	Arts & Sciences GR - History - MA/PhD	Graduate	
☐			AU	AU	AUD	Arts & Sciences GR - English - PhD	Graduate	
☐			A	A	GRD	Arts & Sciences GR - Medieval & Byzantine St - MA/Medieval & Byzantine - MA/PhD	Graduate	
☐	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]

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]

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Cardinal Students Advisor Center

Cardinal Students Class Search

Classroom Spaces

➢ Classrooms are assigned prior to registration for the upcoming term.
- Assignments are based on:
  - the features the department admin enters into Cardinal Students
  - the class cap
  - proximity to department offices

➢ Classroom furnishings must be reset at the end of each class
- If your students move desks, the desks need to be moved back before the next class arrives
- Approved layout for room will be posted on wall

➢ Do not move desks/chairs in or out of classroom
- Desks/chairs = maximum cap for room per fire codes

Academic Calendar

➢ Calendars (through Spring 2029) are available online
  - https://enrollment-services.catholic.edu/academic-calendar

➢ 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 2024: Tuesday, October 15 = Administrative Monday
    o Classes follow a MONDAY schedule; Tuesday classes do NOT meet this week
  - Spring 2025: Tuesday, February 11 = Administrative Monday
    o Classes follow a MONDAY schedule; Tuesday classes do NOT meet
      ▪ Yes, that means this week has TWO consecutive Mondays!

Final Exam Schedule

Final Exam Schedule:

enrollment-services.catholic.edu/academic-calendar/exam-schedule

Final Exam Policy:

policies.catholic.edu/students/academicundergrad/finalexam.html

➢ 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.

Consent Requirement – permission must 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.

Get to know your department administrators!!!

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

FERPA
Family Educational Rights and Privacy Act

- If students have previously authorized the release of non-directory information, their release will be recorded in Cardinal Students.
  - o Cardinal Students will display which types of information are releasable and to whom. To check, select the star icon near the students name in Cardinal Students and then select the REL hyperlink.

Stacy Lynn N. Cardinal

Catholic University of America

Cardinal, Stacy Lynn N.   2202982

Dis   **Effect** Positive ⌄   **Institution** The Catholic Univ of America ⌄   Refresh ↻

➕ Service Indicator

	Code Description	**Reason Description**	**Institution**	**Start Term**	**End Term**	**End Term Description**	**Start Date**	**End Date**
	Archive Perm Record Pre-1989	Archive Perm Record Pre-1989	CRDNL				05/11/2001	
REL	Release Form on File	Release Form on File	CRDNL				09/05/2018	
TPI	Third Party Information	Third Party Information	CRDNL	0000	Begin Term			

Service Indicator Summary — Personalize | Find | View All | 🗗 | 🔳 First ◀ 1-3 of 3 ▶ Last

Technology Services

THE CATHOLIC UNIVERSITY OF AMERICA | Technology Services

Technology Services supports the University by providing access to high quality, state-of-the-art, computing, communications, and information resources.

technology.catholic.edu

Tech Services > About

About Technology Services

MISSION STATEMENT

Technology Services supports the University by providing access to high quality, state-of-the-art, computing, communications, and information resources.

What We Do
Learn more about what Technology Services does.

Our Staff
View a list of our staff.

Services
See how we are organized with respect to our services.

techsupport.catholic.edu

? Make a service request (Catholic University users please **sign in**)

I need help working with …
hardware, software, website, online coursework, online tools, phone/voicemail

I have a request for …
new/updated software, email/groups/delegation, shared drive, sponsored account, technology purchase, telephone

I would like …
equipment installed/moved/updated, training

⚠ Report a technology issue (Catholic University users please **sign in**)

I am able to work, but there is an issue with …
an error message, slowness, a virus, phishing, display, audio

I am having trouble working because there is an issue with …
logging on, my access, slowness, an error message, my hardware, virus

I am not able to work at all because ...
can't connect to network, computer isn't working, can't access the Internet, can't log on, no access

Technology Services – Service Desk

Jeffrey Otey
Director of User Services.

Contact the Service Desk

☎ **Phone:** (202) 319-HELP (-4357)
✉ **Email:** techsupport@cua.edu
📍 **Location:** Leahy Hall room 117

techsupport.catholic.edu

❓ **Make a service request** (Catholic University users please **sign in**)

I need help working with …
hardware, software, website, online coursework, online tools, phone/voicemail

I have a request for …
new/updated software, email/groups/delegation, shared drive, sponsored account, technology purchase, telephone

I would like …
equipment installed/moved/updated, training

⚠ **Report a technology issue** (Catholic University users please **sign in**)

I am able to work, but there is an issue with …
an error message, slowness, a virus, phishing, display, audio

I am having trouble working because there is an issue with …
logging on, my access, slowness, an error message, my hardware, virus

I am not able to work at all because …
can't connect to network, computer isn't working, can't access the Internet, can't log on, no access

Cardinal Credential and Password Reset

**Cardinal Credential is used to access
Catholic University technology resources:**

- Cardinal Learn (Brightspace)
- Cardinal Station (Enterprise Applications)
- Cardinal Mail (Google Workspace)
- Campus computers
- Network access (Wi-Fi)
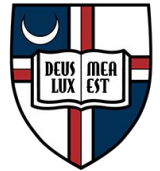
Change your password to initiate your access, and every six months afterwards (required) at this web page:

https://password.catholic.edu

Pages on the University website are of particular interest to Faculty.

provost.catholic.edu

www.catholic.edu/faculty-and-staff

technology.catholic.edu

cardinalstation.catholic.edu

Google Workspace (Cardinal Mail)

mail.google.com

Log on with your **@cua.edu** Cardinal Credential.

Catholic University uses **Google Workspace** to help students, faculty and staff interact and collaborate.

- Communicate with Gmail, Chat and Google Meet
- Collaborate with Docs, Sheets, Slides and Drive
- Google Workspace is FERPA compliant, and there are no ads or individual data mining.

technology.catholic.edu/resources/google.html

Zoom for Video Conferencing

zoom.catholic.edu

Zoom is Catholic University's video conferencing service for its community.

- Faculty use Zoom for hybrid or virtual classrooms
- Faculty can record classroom sessions
- Zoom facilitates collaboration with real-time co-annotation and digital whiteboarding
- Zoom has video breakout rooms, polling, and group chats for enhanced participant engagement

technology.catholic.edu/programs/zoom

Sign in to Zoom using Google

Zoom desktop app

Zoom mobile app

On the "Sign in with Google" page,
specify your **@cua.edu** Cardinal Credential

Wireless Networking

Catholic University provides wireless networks for use by members of the campus community and their guests.

CUA-SECURE is a wireless network for university students, faculty and staff. It provides access to the Internet and University systems and services. You log in with your Cardinal Credentials. This wireless network provides the **best performance**.

CUA-GUEST is a basic wireless network designed for use by visitors and guests (students, faculty and staff should use CUA-SECURE). This network requires registration during which you to agree to abide by the University's Technology Use Policy. It provides basic internet access, similar to a coffee shop.

eduroam is a wireless network for visiting members of the research and education community. This network requires you to login with the credentials of your participating institution, and provides basic internet access.

technology.catholic.edu/programs/wireless

Typical Office Setup

Desktop Computer and IP Desk Phone

- Lenovo or Dell with Microsoft Windows 10 or Windows 11, connected to the wired network
- Standard software:
  - Microsoft Office Professional Plus
  - Web browsers (Chrome, Edge)
  - Other utilities and applications
- Mitel desk phone for Cardinal Voice

List of software on campus computers:

    sites.google.com/cua.edu/ts-servicedesk/menu/software

Using Cardinal Voice:

    technology.catholic.edu/programs/cardinalvoice/training.html

Network Printing

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

Learn how to add your department's printer to your computer:
    technology.catholic.edu/resources/printing.html

University Printer Policy:
    policies.catholic.edu/finance/purchasing/printerpolicy.html

Using Classroom Technology

Enrollment Services-managed classrooms, as well as many department classrooms, have standardized hyflex technology available, including

- Room camera with selectable zoom presets
- Room microphones to facilitate hybrid collaboration
- Document camera for hybrid display of materials
- Standardized equipment makes it easier to use any classroom

Faculty are strongly encouraged to view the **classroom technology orientation videos** available here:

sites.google.com/cua.edu/dpr/home

1:1 classroom technology training sessions are offered at the start of the semester. Watch your Cardinal Mail for the notice about sign-up.

Email techsupport@cua.edu and request 1 on 1 training.

Audio/Visual Classroom Equipment

Typical Digital Presentation Rooms
- Wall display (monitor or projector)
- Room camera and microphones
- Room sound speakers
- Lectern Windows PC
- Document camera
- Cables for connecting your own computer

technology.catholic.edu/resources/classrooms
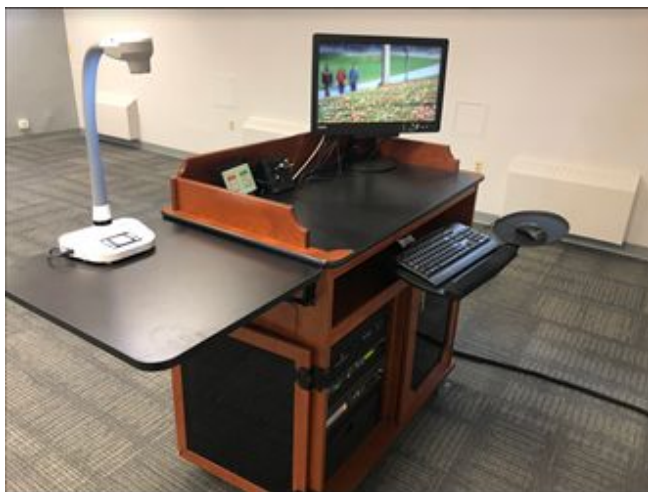
Audio/Visual Classroom Equipment

Touch the screen to power on the AV system
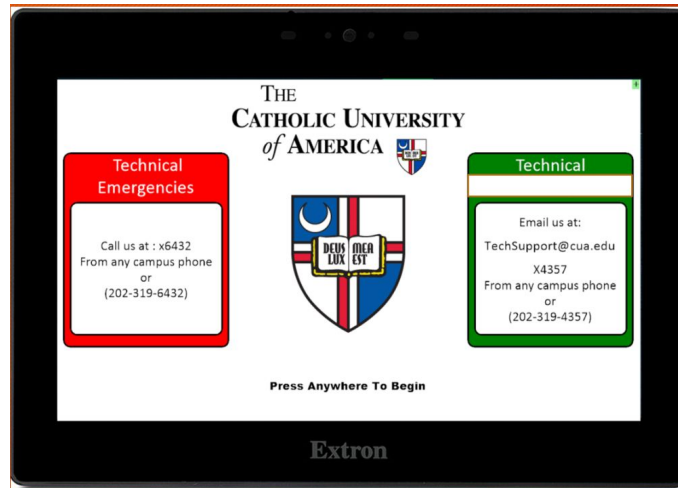
Source Selection

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

Getting Help in the Classroom

- Call **202-319-6432** for expedited technology assistance while you are teaching a class

- The Service Desk may be able to solve the issue remotely - check your tip sheet!

- If not, a technician will be dispatched to your classroom

- The Service Desk is staffed 7am-7pm Mon-Fri

Technology Support

24x7 Self-Help / Ticket Submission
Website: techsupport.catholic.edu
Email: techsupport@cua.edu

Classroom Emergency Support
Phone: 202-319-**6432**
Monday - Friday, 7:00am - 7:00pm

Service Desk Location & Hours
Phone: 202-319-**4357** (xHELP)
Walk-in: 117 Leahy Hall
Monday - Friday, 7:00am - 7:00pm

Scheduled Maintenance Hours
Monday - Friday, 6:00am - 9:00am
Services may be down during this time

Technology Services - Security

Ron Montague
Sr. Director of Operations

TS-Security@cua.edu

Information Security

The Security team within Technology Services focuses on ensuring the integrity of the University's information systems and assets, and protecting against unauthorized access, modification, or destruction of data. Services include identity (Cardinal Credentials) and access management.

Please visit the main Technology Services website at technology.catholic.edu.

Data Security 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)*
  - *when in doubt 'ask questions'*

- **Empower yourself**

What Kinds of Data Do We Handle?

PUBLIC

Data that may be freely disclosed to the public

INTERNAL ONLY

Internal data not meant for public disclosure

CONFIDENTIAL

Sensitive data that if compromised could negatively affect operations

RESTRICTED

Highly sensitive corporate data that if compromised could put the organization financial or legal risk

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
Cell Phone 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

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

!!Just because it is free, DO NOT download the software!!
LEGAL REVIEW IS REQUIRED

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

Cardinal Station Access

https://cardinalstation.catholic.edu

Google 2-Step Verification (Required)

Stronger security for your Google Account

With 2-Step Verification, you'll protect your account with both your password and your phone
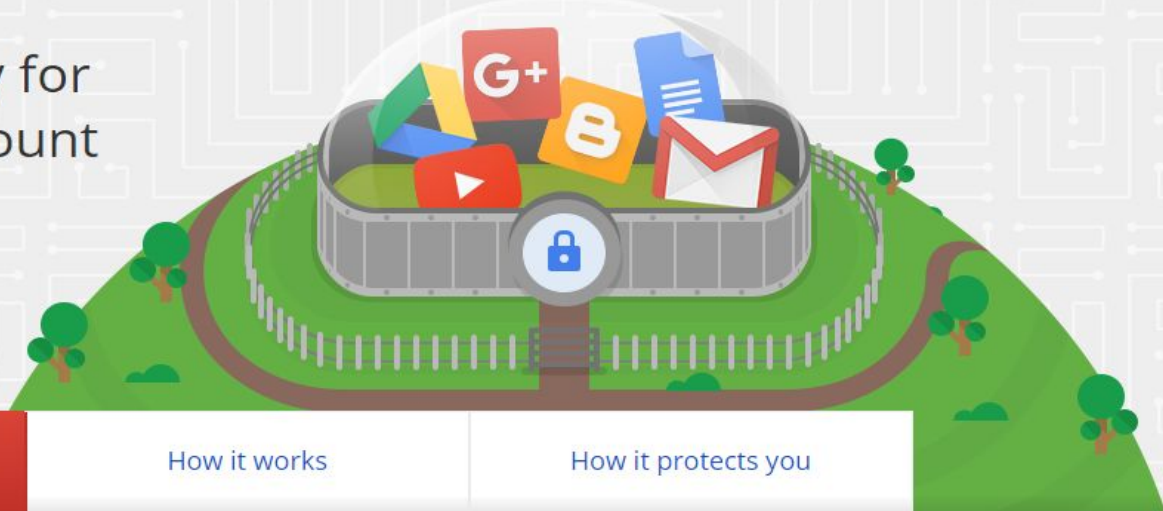
| Why you need it | How it works | How it protects you |

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/

Duo

What is Duo?

Duo is a software tool that enables us to support a second factor authentication requirement for certain Cardinal Applications and VPN connections.

How does Duo work with the university's VPN?

Why is it enabled both for VPN and in some applications?

These two technologies provide complimentary but different functions.

- The Virtual Private Network (VPN) protects access to the university data network from outside campus.

- Duo allows us to better verify that the person attempting to access the VPN or a specific application is who they say they are by requiring a second factor in addition to a password.

What is Phishing and how does it work?

Phishing scams are fraudulent communications that appear to come from a legitimate source, such as a co-worker, manager, service provider, or bank.

The most frequent goal of this scam is to extract private information, such as account credentials, or to achieve some type of financial gain.

Phishing

What can I do to protect myself and the University?

Carefully review emails you receive, especially if they:

- Are from **unknown individuals**
- Are from an email address outside of the Catholic University domains **(@cua.edu, @law.edu)**
- Contain **strange** or **unexpected** requests
- **Sound urgent**
- Ask or instruct you to log on by **clicking a link** within the message

How to identify a **phishing email**

WATCH OUT FOR...

From: Security Bank (accounts.securitybank@gmail.com) → an illigitimate or unfamiliar address

Subject: Action Required!

a sense of urgency

Dear valued customer, → a generic greeting or salutation

You are require to update your account information immediately to prevent account termination. Please follow link to update password information and verify your email address:

www.securitybank.net/info
http://www.malware.com/hack.php → suspicious links or links that don't match the destination

spelling & grammar mistakes

Please be sure to read the updated privacy policies in the attached document.

Thanks,
Security Bank Account

privacypdf.exe → unexpected attachments (especially files ending in .exe)

Security Tips

TIP II – Mark Phishing email messages as Spam.

This action updates Gmail's filters and warns other recipients.

- Use a complex password (even better, use a passphrase). Learn how to select a strong password on our Security and Privacy resource page.

- Do not reuse your password for other accounts.

- Look for the "lock" icon on the address bar of your web browser **before** you provide passwords, personal or financial information online. You can click the lock icon to view additional information about the security of the site you are visiting.

TIP I – Never share your password.

Catholic University staff will never ask you for your password, via email or phone.

- If you receive a strange email and it appears to come from a Catholic University address, **call** the person to confirm that they indeed sent the email.

DO NOT email back for confirmation.
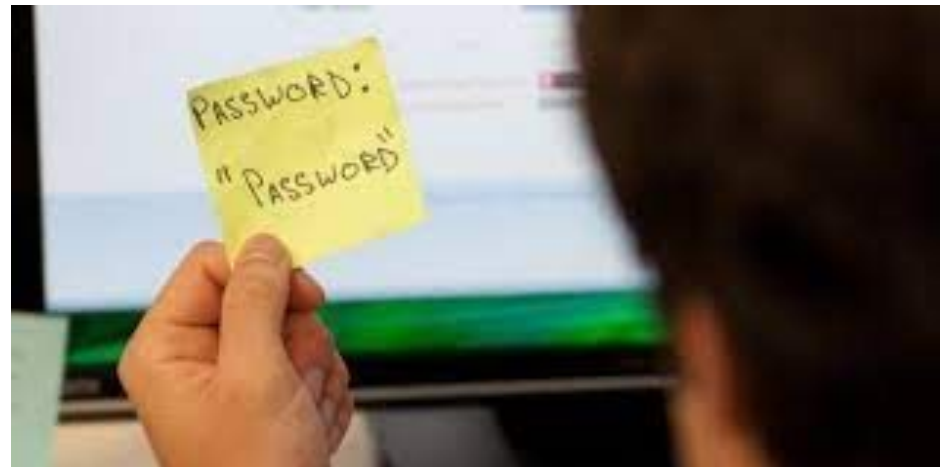
TIP III – Use 2-factor authentication wherever possible.

Turn on 2-Step Verification for Gmail—--**Required**!

- Ensure all devices you use to access the internet are regularly patched and updated.

- Always log out of your accounts and lock your device when you are finished using them.

- Do not connect to an unknown or unprotected Wi-Fi connection.

My Google Account

Setup 2-Step Verification

The End

Instructional Technology

Michelle Gee
Cardinal Learn Administrator

techsupport@cua.edu
202.319.5507

Cardinal Learn

Remote Learning

- Increase accessibility by posting all documents and lectures
- Create shared resources for your students

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

Cardinal Learn – Notes

Courses

- Are created in Cardinal Learn when Cardinal Students instructor assignments have been made
- Are 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 set up as desired, Instructors must make the course Available for students to see and access the course and its materials
- Student course enrollments are populated twice daily from Cardinal Students

Content

- Instructors are responsible for populating their course content either by uploading files or by copying previous semesters
- Tutorials are available online at:
  sites.google.com/cua.edu/ts-inst/about/cardinal-learn

Technical Notes

- Use Chrome, Firefox, Edge, or Safari for best user experience
- Cardinal Learn is found at **learn-brightspace.cua.edu**
- Make sure you see the CatholicU logo and picture before logging in

Publisher Tools in Cardinal Learn

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

Lecture Capture

Use YuJa to:

- Record your lectures (from anywhere!)
- Embed video links directly in Cardinal Learn
- Add voice-over to PowerPoint
- Create audio podcasts
- Store and stream other audio/video files, such as classroom Zoom recordings

YuJa Advantages:

- Instructors may record and post to Cardinal Learn 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
- Assignment Folder can be added for Student Assignment Recordings
- Viewer analytics are available

Plagiarism Detection

Turnitin is a Plagiarism Detection tool offered for faculty use:
- Effective as both a deterrent and an educational tool
- Help prevent plagiarism
- Creates opportunities to teach citing, paraphrasing, quoting, etc.
- Compares student papers against large databases of electronic academic materials

- Integrated into Brightspace assignments or stand-alone
- More robust database

Cardinal Learn Support

There are multiple way to get technical support or make service requests about Cardinal Learn.

- Email **techsupport@cua.edu** to request service or ask a question.

  (You can cc **ts-inst@cua.edu** on your message to give the team a heads up on your request.)

- Look at the available training videos and documentation linked on our website:

  sites.google.com/cua.edu/ts-inst/about/cardinal-learn

- Call the team at **202.319.5507**. Leave a detailed message.

Cardinal Learn Support

Submit forms online on the module on the Service Desk portal ticketing system for standard tasks to be done.

Popular Services

Gmail Account

I Need Assistance

Course Merge

Two Factor Authentication

Course Master

Course Content

Telephone Change

Course Availability

Organizations in Learn

Contact Information

Technology Services

technology.catholic.edu

techsupport@cua.edu

202-319-4357

Center for Teaching Excellence

centerforteaching.catholic.edu

cua-centerforteaching@cua.edu

Enrollment Services

enrollment-services.catholic.edu

cua-enrollmentservices@cua.edu

202-319-5300

Questions