Faculty technology guide

A quick start to technology resources that support teaching and research at Indiana University
Indiana University is home to leading scholars, researchers, and educators.

It also features some of the nation’s best tech resources via University Information Technology Services (UIITS).

From around-the-clock tech support to one of the world’s top research supercomputers, UIITS offers a broad range of tools and resources to support your teaching and research.

uits.iu.edu
Tech help & consulting

Get the help you need when and where you need it.

Do it yourself
Search the IU Knowledge Base for current answers to technology questions.

kb.iu.edu

Individual support
Reach trained UITS Support Center consultants 24 hours a day, seven days a week, for one-on-one assistance with tech issues via online chat, email, or by phone. In-person support is also available.

uits.iu.edu/support

Consulting services
Consult with your campus center for teaching and learning to discover new ways to use classroom and instructional technologies.

kb.iu.edu/d/aitz

Healthcare IT
Contact Clinical Affairs IT Services for specialized tech support, application development, infrastructure, and multimedia technology services.

caits.iu.edu
Canvas
IU uses the Canvas learning management system (LMS). Key features include:
- Assignment feedback via text, video, and audio
- Analytics of individual student performance
- Integration with other teaching and learning tools and services
- Full-featured apps for iOS and Android

canvas.iu.edu

Teaching online
With over 100 online programs and over 25,000 enrollments, IU Online is reaching new students and helping current students make progress on degree completion. Resources like the Teaching Online Series are meant to help you thrive in an online environment.
teachingonline.iu.edu/support/tools.html

Next.IU
Next.IU investigates emerging tools and approaches that extend Canvas’ capabilities and support diverse learning environments. Your participation in Next.IU pilots is a valuable component in the process of evaluating and selecting new learning technologies.

next.iu.edu

Explore the latest teaching and learning technologies.
Teaching & learning resources

Unizin
The Unizin consortium works to provide faculty and students with more digital learning options. Its ecosystem delivers a range of tools and services, including:

- Canvas (the LMS of choice for the Unizin consortium)
- Unizin Engage eText reading platform
- Access to Canvas data and real-time analytics
- Pressbooks online authoring platform

unizin.iu.edu

eTexts
IU eTexts help student learning both in and outside the classroom, while reducing the cost of education.

Faculty benefits:
- All students have access before day one of the semester
- Real-time analytics
- Note sharing with students
- Integrated links and annotations

Student benefits:
- Substantial cost savings
- Highlight, tag, share, and annotate text
- Access to eTexts from multiple devices via Canvas while enrolled at IU

etexts.iu.edu
**Turnitin**

Turnitin is web-based plagiarism detection software that integrates into the Assignments tool of Canvas. Use Turnitin to help students improve their source citation, paraphrasing, and quoting skills.

kb.iu.edu/d/advs

**Qualtrics**

Qualtrics is a cloud-based survey tool that allows you to create surveys, view reports, and analyze the results. To request a Qualtrics account, contact your Qualtrics division (kb.iu.edu/d/bfgx), or purchase through IUware.

qualtrics.iu.edu

**Technology Tool Finder**

Deepen student learning by taking advantage of learning technologies available to you and your students. The Technology Tool Finder helps you identify the right tool to achieve the desired learning outcome. Technology Tool Finder will be available later in the fall 2017 semester.

toolfinder.iu.edu
Administrative tasks

Administrative tasks are easier when you know where to start.

One.IU

One.IU is the university’s directory for IT and other services. Access the interface via any device to perform hundreds of tasks, including:

- Viewing paycheck and direct deposit details, plus the Employee Benefits portal
- Reviewing and updating Activity Insights, software that’s designed to organize, manage, and report on faculty activities and CV data
- Securing your IU computing accounts
- Setting emergency notification preferences
- Reviewing campus-specific academic calendars

one.iu.edu
Paycheck Modeler
Paycheck Modeler is a new planning tool offered by IU Financial Management Services (FMS). Calculate your take-home pay based on a variety of scenarios, including changes to your tax withholdings and retirement contributions.

See Employee Center in One.IU for details

CrimsonCard
CrimsonCard is the new official photo ID card for all IU campuses. It provides access to essential university services (including printing, meal plans, libraries) and secure entry to campus buildings like residence halls, offices, and recreational facilities. CrimsonCard is accepted as payment on campus and at participating local retailers.

crimsoncard.iu.edu
Cloud storage & online collaboration

Box@IU
Box@IU is more than an online file cabinet. It’s a no-cost, secure, unlimited cloud collaboration and storage service that faculty, students, and staff can access on any device.

Use your Box account to:
• Store a variety of documents and multimedia files
• Host collaboration folders with anyone (even outside IU)
• Collaborate in documents in real time
• Provide and gain access to large files
• Annotate, review, and track documents
• Create simple workflows using threaded discussions and assigned tasks

box.iu.edu

IU Broadcast
IU Broadcast helps you distribute files of any size to your students’ Box accounts. The high-speed file sharing service also integrates with Canvas.

kb.iu.edu/d/bffi
Google@IU

Google@IU offers a suite of collaboration tools for IU faculty, staff, and students. Google Docs, Slides, Drive, Sites, and many of your favorite Google apps make it possible for you to store, share, and collaborate on a variety of tasks.

Google@IU integrates with Canvas to provide enhanced functionality with single sign on, file sharing, and assignment creation and grading. Google@IU groupspaces can also provide a collaborative environment to work on shared projects.

google.iu.edu

Zoom

Zoom is a web collaboration tool that allows you to meet virtually from your mobile device, computer, or conference room. It is available to all students, faculty, and staff at Indiana University and features:

- High-quality video and audio support for up to 100 concurrent participants
- Easy-to-use tools for collaborating online with others, including screen sharing, multi-user annotation, breakout rooms, polling, and whiteboarding
- Option to make high-quality audio and video recordings

zoom.iu.edu

Skype for Business

Skype for Business is now IU’s main messaging tool. With Skype for Business you can connect with peers through videoconferencing and chat, share files and desktop screens, make PC-to-PC calls, and more.

kb.iu.edu/d/bfmt
Mosaic Active Learning Initiative

The Mosaic Initiative explores the intersections of space, technology, and pedagogy; supports active and collaborative learning in all classrooms; and contributes to the development of learning spaces at Indiana University through:

- Interactive classroom tours
- Mosaic meetings
- Open classroom sessions
- The Mosaic Faculty Fellows program

For more about the initiative, different ways to participate, and how to become a Mosaic Faculty Fellow, visit:

mosaic.iu.edu
Learning Spaces
IU is expanding the classroom environment with a variety of formal and informal learning spaces. These spaces have a breadth of characteristics including:

- Designs that facilitate active learning/other instructional strategies
- Innovative audio/visual and IT systems integrated within the space
- Support of installed equipment through Classroom Technology Services

learningspaces.iu.edu

Top Hat
Top Hat is an interactive, cloud-based system designed to increase student engagement through real-time feedback. Students can use mobile devices or laptops to participate in interactive slides, graded questions, discussions, and polls. Top Hat integrates with Canvas to offer one-click enrollment and gradebook synchronization.

tophat.iu.edu
Pervasive Technology Institute (PTI)
PTI comprises six centers that provide broad information technology and informatics support to enable research and innovation.

pti.iu.edu

Computational resources and storage resources

- **Jetstream**: the first National Science Foundation-funded production computing cloud for all domains of science and engineering
- **Big Red II, Big Red II+**: two of the world’s fastest university-owned supercomputers for fast calculations
- **Karst, Carbonate**: computing clusters that support data-intensive, high performance computing (HPC) tasks
- **Geode**: disk-based home directory for file sharing
- **Data Capacitor**: a high-speed, temporary disk location for large research data
- **Scholarly Data Archive (SDA)**: a secure, tape-based digital archive
Software and user support

- **Karst Desktop** is a desktop service with a graphical user interface for the supercomputing cluster

- **HPC training** workshops (such as “Supercomputing for Everyone Series”)

- Many no-cost licensed applications on IU supercomputers, including Vampir, Totalview, MATLAB, Mathematica, SAS, SPSS, and Stata

- **Research Analytics** delivers statistical, mathematical, and geospatial software, assists in scaling computations, and helps deal with large, diverse data sets

- **Center for Applied Cybersecurity Research (CACR)** offers automated software security testing for open-source software

- **Research Data Services** supports research-related databases and provides secure environments to analyze restricted use data sets
Scientific workflows, analysis, and data management

- **Scalable Compute Archive** builds and delivers highly customized graphical user interfaces, linked data management, and pipelines/workflows suitable for complex metadata/datasets

- **Science Gateway Research Center** creates open-source science gateway and scientific workflow software, as well as hosted science gateway services

- **National Center for Genome Analysis Support** offers genomics research and analysis support

- **HathiTrust Research Center** provisions tools and services for analytical access to the 14.6 million digitized texts of the HathiTrust digital library

- **Digital Science Center** creates new programming models for parallel multicore and grid/cloud computing

- **Data to Insight Center** offers data modeling for large and complex data and pioneers new forms of data publishing

Visualization and support for the humanities

- **Advanced Visualization Laboratory** provides visualization technologies, consulting, and facilities to help faculty take advantage of advanced media, data visualization, and virtual/augmented reality

- **Cyberinfrastructure for Digital Humanities** provides workflows for text analysis, network visualization, and photogrammetry for small- and large-scale projects
Create an accessible and inclusive learning environment.

Assistive Technology and Accessibility Centers (ATAC)
Do you know how accessible your course is to a person with disabilities? Do you have a colleague with vision, hearing, or mobility challenges? ATAC provides support and services to students, faculty, and course designers.

Learn how to make learning environments as inclusive as possible through practical, universal design techniques.

Faculty, students, and staff also have access to Read&Write Gold, a versatile text-to-speech application that supports reading and writing.

atac.iu.edu

Accessibility at IU
Accessibility information and support are right at your fingertips. Learn how to create accessible documents, caption audio and video, find accessibility services, and more.

accessibility.iu.edu
Be safe online. Protect your personal information and university data.

Protect IU
The University Information Policy Office and the University Information Security Office help increase awareness about topics like email and phishing scams, keeping data safe, and avoiding identity theft. Two services can help ensure your everyday security:

- Digital signatures verify your identity, so recipients know your email has not been spoofed or altered by a scammer
  kb.iu.edu/d/aohk

- The Incident Response Webservice can show you when and where (via IP address) your account has been accessed
  unblock.iu.edu

protect.iu.edu/online-safety
Two-Step Login with Duo

Two-Step Login (Duo) was successfully rolled out to IU faculty and staff in early 2017. Now, Two-Step Login is required for all students by November 2, 2017.

What will this affect?
Canvas, One.IU, Box at IU, and any services protected by the Central Authentication System.

What is the best option?
The mobile app is best for most students—it even works without a cell signal or Wi-Fi. View recommendations at kb.iu.edu/d/anfl.

How can students get started?
Visit twostep.iu.edu for step-by-step instructions. The IU Knowledge Base (kb.iu.edu) also has in-depth overviews.

**Important: Be sure to emphasize the need for a backup device. If students lose their phone or tablet, they could be prevented from accessing critical information.**

twostep.iu.edu
Phishing scams and PhishMe
Fraudulent messages often end up in our inboxes. They’re sent by thieves posing as familiar institutions or people in an attempt to gain confidential information. Clicking on links within these emails could lead to identity theft, stolen paychecks, compromised IU accounts, and more. IU is taking steps to fight back:

- **Self-guided training**: Several training modules are available in Canvas. [go.iu.edu/1DEb](http://go.iu.edu/1DEb)
- **Simulated phishing emails**: PhishMe Simulator is a service that departments at IU use to send mock phishing emails to custom groups.
- **Reporting tools**: In Outlook for Windows and Mac, you can use the PhishMe Reporter add-in ([kb.iu.edu/d/aogv](http://kb.iu.edu/d/aogv)) to report suspected phishing messages. Your reports help block similar phishing messages from getting through.

[phishing.iu.edu](http://phishing.iu.edu)

Data management
Many kinds of information require special handling. For example, all personally identifiable student education records, including grades, require protection.

The Critical Data Guide provides practical tips for identifying and either securely storing or securely disposing of sensitive data.

Consult the Data Sharing and Handling tool or appropriate data manager/data steward if you’re unsure whether you need to apply special care and handling to your data.

[datamgmt.iu.edu](http://datamgmt.iu.edu)
Don’t pay for software. Download or stream it at low or no cost.

**Download or stream**

IU provides faculty, students, and staff with access to hundreds of popular titles, including Microsoft Office and Adobe Creative Cloud, at low or no cost.

**IUware**

IUware lets you download the software packages you use most and install them on your desktop or laptop.

[iuware.iu.edu](http://iuware.iu.edu)

**IUanyWare**

IUanyWare provides hundreds of applications for teaching and learning. The service also provides a virtual desktop integrated with Canvas and cloud storage for teaching and learning.

- Request a specific application for your course through the IUanyWare website
- Email the IU Client Virtualization Team ([iucvteam@iu.edu](mailto:iucvteam@iu.edu)) for a customized desktop for your course. Custom desktops are already fully integrated with Box, IU Broadcast, and Canvas.

[iuanyware.iu.edu](http://iuanyware.iu.edu)
IT Community Partnerships

IT Community Partnerships helps facilitate the larger IT conversation at IU, through engagement, outreach, collaboration, sustainability, and compliance/consulting assistance.

[go.iu.edu/1jrG]

IT Training

UITS IT Training gives faculty and students access to no- and low-cost training in support of IT services and initiatives at IU. Key resources:

- Online courses and videos
- Webinars and events
- Specially scheduled workshops for students (available upon instructor request)
- Discounted training from leading vendors

[ittraining.iu.edu]
IT quick guide

Keep this page on hand for quick reference throughout the year.

**Tech help & consulting**

IU Knowledge Base
kb.iu.edu

UITs Support Center
uits.iu.edu/support

Classroom Technology Services
learningspaces.iu.edu

To set up a consultation at your campus teaching and learning center, visit:
kb.iu.edu/d/aitz

**Teaching & learning resources**

Canvas
canvas.iu.edu

Teaching Online
teachingonline.iu.edu

eTexts
etexts.iu.edu

**Additional resources**

Two-Step Login (Duo)
twostep.iu.edu

One.IU
one.iu.edu

Cloud storage
box.iu.edu

Accessibility at IU
accessibility.iu.edu

Research/academic services and support
pti.iu.edu

IT Training
ittraining.iu.edu

Online safety and security
protect.iu.edu/online-safety
Keep your information safe. Learn how you can recognize, avoid, and report phishing scams. phishing.iu.edu