Extended Campus Shutdown Preparation – IT resources

This document is still under development and is being updated frequently.

Contents

Pre Shutdown Checklists
Faculty and Staff Preparations Checklist for working remotely

This checklist should be completed by each staff member who may be working remotely. **Complete this checklist as soon as possible.**

- ☐ If you have not already done so, print out Boilerkey self-recovery codes. To do this, go to http://www.purdue.edu/boilerkey and click the manage button. Click the link labeled "Obtain a list of BoilerKey One-Time Use Backup Codes". Follow the instructions, **print out the codes, store them in a secure location or keep them on you.**
- ☐ If you will be using your personal computer to access Purdue resources remotely, go to the community hub download page and install Immunet AntiVirus. https://communityhub.purdue.edu/storefront/browse/securitysoftware
- ☐ If you have any files stored locally on your work computer, typically the desktop or in the My Documents folder, these files need to be copied to the shared drive, OneDrive, or Box. This will allow for remote access to your files if campus is closed for an extended period of time. It also serves as a backup
- ☐ Alternatively, set up OneDrive and enable OneDrive backup. This will tell the computer to sync your Desktop, Documents, and Pictures folders to the cloud. Be sure to uncheck "Files on Demand" if it is checked. https://support.office.com/en-us/article/back-up-your-documents-pictures-and-desktop-folders-with-onedrive-d61a7930-a6fb-4b95-b28a-6552e77c3057
- ☐ Contact Pharmacy IT if you have any concerns about being able to use a specific piece of software from home. (Endnote, GraphPad, Photoshop, etc.)
- ☐ Always leave your computer on when you leave the office so it can be accessed remotely if necessary.
- ☐ If you use a laptop, take it home each night so you have it in the event the university closes down.
- ☐ If you use a workstation and may need to remote into your computer, contact IT to verify that you have been set up for remote desktop.
- ☐ Verify the Box client is on your computer if you intend to use Box. Verify that you are able to log in and can access your files. Contact IT to get the Box client if you plan to use it.
- ☐ Verify the OneDrive client is on your computer if you intend to use OneDrive. Look for this icon in the Taskbar.
- ☐ If using one drive, double check that you are able to see your most recently edited documents on the OneDrive web interface, http://onedrive.com Sign in with your purdue_career_account_username@purdue.edu, and your Purdue password. - not BoilerKey
- ☐ Verify you have the VPN client on your laptop or home computer. To do this, click the Windows key then type anyconnect. You should see the application at the top of the list. If you do not have it, contact IT. If it isn't there, see the VPN section of this document.
- ☐ Windows users - If COP-IT manages your laptop computer, connect your laptop to the pharmacy VPN profile so it gets the rules that will allow you to connect to VPN before logging in. This will allow you to log into your computer if the password cache gets corrupted without having to come back to campus. Contact IT to get the VPN profile.
- ☐ If you have never connected to the U or S drives from home, verify that you are able to do so.

- https://techsupport.pharmacy.purdue.edu/kb/how-do-i-connect-my-windows-pc-file-server
- https://techsupport.pharmacy.purdue.edu/kb/how-do-i-connect-my-mac-file-server
- Set up your computer so you can access software remotely through the citrix client using ITaP's GoRemote service.
  - https://engineering.purdue.edu/ECN/Support/KB/Docs/UsingITaPGoRemotesof
- Do not access sensitive or restricted data from your home computer. If you have need to access sensitive or restricted data, please contact the IT team.

Student Preparations Checklist for remote learning

This checklist should be completed by students as soon as possible.

- ☐ If you have not already done so, print out Boilerkey self-recovery codes. To do this, go to http://www.purdue.edu/boilerkey and click the manage button. Click the link labeled "Obtain a list of BoilerKey One-Time Use Backup Codes". Follow the instructions, print out the codes, store them in a secure location or keep them on you.
- ☐ Set up your computer so you can access software remotely through the Citrix client using ITaP's GoRemote service.
  - ○ https://engineering.purdue.edu/ECN/Support/KB/Docs/UsingITaPGoRemotesof
- ☐ Make sure your computer is fully up to date including antivirus and software patches.
- ☐ Set up a WebEx conference and test with a friend to make sure you will be able to join help sessions, or office hours remotely. https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/webex.aspx

Working remotely
Connecting to VPN

 Please note that connecting to VPN requires BoilerKey. All Users should remain connected to VPN anytime they are working remotely. This will enable Windows machines to receive updates and policies from Purdue servers.

 - o   https://www.itap.purdue.edu/connections/vpn/

Windows users

  - ☐   Verify you have the VPN client on your computer. To do this, click the Windows button, then search for "AnyConnect". If you do not have it on your machine, you can download it from ITaP. If your machine is managed by Pharmacy IT, you can install it clicking the windows button and typing "software". Look for the app called software center then look for "Central Cisco Anyconnect…" under the Available Software tab. Check the checkbox next to it and click install.
  - ☐   Log into your machine, launch the Cisco Anyconnect VPN application
    - o   If you are on a **Purdue machine**, enter the information for the Pharmacy VPN profile webvpn.purdue.edu/copvpn. This will allow you to connect to VPN before logging into your machine.
    - o   If you are on a **personal machine**, enter the information for the Pharmacy VPN profile webvpn.purdue.edu.
  - ☐

Mac users

  - ☐   Mac users can install the VPN client from ITaP.

Using Pharmacy's VPN profile

The college has a private VPN profile that will reconfigure your work PC to enable you to connect to the VPN before logging on. **It is highly recommended that you connect to this VPN profile prior to leaving campus so you are still able to log in if your cached credentials get corrupted.** To connect to the profile, enter webvpn.purdue.edu/eskenazivpn into the text field on the anyconnect client, then click connect. When prompted for your username and password, enter your career account username along with PIN,push or PIN,boilerkey_number for the password. Once you have connected the first time, you can change the connection information back to webvpn.purdue.edu
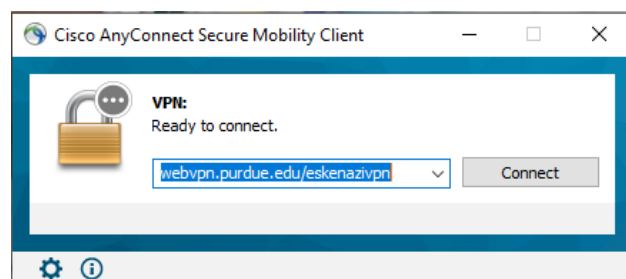
Accessing the shared drives
You must be connected to the VPN

Windows and Mac users

- ☐ Windows users follow the instructions located at https://techsupport.pharmacy.purdue.edu/kb/how-do-i-connect-my-windows-pc-file-server to access the file shares.
- ☐ Mac users follow the instructions located at https://techsupport.pharmacy.purdue.edu/kb/how-do-i-connect-my-mac-file-server

Accessing Remote Desktop (Windows) or Screen Sharing (Mac)

Windows users remoting in using your home computer

- o Notify IT staff that you need to be able to remote to your workstation.
- o Download and install the VPN client from https://webvpn.purdue.edu
- o Connect to the VPN
- o Launch remote desktop and verify you can remote to your machine.

Mac users remoting in using your home computer

- ☐ Open system preferences and click the folder icon labeled sharing.
- ☐ Click the checkbox to turn on screen sharing.
- ☐ Make sure you allow access for your user account

Resources for online teaching

- ITaP document on teaching remotely - https://www.purdue.edu/innovativelearning/teaching-remotely/
- Blackboard essentials section on mediaspace - https://support.purdue.edu/goldanswers/333871
- Access your course videos through http://mediaspace.itap.purdue.edu

  Links to cloud sites

  http://purdue.box.com

  http://onedrive.com

Publishing Boilercast Recordings from Previous Years

If you have used Boilercast in your course in the past, you should still have access to lectures from previous years. Follow the instructions below to make recordings from previous years available.

- Log into your blackboard course and click the Boilercast link in the left sidebar.

  Course Content
  Register your iClicker
  Here
  Discussions
  My Grades
  BoilerCast

  Student Help

- Click the "Add Media" button towards the upper right of the Media Gallery Frame.

  + Add Media

- Search for the recording you would like to publish and click the publish button.

Live Streaming and Recording Lectures

Live online teaching, help sessions, or office hours with WebEx

Schedule your meeting

- ☐ Navigate to https://purdue.webex.com
- ☐ Click Log In at the upper right. Log in with BoilerKey
- ☐ If the menu at the top collapses, click on the ^ in the top center of the screen.
- ☐ Click the Webex meetings tab.

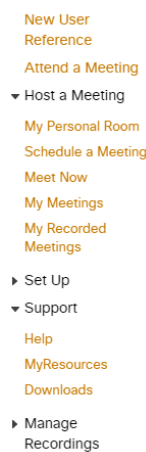 | Home | Webex Meetings | Webex Events | Webex Support | Webex Training | My Webex |
  | --- | --- | --- | --- | --- | --- |

☐ You can click the "My Personal Room" tab on the left to start a meeting that will always be available at the URL https://purdue.webex.com/join/YOUR_USERNAME. Anytime you join, this meeting will become active for others.

New User
Reference
Attend a Meeting
▾ Host a Meeting
My Personal Room
Schedule a Meeting
Meet Now
My Meetings
My Recorded
Meetings
▸ Set Up
▾ Support
Help
MyResources
Downloads
▸ Manage
Recordings

☐ Alternately, you can schedule a meeting by clicking the Schedule a meeting link and filling out the required information. We recommend setting a meeting password that is easier to type than the one generated by the system.

Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to Advanced Scheduler

• Meeting topic:	
• Password:	h2DWtbYTi72
Date:	03/09/2020
Time:	3 ▾ 40 ▾ ○ am ● pm
	New York Time
Duration:	1 hr ▾ 0 min ▾
Attendees:	\<Separate email addresses with a comma or semicolon\>
	Use address book
	☐ Send a copy of the invitation email to me
Audio conference:	Use VoIP only
	Change audio conference
	Save as template
	Start Cancel

☐ The meeting will automatically start 5 minutes before the scheduled time.
☐ Once your meeting is scheduled, you will receive a confirmation email and an invite you can forward along to your class.
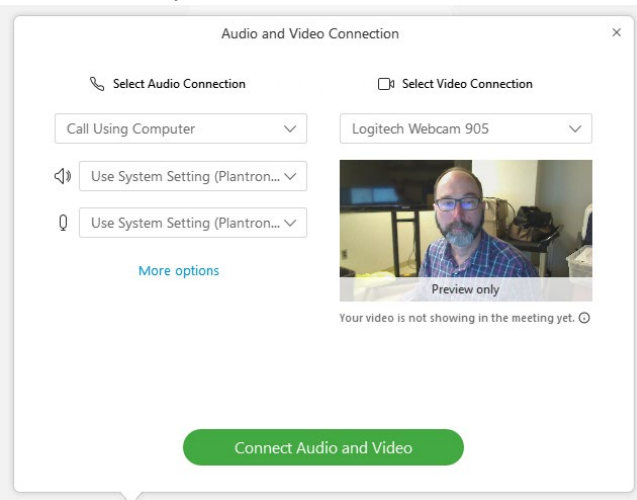
Join your meeting

☐ At the appropriate time, log in at https://purdue.webex.com and click the my meetings tab. Click the start or join button for the appropriate meeting.

☐ Time ▾	Topic	Type	Requests Status	
☐ 4:00 pm				
☐ 4:45 pm	test	Meeting	N/A	Start
☐ 5:00 pm				

Cancel Meeting

☐ Connect to audio and video. We suggest using your computer for the call, but a phone can be used if you have issues.


☐

☐ *Recording your meeting* To start recording your presentation, click the record button located in the toolbar at the bottom of the screen.
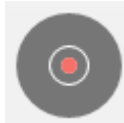
☐ To share content, click the sharing icon at the bottom of the screen and share the appropriate screen. Note that Mac users may need to authorize screen recording within settings in order for screen sharing to work.
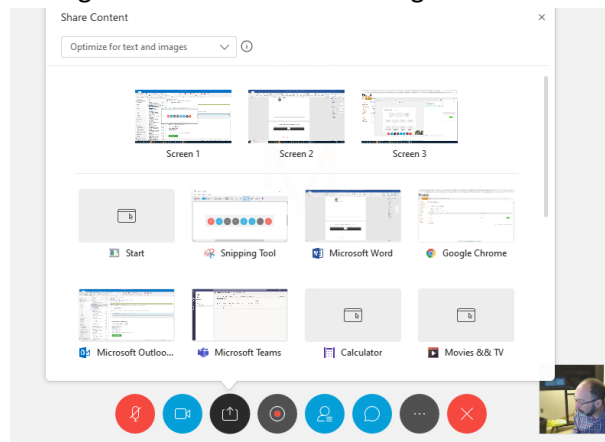
☐ If your lecture content requires whiteboard functionality, you can join with a separate device such as an iPad Pro or Surface tablet and use the whiteboard features built into Webex. You could also aim your webcam at a sheet of paper.
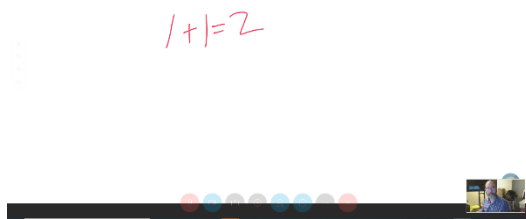
☐   When you're done with your lecture, stop the recording, then leave the meeting. Your recording will be available within 24 hours at https://mediaspace.itap.purdue.edu. It will also be available under your media in Blackboard.

Pre-recording Lectures

Recording on campus using Video Express rooms

Note that using the Video Express rooms for recording courses during the pandemic shutdown is not advised due to limited availability. An overview of Purdue's Video Express rooms along with scheduling information can be found at the video express website.

https://videoexpress.purdue.edu/Portal/Login

Recording on campus using Boilercast capture appliances

ITaP's Boilercast system offers the ability for scheduled or ad-hoc captures. Rooms with capture appliances can be used to capture audio plus computer or document camera. Rooms with a TIC site computer but no capture appliance can capture audio and the computer desktop. A list of Boilercast rooms can be found at https://www.itap.purdue.edu/facilities/tic/locations/index.html. Rooms marked with an * have a capture appliance. **Lectures are not automatically scheduled to be recorded each semester. You must schedule recordings at the Boilercast website (https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/boilercast.aspx).**

Record an ad-hoc capture in a room with a capture appliance

- Verify the room does not have a scheduled capture taking place. If a capture is on the schedule, you cannot override what is scheduled.
- Open a browser and navigate to the URL for the capture appliance. Contact IT to get the URL for the room in which you would like to record.
- Enter the username of user with no password
- Click the record button to open the recording properties window
- Enter your career account username in the presenter field
- Click record. When you're done, click stop and your video will be uploaded to mediaspace (this may take a few minutes)

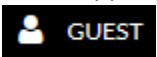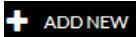*Record an ad-hoc capture in a room without a capture appliance*

- Log into the TIC site computer

- Click the classroom capture icon in the system tray at the lower right
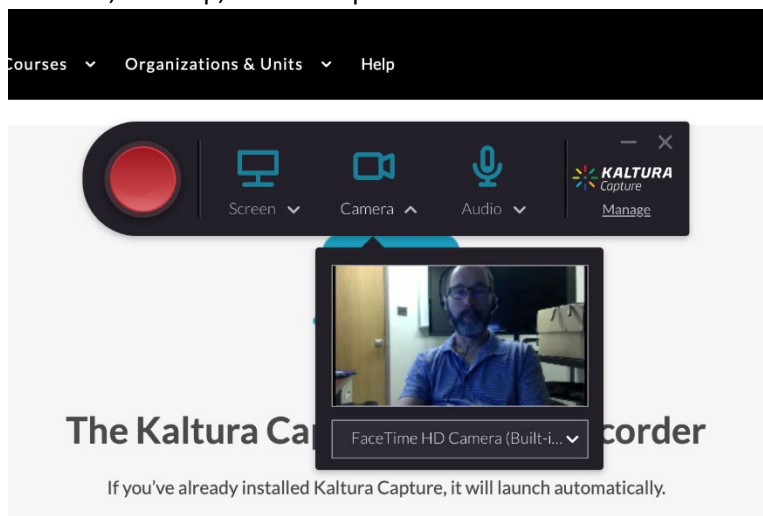- Click the record button

Record using PowerPoint

☐ Open your lecture slides and save them with a new name indicating that they have audio on them. Mycourse_courseDate_Audio.pptx. . **IF YOU ARE USING A POWERPOINT FILE THAT IS OLDER AND WAS ORIGINALLY SAVED WITH THE .PPT EXTENSION, YOU MUST RE-SAVE THE FILE IN THE NEWER .PPTX FORMAT OR YOU WILL RISK LOSING YOUR AUDIO.**

☐ Make a quick test recording by selecting your first slide, clicking the slideshow tab, the click the dropdown under record slideshow and select to start recording from the beginning.

☐ **TEST FIRST** on two or 3 slides. PowerPoint creates an audio file for each slide and puts a fade in between, so you will want to finish speaking about slide 1, change to slide 2, then start speaking about slide 2.

☐ Hit escape to stop your recording, move back to the first slide, turn up the volume on your computer, and click the slideshow button. You should hear your audio playing back. If you don't, you may need to adjust your audio settings.

☐ When you're ready to record, move back to the first slide and click the record slideshow button again. Record your lecture. If you make a mistake, you can press escape, move to the slide you where you want to start recording, then click the dropdown to start recording from the current slide.

☐ Once you're done recording, save your PowerPoint document.

☐ Click file>export then select "create a video"

☐ Select the internet quality option then click create video and save your video to your computer.

☐ Check your video, then upload it to Mediaspace.

Record using Kaltura Personal Capture for BoilerCast

☐ Open a web browser and navigate to https://mediaspace.itap.purdue.edu

☐ In the upper right, click the icon where it says guest and select login from the dropdown.

☐ Once you're logged in, click and select Kaltura Capture. If Kaltura Capture is installed, you will be prompted to launch it. If it is not installed, you can download and install it from the links listed on the web page.

☐ Follow the installation instructions. Mac users note that upon first launch, you will need to open system preferences and give Kaltura Capture permission to record your screen.
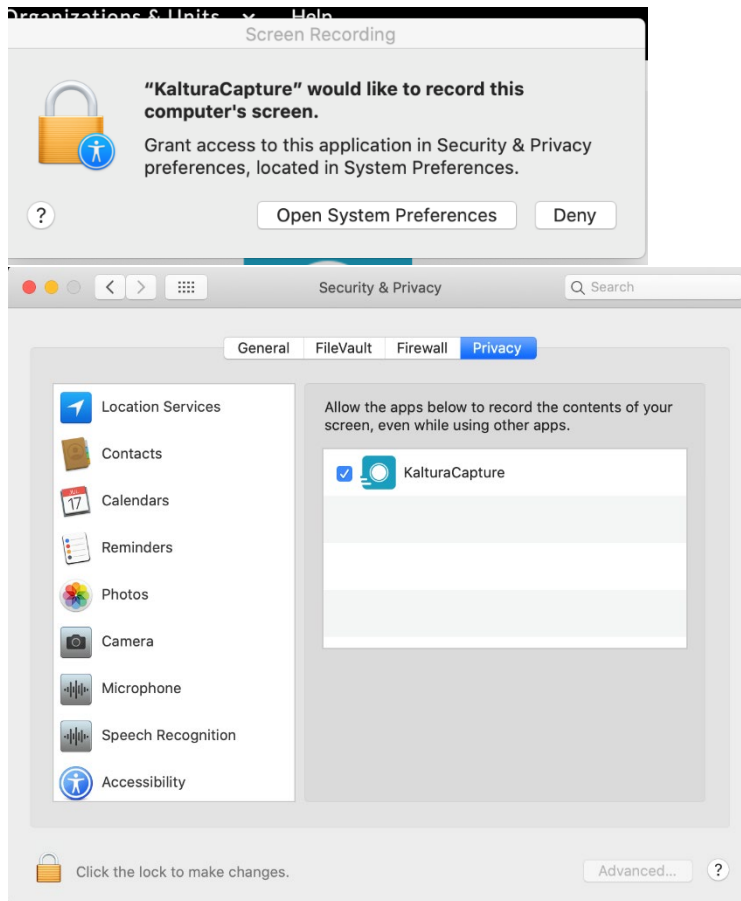
☐ Once Kaltura Capture is installed, click the Add New button again and select Kaltura Capture
☐ Select the sources you would like to record with Kaltura Capture. By default it will record webcam, desktop, and microphone. Click the record button to start recording.
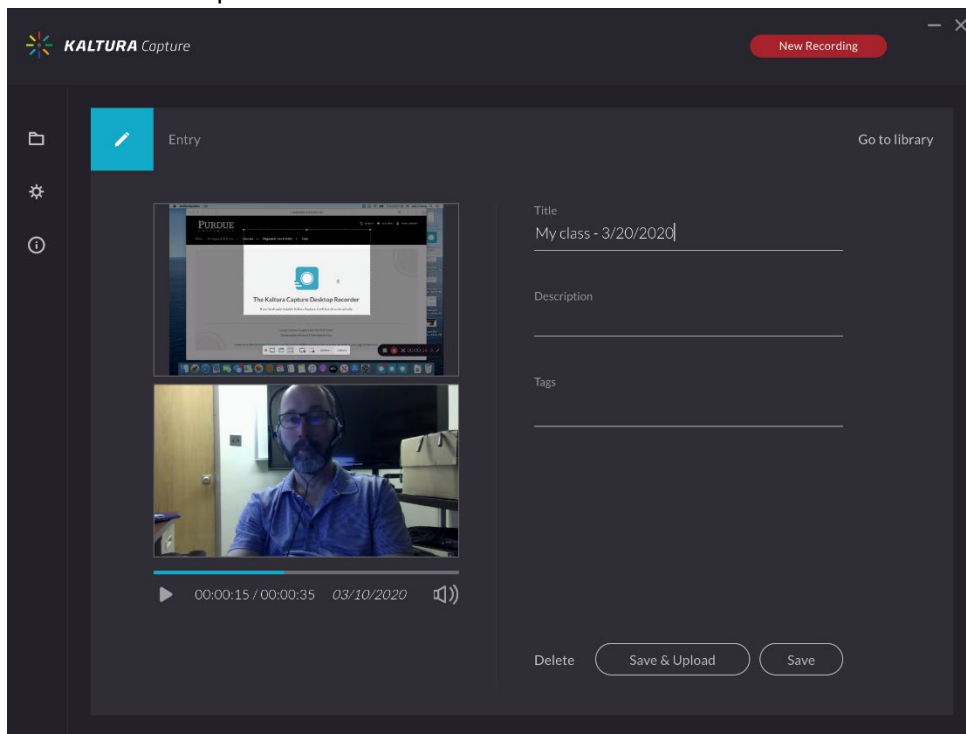

☐ Use the on screen controls to start, stop, and pause recording.
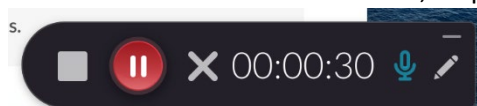
☐ Once you're done recording, click the stop button, then title your recording and click the save and upload button to upload to MediaSpace. The new recording will show up under "My Media" in mediaspace.
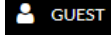

☐

Record using Camtasia

Camtasia is screen recording and editing software available to Purdue faculty and staff. It is more full-featured than Kaltura Personal Capture, but is less integrated with Blackboard and BoilerCast. Once you have completed a recording with Camtasia, you will need to export it for the web, then upload it to Mediaspace. Basic through advanced tutorials are available on the Camtasia website at https://www.techsmith.com/tutorial-camtasia.htmlhttps://www.techsmith.com/tutorial-camtasia.html
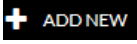
Uploading your video to MediaSpace

MediaSpace is Purdue's online video service. Videos uploaded to MediaSpace can be made available directly within BlackBoard.
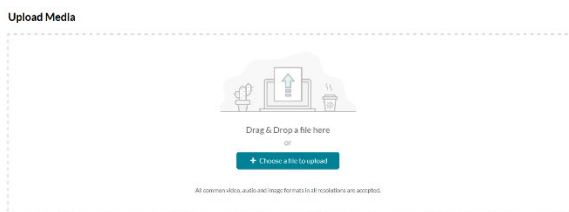
Logging in

☐ Log in to MediaSpace at https://mediaspace.itap.purdue.edu. Click the GUEST button in the upper right and select log in from the dropdown

Uploading a video

☐ Click the ADD NEW button and select media upload from the dropdown.
☐ Drag the file you want to upload into the window.

☐ Once your video has uploaded, it will take a little time for it to process into a video for online use. This amount of time will vary depending on the length of your video. You will see the gear icons while the video is processing.

☐ Once the video is done processing, it will become available in the "My Media" section. To access "My Media", click your name at the upper right and select "My Media".

Closed Captioning Your Video

- Open "My Media" and click the title of the video you would like to caption
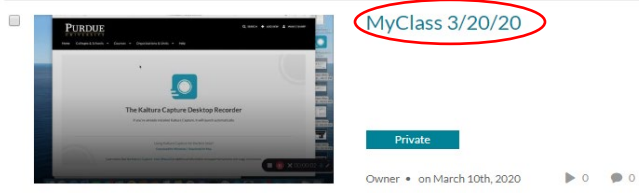
- Select "Actions" to the lower right of your video. Select "Order Captions" from the dropdown

- Click the order captions button. These captions are generated through speech recognition, so they may only be 70 to 80% accurate.

Publishing your video within Mediaspace

If your video has not been published, users will receive an access denied error when attempting to view it. Follow these steps to publish your video.

- After logging into Mediapace and locating your video, click the checkbox to the left of the video or videos.
- Select the actions dropdown on the right and click publish
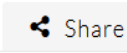
- Select your desired publishing option and select save

Sharing a link to your video
After publishing your video, you can share a link directly

- Click the title of your video

- Click the share tab under the video

- Copy the link to the media page and share it.

Publishing your recording in Blackboard
- ☐ Log into your course in Blackboard
- ☐ Click course content then click the Build Content dropdown and select Kaltura Media
- ☐ Select your recording

- ☐ Complete the required fields and click submit. Your new video will show up in your course content.

Creating a Kaltura Quiz enabled video
Quiz enabled videos allow you to create an interactive video that will prompt students to ask questions as they watch the video. Please see this link for a tutorial on how to create your quiz video and publish it within Blackboard. https://mediaspace.itap.purdue.edu/media/KalturaQuiz/1_v90cly3c
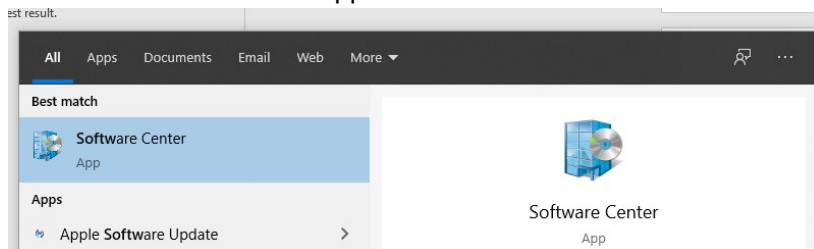
Resources

Using software center to install software

Windows users only.

College of Pharmacy managed Windows machines have access to some pre-built software packages that users can install without administrative rights.

- ☐ Connect to the VPN
- ☐ Click the Windows key and type "Software"
- ☐ Click the Software Center App

- ☐ In the available software tab, check the checkbox next to any software you would like to install and click the install button.

Using Remote Desktop

Windows Users

Open the Remote Desktop Connection application under Windows Accessories. Type in the IP address of your computer in the field in this format #.#.#.#. ie 10.160.226.233
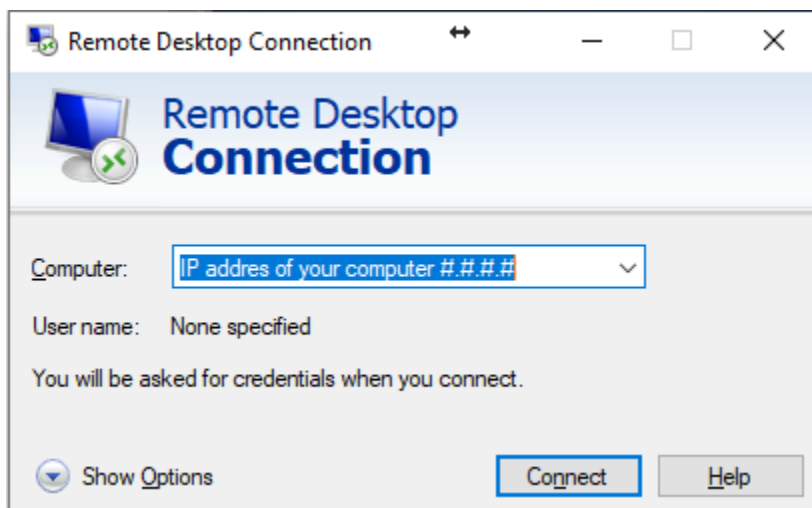
Click connect.

Login with your Purdue credentials username and password (not boilerkey).

Say yes to the security authorization. You may check the "Don't ask me again" check box.
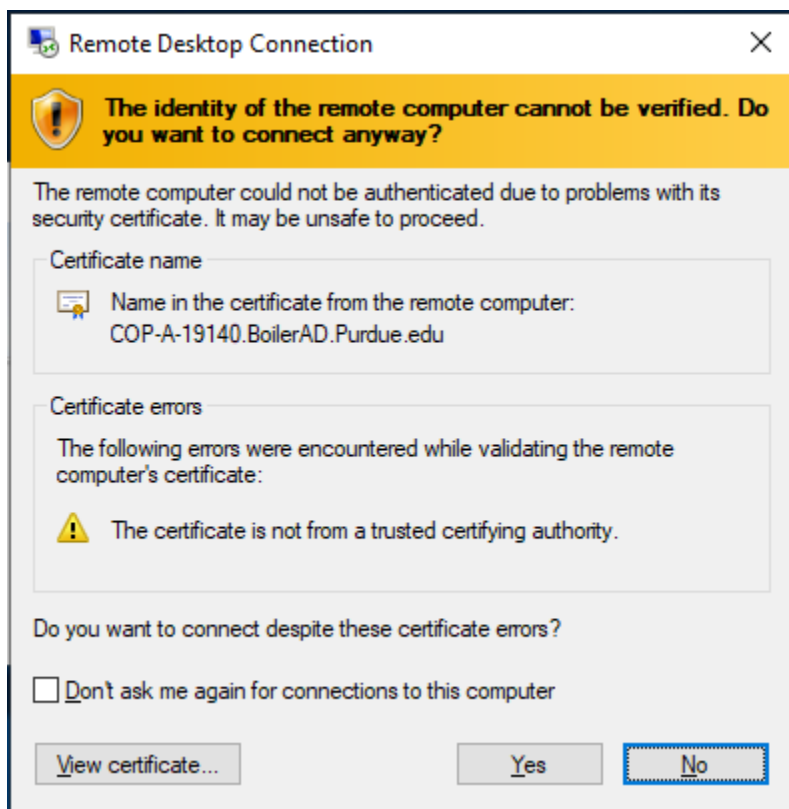
To disconnect click the X at the top on the blue bar on the right. If the blue bar is not there hover your curser at the top of the computer screen and it should appear, click the pin on the left hand side to keep it from disappearing.

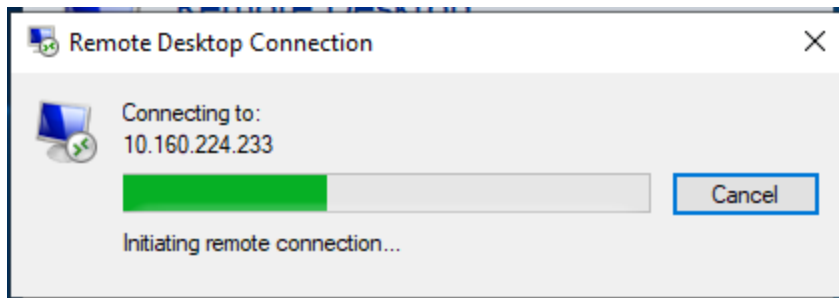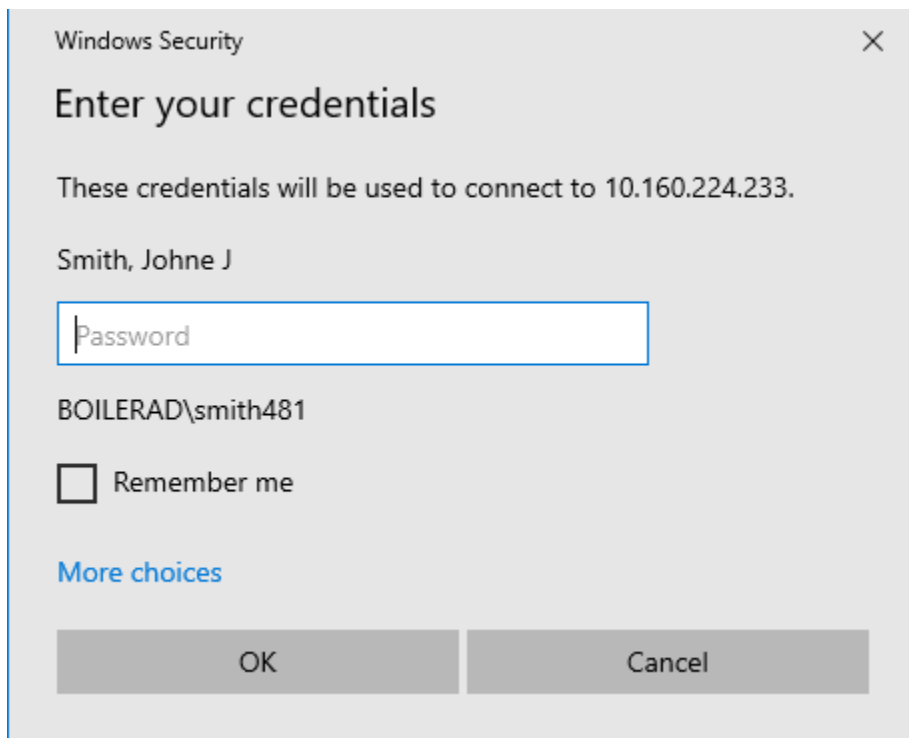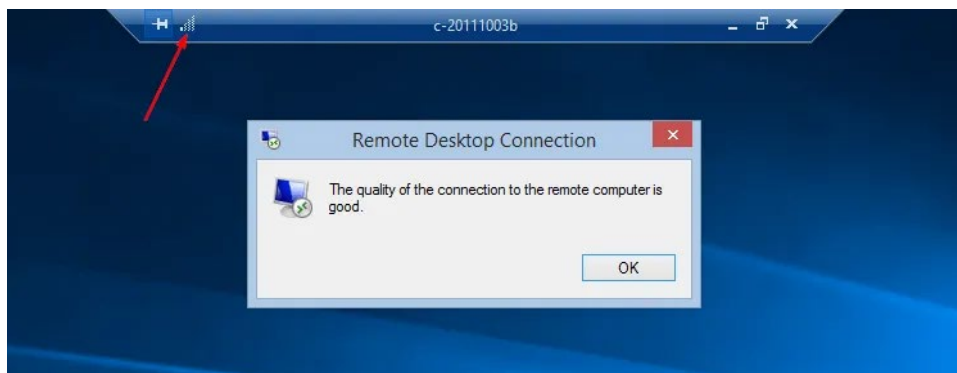## Accessing OneDrive

Accessing Box

Accessing software that isn't installed on your computer (GoRemote)

ITaP makes some software available on a virtual platform called GoRemote.

Windows Users – If the Citrix Receiver client is not already on your machine, use Software Center to install it use Software Center to install it.

Mac Users can download the Citrix Receiver from https://www.citrix.com/downloads/citrix-receiver/

Extended Campus Shutdown Preparation – IT resources

☐ Launch Citrix Receiver and enter goremote.itap.purdue.edu as the server name.

Adjusting your computer's audio settings

Windows users:

Once your microphone is connected, go into control panel and select the hardware and sound option. The screenshot below is for Windows 10. If you're using windows 7, you just need to go into control panel then select sound.

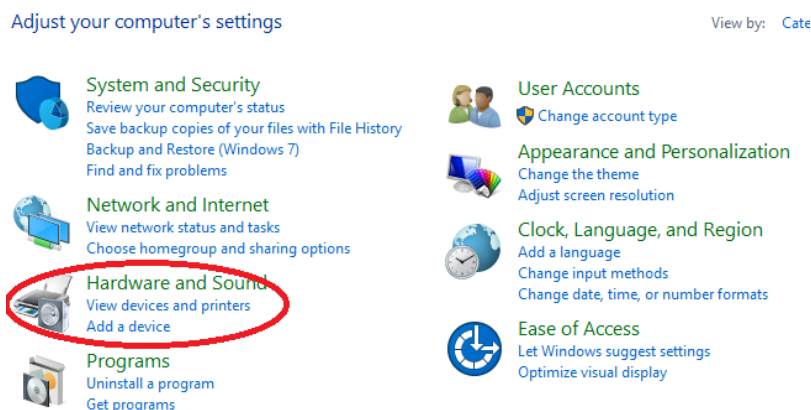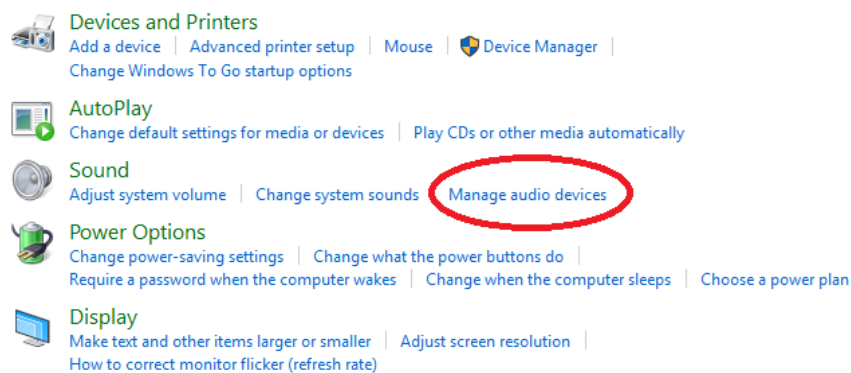Adjust your computer's settings   View by: Cate

System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems

Network and Internet
View network status and tasks
Choose homegroup and sharing options

Hardware and Sound
View devices and printers
Add a device

Programs
Uninstall a program
Get programs

User Accounts
Change account type

Appearance and Personalization
Change the theme
Adjust screen resolution

Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats

Ease of Access
Let Windows suggest settings
Optimize visual display

Within hardware and sound, click the option to manage your audio devices.

Devices and Printers
Add a device | Advanced printer setup | Mouse | Device Manager |
Change Windows To Go startup options

AutoPlay
Change default settings for media or devices | Play CDs or other media automatically

Sound
Adjust system volume | Change system sounds | Manage audio devices

Power Options
Change power-saving settings | Change what the power buttons do |
Require a password when the computer wakes | Change when the computer sleeps | Choose a power plan

Display
Make text and other items larger or smaller | Adjust screen resolution |
How to correct monitor flicker (refresh rate)

Look for the recording tab click on the microphone and make sure it is set to default device by clicking the set default button. If there is a green check mark over the microphone icon, it is already the default device. When you talk into it, you should see the meter move. The meter should respond each time you talk and should be peaking at about a mid-level. If it is pegged at the top or way down at the bottom, you'll need to adjust your levels. To adjust levels, click properties then click the levels tab and move the slider up or down.
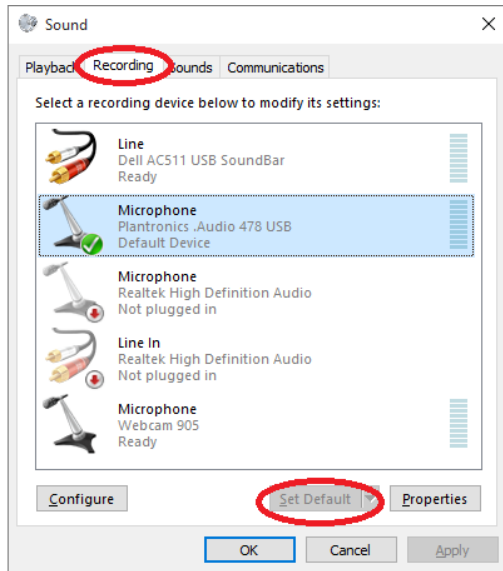
General Purdue Resources

ITaP teaching in an emergency video -
https://mediaspace.itap.purdue.edu/media/teaching+in+emergency+video/1_bpusnswu

ITaP site for preparing to teach remotely –
https://www.purdue.edu/innovativelearning/teaching-remotely/

Blackboard - https://mycourses.purdue.edu/

Brightspace - https://purdue.brightspace.com

Online Email & Calendar - https://portal.office.com/

MyPurdue / Banner - https://wl.mypurdue.purdue.edu/

SuccessFactors - https://one.purdue.edu/launch-task/all/successfactors-employee

College SharePoint - https://sp.pharmacy.purdue.edu

OneCampus - https://one.purdue.edu

Pharmacy IT support site – https://techsupport.pharmacy.purdue.edu/

Pharmacy home page - http://www.pharmacy.purdue.edu/

Pharmacy staff resources - https://www.pharmacy.purdue.edu/faculty-staff/resources

Purdue campus safety

Purdue emergency preparedness site: https://www.purdue.edu/ehps/emergency_preparedness/

Purdue corona virus faq: https://www.purdue.edu/push/faqcoronavirus.html

Purdue campus safety status: https://www.purdue.edu/emergency/