FACULTY TECHNOLOGY GUIDE

2019–2020

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 (UITS). From around-the-clock tech support to one of the world's top research supercomputers, UITS offers a broad range of tools to support your teaching and research.

uits.iu.edu

1 RESOURCES AT A GLANCE

Accessibility at IU
accessibility.iu.edu

Canvas learning management system
canvas.iu.edu

Classroom Technology Services
cts.iu.edu

Cloud storage
box.iu.edu

IT Training
ittraining.iu.edu

IU eTexts
etexts.iu.edu

One.IU
one.iu.edu

Research Technologies
rt.iu.edu

Teaching at IU
teaching.iu.edu

Mosaic Active Learning Initiative
mosaic.iu.edu

Technology Tool Finder
toolfinder.iu.edu

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

IU Knowledge Base
kb.iu.edu

Online Safety and Security
protect.iu.edu/online-safety

Faculty Technology Guide
uits.iu.edu/facultyguide

UITS Support Center
uits.iu.edu/support

2 TECH HELP AND CONSULTING

Individual support

Trained UITS Support Center consultants are available by phone 24/7 for one-on-one assistance with tech issues. Online chat, email, and in-person support is also available.

uits.iu.edu/support

IU Knowledge Base

The Knowledge Base (KB) is home to thousands of answers to common questions about computing at IU. If you're a do-it-yourselfer, search the Knowledge Base for current answers to tech questions.

kb.iu.edu

IT Training

IT Training offers learning resources that can be used independently in an online course or integrated into your curriculum at no cost:

- Use our library of 25+ complete training modules in your courses (via Canvas Commons)
- Enroll in self-paced, online courses in design, productivity, research, security, and coding
- Schedule interactive learning experiences
- Request custom training sessions for academic classes or groups of 10 or more

ittraining.iu.edu

IT Community Partnerships (ITCP)

Local IT professionals can address questions specific to your department or school. If you need to know who your IT Pro is, or have questions about how to access support or other services, you can turn to ITCP.

talk2uits@iu.edu

Research Technologies

Trained expert consultants can assist with advanced compute and storage resources, research software, and visualization and data resources.

rt.iu.edu

AskIU

IU Contact Centers provide this general information, question-and-answer service to all IU campuses.

uits.iu.edu/askiu

Healthcare IT

The Office of Technology Affairs for the IU School of Medicine and Clinical Affairs provides specialized tech support, application development, infrastructure, and multimedia technology services.

medicine.iu.edu/about/executive-leadership/technology-affairs/

3 TEACHING AND LEARNING RESOURCES

Consulting services

Your campus teaching and learning center can help you discover new ways to engage students using technologies for active and collaborative learning. Find your center on the last page of this guide.

kb.iu.edu/d/aitz

Technology Tool Finder

Discover tools and services to enhance teaching and deepen student learning. All tools are IU supported.

toolfinder.iu.edu

Teaching.IU

Connect with IU's teaching and learning community. Support resources range from ProfessorPedia and Great Conversations to affordable content, active learning, and teaching online.

teaching.iu.edu

KeepTeaching.IU

When an emergency or unexpected campus closure disrupts scheduled class meetings, access KeepTeaching to quickly find technologies to take your class online.

keepteaching.iu.edu

Canvas Studio

Explore customizable course templates and how-to resources to get your Canvas course started—or enhance an existing Canvas site.

go.iu.edu/canvas-studio

Evidence-Based Teaching series (coming fall 2019)

Faculty of all ranks can find a foundation for developing and sustaining excellence in teaching, as well as a comprehensive support framework for faculty growth and career advancement.

teaching.iu.edu

The Unizin consortium provides solutions for critical issues facing higher education today: learner success, access, and affordability. Through consortium collaborations and resource sharing, member institutions like IU adapt to the ever-changing digital teaching and learning landscape.

unizin.iu.edu

Unizin Data Platform

The Unizin Data Platform (UDP) combines learner data generated across the consortium's teaching and learning landscape, creating opportunities for research into the advancement of teaching and learning.

unizin.iu.edu

Canvas

IU uses the Canvas learning management system (LMS).

canvas.iu.edu

Turnitin

Web-based software integrated into Canvas, Turnitin identifies plagiarism and also includes tools to help students improve their source citation, spelling, grammar, and quoting skills.

kb.iu.edu/d/advs

Pressbooks

With Pressbooks, you can create and publish etexts, articles, student writing assignments, and more in formats suitable for digital consumption like a website, PDF file, or ePUB file.

pressbooks.iu.edu

NameCoach

Using the NameCoach tool, students, faculty, and staff can create an audio recording of the correct pronunciation of their name to foster inclusion and community in the classroom.

namecoach.iu.edu

IU eTexts

IU eTexts are more than digital versions of printed textbooks—they're a range of digital learning materials that help students in and out of the classroom.

- Substantial cost savings for students (over $24.4M off retail since 2011)
- Students have day-one access, and faculty get real-time analytics
- Faculty and students can share notes, multimedia, links, and annotations

etexts.iu.edu

4 ACTIVE LEARNING AND ASSESSMENT TOOLS

Boost

Boost is an award-winning mobile app integrated with Canvas that sends students reminders about upcoming assignments and due dates. Students can modify their notification preferences for each course.

boost.iu.edu

Quick Check

With Quick Check, formative assessments are integrated directly into coursework in Canvas, providing instant feedback for students and instructors.

kb.iu.edu/d/amvd

Qualtrics

Qualtrics is a cloud-based survey tool that allows you to create surveys, view reports, and analyze results.

qualtrics.iu.edu

Top Hat

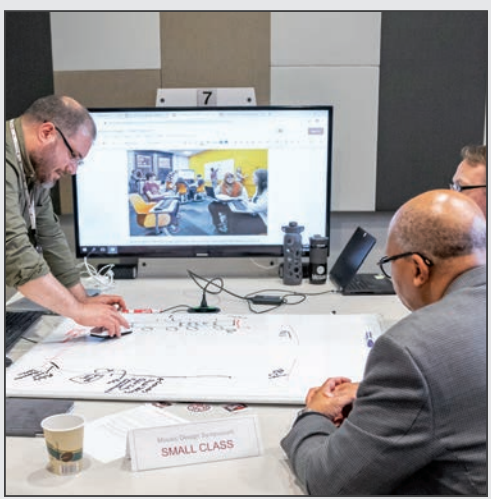
Top Hat Classroom, a cloud-based tool integrated with Canvas, increases student engagement with real-time feedback via interactive slides, graded questions, discussions, and polls. Plus, it's available at no additional cost for students.

tophat.iu.edu

4 ACTIVE LEARNING AND ASSESSMENT TOOLS

Mosaic

Indiana University's Active Learning Initiative



Mosaic Active Learning Initiative

The Mosaic Initiative supports innovative classroom design, research, and comprehensive support for all Indiana University classrooms through:

- In-classroom consultations
- Mosaic Faculty Fellows program
- Annual Design Symposium
- Research on classrooms

mosaic.iu.edu

Learning Spaces

IU is expanding the classroom environment with a variety of formal and informal learning spaces. These spaces foster engagement and innovation through:

- Designs that facilitate active learning and collaboration
- Integrated audio/visual and IT systems
- Classroom Technology Services support for installed equipment

learningspaces.iu.edu

5 ADVANCED COMPUTING AND RESEARCH RESOURCES

Research Technologies (RT)

Research Technologies connects you with the advanced software and compute, visualization, storage, and data tools you need to accelerate your work.

rt.iu.edu

Expert consulting

- Data management consulting for compute, storage, high-performance file systems, research data management, and 3D data and metadata workflows
- Research workflows consulting for migration, optimization, and parallelization of scientific code; statistical and numerical software; GIS and remote sensing software; genomics and bioinformatics software; virtual and augmented reality; ePHI and HIPAA workflows; and 3D digitization
- Digital arts and humanities research support
- Grant development resources
- Consulting for RT resources with Supercomputer Pathfinder and HPCeverywhere.iu.edu, and for visualization cyberinfrastructure

kb.iu.edu/d/alfa

Visualization and data services

- **Advanced media capture:** Equipment for 360, stereoscopic, ultra-resolution images/video
- **IQ-Wall:** Large-format, ultra-resolution displays
- **IQ-Table:** Multi-touch, horizontal, mobile monitor
- **NEXT Labs visualization facilities:** New, Emerging, and eXperimental Technologies Labs
- **Reality Labs:** Virtual reality classrooms and community spaces

- **Science on a Sphere:** Spherical visualizations
- Lending library of 3D scanners and workflows, and photogrammetry resources
- Experimental virtual and augmented reality
- **RADaRS:** Highly secure environment for accessing and analyzing datasets from a personal workstation
- **Research Database Complex (RDC):** Research-related databases and data-intensive applications that require databases
- Genome browsers
- **IU REDCap:** Research Electronic Data Capture (learn more in Section 7

kb.iu.edu/d/apcl

Compute and storage resources

- **Big Red suite of supercomputers:** Large-scale, high performance, compute intensive. Includes **Big Red 200**; the nation's fastest university owned artificial intelligence supercomputer, coming online in early 2020
- **Carbonate supercomputer:** High-performance, data-intensive computing
- **Karst supercomputer:** Large processing capacity, over long periods of time
- **Research Desktop (RED):** Graphical, remote service for computing and transferring data to storage
- **Jetstream:** Cloud-based, on-demand computing and data analysis resource
- **Slate and Slate Condo:** High-performance Lustre file systems with persistent storage
- **DC-WAN2:** Project space accessible and shareable at multiple sites
- **Data Capacitor II:** High-throughput, high-bandwidth, Lustre-based file system
- **Geode:** Replicated, disk-based home directory and project collaboration space for code storage and sharing
- **Scholarly Data Archive:** Replicated, tape-based, large-scale archival data storage

kb.iu.edu/d/anrf

Research software

- Centrally managed licenses for scientific applications and programming tools
- Bioinformatics and genome analysis software
- Statistical/numerical, GIS, and remote sensing software in Student Technology Centers and on shared systems
- Application streaming via IUanyWare (learn more in Section 8)

kb.iu.edu/d/bade

Training and outreach

- Attend a Supercomputing for Everyone Series (S4ES) workshop
- Request a personalized tour, workshop, seminar, or display
- Enroll in an online S4ES workshop, available on demand

kb.iu.edu/d/arvx

Pervasive Technology Institute (PTI)

Collaboration is key in today's research environment. The centers that make up PTI convert new innovations in IT and cyberinfrastructure into robust, practical tools.

- **Data to Insight Center:** Carries out foundational research in the social and technical challenges of data use in research and scholarship
- **Digital Science Center:** Explores new applications of grid and cloud technologies, working to define powerful new computational techniques
- **HathiTrust Research Center:** Provides secure access to 16 million+ books, most of which are under copyright
- **National Center for Genome Analysis Support:** Supports genomics research, including genome and transcriptome assembly
- **Science Gateways Research Center:** Takes complicated data analyses and simulations and simplifies and secures performing them online
- **UITS Research Technologies:** Delivers and supports cyberinfrastructure resources, described in the preceding pages

PTI centers also aid grant competitiveness by offering custom programming services that can be written into your grant budgets. Contact pti@iu.edu for more information.

pti.iu.edu

Center for Applied Cybersecurity Research

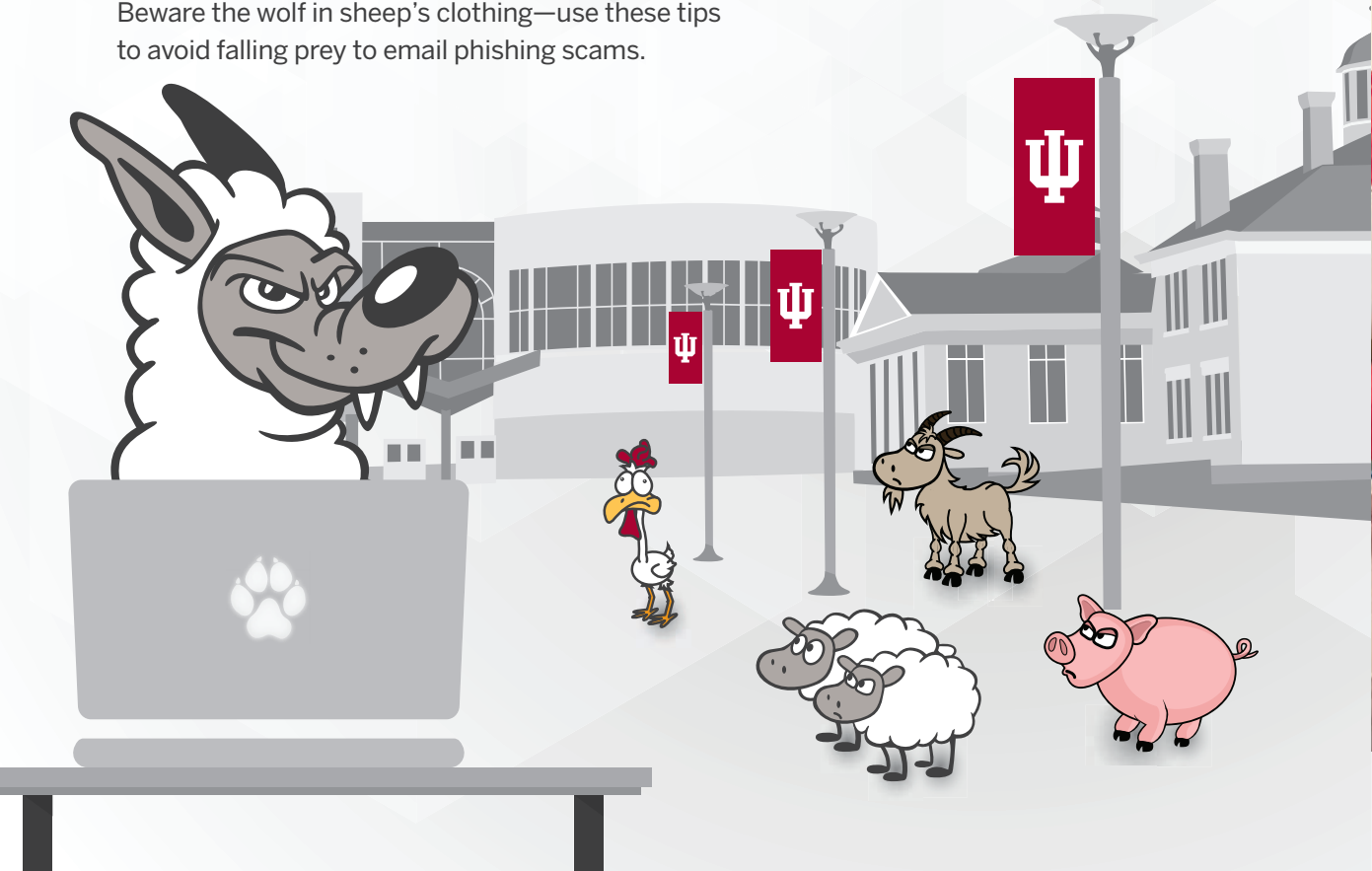
CACR is an IU research center that tackles cyber risk in research and other unusual environments through agile, holistic, principle-based cybersecurity.

cacr.iu.edu

6 ONLINE SAFETY AND SECURITY

How to protect yourself online

Beware the wolf in sheep's clothing—use these tips to avoid falling prey to email phishing scams.



Think Before You Click

Recognize

Top ways to verify the sender and spot a phish:

- Double-click, tap, or hover over the sender's name to view the real email address
- Check for a digital signature
- Look for the trusted security footer on official IU emails
- Flag external emails
- Think critically about the request

Rethink

Top ways to rethink before you click (or act):

- "Hover to discover" to reveal an actual URL before clicking on it
- Avoid clicking links in emails
- View emails in plain text
- Never open attachments from unverified senders
- Think critically about the message

Report

Become a phishing first responder:

- Contact your local IT professional or UITS Support Center
- Use the PhishMe reporter add-in for Outlook
- Forward the message to phishing@iu.edu with full headers

phishing.iu.edu

Phishing scams

Fraudulent messages often end up in your inbox. They're sent by thieves posing as familiar institutions, colleagues, or research collaborators in an attempt to gain confidential information. Clicking on links within these emails could lead to identity theft, stolen paychecks and research, compromised IU accounts, and more.

Here's how to protect yourself:

- Use Think Before You Click resources to learn how to spot signs of phishing scams (phishing.iu.edu)
- Take advantage of self-guided training in Canvas (go.iu.edu/1DEb)
- Install the PhishMe Reporter add-in for Outlook (kb.iu.edu/d/aogv) to report suspected phishing

Resources for phishing education and training:

phishing.iu.edu
protect.iu.edu/online-safety
ittraining.iu.edu
kb.iu.edu/d/arsf

Protect.IU

Protect.IU helps you ensure your everyday security with:

- Digital signatures that show your email has not been spoofed or altered by a scammer
- Personal preparedness guides covering social media, identity theft, and cybersecurity while traveling
- Data protection and privacy training and awareness resources

protect.iu.edu/online-safety

Two-Step Login with Duo

Two-Step Login (Duo) provides an additional layer of security when you log in to some IU systems and is required for all IU faculty, students, and staff. For best results, install the Duo app—it works even when you don't have cell service.

twostep.iu.edu

Data management

All personally identifiable student education records 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

7 CLOUD STORAGE AND ONLINE COLLABORATION

Google at IU

Google at IU is a cloud-based service that gives Indiana University students, faculty, and staff access to Google applications such as Drive (Docs, Sheets, and Slides), Groups, Sites, Calendar, and others under the iu.edu domain name.

Collaborate, store, and share documents in real time. Google at IU integrates with Canvas to provide single sign-on, file sharing, and assignment creation and grading.

google.iu.edu

Course Kit

With Google Course Kit, instructors can collect assignments, give feedback, and share content within Canvas.

kb.iu.edu/d/aquj

Box@IU

Box is a no-cost, secure, unlimited cloud collaboration and storage service that faculty, students, and staff can access on any device to:

- 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

box.iu.edu

IU REDCap (Research Electronic Data Capture)

IU REDCap is fast, fully customizable, web-based, and secure. It includes intuitive features to rapidly build and manage secure online surveys and databases. Plus, it meets HIPAA Security Rule requirements for research involving protected health information.

kb.iu.edu/d/bdhl

Kaltura

Use Kaltura's cloud-based video management system for storing, publishing, and streaming videos, video collections, and other types of media. It's integrated with Canvas and available to IU students, faculty, and staff.

kaltura.iu.edu

Skype for Business

Skype for Business is IU's unified communications platform that brings together voice, video, and data. It also provides instant messaging (IM), email, desktop and file sharing, and audio/video conferencing and telephone integration.

kb.iu.edu/d/bfmt

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

Adobe

A wide range of Adobe software, storage, and services is available to IU faculty, staff, and currently enrolled students.

- Adobe Creative Cloud gives you one-click access to the entire collection of Adobe desktop and mobile apps including Adobe Acrobat, Photoshop, Illustrator, InDesign, and Premier.
- Adobe Spark is a web app for creating visually compelling social media posts, web pages, and video presentations.

adobe.iu.edu

Zoom

With Zoom, you can meet virtually from a conference room, your computer, or even your mobile device. Zoom offers:

- High-quality video and audio support
- Easy-to-use tools for collaborating online
- Options for high-quality audio and video recordings

zoom.iu.edu

8 SERVICES AND SOFTWARE

Download or stream

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

IUanyWare

With IUanyWare, you can stream hundreds of applications for teaching and learning. The service also provides a Canvas-integrated virtual desktop and cloud storage.

iuanyware.iu.edu

IUware

IUware lets you download and install software packages you use most to your desktop or laptop.

iuware.iu.edu

Assistive Technology and Accessibility Centers

The ATAC provides the tools you need to identify accessibility issues in course content, as well as practical, universal design techniques to help you create inclusive learning environments. Request an accessibility consultation or a training session on best practices.

atac.iu.edu

Accessibility at IU

Learn how to create accessible documents, caption audio and video, find accessibility services, and more.

accessibility.iu.edu

One.IU

Available via any device, One.IU is your home for hundreds of tasks, including:

- Viewing paycheck and direct deposit details, plus the Employee Benefits portal
- Reviewing and updating Activity Insight, software that's designed to organize and manage faculty activities and CV data for faculty annual reports
- Accessing and securing your IU IT accounts and services
- Setting emergency notification preferences
- Reviewing campus-specific academic calendars

one.iu.edu

CrimsonCard

CrimsonCard is the official photo ID card for all IU campuses. With your card, you'll have access to essential university services like printing, libraries, and dining. Your card also provides you secure entry to offices and recreational facilities. You can even use your card as payment on campus and at participating local retailers.

crimsoncard.iu.edu

eduroam

In January 2020, the IU Secure Wi-Fi network will be retired and replaced by eduroam. This worldwide Wi-Fi system allows students, faculty, and staff from participating institutions (including all IU campuses) to access the internet. Using the same infrastructure as IU Secure, eduroam will safely and securely connect users to 625 institutions and allow access to the internet in 101 territories worldwide.

wifi.iu.edu

9 TEACHING AND LEARNING CENTERS

IU Bloomington

Center for Innovative Teaching and Learning

812-855-9023

citl.indiana.edu

IUPUI

Center for Teaching and Learning

317-274-1300

ctl.iupui.edu

IU East

Center for Faculty Development

765-973-8561

iue.edu/cfd

IU Fort Wayne

Center for the Enhancement of Learning and Teaching

260-481-6354

pfw.edu/celt

IU South Bend

University Center for Excellence in Teaching

574-520-4894

academics.iusb.edu/ucet

IU Southeast

Institute for Learning and Teaching Excellence

812-941-2506

ius.edu/ilte

IU Northwest

Center for Innovation and Scholarship in Teaching and Learning

219-980-6755

iun.edu/cistl

IU Kokomo

Center for Teaching, Learning, and Assessment

765-455-9534

iuk.edu/ctla

IUPUC

Center for Teaching and Learning

812-375-7530

iupuc.edu/academics/resources/center-for-teaching-and-learning

IU School of Medicine Office of Faculty Affairs, Professional Development, and Diversity

317-278-3089

faculty.medicine.iu.edu/let-us-help/teaching-resources

UNIVERSITY INFORMATION TECHNOLOGY SERVICES

uits.iu.edu