**Public Safety: Emergency Response Technologies**

An emergency may be caused by an active shooter, severe weather, earthquake, fire, bomb threats, floods, medical emergency, and hazardous spills. On the first Tuesday of every month, Indiana State University tests its emergency response technology and procedures. During a real emergency, each person must know the best way to respond, so these tests are important.

Technologies in Use: Indiana State uses a variety of technologies to maintain a safe environment and to communicate information during an emergency:

- **All Hazards Siren:** used when there is an incident that may affect the safety of the campus community.
- **Rave Alert Text Message:** E-mail and text messages sent out in emergency and crime-related situations.
- **Classroom Emergency Telephone:** telephones installed in all classrooms allow Public Safety to broadcast emergency messages, and can also be used to make emergency calls. Faculty should regularly check the volume control on telephones in classrooms they use, to ensure announcements will be heard.
- **Alerts:** this system “takes over” the screen on computers connected to the campus network, and displays an emergency message.
- **Blue Light Phones:** there are approximately 30 blue light stations throughout campus where emergency or informational calls, direct to the Public Safety Office, can be made.
- **Run, hide, and fight video on Public Safety Website:** please see the new public awareness video on how to respond to an active shooter or other violent situation: indstate.edu/pubsafety/docs/Active%20Shooter/Responding%20to%20an%20Active%20Shooter.pdf)

**Statevids**

Statevids (statevids.indstate.edu) is a web video storage and delivery service for use in your classes, research, etc. Videos in Statevids can be embedded into platforms such as Blackboard through mash-ups, so that they are stored in a secure and managed environment, and easily viewed by students. Statevids has been specifically developed to be more appropriate to ISU faculty needs than other third-party services like YouTube. Because it integrates with Blackboard, you can apply many of the course management tools such as limiting the time a video is available for student views, etc.

**Student Support Services for Disabled Students**

The Student Support Services Program at Indiana State University coordinates support services for ISU students with disabilities. For information on eligibility for services and academic accommodation, students and faculty may refer to the Indiana State University homepage, A to Z, Disabled Students Services http://www.indstate.edu/cfss/. What does this mean for faculty?

- College students with disabilities who request academic accommodations must self-identify and register with the appropriate disability services office on campus.
- Because most of the students with disabilities who seek services at ISU have learning disabilities, often referred to as “invisible” disabilities, it is recommended that you include a statement on your syllabus encouraging students to register with Student Support Services in Normal Hall, first floor, in the Center for Student Success. This office can provide you with sample language upon request.
- Once a faculty member is notified by student support services the student is qualified to receive academic accommodations, a faculty member is obligated to provide or allow a reasonable classroom accommodation under ADA.

Faculty should contact Rita Worrall at 237-2301 or Debbie Huckabee at 237-7920 for questions about or assistance with accommodations for students with disabilities.
Multimedia Design and Research Programming Services (MDRPS)

MDRPS, located in the Center for Multimedia Services (between the Science Building and the library), provides many different services to faculty for instruction and research. A full list and description of our services can be found at: indstate.edu/oit/about/mdrps.php. Call 812-237-2675 with any questions. Services include:

- Conference poster design
- Custom software for research and instruction (e.g. databases, Advanced web pages with functionality such as search capability)
- Digital illustration for instruction and publication
- Professional design and production of signage and promotional materials
- Production of instructional and research video
- Large-format printing

Extended Learning: Services for Online AND Face-to-Face Instruction

Don’t forget to take advantage of our instructional design team! This group provides assistance to all faculty, regardless of whether they teach online or classroom-based courses. Services include:

- Support for Developing Instructional Materials: Instructional Design Assistants are available to work with faculty to develop instructional materials
- Best Practice Video: a video on Top 5 best practices for developing your course in Blackboard is available at http://www.screencast.com/t/RZdUkiWFvCR
- Quality Matters: is a faculty-lead, peer-reviewed process to create rubrics used to develop best practices for instructional design. The rubrics are focused on online course development but can be used for face-to-face development.
- Professional Development Opportunity in Fall 2015, organized by Extended Learning:

  Online Instructor Certificate Course – This course was developed to provide faculty with the necessary contacts and skills needed to develop online or hybrid course. For over two years, this program has assisted many faculty members in the course design process. This course is not about Blackboard. It does cover the pedagogical aspects of teaching online. Some aspects covered in the course are developing goals and objectives, developing online activities, engaging your students, digital copyright issues, and so much more.

  Other opportunities are available in conjunction with the Faculty Center for Teaching Excellence.

Outage Windows

Please be aware that OIT performs regular server maintenance during the times listed below. At these times, the servers will not be available.

Blackboard: 8:00 PM – 12:00 AM, 1st Friday of the month
Banner: 7:00 PM – 12:00 AM, every Friday

Blackboard Course Site Retention

The deletion of expired courses in Blackboard is necessary to maintain a manageable data base size with consistent speed and performance. It is the ISU standard to maintain courses in Blackboard for eighteen (18) months. For more details about this process, please go to: https://www.indstate.edu/oit/standards/bbcourse.php

Tracking Student Attendance at University Events

There are many groups on campus that are now tracking when a student attends an event. These different areas are trying to gain insight into the use of student services and also to gather information that can help us alert students to other events they may be interested in attending. This becomes very useful in trying to get a student involved in an activity outside the classroom. This may in turn help the student in the classroom and help our retention rate.

How does this work?

Once an area on campus decides to track attendance at their event, we can help that area decide the best solution to track their attendance at their event. Once the data is being tracked, we will help upload their attendance into Banner or the Data Warehouse. This data not only helps the area conduct reports for their own events, but they can be used for the Student’s Co-Curricular Record or by Institutional Research (IR). Reports on these University events can be shared with faculty on request by contacting IR.
Information and Data Security
The Office of Information Technology would like to welcome our returning faculty to campus with an overview of key information security reminders. Every user at Indiana State University is a target of cyber-criminal activity, and those users with access to personal student data are encouraged to review these important reminders for the use of passwords and email.

Passwords
Password security is the first line of defense in protecting user accounts and data access. Simple, easily-guessed passwords are obviously a poor method of security, but a surprisingly large number of people employ easily-compromised passwords at a time when technology makes it increasingly easier to crack them. Following are a few points to help maintain strong password

Minimum Password Requirements:
• Password minimum length is 8 characters (maximum of 16 characters)
• Password must contain at least one numeric character
• Password must contain at least one uppercase character
• Password must contain at least one lowercase character
• Password must be changed every 180 days

Passwords can be hard to guess but easy to remember! A phrase from a favorite song, with an upper-case letter and special character, leads to a strong but memorable password. “Help!INeedSome1!”

E-Mail
Using e-mail safely is ultimately about common sense, but it is always okay to contact the ISU help desk for guidance if you receive an e-mail asking for personal information such as a username, password, social security number, bank account number, or payment card information. Indiana State University will never solicit a user to provide this information in an e-mail. Some other e-mail practices to consider:

• ALWAYS check links included in an e-mail to make certain they match the legitimate domain name. A bogus site will look astonishingly like the real thing, and will present an online form asking for information. Hovering the mouse pointer over the visible link will show the actual link to the site. For example:
  Visible link:  
  http://myisu.indstate.edu
  Actual link to bogus site:  
  http://itcare.co.kr/myisu/indstate/index.html

• Even while a message may appear to have been sent by a friend or someone you know, it does not mean the message is safe. There is a possibility that a sender’s system may be infected by malware, their e-mail account has been compromised, or their from-address has been “spoofed.” If an email from someone you know seems odd, contact them via an alternative communication method and ask about the e-mail you received.
• E-mails directed to “Dear Customer” or another generic salutation are likely spam or targeted marketing.
• E-mails requiring “immediate action” with threats of account shutdown, or creating a similar sense of urgency, should be treated with skepticism. These include fake accusations of violating the Patriot Act, or communications from a bank or IT department requesting verifications of information.
• Be suspicious of messages that claim to be from an official organization but have grammatical or spelling mistakes.
• Be careful with e-mail attachments, as an infected file can potentially bypass anti-virus software and compromise a system.

Suspicious e-mails can be forwarded to stop-spoofing@indstate.edu. For any questions or concerns about information security, never hesitate to contact the OIT Help desk at x2910 or visit our information security site at: http://www2.indstate.edu/oit/security/