New Instructor Technology Guide

The Division for Teaching Innovation & Program Strategy (TIPS) welcomes you to the University of Colorado Denver. In this guide, you will find information to help you get started with the various university technologies available to you.

TIPS offers support to faculty through ongoing training sessions on a variety of tools and technologies as well as 1-on-1 consultations.

TIPS Support Options:
- Upcoming TIPS Training Sessions: cu-tips.corsizio.com
- Schedule a 1-on-1 Consultation with Our Team: bit.ly/cu-tips-support

O365

The University of Colorado Denver utilizes Microsoft Office 365 for email, document creation, and collaboration. O365 offers programs like Word, Excel, PowerPoint, Teams, Outlook, OneDrive and more. You can install these apps on up to five different devices.

Accessing O365:
1. You can access Microsoft 365 applications by logging in at: https://office.com
2. Sign-in using your university email address and password

You can learn more about O365 by visiting the Office of Information Technology website here: https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/office-365

Accessing your Email:

1. Before accessing your Outlook account, you will need to follow the multifactor authentication instructions here: https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/email-and-webmail
2. Next, you will access your account here: Login.ucdenver.edu
3. Log in with your university email and password
Canvas

Canvas is our university’s learning management system. All courses, regardless of modality, get a canvas course shell automatically. Canvas will allow you to communicate, collaborate, and interact synchronously or asynchronously with your students.

Accessing Canvas:
1. You can access Canvas by logging it at: ucdenver.instructure.com
2. Sign-in using your university email address and password.
3. Bookmark this website

Canvas offers 24/7 support. You can access Canvas support in several ways.
- Canvas Support Hotline (Faculty) 1-833-564-8141
- Live Chat
- Clicking the ‘Help’ tab from within Canvas in the left-hand navigation menu
- Self-service help through the Canvas Instructor Guides

You can also get support by contacting the Office of Information Technology (OIT):
303-724-HELP
Oit-servicedesk@ucdenver.edu

We highly suggest looking at the Beginning of the Semester Checklist for Instructors to help you get started. We have also created an End of Semester Checklist to help you finish the semester. Both of these checklists are available on the TIPS resource page.

Zoom

Zoom is our university’s video conferencing tool. Zoom is available to faculty, staff, and students. Zoom allows you to schedule and host virtual meetings for up to 300 participants. The university also has several webinar licenses for larger audiences (inquire with OIT).

Use Cases:
- Virtual class sessions
- Virtual office hours
- Virtual lectures
- Recording lectures/presentations
- Interviews
- Guest speakers

**Accessing Zoom:**

1. You can access Zoom by logging in at: [ucdenver.zoom.us](mailto:ucdenver.zoom.us)
2. Sign-in using your university email address and password
3. **Tip:** You can also download the Zoom app from your mobile device’s app store. Be sure to select ‘SSO login’ and type in your university’s zoom domain ucdenver.zoom.us followed by your university email address and password

To learn more, visit the CU Denver Zoom Guide for Instructors available on the TIPS Resource page.

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**Panopto**

Panopto is the university’s video hosting platform. Panopto allows you to upload and/or record videos and store those videos in your own Panopto library. Panopto has features like auto captioning, in-video quizzing that ties to the Canvas gradebook, video discussions, notes, and more. Panopto is integrated into Canvas. Videos in your Panopto library can be added to your Canvas courses through Modules, Pages, Assignments, Announcements, and discussions.

**Use Cases:**

- Video hosting
- Video sharing and collaborating
- In-video quizzing
- Video organization
- Video recording

**Accessing Panopto:**

1. You can access Panopto by logging in at: [ucdenver.hosted.panopto.com](mailto:ucdenver.hosted.panopto.com)
2. Select ‘CU Login’ from the drop-down menu
3. Sign-in using your university email address and password
Be sure to check out the Panopto ‘how to’ videos available in your Panopto dashboard to help you get started.

**Proctorio**

Proctorio is the university’s remote exam proctoring tool. Proctorio has features like identity verification, lockdown browser, content protection, and more. However, due to privacy, accessibly, and ethical concerns, we highly recommend reviewing these [Proctorio Tips for Faculty](#) before getting started. In addition, setting up a 1-on-1 consultation with one of our Instructional Designers can be helpful in helping you decide the best proctoring options for your students. You can set up a 1-on-1 consultation here: [bit.ly/cu-tips-support](https://bit.ly/cu-tips-support)

**Setting up Proctorio:**
1. Install the Proctorio extension in your Chrome browser (NOTE: Proctorio only works with Chrome) Download the extension here: [getproctorio.com](https://getproctorio.com)
2. Add the Proctorio app to your course. Go to "apps" in your Canvas course settings, search for 'proctorio,' click "add app"
3. Contact the OIT Service Desk to get the Proctorio ‘Consumer key’ and ‘Shared Secret’ to be able to successfully add the Proctorio app to your course

**OIT Service Desk:**
303-724-HELP
[Oit-servicedesk@ucdenver.edu](mailto:Oit-servicedesk@ucdenver.edu)
Review the [OIT Proctorio Setup Guide for Faculty](#)

**Poll Everywhere**
Poll Everywhere is the university’s live online polling tool. Poll Everywhere has polling features such as surveys, Q & A’s, quizzes, word clouds, and more.

**Use Cases:**
- Encouraging student engagement
- Participation activity
- Knowledge checks
- Icebreaker activity
- Anonymous feedback

**Accessing Poll Everywhere:**
1. You can access Poll Everywhere by logging it at: pollev.com
2. Under ‘log in’ type in your university email address
3. Click the blue button ‘log in with University of Colorado Denver’
4. Enter your university password

**Poll Everywhere Resource Guides:**
- [Instructor Guide](#)
- [How to Introduce Poll Everywhere to Students](#)
- [Connecting to Powerpoint](#)
- [Introduction to Reporting](#)
- [Math Equations and Science Formulas](#)
- [Sharing an Activity](#)

Flip

Flip is a video discussion app that allows you to create unique videos to engage your students and provoke more thoughtful discussions. This tool is great for an introductory discussion in your course where you allow students to show off their creative side.

**Use Cases:**
- Introductory discussions / video discussions
- Icebreaker activity
- Sharing and celebrating work

**Accessing Flip:**
1. You can access Flip by going to: info.flip.com
2. Click ‘log in’ and Select ‘Continue with Microsoft’
3. Log in with your university email address and password

Flip Support: help.flip.com
Canvas integration guide for Flip: https://static.flipgrid.com/docs/Canvas_Integration.pdf

LockDown Browser

LockDown Browser is an alternative option to more securely give exams from Canvas. Lockdown Browser locks down a student’s computer so they cannot take screenshots of exams, navigate to other windows, or have a second monitor attached. This is mainly used for in-person exams, but can be used with remote exams, depending on the use case.

Installing LockDown Browser in your Canvas Quiz:
1. Check the ‘lockdown browser’ box in your Canvas quiz settings
2. Unhide the LockDown Browser app in your Canvas course navigation to adjust quiz settings and get support/training/instructions for students
3. Students will need to download Lockdown browser prior to the quiz and launch it and log in with university credentials to take the quiz. Students will be automatically prompted to download ‘Lockdown Browser’ when they click on the quiz

Choose which quiz restriction to apply:
- [ ] Require an access code
- [ ] Filter IP Addresses
- [ ] Require Respondus LockDown Browser
- [ ] Required to view quiz results