



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](https://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 it at: 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 our 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](#).

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 connects 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 it at: 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.

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: polllev.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

Respondus LockDown Browser & Monitor



Lockdown Browser

LockDown Browser is a custom browser that locks down the testing environment in Canvas. When students use LockDown Browser to access a quiz, they are unable to print, copy, visit other websites, access other applications, or close a quiz until it is submitted for grading. Quizzes created for use with LockDown Browser cannot be accessed with standard browsers.

Respondus Monitor

Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored quizzes. When this feature is enabled for a quiz, students are required to use a webcam and microphone with LockDown Browser. After the quiz is complete, an instructor can review details of the assessment, and even view the recorded videos.

Check out the [Instructor LockDown Browser & Monitor guide](#) to learn more.