FORMAN TECH CONNECT

THE OFFICIAL ITS (INFORMATION TECHNOLOGY SERVICES) NEWSLETTER FOR FORMAN CHRISTIAN COLLEGE (A CHARTERED UNIVERSITY)

Update 2017.1 (November-December issue)

Message from the Rector

Dear Colleagues,

Information technology is something that we cannot live without in today's day and age. Our IT Department plans to put out a bi-monthly newsletter for faculty and staff to give updates on developments as well as some best practices for using the technology. This is the first edition. I do believe that this valuable communication will further help to improve our community's use of the technology available to us. This is a creative initiative that goes beyond day to day work requirements. In seeking to provide information and help it truly models our motto "By love serve one another".

Dr. James Tebbe

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The Recent Happenings in IT

Three-Day Conference titled "Advances in Agricultural Biotechnology and Regulatory Affairs"

ORGANIZED BY OFFICE OF RESEARCH, INNOVATION AND COMMERCIALIZATION (ORIC) IN COLLABORATION WITH PAKISTAN BIOTECHNOLOGY INFORMATION CENTER (PABIC) LAHORE CHAPTER

A three-day workshop titled "Advances in Agricultural Biotechnology and Regulatory Affairs" from September 25 to 27, 2017 was held at FCCU premises.

The chief guest at the workshop was Sikander Hayat Khan Bosan, Federal Minister for National Food Security and Research. It is a proud privilege for Formanites to host such a productive event that included people from various parts of the globe. Information Technology Services provided technical support for running the conference, but more importantly provided online HD streaming of presentations. The streaming included the coverage of the event and also displaying the presentation. This facility provided a valuable opportunity of learning for distant audiences.

> "New technology is common, new thinking is rare."
> – Sir Peter Blake

Training and Facilitation Sessions for Faculty;

TECHNOLOGY FOR TEACHING, EMERGENCE OF DIGITAL PEDAGOGY AT FORMAN CHRISTIAN COLLEGE (A CHARTERED UNIVERSITY)

Digital Pedagogy is precisely not about using digital technologies for teaching, rather, about approaching those tools from a critical pedagogical perspective. So, it is as much about using digital tools thoughtfully as it is about deciding when not to use digital tools and about paying attention to the impact of digital tools on learning. (digitalpedagogylab.com, 2017)

Digital Pedagogy is becoming increasingly influential in terms of promoting facilitated learning by utilizing technological tools. Information Technology Services in collaboration with Centre of Learning and Teaching has been providing training/facilitation sessions to the faculty of Forman Christian College (A Chartered University)

Due to this valuable initiative of training faculty 3 training sessions –for the Spring Semester- were conducted for faculty on use of various teaching tools in classroom technology at FCC. The training focused on three types of instructors; a. white board users b. PowerPoint users c. technology integrators. The training comprised of not only understanding the use of technical tools but also how to incorporate the tools in traditional pedagogical practices by highlighting the practical implications during lectures. This included use of these tools to:
1. Deliver lectures more efficiently to overcome the learning barriers by incorporating and utilizing technology
2. Use Audio Visual aids for learning
3. Notes/discussion sharing
4. Saving lecture and sharing it
5. Use internet browsing during lecture
6. Get an instant feedback with regards to understanding of lecture for students through smart phones. In addition, a training session on Moodle, at FCCU, was also conducted by Information Technology Services in collaboration with CLT. During this session following was covered:
1. Sharing learning resources with students
2. Assignment submissions online
3. Structuring online quizzes with instant feedback from instructor and instant marking
4. Maintaining weekly schedule of sharing/ learning resources

WiFi on the Go!

AWAY ON FCCU BUSINESS, NO PROBLEM! ITS WILL HELP YOU STAY CONNECTED

The ITS department issues hot-spot devices that allow you to stay connected while you are away from campus. For more information please contact Neyha Edgar at EXT: 250 or neyhaedgar@fccollege.edu.pk

> "We are all now connected by the Internet, like neurons in a giant brain" - Stephen Hawking

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Smart Classes

A NEW PARADIGM FOR ENGAGED LEARNING

Did you know that utilizing smart board in classroom is user friendly and provides you access to various learning tools for engaged learning, like LYNX, Kahoot etc!
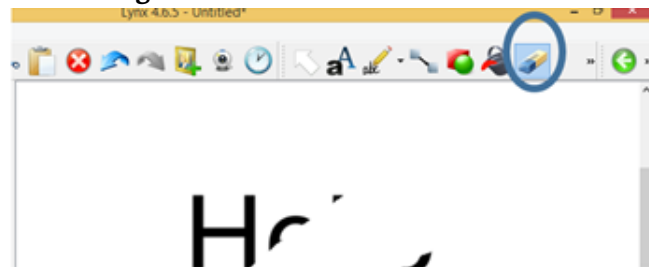
1. Writing:
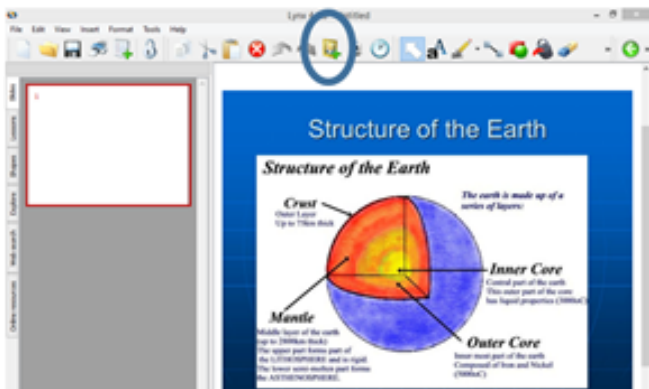Simply open lynx on your desktop and select writing pen:

2. Erasing:

3. Drawing or Importing:
Draw diagrams using pen or alternatively, save teaching time by importing images:

Smart Podium

INTRODUCTION OF SMART PODIUMS AT FORMAN CHRISTIAN COLLEGE (A CHARTERED UNIVERSITY)

Use of various technology tools facilitated through smart podium, aids the instructor to optimize learning in order to remove the learning barriers in classroom

FCCU is known for imparting knowledge since 1864. The institute has always been known for its academic excellence and producing leadership in Pakistan. This initiative has been a major contribution towards the vision of FCCU; to be recognized as one of the very best Universities in the entire subcontinent.

INDICATORS OF LEARNING BARRIERS	SOLUTION	DESCRIPTION
Notes Taking	LYNX conversion tools	Convert files to Bitmap, Jpeg, HTML, PNG and PowerPoint etc.
	PowerPoint annotations	The instructor has the ability to write annotations while on slide show.
Audio Visuals Aids	Access to Online Video Resources	The high speed Internet provides access to browse and put up video on the smart board.
Quick Feedback	Response System (Kahoot)	Instructors can go online and create activities for quick feedback from students.
Hesitation / Confidence in students	Response system	Students can answer questions and assess themselves.
Interest	Technology	The technology itself has a high potential to elicit interest in students by using/manipulating: Images Videos Content of Lecture Use of smart phones
Handwriting	LYNX	The feature of recognizing the writing provides an ease to instructors to change the written format
Transfer of files	Internet and PC	Learning materials can be instantly downloaded from emails, Google drive or Moodle

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Some Guidelines

Access Control and Bio-metric System

Mark your presence by scanning card/finger

In 2015 Access Control System was deployed by Information Technology Services as an initiative against growing security concerns of educational institutions around Pakistan. The project was a success by ensuring control on accessing FCCU premises.
Recently, in collaboration with Human Resources Department, Information Technology Services have built the attendance system around the campus. Now the attendances are marked on biometric devices with card/finger scans. This initiative has ensured effective attendance management of faculty and staff, plus, a lot of paper work has been eliminated with regards to reporting of attendances.
So do not forget to mark your attendance by scanning your card/finger
The Biometric scanning devices are placed on following locations:
1. Elahi Building
2. Ahmad Saeed Building
3. Armacost Building
4. Sinclair Hall
5. Workshop
6. Day Care Centre/Light of Hope School
7. All FCC Hostels

Moodle; Sharing learning resources with the Students

Imagine sending learning materials to your students through email??? As a LMS (Learning Management System), Moodle creates an ease for instructors to share learning materials with their students enrolled in a particular course.

1. Access your course and Turn Editing On
2. Then select File by opening the drop down menu: Add a resource

3. Then select file to upload

Empower; Building Profiles – Retrieving data that I want

Did you know that you can create profiles on the various criteria pertaining to your data fields? Plus, you can build your own logic on basic level to retrieve data!
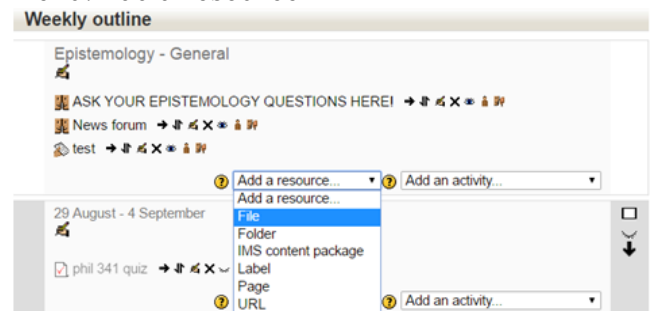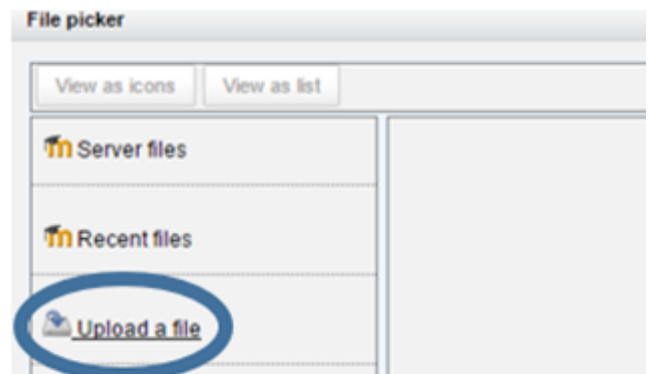
Following are the modules that contain profiling features:
1. Admission Tracking 2. Student Records
3. Student Billing   4. Financial Aid 5. Alumni
a. For the required data you would need to access Student Term Data and Enrollments

b. In 'Enrollment Selection' section; select Where Exists and enter **2017SP** in the field term
c. In 'Student Term Data' Selection section; select Where Exists and enter **BUSN** in the field program
d. At the end click on Profile Listing and you will be able to see a list of students that are enrolled in Spring 2017 semester and belong to business program

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Think Before you Click!

National Cyber Security

NCSAM is a collaborative effort between governments & industries to ensure everyone online has the resources they need to stay more secure online. Online safety is our shared responsibility. Observe the following tips year-round, to help protect yourself and your information and promote a more trusted internet for everyone.

Share With Care

Think before posting about yourself and others online. Consider what a post reveals, how others might see it and how it can be perceived now and in the future

Keep a Clean Machine

Latest security software, web browser and operating system are the best defenses against viruses & malware. Also scan your external devices like USB to defend against viruses

How Hackable Is Your Password?
The length and strength of your password can make a huge difference in how long it takes for hackers to crack the code!

2 Minutes — Would you like fries with that? — If you have an all lowercase 5-character password, a hacker can feast on your personal data by the time you get your drive-thru order.

10 Minutes — Do you have a 5-character password with all lowercase letters and numbers? A hacker can crack it before you and Spike make it around the block.

1 Hour — Hackers are in incredibly flexible, even without exercise. In the hour you spend doing yoga, they can crack a 5-character password with upper and lowercase letters.

17 Years + — Longer, stronger passwords put hackers in a time- out. An 8-character password that uses upper and lowercase letters and symbols takes longer to crack than raising a child.

Own Your Online Presence

Set Privacy and Security settings on website for your comfort level for information sharing. It is ok to limit how and with whom you share your information.

> Did you know the cyber security industry is growing as you're reading this. More specialists join the ranks, more malware is being launched every day than ever before: 230,000 new malware samples/day according to the latest statistics. (heimdalsecurity.com)

> Did you know as of 2016, the threat to online privacy comes from a few different directions. Disclosure of sensitive personal data such as credit card information or social security number, which can lead to stolen identities and financial damages, is the most common fear of internet users. During an August 2017 survey, only 17 percent of U.S. internet users stated that they thought their personal information was very secure online.(www.statista.com)

Get 2- Steps Ahead

Turn on two step authentication -also known as multi-factor authentication - on accounts where available. Two-factor authentication can use anything from a text message to your phone to a token to a bio-metric like your fingerprint to provide enhanced account security

Personal information is like Money, Value it! and Protect it!

Information about you like purchase history or location has value - just like money. Be thoughtful about who gets that information and how it is collected through apps and websites.

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