

# FORMAN TECH CONNECT

GET CONNECTED TO TECHNOLOGY!

The Official Information Technology Services Newsletter  
for Forman Christian College (A Chartered University)



## VICE RECTOR FOR ACADEMIC AFFAIRS

Dear Colleagues,

Our central nervous system relays vital information to and from our brain and the rest of our body's muscles and organs. This communication happens routinely, and we don't give it much attention. However, in times of crisis we can become aware of our heart racing and the rush of adrenaline caused by sympathetic nervous system activation. In like manner, information technology systems connect all parts of our college and university community both on campus and wherever on the globe we find ourselves. In ordinary times, we are silently grateful for technology that allows us to work at full capacity without giving thought to how the technology is supporting our work. Conversely, in times of crisis we become even more thankful for reliable and sophisticated technology that undergirds us as we cope with new demands and challenges. During the Spring 2020 shutdown precipitated by the global pandemic, everyone across the university relied heavily on technology in unprecedented ways, placing great demand on ITS to meet our every need. Now that the college and university have adopted blended modes of teaching and learning, information technology remains at the forefront of success. Kudos to the ITS team for providing it all to us during this season of need: from hardware to new applications to installations to training to emergency help. It is hard to imagine how we would be able to function without ITS as the central nervous system of FCCU.

Update 2020.3  
(June - Decemeber Issue)

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# Recent Happenings in ITS

## Establishment of Work-from-Home plan for the FCCU staff and faculty during Covid19

As a reponse to lockdown situation in Pakistan, Information Technology Services office established a technology support plan for work from home for the FCCU staff and faculty.

To support FCCU ITS office provided 32 laptops to staff members that did not have one for official usage. 64 virtual machines were setup to give access to staff members.

As per the user requirement following software were made accessbile for the staff on laptops or virtual machines:

1. Microix
2. Empower
3. MIP
4. Celcat
5. Office 365



## Student Card Registration during Covid19

During Covid 19 global pandemic situation, the ITS office facilitated the student card registration process by ensuring required standards of health and safety.

This was to ensure compliance of the secure safety convention at FCCU even through the time of the pandemic.

For the assignment, 12 interns were hired to facilitate the process of ID card creation and registration for 2020 Fall incoming students.



01



# Recent Happenings in ITS

## Moodle (LMS) Training Sessions

During the lock-down situation in Pakistan, virtual training sessions were organized, in collaboration with CLT for faculty, on the usage of moodle. The training sessions were focused on utilizing LMS tools for optimizing learning through digital pedagogical practices.

On 13th July, 2020, a training session was facilitated by Mr. Shakir Gill with regards to moodle grade book. The session focused on grading assessments, establishing grading categories/elements, computing overall grades as per FCCU grading policy and exporting grades from courses on Moodle.

[Click here](#) to access the training session on grade-book.

On 10th August, 2020, a training session was conducted for intermediate faculty on Moodle basics. The training focused on access to moodle faculty accounts, managing course page, sharing content with students and notifications to students in classes. On 12th August, 2020, another training session was conducted for the intermediate faculty on Moodle quizzes. On 13th August, 2020 yet another session was organized focusing on creating and assessing assignments on Moodle. The above-mentioned sessions were conducted by Mr. Shakir Khurshid Gill and were very well received by the faculty of the intermediate section at FCCU.



On 12th August, 2020, a training session on Big Blue Button was organized for intermediate faculty. The training focused on using tools and techniques during online synchronous classes. The session was facilitate by Mr. Raheel Robson.

## Moodle LMS (Tutorials)

In addition to training sessions, number of Moodle LMS tutorials have been created for faculty. The tutorials are developed to perform various tasks on moodle. Following is the list of tutorials:

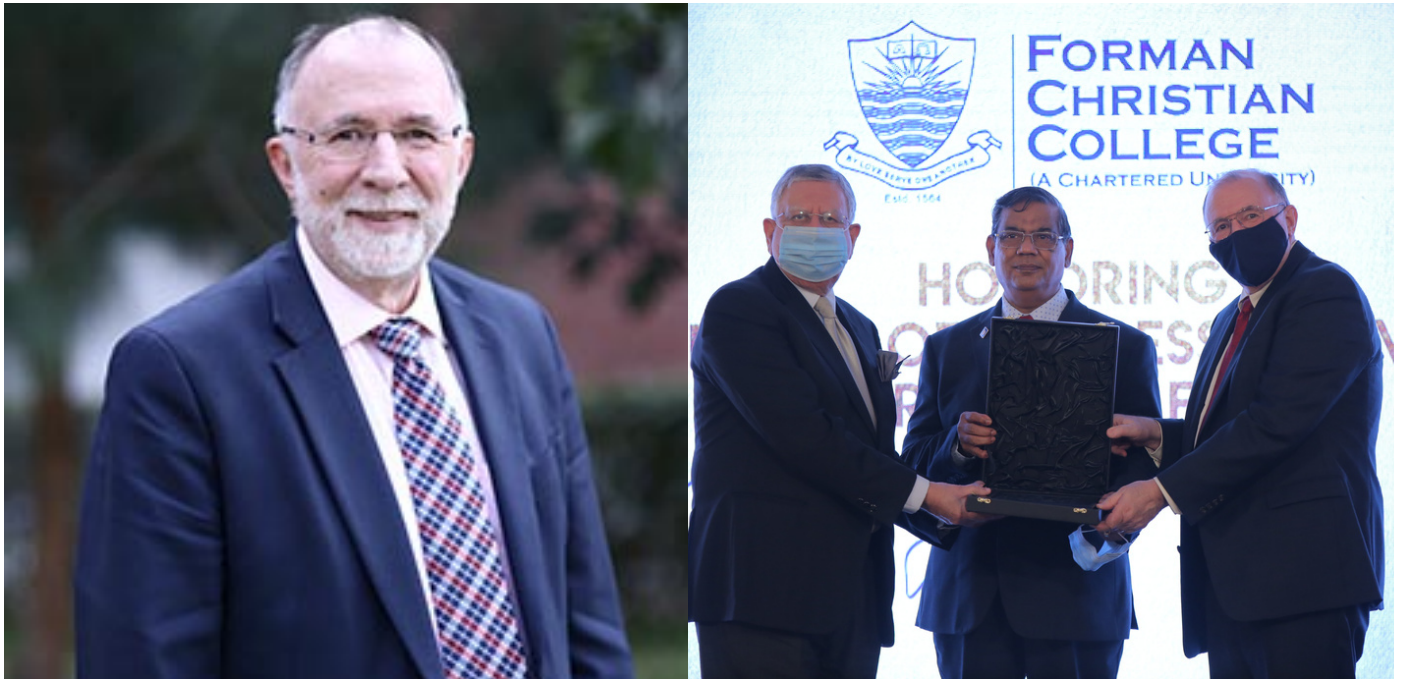
1. [Training for faculty use of moodle for online teaching](#)
2. [How to create quizzes on moodle](#)
3. [Moodle tutorial on creating gradebook and grading the assessments](#)
4. [Creating lessons on Moodle](#)
5. [Creating rubrics and using rubrics for assessment on Moodle assignments](#)
6. [Integrating your google drive with Moodle](#)
7. [Recording lectures using big blue button](#)
8. [Viewing letter grades on moodle](#)



# Recent Happenings in ITS

## Farewell Dr. James Tebbe (Rector FCCU)

On 24th October, 2020, farewell for Dr. Tebbe was organized. Due to COVID 19 pandemic limited FCCU family was invited on the venue. ITS office organized live streaming of the event so that the entire FCCU family can be a part of the event. [Click here](#) to view the recorded event.



During his tenure Dr. Tebbe immensely contributed to FCCU and Pakistani community. For his dedication, commitment and services, on 23rd March, 2019, he was also awarded Sitar-e-Imtiaz by Government of Pakistan.

The Distinguished Formanites Awards of 2020 were presented to three of special and prestigious members of the Formanites Alumni Association for their achievement as an Alumnus & their achievements in the broader world namely Dr. Hamid Saeed, Mr. Shafaat & Mr. Anthony Richards. Mr. Richards was a student at the FC College from 1966-1970 and celebrated being a Gold Alumnus as he completed his 50 years in 2020. Mr. Anthony Richards was a District Governor for Rotary in 2012-2013 for Pakistan & Afghanistan. Mr. Richards was awarded the Citation for Meritorious Service in recognition of outstanding service to the Rotary Foundation in 2017 and Service-above-Self award, Rotary's highest global award in 2020.





# Recent Happenings in ITS

## Dr. Addleton's Inauguration as the Rector of FCCU

On 31st October, 2020, inauguration ceremony was conducted in the honor of Dr. Jonathan Addleton as the new Rector of FCCU. We welcome Dr. Addleton as a part of the FCCU family. Due to COVID 19 pandemic limited FCCU family was invited on the venue. ITS office organized live streaming of the event so that the entire FCCU family can be part of the event. [Click here](#) to view the recorded event.





# Recent Happenings in ITS

## FCCU Faculty and Staff Fundraising Appreciation Ceremony

On 27th October, 2020, the Office of University Advancement organized the FCCU Faculty and Staff fundraising appreciation ceremony. The purpose of the ceremony was to appreciate the contributing departments of FCCU that made vital contribution during the 2019-2020 fiscal year.



ITS office was presented with an appreciation award for standing 2nd highest department donor. Following the ceremony Mr. Anthony Richards, Chief Information Officer FCCU, presented Dr. James A. Tebbe with "Paul Harris Fellowship recognition Badge" which acknowledges the individuals who contribute to the Rotary Foundation.





# Recent Happenings in ITS

## Online Admission Screening Interviews

Due to pandemic situation in Pakistan and around the world, FCCU decided to conduct admission screening interviews for English and Math placements, instead of conducting FEAT accuplacer test. Total of five cycles were conducted by FCCU and ITS office during each cycle provided their services.



Following were the services provided by ITS office:

1. Setup of interview page on Moodle
2. Setup of interview slots as Big Blue Button activities on Moodle by the 'Smart Classroom' team
3. Support during interview sessions
4. Email notifications to students with their slot timings, interviewer name and SOPs during the interviews
5. Trainings on conducting admission screening interview provided by Mr. Shaker K Gill (Senior Manager IT Business Analyst) alongside vice rector
6. In addition, Mr. Shahid Samson Samuel and Mr. Raheel Robson also volunteered to conduct admission screening interviews of prospective students

## Congratulatory Remarks; Raheel Robson

It is our proud privilege to share that Mr. Raheel Robson (Software Developer) successfully published his research in IEEE ICCEC '20. On 17th August, 2020 Mr. Raheel presented his paper in the conference; *IEEE international Conference on Computing, Electronics & Communications Engineering, 2020*. The topic of his research was 'Heuristic Based Approach for Usability Evaluation of Mobile Games'

Mr. Raheel Robson has been working with ITS for the past four years. Mr. Raheel over the years has significantly contributed to ITS and FCCU community and is a valuable member of our team. We congratulate Mr. Raheel on his success and wish him to further prosper in his professional life.



# Cyber Security Awareness Month



## October 2020



# If You Connect It, Protect It.

CYBERSECURITY IS EVERYONE'S JOB.

INCLUDING YOURS.



STAYSAFEONLINE.ORG/  
CYBERSECURITY-  
AWARENESS-MONTH



DON'T GET TRICKED THIS OCTOBER

TREAT YOURSELF WITH



STAYSAFEONLINE.ORG/  
CYBERSECURITY-  
AWARENESS-MONTH



KEEP TABS ON YOUR APPS

DELETE THOSE APPS YOU'RE NO LONGER USING TO FREE UP SPACE AND ENHANCE YOUR SECURITY



STAYSAFEONLINE.ORG/  
CYBERSECURITY-  
AWARENESS-MONTH



## PASSWORD TIPS

1

Don't rely on passwords alone to protect anything you value. **Turn on multi-factor authentication wherever possible.**

2

Use a **phrase with multiple words that you can picture in your head**, so it's difficult to guess but easy to remember.

3

Protect your most important accounts, like banking and primary email, by giving each a **unique passphrase**. A password manager can help.



Password:







# Cyber Security Awareness Month



**169**

million personal records exposed from financial, business, education, healthcare, & public sectors in 2015. <sup>1</sup>

## WEEK 1: SIMPLE STEPS FOR ONLINE SAFETY

Every digital user should know how to be safe and secure while using the Internet. Week 1 is dedicated to sharing information that will better prepare you for cyber threats.



**66%**

of small businesses rely on the Internet but only 23 % have an internet security policy <sup>2</sup>

## WEEK 2: CYBER FROM THE BREAK ROOM TO THE BOARD ROOM

Data breaches & cybercrime don't discriminate. Everyone in an organization is susceptible to becoming a victim. Week 2 is dedicated to educating employees in the workforce & promoting best practices.



**594**

million people are affected globally by cybercrime each year <sup>3</sup>

## WEEK 3: RECOGNIZING AND COMBATTING CYBERCRIME

Cybercrime is a growing concern that has the potential to affect everyone. Week 3 is dedicated to promoting awareness of the different types of cyber threats.



**24**

billion or more internet-connected devices will be installed globally by 2020 <sup>4</sup>

## WEEK 4: OUR CONNECTED LIVES: WHAT'S YOUR "APP-TITIDE"?

Technology is advancing at such a rapid pace that individuals are always connected. Week 4 is dedicated to looking at the future of the connected world.



**295**

cyber incidents targeting critical infrastructure in 2015 <sup>5</sup>

## WEEK 5: BUILDING RESILIENCE IN CRITICAL SYSTEMS

Cybersecurity plays a role in almost all aspects of our everyday lives by keeping crucial systems up & running. Week 5 is dedicated to highlighting ways we can keep our critical infrastructure secure.



# IT Services

## Wifi on the Go!

ITS WILL HELP YOU STAY CONNECTED  
when away from FCCU campus



The ITS Office has limited hot-spot devices that allow you to stay connected while you are away from campus.

## Loanable Laptops!

Require a laptop on campus urgently!  
ITS has limited loanable laptops to assist you



The ITS has limited loanable laptops in case you require to use it on campus.



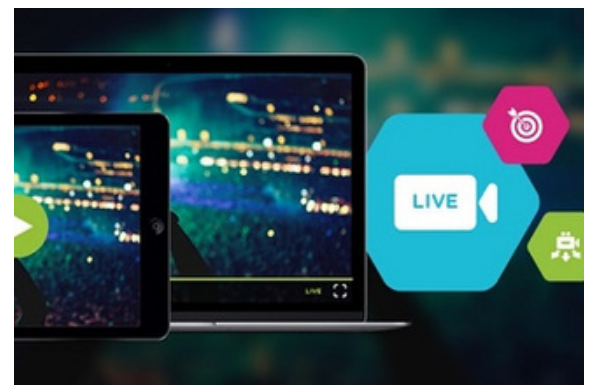
*"The ITS Office is always passionate to support FCCU's stakeholders. We believe in and follow the motto, "BY LOVE SERVE ONE ANOTHER" Please let us know how can we support you".*

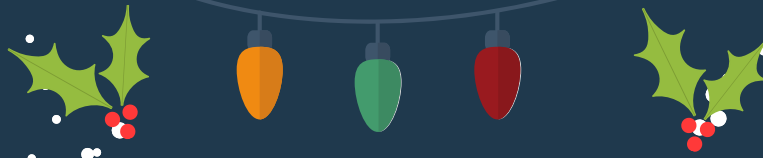
## Live Streaming Services

Propagate your event by utilizing the live streaming facility offered by the ITS Office

**WANT YOUR EVENT LIVE STREAMED TO INCLUDE AUDIENCES OFF CAMPUS AND AROUND THE WORLD? CONTACT ITS!**

For more information in regard to availing the above mentioned services please contact on EXT: 250 or send us an email at [samrashahid@fccollege.edu.pk](mailto:samrashahid@fccollege.edu.pk) or [morasundus@fccollege.edu.pk](mailto:morasundus@fccollege.edu.pk)





# MERRY CHRISTMAS AND HAPPY NEW YEAR



*For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life*



## John 3:16



# Coronavirus disease (COVID-19) advice for the public by World Health Organization; WHO

Be **INFORMED**  
Be **PREPARED**  
Be **SMART**  
Be **SAFE**

Be **READY** to fight  
**#COVID19**

For the latest health advice, go to:  
[www.who.int/COVID-19](http://www.who.int/COVID-19)



Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



To prevent COVID-19 it is safest to avoid physical contact when greeting. Safe greetings include a wave, a nod, or a bow.

How should I greet another person to avoid catching the new coronavirus?



**#Coronavirus #COVID19**

9 March 2020



# Editorial Board

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**Chief Editor**



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**ITS Coordinator Services**  
**Contributor**



**Michelle Jacob**  
**Head of Communications and Publications**  
**Contributor**

# ITS - WE MAKE IT HAPPEN!



## Contact Information

ITS TEAMS	EXTENSIONS
CIO	250
Networks	252, 253, 255
Telephones	264
ITS Support	260
Database	256, 257
Access Control	258
Smart Class	671

## Connect with us for Support

Support	Email
Empower	empowersis@fccollege.edu.pk
Moodle	its.moodle.help@fccollege.edu.pk
IT Facilities and Equipment	ithelp@fccollege.edu.pk
Telephone	telephones@fccollege.edu.pk
IT Equipment Purchase	itpurchase@fccollege.edu.pk

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