PVAMU Remote Learning Toolkit

PRAIRIE VIEW A&M UNIVERSITY

Essentials To Use While Learning Remotely

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10 Tips for Secure Learning

1. You are a target for hackers

   - Everyone is at risk, so please keep your computing resources secure

2. Keep devices locked when unattended.

   - Make sure to practice good security measures by locking your computer whenever you step away.

3. Practice good password management

   - Make sure not to leave your passwords laying around. LastPass is an option to keep track of all your passwords.

4. Be careful what you click

   - Avoid visiting unknown websites or download software from untrusted sources. Don't open attachments or click on links from unknown or suspicious emails.

   - Remember, PVAMU will never ask for your username or password by email.

5. Protect sensitive data

   - Keep your sensitive data (eg SSN's, credit card info, health info) off your laptop or mobile devices

6. To avoid automatic WiFi connections, turn off automatic WiFi connections until you're ready to connect to a secure connection.

7. Use mobile device safety

   - Lock your device with a PIN or password

   - Keep your device's operating system updated

   - Don't click on links or attachments from unsolicited emails or text

   - Backup your data

   - Use Find my iPhone or Android Device Manager tools to help prevent loss or theft.

8. Beware of an increased rate of phishing attempt.

   - Report phishing attempts to Information Security at informationsecurity@pvamu.edu.

9. Install anti-virus protection

   - Only install anti-virus from a known and trusted source. Keep software up to date.

10. Do not spray disinfection sprays on the laptops

    - [Here is a video about how to safely clean your laptop](#)

Zoom

Zoom's web-based conferencing uses high-quality video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing. Finally, this online platform can also connect to existing Smart Labs that contain Polycom, Tandberg, LifeSize, and similar devices.

Log in:

- Open any web browser (i.e. Internet Explorer, Firefox, Google Chrome)
- Go to http://pvpanther.zoom.us
- Click the login link in the upper right corner
- Login using your PVAMU email address and password in the Sign In area (shown below)

Sign In

| Email address |

| Password |

Sign In   Forgot password?

How to:

- Schedule a Meeting in Zoom

- Scheduling a Webinar with Registration

- Start & Join Zoom Meetings

- Join Zoom Meeting

- Manage Audio & Video Settings

- Records a Meeting

- Meeting Controls in Zoom

- Sharing your Screen

- More trainings available at Zoom

- Additional PVAMU specific trainings and how-tos – including how to add meetings to eCourses

Synplicity

[Syncplicity](#) is an application that allows you to sync and share files securely from any device. The features include the ability to:

- share files with faculty, staff and students
- share files with those outside PVAMU
- allow access for editing and collaboration
- synchronize your files for your personal use on various mobile devices

Syncplicity Basic Training

How to Access PVAMU Syncplicity?

- [Detailed instructions and installation](#)

How to:

- [Syncplicity App Tab video guide](#)
- [Sync & Access Files Anywhere](#)
- [Share Folders From Anywhere](#)
- [Send Large Files With Ease](#)
- [Syncplicity fundamentals](#)
- [Sharing Files (Shared Links)](#)
- [Sharing Folders](#)

LockDown Browser

For tests, exams, and quizzes that require the LockDown Browser, the application has to be installed on the PC on which you plan to access them. For the duration of the test, this software will allow access to the test only, and block access to all other programs and several functions like printing and copying and pasting.

- [Instructions to download the LockDown Browser](#)
- For assistance, email ciits@pvamu.edu

eCourses Access

- [eCourses Portal](#)

The eCourses user name and password should be the same as your PV email user name and password. The most common causes for login issues are:

- Lost password
- Forgotten password
- Caps lock turned on
- Expired password - The eCourses password is set to match your PV email password. Therefore, when the PV email password expires, the eCourses password will, too.
- In any of these cases, the solution is the same.

Go to the [Self-Service Password Reset page](#) if you need to reset your password

Visit [eCourses FAQs](#) for additional information and get your questions answered.

For all other eCourses issues, email the Center for Instructional Innovation and Technology Services at ciits@pvamu.edu.

Panther Virtual Desktop (VDI)

PVAMU VDI enable virtualized remote desktops and applications access for students, faculty, & staff.

How to Access PVAMU VDI?

- Visit: https://mydesktop.pvamu.edu
    - Choose VMWare Horizon HTML Access OR Install/Use VMWare Horizon Client

Difference between the two versions:

Compare Options	HTML Web Access	Full-Feature Client
Basic Software Access	Yes	Yes
Print to a local/personal printer	No	Yes
Print to a campus/network lab printer	Yes	Yes
Access to home drice (H:drive)	Yes	Yes
Access to personal storage devices (external hard drive, USB/Flash drive, etc.)	No	Yes

Additional information available on www.pvamu.edu/vdi.

Resources for Telecommuting and Remote Work

- https://www.pvamu.edu/telecommuting/
    - o Support-At-A-Glance for Students

Accessing Files – Storage Options

- You can access your home drive (H Drive) at https://studentfiles.pvamu.edu
- Use your PVAMU credentials to login and access your student drive.

Continued Teaching Contingency Plan

The Prairie View A&M University's Continued Teaching Contingency Plan will help faculty connect with their students during a regular semester term, when they are away on university business and if students are unable to attend classes for an extended period of time. This guide provides resources to assist faculty with quickly shifting from face-to-face style instruction to an online environment. The ultimate goal is to insure students are able to continue learning despite the inability to physically get to a classroom.

Other Online Resources:

LinkedIn Learning has unlocked several courses to help teams and managers work virtually. The only requirement is that the person taking the course must have (or create) a LinkedIn profile.

- LinkedIn Learning courses
    - o Working Remotely
    - o Managing Virtual Teams
    - o Time Management: Working from Home

Don't have internet? Here is information from national providers:

- FCC agreement stating that providers will waive late fees, not cutoff service for lack of payment, and open hot-spots.

- Comcast COVID-19 response: offers free WiFi for 2 months to low income families plus all Xfinity hot-spots are free to the public during this time
- Charter Free Internet offer for 2 months
- AT&T COVID-19 response: offers open hot-spots, unlimited data to existing customers, and $10/month plans to low income families

- Verizon COVID-19 response: no special offers, but following the FCC agreement.

- Sprint COVID-19 response: follows FCC agreement, provides unlimited data to existing customers, and, starting Tuesday,
3/17/2020, will allow all handsets to enable hot-spots for 60 days at no extra charge (I expect others will follow).
- T-Mobile COVID-19 response: follows FCC agreement, plus unlimited data to existing customers, and, coming soon, will allow all handsets to enable hot-spots for 60 days at no extra charge

Remote IT Support

- Open a ticket by calling 936-261-2525 (24x7)

- Open a ticket online at www.pvamu.edu/helpdesk