

News from IT Services: Hilary 2019

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Making Nexus365 work for you



Snowed under with emails? Lost track of which document is which? Are you making the best use of the IT tools available to you?

During 2018, Nexus365 was rolled out across the university, bringing new ways of working to

us all. Did you know you can hold meetings without leaving your desk? Or collaborate on documents without emailing them around and losing control of which version is which? By using just a handful of the many tools at your fingertips, you can significantly reduce your inbox clutter and work more efficiently.

Let's take collaborating on documents as an example. Using [OneDrive for Business](#) or [Nexus365 Teams](#) to save your documents makes sharing and collaboration so much easier. Circulating documents for comments and wading through track changes in separate replies is a thing of the past - all you need to do is share the original document by sending a link. By all editing one document at the same time you don't have numerous versions to collate and merge. And you can easily revert to previous versions of your document.

You now have a choice of ways to communicate with your colleagues; these can be quicker and have the added benefit of reducing the clutter in your inbox. For

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instance, through Outlook you can send a typed instant message to a colleague instead of an email. Or you could try *Channel Conversations* in Nexus365 Teams to gather feedback and ideas from colleagues on a particular topic, document or question.

And new for 2019, you now have access to [Microsoft Forms](#), which offers a lightweight solution for data gathering. Using a simple web-driven interface, it allows users to create and share forms for surveys, quizzes and polls.

Do you want to know more? The choice of tools may seem endless but IT Services is here to help! Join us at our workshop to find out how to use the technology at your fingertips:

- 14 February – Nexus365: Skills toolkit – [details and booking](#)

More workshops will be available in the coming months – keep an eye out for booking information. If you can't make it to a hands-on workshop, courses are also available on Lynda.com – you can access most of them on this handy [playlist](#), or go directly to the course that interests you the most:

- OneDrive: Essentials - [details](#)
- OneNote: Essentials - [details](#)
- Outlook 2013: Essentials - [details](#)
- Skype: Essentials - [details](#)
- Skype for Business: Essentials - [details](#)

For more topics, just search in Lynda.com for 'Office 365 Teams' and choose a short video that best meets your needs.

Of course, the [Nexus365](#) Help page has lots of useful information and links too.

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Highlights

Windows 10 upgrade for CONNECT devices

The Desktop Services team in IT Services will be upgrading all managed desktops and laptops (CONNECT) from Windows 7 to Windows 10, between January and December. The upgrade will apply to all managed devices in UAS (University Administration and Services) and GLAM (Gardens, Libraries and Museums). Work will start with users in IT Services so that we can test and optimise the upgrade experience for colleagues in other units.

The rollout follows the early upgrade of 500 Bodleian Reader PCs in June 2018 and the provision of new Windows 10 laptops since November.



This upgrade is required now because Microsoft support for Windows 7 will be ending in January 2020. Windows 10 provides support for the latest and future versions of our application software and hardware, whilst delivering a better user experience, particularly on mobile devices.

The upgrade rollout will also deliver additional enhancements, including Microsoft Office 2016 for better integration with Nexus365 and improved security protection.

The Desktop Services team will work closely with teams across UAS and GLAM over the coming months to agree practical arrangements for the upgrade, provide support and share learning resources to aid the transition to Windows 10.

For more information, visit the Windows 10 upgrade [project website](#) (requires Single Sign On) or contact windows10@it.ox.ac.uk

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Delivering diversity in IT Services



Did you know that in the UK, less than twenty per cent of the IT workforce is female?

IT Services is proud to have signed the Tech Talent Charter, committing us to delivering greater diversity in our workforce. Opened by Oxford University's Chief Information Officer, Seán Duffy, our launch event in early December was led by Debbie Forster MBE (CEO of [Tech Talent Charter](#)). A panel of experts and leaders from the Oxford area shared their thoughts about how we can all do better at recruiting and retaining women in tech roles.

Debbie Forster said that although it uses women as a lens, the Tech Talent Charter is about "diversity in its fullest sense". Getting this right will benefit everyone in the organisation. All members of the panel agreed that strong leadership was vital to successfully creating change, but that the understanding and active participation of everyone in the organisation was essential. This is about what we do today, and the benefits are for all of us.

We are now developing an IT Services action plan, ensuring we deliver our commitments and enabling us to attract and retain a truly diverse workforce.

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IT Innovation Challenges: Funding for your ideas

Do you have the next great digital idea? We want to see success stories emerging from Oxford, and are delighted to announce that IT Innovation Challenges will be running three funding rounds in Hilary term.

IT Innovation Challenges has now funded more than 50 projects in ten funding rounds. Many of these have gone on to become successful enterprises. For instance, the mobile app [Inkpath](#) has become a successful spin-out and [OxReach](#), a crowdfunding platform, has generated at least £200,000 (and growing) for University research projects.



We welcome *your* ideas for innovative digital projects that meet one of the three challenges:

- *IT Innovation Challenges* (staff): innovative digital projects that bring benefit to the University (funding up to £40K per project)
- *Summer of Innovation* (students): realise an idea as a digital project supported by professional IT staff (paid summer internship)
- *GLAM-Labs* (staff or students): adding value to the user experience of GLAM's collections, buildings, resources or programmes through digital means (£8-15K per project)

You can submit your idea until **noon on 4 February** using our new [Oxford Ideas platform](#). You can also visit the platform to view, comment and vote on ideas submitted by colleagues across the University.

For more information, visit the [IT Innovation Challenges blog](#), follow us on [Facebook](#) or get in touch with us directly at innovation@it.ox.ac.uk.

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Creating an Oxford Mosaic

The online presence of Oxford's [Gardens, Libraries & Museums](#) (GLAM) division has changed for the better. The [Ashmolean Museum](#) became the first department within GLAM to create a website on the Mosaic platform, launching a brand new website in 2017. Since then four further new websites for the [Museum of Natural History](#), the [Pitt Rivers Museum](#), the [History of Science Museum](#) and the [Oxford Botanic Garden & Arboretum](#) have launched and are available for visitors to enjoy, discover and learn. The Bodleian Libraries will be joining the Mosaic family later this year.



It's been good news so far, with increased website visitors and positive feedback. Visitors have reported that they appreciate the new look and feel of the sites. In particular, they like the new structure which is similar across the whole family of sites, helping them to find the content they are seeking much more quickly than before.

The project has been a great testament to the adaptability of a central platform, allowing high quality websites to be created at a reasonable cost. Georgina Brooke at the Ashmolean Museum commented on how friendly and responsive the Mosaic team has been, saying "We have appreciated the Mosaic team working flexibly with us." She added that "Mosaic allowed us to easily replicate similar structure and design decisions across the family of sites, making them more useful and navigable for our users."

Developed by IT Services, Oxford Mosaic is a web publishing solution with high quality design and functionality. It provides an easy-to-use interface for creating attractive, responsive websites and is centrally maintained and fully supported. Find out more [on the Oxford Mosaic website](#).

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Stay Secure

Share documents safely with Nexus365 and other tools

Sharing documents is something almost all of us need to do from time to time. Whether it's for research papers, a thesis or a presentation, email is often the first way of sharing that comes to mind. Perhaps this is due to its sheer convenience. However, think of email as being like a postcard - your documents can be:

- Read if someone gets access to your email account or your recipient's email account (for example, through phishing)
- Sent accidentally to the wrong people
- Forwarded to anyone without your knowledge or
- Intercepted and read *en route*.



When you're sending documents that contain personal data or data you wouldn't want to share with anyone other than your intended recipient you should turn to some of the easy-to-use facilities available within the University.

What alternatives?

File sharing tools such as Nexus365 [OneDrive for Business](#), Teams and SharePoint allow you to control who can access your documents, and change this at any time. You can allow selected recipients the ability to edit these documents as well, which is handy for collaborative work. Online file sharing also

helps to keep your files and comments in one organised area so you can easily see what you've shared, to whom, and when. As with any other service, you must check that the system you're planning to use is suitable for the type of information you are sharing. We provide further advice to help you do this on the [Information Security website](#).

So what about email?

Sometimes, email is just the best tool for the job. If you are using Outlook 2016 and attach a document from Nexus365 OneDrive for Business then you'll normally be asked if you want to send a link (which automatically shares the document with your intended recipient) or send a copy. Sending a link avoids most of the risks above.

Another option is to secure the document with a password before you email it – this is called encryption and the recipient needs to have the password before they can read the document. If you send the password by a means other than email (e.g. telephone or text message) then you can avoid all of the risks above. This should be your default approach for anything confidential. The most recent versions of Microsoft Word, Excel, Adobe Acrobat and Nuance Power PDF have built-in features to encrypt documents with a password, and these are secure enough for University data.

You can find more advice on sharing documents via email on the [Information Security website](#). For a full demonstration of how to encrypt files using common software, watch our YouTube training [videos](#).

For further information contact: infosec@it.ox.ac.uk.

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Learning, Teaching and Research

Rolling out Canvas across Oxford

The [Canvas@Oxford](#) programme continues in its successful early adopter phase, with nearly 400 Canvas courses being used by approximately 2,000 students, academics and administrators.

During Hilary term 2019, the programme will meet with divisions, departments and faculties to discuss moving to Canvas in readiness for Michaelmas term 2019. The focus will be on moving award-bearing Year One undergraduate and postgraduate programmes of study to Canvas for the academic year 2019/20. The team will offer discovery meetings where they will look at how courses are currently structured within a department, and discuss how to create courses in Canvas.



Academics and departmental staff who wish to move will receive full support in the form of training, coaching, development of local superusers, learning design workshops, the creation of the initial Canvas structure and any other assistance required to build the course content. Departments interested in an initial meeting should contact canvasoxford@it.ox.ac.uk

More information about Canvas can be found on the [Canvas pages of the Digital Education website](#). For details about what will happen to WebLearn, please refer to the [What will happen to WebLearn?](#) page.

Contact canvasoxford@it.ox.ac.uk for more information, or if you would like to join our mailing list.

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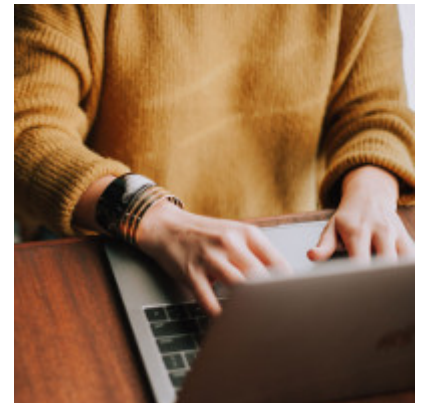
Engagement and Global Reach

10 Tips for making great screencasts

Have you considered using screencasts, for example to give students feedback and talk them through your corrections?

Screencasts are video captures of the computer screen, with audio narration, a quick way of communicating in an audio-visual form. Teaching staff can use screencasts to give feedback to students, for example about assessment criteria. Screencasts make it easy to point to specific instances of a criterion in the text itself as the presenter can highlight, select text, etc. in real time.

IT Services' experts in learning technology have collected ten tips to help you make the most of screencasting, including keeping it brief, signposting your content and ensuring good audio quality. They also point you to information about the software licensed by the University for making your own screencast for teaching or instructions.



Read all [ten tips on the digital education website](#). For more information, contact tel@it.ox.ac.uk.

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Other news

UAS websites to join Mosaic family

A project is underway to update the majority of UAS (University Administration and Services) websites and move them to the University's Oxford Mosaic platform. This will include websites for Finance, Personnel, AAD, Estate Services, IT Services, Legal Services and Planning and Council Secretariat.

Websites will be re-launched in three tranches from May 2019 through to the end of the year. For that time period we will be in a transitional state with some sites having moved to Mosaic and others not.

Work has been undertaken to understand the needs of visitors to these websites so, in some cases, the way information is organised will differ significantly from the current experience. In addition, sites will have new domain names so you will need to update your bookmarks to these webpages.

The project will be providing assistance on checking for broken links and activating redirects so as to reduce disruption to you as users of these websites but please bear with us as we manage this change.

For further information please visit the [Mosaic project website](#) (sign in using your SSO).



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CoreHR upgrade



The CoreHR Upgrade Project will deliver an upgrade to the University's HR Information System, CoreHR (from v20 to v26) and see it move to a supplier-hosted service – the first University-wide business system to do so.

Due to its size and scope, the project will be delivered in four phases. The technical upgrade to v26 will complete phase one, and subsequent phases will see a further upgrade, improved functionality, and a new reporting tool. A brief summary of each phase can be found on the [project website](#). Phase 1 will deliver very little change for users but is a necessary pre-requisite for delivering the functional benefits that this

latest version offers. Note that v26 is certified with Windows 10.

The volume and complexity of the underlying technical work needed to achieve the move to a hosted solution will require an extended period of system downtime, of up to one week. This was originally planned to take place at the end of January but due to a number of unresolved issues, this date is now unachievable. The delay has been communicated to users and work is underway to establish a revised timetable. We will share this with all users and IT Support Staff as soon as possible.

If you have any queries about the CoreHR Upgrade Project, please email the project team at corehrupgrade@admin.ox.ac.uk.

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Events

R: Kick Off sessions

SNUG (Nexus365)



R is
a

popular and flexible data analysis and visualisation tool. Book your place at our R: Kick Off sessions.

- 1 February - [info & booking](#)
- 8 February - [info & booking](#)

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SharePoint Nexus User Group (Nexus365) is meeting on 26 February, 12.30-2.30pm, IT Services, 13 Banbury Road. Register your place on the [Courses booking page](#). Lunch is included.

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The Free web accessibility webinars



Sign up for our free webinars to learn about accessibility and your role in making content easily available to all. [Visit our website](#) for more information and to register.

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Keep in touch

We hope you have enjoyed this edition of our newsletter. For contributions or comments, please contact the Communications and Web Office via communications@it.ox.ac.uk.

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