Campus Resources

An overview of tools and services available to faculty, including where to find support from the appropriate campus offices.

- Campus Technology & Support Services Index
- Copyright and Fair Use Guidance for Faculty
- Apple Tools for Teaching
- Storage for Teaching

Campus Technology & Support Services Index

This page provides an overview of campus-supported tools and services relevant to teaching, course setup, and student support. Where possible, links point to official pages maintained by other offices to ensure accuracy and sustainability. For tools with instructional applications, additional context may be provided in other Books on our Knowledge Base Shelf.

Legal Issues

- **Copyright and Fair Use** – Guidance on using copyrighted materials in teaching, including fair use and licensing.
  ➤ See: Copyright and Fair Use Guidance for Faculty Page

Meeting & Communication Tools

- **Webex Meetings** – Video conferencing platform for synchronous instruction and meetings.
  ➤ See: *The ITS Help Desk Shelf*
- **Microsoft Teams** – Collaboration and meeting tool integrated with Microsoft 365, used for virtual classes, office hours, and team communication.

Office Productivity & Collaboration

- **Microsoft 365** – Suite of productivity tools including **Word**, **Excel**, **PowerPoint**, and **Outlook**.
  ➤ See: The *ITS Help Desk Shelf*
- **Apple Resources** – Support for Apple hardware and software available to faculty and students.
- **Adobe Software** – Creative tools for design, video editing, and document management.
  ➤ See: The *ITS Help Desk Shelf*
- **Cloud Storage** – File storage and sharing options, including OneDrive and Google Drive.

Statistical & Analytical Software

- **STATA** – Statistical software used for data analysis, manipulation, and graphics. Available for Windows and Mac.
- **Minitab** – Statistical analysis software for quality improvement and education. Available for Windows and Mac.
- **Mathematica (Wolfram)** – A technical computing system used in many scientific, engineering, mathematical, and computing fields. Available for Windows and Mac.
- **SPSS** – Software package used for interactive or batched statistical analysis. Available for Windows and Mac.

Administrative & Faculty Tools

- **Banner Self-Service** – Access to course rosters, grades, and student records.
  ➤ See: *The Banner Self-Service Faculty Book*
- **Faculty180** – Platform for faculty activity reporting and performance evaluations.

Student Support Services

- **Pack Support** – Centralized student support services for academic and personal success.

Tools from Other Knowledge Base Books

Authentication and Proctoring

- **BioSig** – Identity verification tool for online assessments.
- **Respondus LockDown Browser** – Secure browser for proctored online exams.
- **Turnitin** – Plagiarism detection and writing feedback tool.
- **GPTZero** – AI-generated content detection for student writing.

Surveys and Evaluations

- **Qualtrics** – Survey creation and distribution platform for research and feedback.
- **Watermark CES** – Course evaluation system used for student feedback.

Learning Technology

- **Respondus 4.0** – A tool for creating and managing exams for Canvas.
- **Canvas** – Learning management system used for course delivery.
- **Kaltura** – Video platform for recording, uploading, and embedding media in courses.
- **VoiceThread** – Multimedia discussion tool for asynchronous student engagement.

Media & Library Resources

- **ITS Media Server** – Legacy video hosting platform.
- **Academic Video Online** – Streaming video database available through the Library for educational use.
- **Films on Demand** – Curated video content for classroom instruction, accessible via the Library.

Copyright and Fair Use Guidance for Faculty

Faculty members at Arkansas State University are expected to comply with U.S. copyright law when using, sharing, or creating instructional materials. This page provides foundational guidance and directs instructors to appropriate resources and contacts for further support.

What Is Copyright?

Copyright is a legal protection granted to creators of original works, including text, images, music, video, and software. It gives the creator exclusive rights to reproduce, distribute, perform, display, or license their work.

Key Points:

- Copyright applies automatically upon creation.
- It protects both published and unpublished works.
- Infringement can occur even if the use is educational.

Fair Use and Related Laws

Fair use allows limited use of copyrighted material without permission under specific conditions. It is determined by four factors:

1. **Purpose and character of the use** (e.g., educational, nonprofit, transformative)
2. **Amount and substantiality** of the portion used
3. **Nature of the copyrighted work**
4. **Effect on the market** for the original work

Examples of potential fair use:

- Quoting small portions of a text for critique or commentary
- Using brief clips in a lecture for analysis
- Displaying images in a classroom setting for educational discussion

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TEACH Act: Copyright in Distance Education

The **TEACH Act** supports the use of copyrighted materials in online and distance education under specific conditions. Faculty must ensure:

- The institution is nonprofit and accredited.
- Materials are lawfully acquired.
- Use is part of mediated instructional activities.
- Access is restricted to enrolled students.
- Technological safeguards prevent retention and redistribution.

DMCA: Institutional Responsibilities

The **Digital Millennium Copyright Act (DMCA)** primarily affects how institutions manage digital content and respond to copyright claims. While not directly applicable to most faculty activities, it's important to be aware of its implications:

- Faculty should avoid uploading full copyrighted works (e.g., movies, music, eBooks) to LMS platforms unless rights or licenses are secured.
- Unauthorized uploads to platforms like YouTube may trigger takedown notices.
- A-State must maintain policies and procedures to respond to DMCA claims and protect institutional and individual rights.

Best Practices for Faculty

When preparing course materials:

- Use **A-State licensed resources** (e.g., library databases, Kaltura videos).
- Link to content rather than uploading full copies.
- Prefer **Creative Commons** or public domain materials.
- Consult with library staff for copyright-friendly alternatives.
- Seek permission when in doubt.

Further Reading and Resources

These resources offer deeper insights into copyright law and fair use in educational settings:

- **Copyright Law and Compliance in Education Presentation Power Point - June 15 2015**
- **Keeping it Legal: Current Issues in Copyright presentation by Retired ASU Leagal Counsel, Lucinda McDaniel**

- **Dean B. Ellis Library Copyright Resource**
- **U.S. Copyright Office**
  - **Frequently Asked Questions**
  - **Search Copyrights Records -U.S. Copyrights Database**
  - **Fair use section of Copyright Law**
  - **Fair Use Index**
  - **Technology, Education, and Copyright Harmonization (TEACH) Act of 2001**
- **American Library Association**
  - **Fair Use**
- **Conference on Fair Use (CONFU) - Final Report (Nov. 1998)**
- **Fair Use Summary Chart**
- **Open Copyright Education Advisory Network (OCEAN)**
- **Prints & Photographs: Copyright and Rights and Restrictions Information – Library of Congress**
- **Navigating Copyright & Fair Use as an Educator - Learning Technology Center**
- **Copyright Alliance**
  - **Fair Use Exception to Copyright**
  - **4 Tips to Navigating Copyright Law for Educators**

Who to Contact

If you have questions about copyright compliance, fair use, or need legal review of instructional materials, contact:

ASU System Office of General Counsel
501 Woodlane Drive, Suite 600, Little Rock, AR 72201
(501) 660-1008

bphelps@asusystem.edu

General Counsel Staff Page

Apple Tools for Teaching

Apple devices and apps offer powerful tools for creating engaging digital course materials. This page highlights key Apple software available through the App Store and shares examples from A-State's Summer Institute workshops.

Apple Purchases

A-State no longer operates an IT Store. Faculty and staff interested in purchasing Apple devices or software for university use should follow the campus technology purchasing procedures.

What Are the Processes for Purchasing Technology?

Apple Devices in the Classroom

Faculty often use iPads, MacBooks, and iMacs to:

- Record and edit video and audio
- Create interactive presentations
- Design eBooks and digital handouts
- Manage course materials and student feedback

Apple Support for iPad

Apple Support for MacBook

Apple Support for Mac Desktops

Apple Support for iTunes

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iWork Suite & Creative Apps

Available free on Apple devices via the App Store:

- **Pages** – Word processing and ePub creation

  ➤ Using Pages to Create ePubs
- **Numbers** – Spreadsheet tool for data visualization

  ➤ Using Numbers to create digital course materials
- **Keynote** – Presentation software with animations and media

  ➤ Using Keynote to create digital course materials

- **GarageBand** – Audio recording and editing

  ➤ Using Garageband to Record Audio Podcasts
- **iMovie** – Video editing for lectures and assignments

  ➤ Using iMovie to create digital course materials

Download from the App Store

Related Pages in the Knowledge Base

- *Embedding Media in Classes* – for guidance on adding Apple-created media to Canvas activities
- *Integrating Video into Canvas Activities* – for using iMovie and GarageBand content in assignments and quizzes

Storage for Teaching

Effective storage solutions help faculty manage, organize, and share instructional materials across devices, platforms, and environments. Whether you're working with documents, media, or collaborative resources, choosing the right storage method can improve access, support student engagement, and streamline course delivery. A-State provides several approved services that meet university security standards and are optimized for academic use.

Understanding Storage Types

Before choosing a storage method, it’s helpful to understand the differences between the main types of storage available to faculty:

- **Local Storage**
  Files are saved directly to your computer or external drives. This is fast and private but not ideal for sharing or remote access. Files may be lost if your device fails.
- **Cloud Storage**
  Files are stored online and accessible from any device. Ideal for collaboration, sharing, and integration with teaching tools like Canvas. Examples: OneDrive, Kaltura.
- **Network Storage**
  Files are stored on A-State’s internal servers and accessed via mapped drives. Best for departmental sharing and long-term storage of administrative or instructional resources.

Recommended Storage Tools

The following tools are officially approved by A-State for storing instructional content and are recommended for faculty use in teaching. Each meets university security standards and integrates with Canvas.

Microsoft OneDrive

OneDrive is A-State’s primary cloud storage solution. It integrates seamlessly with Microsoft 365 apps and Canvas, making it ideal for storing syllabi, lecture slides, assignments, and shared folders for student collaboration.

Key Features:

- Real-time collaboration on Word, Excel, and PowerPoint files
- Easy sharing with students and colleagues
- Canvas integration for embedding documents
- Secure and backed by university IT policies
- Default quota provided; email security@astate.edu to request more

➤ See: OneDrive Knowledge Base Chapter

Kaltura (Multimedia Storage)

Kaltura is the recommended platform for storing and sharing large media files such as lecture recordings, video assignments, and instructional demonstrations. It integrates directly with Canvas and supports features like automatic captioning, analytics, and playlists.

Key Features:

- Optimized for video storage and streaming
- Canvas integration for embedding and video quizzes
- Supports Express Capture and Media Upload for student submissions
- Automatic captioning and editing tools available

➤ See: Kaltura Chapter in the Learning Technology Book

Canvas LMS

Canvas is the university's learning management system and is best used for organizing and delivering course content. While it supports file uploads and embedded media, it is not intended for long-term storage or large video files.

Key Features:

- Central hub for course materials, assignments, and quizzes
- Supports embedding content from OneDrive and Kaltura
- Subject to a 2GB course file limit—use external storage for large files

➤ See: Canvas for Educators

Departmental Network Drives

The university can provide access to folders on the A-State network that you and your colleagues can use to share department files. These folders are ideal for long-term storage and collaborative access within departments.

How to Request:

- Complete a Get Help ticket to request a Departmental Network File Share
  - In the ticket:
    - State which College, Division, or Department needs the network share.
    - Provide a list of all Usernames that will need access to the network share.
      - All users will have identical access. No granular permissions will be granted.
    - Designate two individuals that are responsible for group membership changes.
      - All future member changes will be requested by one of the designated managers.

Please allow at least 2 days for processing.

How to Use:

- A supervisor/manage must first complete a Get Help ticket to request a new user be given access to the department folder.
- They can then map the network folder to their office workstation

  ➤ See: **How to Map a Network Folder**
- Access remotely through the A-State GlobalProtect VPN

  ➤ See: **VPN Knowledge Base Page**

Best Practices for Faculty Use

- **Use OneDrive for Course Materials:** Upload lecture notes, readings, and handouts to OneDrive and share links in Canvas.
- **Organize by Semester and Course:** Create folders for each course and semester to keep materials organized.
- **Collaborate with Students:** Use shared folders for group projects or peer review activities.
- **Protect Sensitive Data:** Follow university guidelines for storing FERPA-protected or research-related data.
- **Use Kaltura for Video:** Store and embed instructional videos using Kaltura to ensure accessibility and streaming reliability.
- **Avoid Overloading Canvas:** Use Canvas for delivery, not storage—link to OneDrive or Kaltura for large or frequently accessed files.
- **Use Network Drives for Departmental Resources:** Store shared documents and archives in mapped network folders for secure access.

Need Help?

For setup assistance or questions about cloud storage tools:

- **ITS Help Desk**
  For technical issues like OneDrive setup, network drive access, VPN, or file permissions.

  Email: **itshelpdesk@AState.edu**
  Phone: 870-972-3933
  Location: Dean B. Ellis Library Room 149

- **CETL Support**
  For questions about using storage tools in teaching, embedding media in Canvas, or organizing course materials.

  Email: **CETL@AState.edu**
  Phone: 870-972-2334
  Location: Dean B. Ellis Library Suite 301