PROTECTING YOUR DIGITAL CLASSROOM

DO YOUR PART. #BECYBERSMART.

9.29.20
AGENDA

- Introduction
- Tools for Collaboration
- Blackboard Collaborate Ultra
- Microsoft Teams
- Zoom
- Protecting your Digital Classroom
Telecommuting allows a person to work outside of a traditional office environment. Remote employees can complete their projects, tasks and collaborate with others from anywhere as opposed to their designated areas.
COLLABORATING TOOLS

• BLACKBOARD COLLAB ULTRA
• MICROSOFT TEAMS
• ZOOM
Blackboard Collaborate Ultra

Blackboard is a web-based course system

Blackboard Collaborate Ultra is a real-time video conferencing technological tool that allows you to add files, share applications, and use a virtual whiteboard to interact. This tool is widely used by students and faculty.

WHAT IT IS
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Microsoft Teams

- Microsoft Teams is an integrated communications platform that merges workplace chat with video meetings, file storage, attachments and app integration. Your teams can host web conferences on this platform and communicate via audio, video and chat with people within and outside the organization.
WHAT IT IS

Zoom provides videotelephony and online chat services via a cloud-based software platform and is used for teleconferencing, telecommuting, distance learning and social relations.
Protecting Your Digital Classroom

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TIPS FOR SECURING YOUR DEVICE

• Password Protect Your Device
• Install an Antivirus
• Install Security & Browser Updates
• Update software App/Client
• Scan your computer
• Delete unwanted Software
• Avoid Device Sharing
• Protect Your Router
• Remain Vigilant about Phishing
TIPS FOR BLACKBOARD COLLABORATE ULTRA

- Restrict participant permissions
- Have students join from a course
- Limit invitations from Session settings
- Restrict guest access
TIPS FOR TEAMS

• Meeting Options
• Announce when callers leave or join
• Use the lobby
• Muting participants
• Control Shared Content
• Recording content
TIPS FOR ZOOM

• Lock your Virtual Classroom
• Control Screen Sharing
• Enable the Waiting Room
• Remove a participant
• Control Private Chat
• Mute Participants
• Make Someone a Co-Host
• Other Security Options
HELPFUL LINKS

• HTTPS://WWW.FBI.GOV/INVESTIGATE/CYBER
• HTTPS://NATIONALONLINESAFETY.COM/WEBINARS
• HTTP://WWW.CITYTECH.CUNY.EDU/CYBERSECURITY/