

**District’s Educational Services Software Workgroup**

**May 19, 2022**

**11:00 a.m. – 12:30 p.m.**

**Meeting Notes**

**Members:**

Aaron Detty, Aaron Iffland, Andrew MacNeill, Anne Gloag, Brian Weston (Chair,) Cara Smulevitz, Charlie Lieu, Cheryl Reed, Claudia Tornsaufer, Darius Spearman, Denise Munoz, Elizabeth Barrington, Ingrid Greenberg, Isabel O'Connor, Jay Pope, Jill ODea, John Bromma, Katie Palacios, Kelly Rosas, Laura Murphy, Ljubisa Kostic, Manuel Velez, Matilda Chavez, Matthew Rivaldi, Maureen Curry, Michelle Fischthal, Monica Romero, Nancy Wichmann, Paul H. Alexander, Peter Haro, Peter Maharaj, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Star Rivera-Lacey, Stephanie Lewis, and Stephanie Major.

**Meeting Notes**

The meeting notes for April 21 meeting were approved. Poppy moved to approve and Chris seconded.

**O365 and SSO Update**

Peter provided an overview of the District’s implementation of both Microsoft 365 and the upcoming Single Sign-on (SSO.) He reported that we are on Week 3, Phase II of the design phase. Peter will be sharing information with the entire workforce in the coming months. The project is split up into three deliverables

1) Uplift all employee accounts into the Microsoft environment with end users experiencing no disruption in services. On the back end there's a lot of additional security features that comes along with the transition which makes it very exciting for the IT staff and the campuses as well. We will have the entire district workforce migrated by July of this year. Peter reported that we have O365 A5 enterprise license for employees; students and retirees will be issued an A3 license.

2) Create and offer SDCCD email to all students in the district. Because of the work that has been accomplished to date, this will not be a tedious project. Victor and the Student Services team have created a system that will simply add a column to one of the tables helping to facilitate this process. Student emails will consist of first initial, last name, followed by @student.sdccd.edu. We will have some cost savings from this, because we were able to remove the ‘password reset portal’ from the process. We will use the Microsoft self-service in the event a student needs to reset their passwords. Support will be provided, a phone number has been established and we have a website that's getting ready to be populated with content. This project should be completed by the end of August.

3) Phase III will include the long-awaited *single sign-on*, this will be a massive improvement. More information will be published on the website. The third phase includes the productivity suite of applications that Microsoft 365 provides. Students will have access to Outlook, Word, Excel, PowerPoint, OneNote, and Publisher. In addition to that, we will offer OneDrive that's going to be available to all of our employees as well as all students. Students will be able to use the online MS Suite, but are not able to download MS Office.

Darius asked if SSO will work for library applications. Peter said that it could be accomplished and asked that a request be sent to his department. He shared that they have 5 applications right now that are on the radar for the initial implementation. Peter said we can add as many applications that we choose. Poppy suggested adding Clockwork and Maxient. Ingrid suggested adding NorthStar for digital literacy training. Peter will be working with CCE separately because the registration process is different which means the accounts will be integrated differently. Peter asked that each college provide a list of cloud-based apps for consideration.

Mark Manasse representing Tutoring has been working with districtwide WConline tracking software for student apportionment. WConline tracks which classes students are using the tutoring services for and how many hours are used. Mark added that he has been working with Brandon to integrate MyWritingCenter that requires SSO to work properly. Peter asked that Mark follow-up with him to make sure that WConline and MyWritingCenter are on the docket for integration with single sign-on.

**SDCCD Zoom F.A.Q.**

Everyone should be well aware that we are moving into Zoom Subaccounts. Any Zoom account registered to a ‘SDCCD’ email will be migrated over. This should take place with only minor disruption. By July 2 the migration should be complete. As of July 1, new employees will have their accounts created through HR and IT as part of the onboarding process, similar to issuance of district emails.

There are quite a few employees in the zoom-migration pilot and things are running smoothly. Jessica shared faculty questions about faculty links, the old links will redirect and transfer over so they should still be usable. Brian asked faculty to check the links in advance to make sure they are functioning properly. Some asked if faculty could switch over before July 1, we have about 80 licenses for early transfer. Brian has sent out an *early transfer request* form to the Online Mentors. If there is a compelling reason for early transfer, please let Brian know. Ingrid suggested that summer instructors make it clear to students that the links will be changing in July. Ingrid shared that CCE has Friday and Saturday classes that may have issues. The change will take place on Friday, July 1 after 10pm; the Saturday July 2 classes may be affected. Instructors can copy and paste the link into the Canvas shell for students. It is preferred to use the Zoom link provided on July 1, however the CCCConfer link should redirect. Ingrid and Jessica will work on a new FAQ for CCE.

The CCCConfer LTI (old LTI in Canvas) is scheduled to be removed June 30 at 5 pm. The new Zoom Pro LTI will be available June 30 at 5 pm. After July 1, CCC TechConnect will still be the support for our accounts and will act as our main support. If you are having trouble logging in contact our SDCCD IT helpdesk.

The migration process is a trickle effect - user accounts and recordings will start to populate the subaccount once the process starts; it will take several hours based on the number of SDCCD accounts and possible other activity in the servers at that time. There will be a change to single sign-on and you will be logging in with the new SDCCD network user name and password. We will login to the Zoom website at https://sdccd-edu.zoom.us or through www.zoom.us.

Peter shared the new SDCCD Zoom landing page. This allows us to showcase our brand identity. You can view the page at <https://sdccd-edu.zoom.us/>

**TurnItIn**

The TurnItIn anti-plagiarism software pilot has started. We have a few faculty that are piloting the software. A training will be held May 19, with three more workshops to follow. We are planning to announce the switch to TurnItIn via ‘Canvas Announcements’ to notify all faculty. Unicheck will be available until August 23.

**Fall Meeting Schedule – Third Thursday from 11:00am -12:30pm**

September 15, 2022

October 20, 2022

November 17, 2022

December 15, 2022

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

**Next Meeting:** **Thursday, September 15, 2022**

*Respectfully submitted by: Mary Kingsley, SDCCD ONLINE*