



— TECHNOLOGY UPDATE —

June

2021

Summer Technology Trainings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 11am Using Teams in Microsoft 12pm Make Amazing Videos the Easy Way	9 10am Outlook "Signature" Workshop	10 11am Personal Tech Purchases 1pm Feel Like a Design Pro	11 10am Get to Know the NEW Canvas Rich Content 12pm QR Code Workshop	12
13	14	15 10am Office 365 Overview 10am Zoom—Hosting Conferences	16 10am Zoom—Document Cameras & More	17 9am Who Ever Said HTML Was Hard?! 1pm Office 365 Overview	18	19
20	21 10am Outlook "Signature" Workshop	22 11am Personal Technology Purchases	23 12pm QR Code Workshop 1pm Create Interactive & Engaging Videos with Canvas Studio	24 9:30am Outlook Overview	25 9am Making Your Canvas Content Accessible the Easy Way	26
27	28	29	30 4pm Make Amazing Videos the Easy Way			



Coming soon: "HyFlex Rooms"

By: Genevieve McDonald

New "Hyflex Rooms" are coming to COC! What is a Hyflex room, you say? These newly equipped classrooms will have the latest technology that will provide a smoother teaching experience for classes where students will attend both in person and online. While IT works to get these rooms set up, keep an eye out for which classrooms will get the makeover. Stay tuned for more announcements!

Array Microphone for instructor and student audio.

HyFlex



Kaptivo white board Capture

Newline Flex Interactive Touchscreen display

Hudly iQ Camera

On-campus support is available Monday - Friday 8:00am - 4:30pm
Please call (661) 362-3953 during office hours for assistance.

June IT Birthdays

Aileen Paras - June 11

Anna Felch - June 21

Jim Temple - June 29

*If you see them on their special day,
please wish them a Happy Birthday!*

Zoom Cloud Storage

By Hsiawen Hull

The State Chancellor's Office has been funding Zoom Pro accounts that our District faculty/staff have been using to support remote work/instruction. In December 2020, IT took over managing the accounts, and now the Chancellor's Office is asking us to make sure we are keeping an eye on our storage limits for cloud recordings.

Not surprising given the pandemic, but we are significantly over our cloud storage limits for recorded Zoom meetings, and we need to work to reduce the number of recordings we are storing to stay under our limit. The Chancellor's Office expects us to reduce our stored recordings before the end of *June 2021*. To that end, we are asking all of you to review your cloud recordings on Zoom and do the following (click the links for instructions):

- [Delete recordings](#) that are no longer needed.
- [Download cloud recordings](#) that you want to keep long term

IT and Online Education are working together to support you with the process of saving necessary recordings and deleting unwanted ones. We realize some questions may arise as you work to delete old recordings and save the ones you need. For example:

What if I accidentally delete the wrong Zoom recording?

Deleted recordings are available for 30 days after deleting and are [easily recoverable](#). You will be able to access your trash in the Recordings tab in Zoom and recover any recordings inadvertently deleted.

Where should I save my video recordings?

All video recordings you wish to save can be downloaded from Zoom, then stored on your local PC, uploaded into [OneDrive](#), Canvas or 3C Media. You can continue to store some recordings to Zoom, but know that individual storage limits are about 1 GB. Read on for instructions and resources (Note: Your District OneDrive account allows up to 1 TB of storage.)

What happens to the captions on my Zoom videos?

Any recordings downloaded from Zoom will not include Zoom's captions. For instructional content, consider using Canvas Studio. Online Education has developed a [Canvas Studio Resources](#) open course in Canvas that specifically addresses [how to add captions](#). YouTube, [3CMedia](#), and the [DECT](#) grant are additional solutions for captioning your recordings. For non-instructional Content, there are several options on how to share your videos including Microsoft Steam, YouTube and [3CMedia](#).

I've trimmed some of my recordings in Zoom. Will I be able to download the trimmed version of my recordings?

Unfortunately, Zoom does not allow for the trimmed version of a recording to be downloaded. You will download the original recording from Zoom, but can easily edit and trim your recordings in a third-party solution such as Canvas Studio, Microsoft Steam or Adobe Premier Rush.

Have more questions? You may find the following resources helpful: [COC Zoom Resources](#) and [COC Canvas Studio Resources](#). Or, contact the IT Help Desk ([HelpDesk Resources](#) or call us (661) 362-3953) and Online Education (online@canyons.edu or drop in for [office hours](#)).

Thanks for reading!

"Best Father's Day tech gifts in 2021"

[See full article on ZDNet.com](#)



- [Cheap, but sweet 32-inch Roku TV](#)

[\\$149 on Amazon](#)



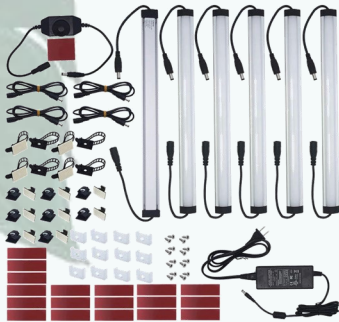
- [This flexible, magnetic mini-tripod mounts almost everywhere](#)

[\\$52 on Amazon](#)



- [Mad collection of awesome light bars](#)

[\\$52 on Amazon](#)



- [Super-inexpensive 4K GoPro clone](#)

[\\$49 on Amazon](#)



- [My go-to pocket electric screwdriver](#)

[\\$23 on Amazon](#)



Protecting the health of students and employees remains our top priority, so during remote operations, Computer Support directs anyone seeking support to utilize one of the three communications methods listed below.

**Remote hours of support during this time are Monday-Friday 8:00am - 5:00pm*

Send us an email:
helpdesk@canyons.edu

Call the office
Mon-Fri 8:00am-4:30pm:
(661) 362-3953

Connect with us via Zoom:
<https://intranet.canyons.edu/departments/it/>

Connect with us via Zoom
Log in with your [CanyonsID](#)
Click "Online Help Desk"

