



eMEMO

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

Technology and Computer Services (TeCS) Update

April 2021

Attendance Tracking

TeCS is pleased to provide a new feature for faculty in the my.citruscollege.edu portal. The Attendance Tracking module is now available at <https://my.citruscollege.edu/task/all/track-attendance>.

After logging in, faculty will be presented with a list of classes to choose from. Once you select your class, a list of registered students will appear. You can then click the circle under the selected date to indicate if the student is present or absent. There is also an option to enter an extended absence and, for classes with regular meeting dates, shortcuts to mark everyone present, everyone absent, or set unmarked records as present or absent.

Photo	Full Name	ID	Attendance	Monday 04/19/2021	Tuesday 04/20/2021
	E. h	ADC	100%	<input type="radio"/>	<input checked="" type="radio"/>
	E. ce	AC	0%	<input type="radio"/>	<input type="radio"/>
	G. tler	AC 37	100%	<input type="radio"/>	<input checked="" type="radio"/>
	Sti. pbell	AO 93	0%	<input type="radio"/>	<input type="radio"/>

This is just one of our most recent enhancements to WingSpan. TeCS will be applying additional updates and feature enhancements during the weekend of April 24-25. WingSpan will be unavailable for all administrative transactions such as registration, grade posting, and fee payments during this time.

Office 365 Integration in the my.citruscollege.edu Portal

A preview of your Office 365 documents, calendar and email is now available in the my.citruscollege.edu portal. This feature is available for faculty, staff and students.

When you sign in to the my.citruscollege.edu portal with your Citrus College user name and password, you will be presented with an option to "authorize the Microsoft connector". If you miss this step, you can always update this choice under "Preferences" in the sign in drop-down.

Once you have completed the steps to log in to Office 365, a Microsoft logo (the "window pane" icon) will appear next to your name on the portal. When you click this image, you will see the contents of your OneDrive, Calendar and Outlook (email). When you click on any of the items here you will be taken to Office 365 to complete the activity.

1. Sign In

2. Authorize MS Connector

3. Click on the MS Logo

Microsoft Connector ⚙️

OneDrive

Staff Meeting 042021.docx

on-campus.xlsx

Microsoft Connector ⚙️

Calendar

Today

09:00 AM - 10:00 AM

Developers Meeting

Microsoft Connector ⚙️

Outlook

[BULK] Data footprint

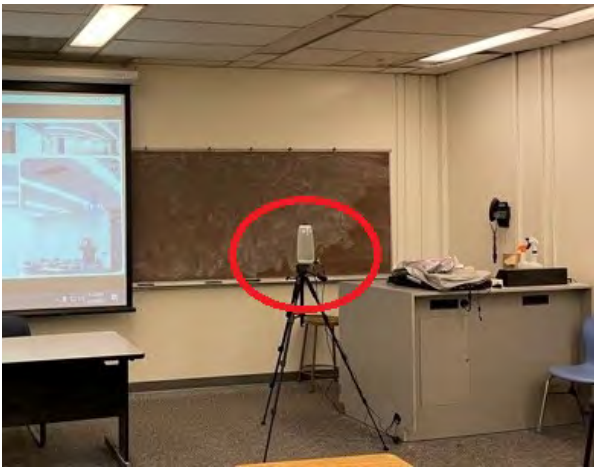
info@spirion.com

It's no secret that the average en hand than at any time in history |

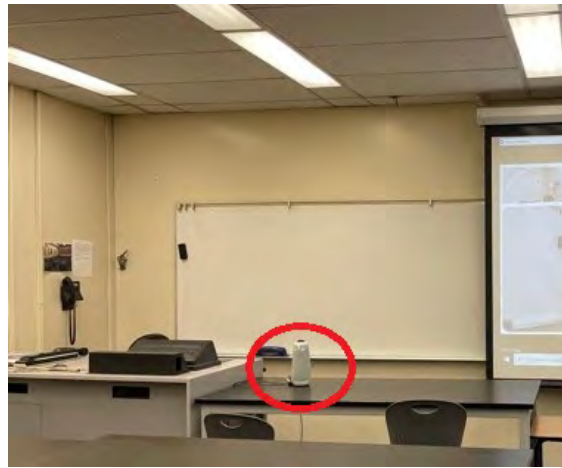
Meeting Owls in Classrooms

TeCS is working to provide hybrid classroom technology throughout Citrus College by installing Meeting Owl cameras in every classroom. Funded through the Higher Education Emergency Relief Fund (HEERF, also known as the CARES Act), these cameras will provide a view of the classroom, follow the movements of the instructor, and pick up the voice of whomever is speaking within a distance of 18 feet. These cameras will be placed on tripods or a table depending on the configuration of the room.

Faculty can choose to use this technology in their classroom to allow participation by students attending remotely. The cameras will be automatically detected when a Zoom session is launched on the classroom PC and can be easily controlled within the Zoom session by the instructor.



LB 101









LB 102

Banner Communication Management (BCM)

Over the past two months, TeCS has partnered with Enrollment Services to implement Banner Communication Management, one of the modules in our Banner (WingSpan) system.

Guided by our consultant, staff installed and configured the module, participated in training sessions, established population selections and tested the delivery of email letters. Once implemented, this module will streamline and automate communications to students based on information in the database such as the posting of registration appointments and the availability of additional financial aid.

Communication Management

 Communications Send messages and manage communications.	 Populations Send a communication to your selected group of constituents.
 Templates, Datafields and Parameters Create personalized communication templates that can include text, graphics and datafields.	 Queries Create SQL queries to search the system to produce populations that meet the specified criteria.
 Folders Organize your schools' queries, populations, templates and data fields.	 Interactions View Interaction History for a constituent and manage interaction types.

Security Matters – How to Recognize and Avoid Phishing Scams

(Content courtesy of <https://www.consumer.ftc.gov/articles/how-recognize-and-avoid-phishing-scams>)

Scammers use email or text messages to trick you into giving them your personal information. They may try to steal your passwords, account numbers, or Social Security numbers. If they get that information, they could gain access to your email, bank, or other accounts. Scammers launch thousands of phishing attacks like these every day — and they're often successful. The FBI's Internet Crime Complaint Center reported that people lost \$57 million to phishing schemes in one year.

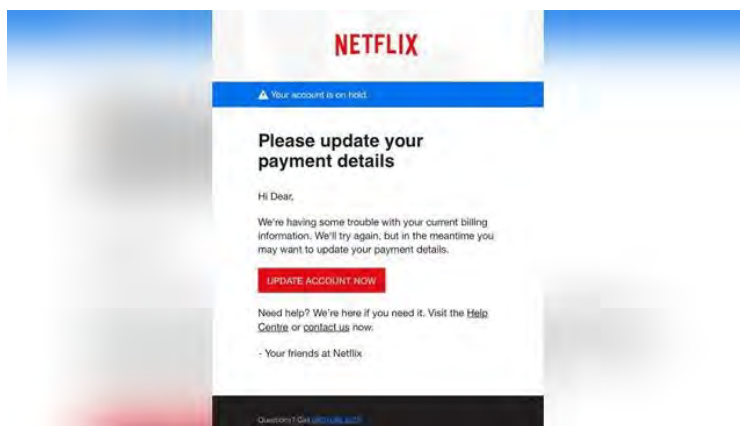
Scammers often update their tactics, but there are some signs that will help you recognize a phishing email or text message.

Phishing emails and text messages may look like they're from a company you know or trust. They may look like they're from a bank, a credit card company, a social networking site, an online payment website or app, or an online store.

Phishing emails and text messages often tell a story to trick you into clicking on a link or opening an attachment. They may

- say they've noticed some suspicious activity or log-in attempts
- claim there's a problem with your account or your payment information
- say you must confirm some personal information
- include a fake invoice
- want you to click on a link to make a payment
- say you're eligible to register for a government refund
- offer a coupon for free stuff

Here's a real-world example of a phishing email.



While, at a glance, this email might look real, it's not. The scammers who send emails like this one do not have anything to do with the companies they pretend to be. Phishing emails can have real consequences for people who give scammers their information.

Learn more about how to protect yourself from e-mail phishing scams at <https://www.consumer.ftc.gov/articles/how-recognize-and-avoid-phishing-scams>