



Have an Issue? We're Here to Help!



If you are teaching a class in the BAS classroom, and need technical support, you can now contact us using the Microsoft Teams app on your phone.

- Login to Microsoft Teams with your MTSU credentials
- Send a chat message to [Carlos.Coronel](#) or [Cameron.Collins](#)
- We will be there to help you shortly.

New MTSU Classroom Door Policy

To ensure your safety, all classroom doors will automatically lock 15 minutes after being initially unlocked by the teacher. This is determined based on the banner class schedule. We ask that you please show up to class on time to avoid doorway traffic.

Update Panopto Recorder



All Panopto users must update Panopto for Windows recorder to the latest version. To download and install the latest Panopto recorder, login to your D2L class, click on Videos in the course menu bar. Then, click on the Download Panopto link on the top right corner.

AI Lunch & Learn

Join us for an educational lunch and learn event. This year's event will be hosted by Grammarly. GrammarlyGo brings the power of generative AI to the Grammarly experience. Let us explore how GrammarlyGo could help you generate ideas and improve productivity. The new and improved GrammarlyGo now has advanced features created especially for higher education. Learn all the ways in which it can benefit you.



October 19th, 2023
12:30 – 1:30 pm
📍 SunTrust Room

Panopto Video Retention Policy

MTSU has a new video retention policy that will permanently delete all videos from your Panopto class folder 10 days after the end of the semester unless you take action. This policy aims to ensure the efficient use of resources while still giving you control over your educational materials.

To retain your videos for future semesters, the owner of the videos must **move** each video to a subfolder under 'My Folder' in Panopto. Furthermore, any video not watched in the past 13 months will be archived. The archived videos will be deleted after 14 days. If you need help to move your videos to your "My Folder," please contact us at your earliest convenience.

Goodbye MTSU Dropbox – Migrate Soon



The MTSU Dropbox license will expire on **December 1st**. If you use MTSU Dropbox, ensure you move your data into another cloud storage or external storage. MTSU's official cloud storage is OneDrive.

If you need help moving your data to OneDrive, please don't hesitate to contact us. Depending on the amount of data you have, this could take as little as 30 minutes or as long as a couple of hours or more.

Backup your Data with MTSU's OneDrive (5TB)

How much is your data worth? When was the last time you backed up your data? We recommend you use OneDrive to back up your data from your office to the cloud to avoid data loss. MTSU provides 5 terabytes of storage in OneDrive to all faculty, staff and students. Contact us for more information.



ITD New Software Install Policy

MTSU policy requires any software installed in MTSU devices to be approved by ITD. If you need to install software on an MTSU device (office, classroom, lab, etc.), you must request ITD approval before the installation.



Global Protect



MTSU New official VPN is Global Protect by Paloalto software. All users must uninstall Pulse Secure and install Global Protect. To upgrade, please contact us at your earliest convenience.

MTSU Automatic Classroom Recordings

All face-to-face classes are automatically recorded and stored in their respective Panopto class folders. If you teach a blended class (some meetings in person, some online), your class may not be scheduled to be automatically recorded. If you want to record your class, please email the following information to itdacad@mtsu.edu: CRN number, course name and section, course title, professor name, classroom number, date, and time.

Success Story: OneDrive to the rescue!

After an operating system upgrade went wrong, Dr. Gaia Rancati thought she had lost all her work and research data. Luckily, she had all her data backed up in OneDrive. After a few clicks, we were able to restore all her data. Let's all be like Gaia!

Safeguard Your Emails with Outlook Encrypt

MTSU no longer uses Secure Send to send encrypted email. You can now encrypt emails be sent securely with Outlook Encrypt!

Here is how to use Outlook Encrypt:

- When composing the email, click Options, then Encrypt.
- In the dropdown, you will see multiple options.
- Use Encrypt only to send email internally or externally.
- The MTSU options only work with internal MTSU emails.

New BAS Lab Graduate Assistants

The Jones College of Business presents you, from left to right, Mason Johnson, Shanmukha Vaishnavi Mule, Chloe Lee, Maggie Sanders Hood. Shanmukha Vaishnavi Mule is graduating this Fall 2023 with a Master of Information Systems in Business Analytics degree. Chloe is expected to graduate Spring 2024 with a Master of Information Systems in Business Analytics degree. Mason and Maggie are first-semester GAs. If you need help, feel free to call or stop by the lab office, one of the assistants will be ready to help you.



I AM **trueBLUE**

MIDDLE TENNESSEE STATE UNIVERSITY