

## November 2023 ITS Newsletter

### CONTENTS

Kuali Build Training Classes

Best Practices for Preserving  
Data/Files during  
Transitions

Accessibility Features

ITS Tip of the Month



### KUALI BUILD TRAINING – NOVEMBER/DECEMBER CLASSES

Due to the positive response to the “Kuali Build” classes that have been recently held, Information Technology Services (ITS) has created more training opportunities in November and December.

As a reminder, “Kuali Build” is a new, policy-compliant platform that can assist departments and units with creating applications or electronic forms to replace current paper, PDF forms, etc. Training is required before gaining access to the application. Once participants have completed training, they can create online applications or forms with workflow integrations, a trackable approval process, and e-signatures. Kuali Build User Access Training sessions will be held as follows:

- November 30 – 9:00 a.m. to 10:30 a.m. in Express Scripts Hall 005
- December 4 – 12:30 p.m. to 2:00 p.m. in Express Scripts Hall 107
- December 13 – 2:00 p.m. to 3:30 p.m. in Express Scripts Hall 003

We hope you check out this new platform!

[Click here to sign up](#) using your SSO ID and Password. Click the ‘Browse Course Calendar’ icon, navigate to one of the dates you will attend the training on the calendar, and click Kuali Build User Access Training to register. For assistance, questions, or issues with using Kuali Build, contact [kualibuild@umsl.edu](mailto:kualibuild@umsl.edu). To learn more about Kuali Build, visit <https://www.kuali.co/build/resources/resource-library>.

### BEST PRACTICES FOR PRESERVING DATA/FILES DURING PERSONNEL TRANSITIONS

Are you or a direct report’s role changing at the University? Before personnel leave a department or the University, the following considerations will help with preserving important data and files.

- Consult with your supervisor regarding the files to be retained and the preferred method for sharing the information.
- Prepare your files for migration by organizing them into a transfer folder. Consider the “Projects”, “Areas”, “Resources”, and “Archives” ([PARA](#)) methods to validate and organize your cloud data for movement to Microsoft Teams.

The following options are available for retention:

- **Microsoft OneDrive:** When opening a browser to find OneDrive, in the menu, review Home and My Files. In My Files, review Sharing (Owner:Team/...), Shared or Private categories. Organize your files into a transfer folder for movement to Microsoft Teams.
- **Microsoft Teams:** Your Teams (Active and Hidden) Review the Files tab per Team. Please be sure to add a second “Owner” to any team where you are the sole owner. This will enable others to access valuable information after the transition.
- **Google Drive:** Review MyDrive and Shared Drives. Organize your files into a transfer folder for movement to Microsoft Teams.

## ACCESSIBILITY FEATURES IN MICROSOFT 365 THAT COULD BE USEFUL TO EVERYONE

For helpful information on accessibility features in Microsoft 365, click on [this link](#). The Narrator, Read Aloud, and Voice Search features may be worth a look even for simple actions such as proofreading a document.

## ITS TIP OF THE MONTH

See [Top 20 Tips on Word](#). Look for the next ITS newsletter for Top 20 Tips for Excel.

## DID YOU KNOW?

- **Directory:** Need a quick way to find faculty, staff, or students, but can't remember their full name? Try the on-line directory at: <https://www.umsl.edu/directory/index.html> You can search by first **or** last name. For even quicker access, add the directory to your bookmarks.
- **Room Features:** If you are heading to a classroom, but need to know what technology features are available, check out this site for a video tour and a list of technology features to help in your planning: <https://www.umsl.edu/technology/iss/room-features/index.html>

## IT CHUCKLE:

Question: Why did the computer show up at work late? Answer: It had a hard drive!

*Wishing you a wonderful Thanksgiving break!*

