### IT Notes for Graduate Student Orientation Fall 2018

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<td>a. Forward</td>
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<td>Hoonuit- eLearning</td>
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<td>b. Recover Password</td>
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<td>c. Change Password every 6 mths</td>
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<td>Launchpad</td>
<td>a. Courses</td>
<td>CaptureSpace</td>
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### Activate your account
If you have not yet activated your access to UMS email, MaineStreet, etc., call University Technology Support Center (780-4029) to get unique activation code and to confirm your student ID number.

Go to accounts.maine.edu, choose “Activate your account”. Follow the directions there.

(Helpful hints: a) Enter answers to security questions with one-word, all lowercase answers. b) Password must contain letters and numbers, with at least one uppercase letter and at least 8 characters. (You will need to update this password every 6 months.)

### Portal
Go to my.usm.maine.edu
Use your MaineStreet credentials to login

![Login Page](image-url)
Forward
(optional) Forward your maine.edu email to your personal account
Settings> Forwarding> Add a forwarding address> Proceed> Verify

Forwarding:
Learn more
- Disable forwarding
- Forward a copy of incoming mail to czakthis@gmail.com and keep University of Maine System Mail's copy in the Inbox

Forwarding: Add a forwarding address
Verify
confirmation code
Re-send email
Remove address
Password Recover/Change

Go to accounts.maine.edu

1. Know your username
2. Know your emplid (student ID number)
Tools

Achievements

Announcements
Create and view Course Announcements.

Atomic Learning
Online Learning Resources Powered by Atomic Learning

Blackboard Help for Students
Open Blackboard Help in a separate window.

Blogs
Create and manage blogs for Courses and Course Groups.

Calendar
Track important events and dates through the Calendar.

Contacts
Instructors can post contact information about themselves and others.

Course Messages
Create and send private and secure Messages to course members.

Course Reserves
Allows students to see the course reserves and link to the Ares Course Reserves website for a class.

Discussion Board
Create and manage Forums within the Discussion Board.

Glossary
View a list of important terms and their definitions.

Groups
Create and manage formal groups of students to collaborate on work.

Journals
Create and manage journals that can be assigned to each user in a group for the purposes of private communication with the instructor.

Media Gallery
Add, manage, edit share videos between members

My Grades
Displays detailed information about your grades.

Pearson Custom Tools
Access and Manage Pearson’s Custom Integration for this course through Blackboard.

Roster
View a list of users enrolled in the Course.

Send Email
Send email messages to different types of users, system roles, and groups.

Tasks
Use tasks to keep track of work that must be completed. Each Task has a status and a due date.

Wikis
Create and manage wikis for Courses and Course Groups

Zoom-Meeting
Zoom

Zoom is a videoconferencing app, available to all faculty, staff, and students. You can create a meeting, record it, and save it in your Media Space (add Kaltura ID to Profile). Typically, faculty may use this for online office hours or even class sessions. You may be given a link to the session via email or your syllabus. Simply click on the link to join. (A webcam and microphone are useful, but not required.) For some quick online tutorials, visit: https://support.zoom.us/hc/en-us

Kaltura

Kaltura is a video storage and production app. In Blackboard, “My Media Space” is a link to your storage space for video productions. Zoom recordings can be linked to be stored here directly. Recordings can be viewed, edited, and published here.

UMS Academy

Included here is Hoonuit, an eLearning solution. Need to learn SPSS? Or need a refresher for pivot tables in Excel? This is your place!

Box

Box is a file storage app, where you can store, share, and collaborate on various types of documents.