

IT Notes for Graduate Student Orientation Fall 2018

1. Activation	3. Gmail a. Forward b. Recover Password c. Change Password every 6 mths	5. Zoom	7. UMaine System Academy Hoonuit- eLearning
2. Portal Launchpad	4. Blackboard a. Courses b. Tools	6. Kaltura CaptureSpace My Media Space	8. Box

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.

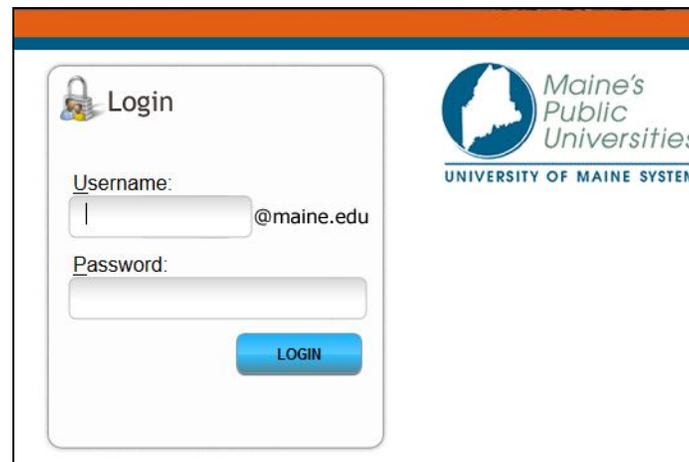
Go to accounts.maine.edu, choose “Activate your account”. Follow the directions there.

(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



The screenshot shows a login interface for the University of Maine System. On the left, there is a 'Login' section with a lock icon. Below it are two input fields: 'Username:' with a placeholder '@maine.edu' and 'Password:'. A blue 'LOGIN' button is positioned below the password field. On the right side of the page, there is a logo for 'Maine's Public Universities' and the text 'UNIVERSITY OF MAINE SYSTEM'.

MaineStreet 
 Gmail 
 Blackboard 
 TechSupport 
 Google Drive 

Zoom 
 Kaltura 
 UMS Academy 
 Box 

Forward

(optional) Forward your maine.edu email to your personal account
Settings > Forwarding > Add a forwarding address > Proceed > Verify

Password Recover/Change

Go to accounts.maine.edu

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



UMS User Account Management

Navigation

- Account Management Functions
- Help and Documentation
 - Account Activation
 - Account Lifecycle
 - Change Username
 - Forwarding Mail
- Password Help
 - When an Employee Leaves

NOTICE: UMS User Account Management functions and administrative facilities will be unable on August 29, from 3:00AM-6:00AM for data center maintenance.

Your UMS user account is used to access system-wide technology services such as [Blackboard](#), [MaineStreet](#), and [UMS Email](#). It is also the root of your @maine.edu email address. Your UMS user account may also be referred to as your UMS ID.

You can manage your UMS user account using the following links:

- [Activate your account](#) (Activation Key Required)
- [Change your password](#)
- [Recover a lost password](#)
- [Forward your @Maine.edu mail to another address](#)
- [UMS account information and maintenance](#)
- [Change your UMS user account username](#)
- [Defer Account Deactivation](#) - Complete this form if you have been notified your University of Maine System (UMS) user account is to be terminated and you have a reason to keep the user account.

[Help and documentation](#)

Note: Information regarding the University of Maine System enterprise service outage on 4/18/18 has been moved to <http://itstatus.maine.edu/unscheduled-outages-04-18-2018/>

For further assistance, email techsupport@maine.edu or phone 1-800-696-HELP (4357)

Blackboard

Courses

The screenshot shows the Blackboard Courses page with the following elements:

- Top Navigation:** Home, Courses, Community, Libraries, Help, Tips, & Updates.
- Sub-headers:** Home, Notifications Dashboard.
- Buttons:** Add Module, Personalize Page.
- Tools Panel:**
 - Announcements
 - My Grades
 - Send Email
 - Tasks
 - Address Book
 - Personal Information
 - Calendar
 - Goals
- Blackboard Help Panel:**
 - Blackboard Documentation for Instructors
 - Blackboard Documentation for Students
- System Notices:**
 - Starting on Friday, August 19th, all remaining courses will be moved to the new environment. Please suspend all work in this environment Thursday night. On or before Tuesday, August 23rd, all course work can resume in the new managed-hosted environment (bb.courses.maine.edu)**
 - Looking for your 2016 Summer or Fall courses? Use <https://bb.courses.maine.edu/> to access the managed hosting Blackboard application.**
 - You are currently in the locally hosted UMS Blackboard application. This should be used for only Summer 2015 and Spring 2016 continuing coursework. For more information on our move to managed hosting, use the link below:
<http://support.courses.maine.edu/blackboard-support/blackboard-managed-hosting-information>
 - Important Notice to Students:** When submitting an exam or quiz, click the "Submit" button only once.
 - If you experience problems accessing or submitting an exam or quiz, please contact your instructor.**
 - Planned System Maintenance:
- Important User Information:** For more information on Blackboard, please see the [UMS ITS Blackboard site](#). Here you'll find training materials, [list of currently supported browsers](#) and other Blackboard support resources.
- USM Student Success Orientation:** [Click here to enroll in the Online Student Success Orientation.](#)
- My Courses:**
 - Courses where you are: Instructor
 - INSTRUCTORS FOR ABU COURSES**
 - IT User Services**
 - Courses where you are: Student
 - Basic Safety Training**
 - Blackboard Essentials for Students**

Tools

The screenshot shows a dropdown menu for a course tool with the following items:

- UTSC Training site (DEP_UMSIT_UTC Straining) (with a home icon)
- Announcements
- Information
- Content
- Discussions
- Tools
- Help

Tools



Achievements

Achievements

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



Announcements

Create and view Course Announcements.



Journals

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



Atomic Learning

Online Learning Resources Powered by Atomic Learning



Blackboard Help for Students

Open Blackboard Help in a separate window.



Media Gallery

Add, manage, edit share videos between members



Blogs

Create and manage blogs for Courses and Course Groups.



My Grades

Displays detailed information about your grades.



Pearson Custom Tools

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



Calendar

Track important events and dates through the Calendar.



Contacts

Instructors can post contact information about themselves and others.



Roster

View a list of users enrolled in the Course.



Course Messages

Create and send private and secure Messages to course members.



Send Email

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



Course Reserves

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



Tasks

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



Discussion Board

Create and manage Forums within the Discussion Board.



Wikis

Create and manage wikis for Courses and Course Groups



Glossary

View a list of important terms and their definitions.



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.