

Getting to Know Your UVic Tools and Technology

An introduction to your UVic learning technologies,
where you can access them, and where you can get
technology help.



We acknowledge and respect the Ləkʷəŋən (Songhees and Xʷsepsem/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.



Introductions

- Tim Cunningham
 - Academic Technologies and Integrations
- Blake McStravick
 - Computer Help Desk

Agenda

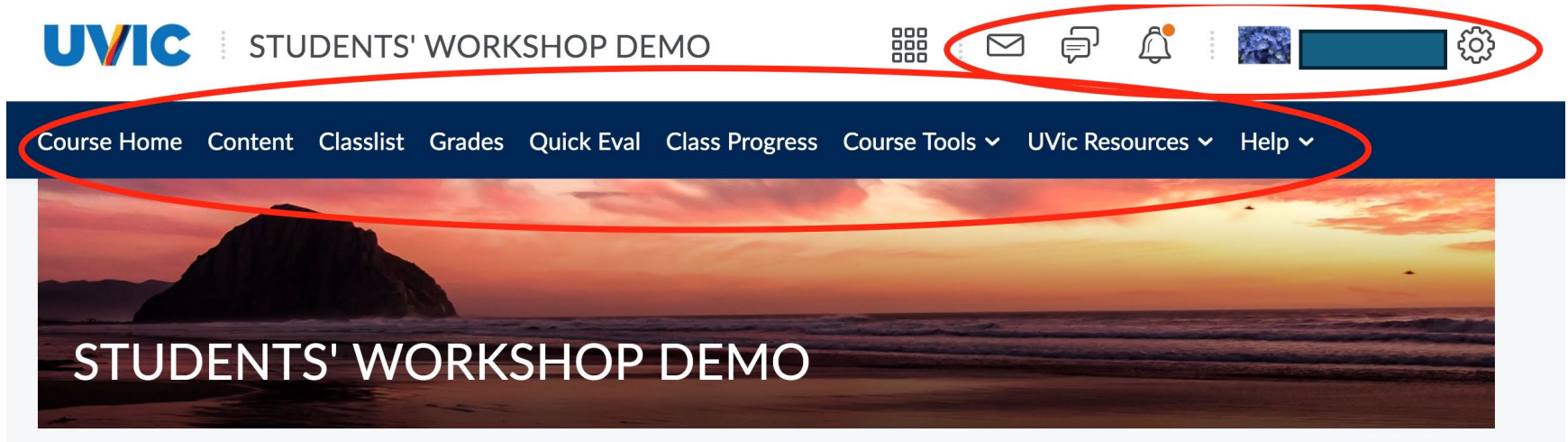
- Brightspace
- Echo360
- GenAI in the classroom
- Zoom
- Microsoft 365 – OneDrive, Teams, and Email
- Account security
- Phishing and scam emails
- Where to get help
- Q&A



Signing into Brightspace

**Sign into bright.uvic.ca with your
NetLink ID and passphrase**

Where can I find...?



Self-Register for Your UVic Learning Technologies | Students



Self-Register for the Technology Guide for Students

- Log in to bright.uvic.ca with your UVic Netlink ID and passphrase
- Click Discover and search for 'Your UVic Learning Technologies'
- Click Enroll
- Click Open Course

Echo360 Media

How to access Echo360 content

There are two main ways to access Echo360 from within Brightspace

Access Echo360 Library within Brightspace

- From Course Tools, select **Echo360 Media** from within any Brightspace site
- **Library** – what you own or what has been shared with you (as individual)
- **Courses** – Echo360 courses linked to Brightspace
- **Collections** – sharing folders where media and users can be added.
Only instructors can create collections.

Join an Echo course from within a Brightspace site / click an Echo link

- Users are **not** automatically added to Echo360 courses
- Users need to click on the Echo360 link for their course to join the course



Join your Echo360 course gallery

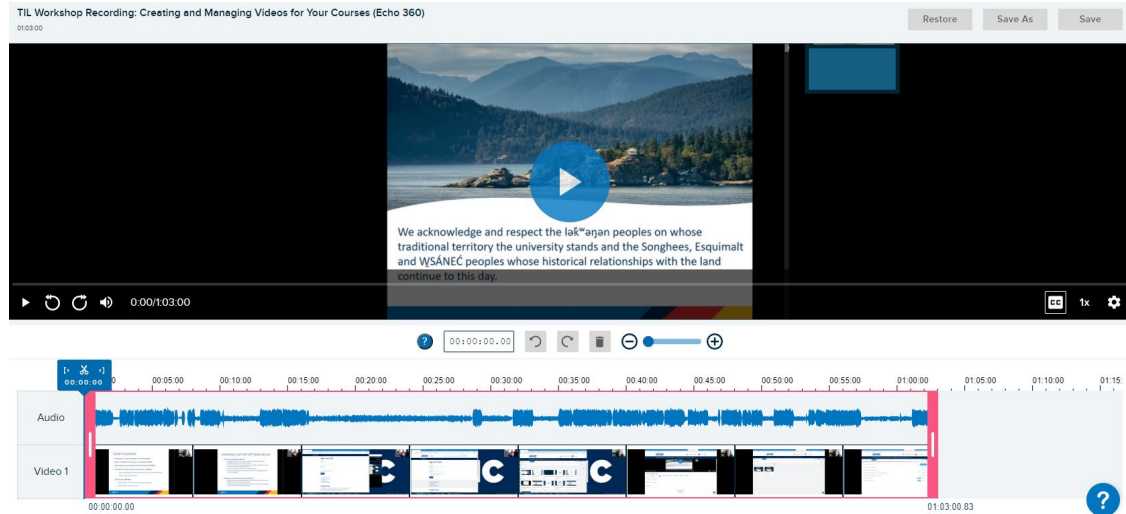


External Learning Tool



Edit Echo videos

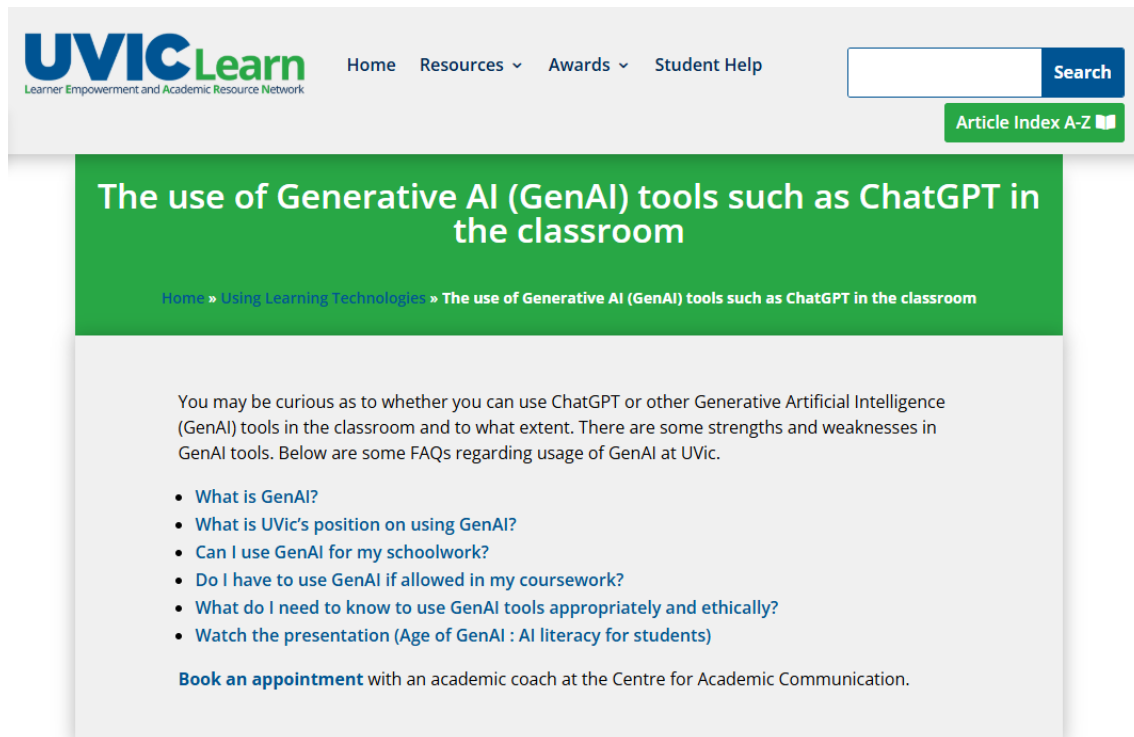
- **The video editor can**
 - Trim and cut sections
 - Undo / redo changes
 - Save edits to original file
 - Save As a new file (copy)
 - Restore – Revert all changes ever made



GenAI in the Classroom



GenAI in the classroom



The screenshot shows the UVic Learn website. The header includes the UVic Learn logo (Learner Empowerment and Academic Resource Network), navigation links (Home, Resources, Awards, Student Help), a search bar, and an 'Article Index A-Z' button. The main content area has a green header with the title 'The use of Generative AI (GenAI) tools such as ChatGPT in the classroom'. Below this is a breadcrumb trail: 'Home > Using Learning Technologies > The use of Generative AI (GenAI) tools such as ChatGPT in the classroom'. The body text explains that you may be curious about using ChatGPT or other GenAI tools in the classroom and lists some strengths and weaknesses. It then provides a bulleted list of FAQs: 'What is GenAI?', 'What is UVic's position on using GenAI?', 'Can I use GenAI for my schoolwork?', 'Do I have to use GenAI if allowed in my coursework?', 'What do I need to know to use GenAI tools appropriately and ethically?', and 'Watch the presentation (Age of GenAI : AI literacy for students)'. Finally, it encourages users to 'Book an appointment' with an academic coach at the Centre for Academic Communication.

UVic Learn
Learner Empowerment and Academic Resource Network

Home Resources ▾ Awards ▾ Student Help

Search

Article Index A-Z

The use of Generative AI (GenAI) tools such as ChatGPT in the classroom

Home > Using Learning Technologies > The use of Generative AI (GenAI) tools such as ChatGPT in the classroom

You may be curious as to whether you can use ChatGPT or other Generative Artificial Intelligence (GenAI) tools in the classroom and to what extent. There are some strengths and weaknesses in GenAI tools. Below are some FAQs regarding usage of GenAI at UVic.

- [What is GenAI?](#)
- [What is UVic's position on using GenAI?](#)
- [Can I use GenAI for my schoolwork?](#)
- [Do I have to use GenAI if allowed in my coursework?](#)
- [What do I need to know to use GenAI tools appropriately and ethically?](#)
- [Watch the presentation \(Age of GenAI : AI literacy for students\)](#)

Book an appointment with an academic coach at the Centre for Academic Communication.

<https://onlineacademiccommunity.uvic.ca/uviclearn/technology/gen-ai-in-classroom/>
<https://www.uvic.ca/learningandteaching/how-to/generative-ai/undergraduate-students/index.php>

Zoom



How do I set up my Zoom account?

To access UVic Zoom, go to uvic.zoom.us and sign in with your NetLink ID and password

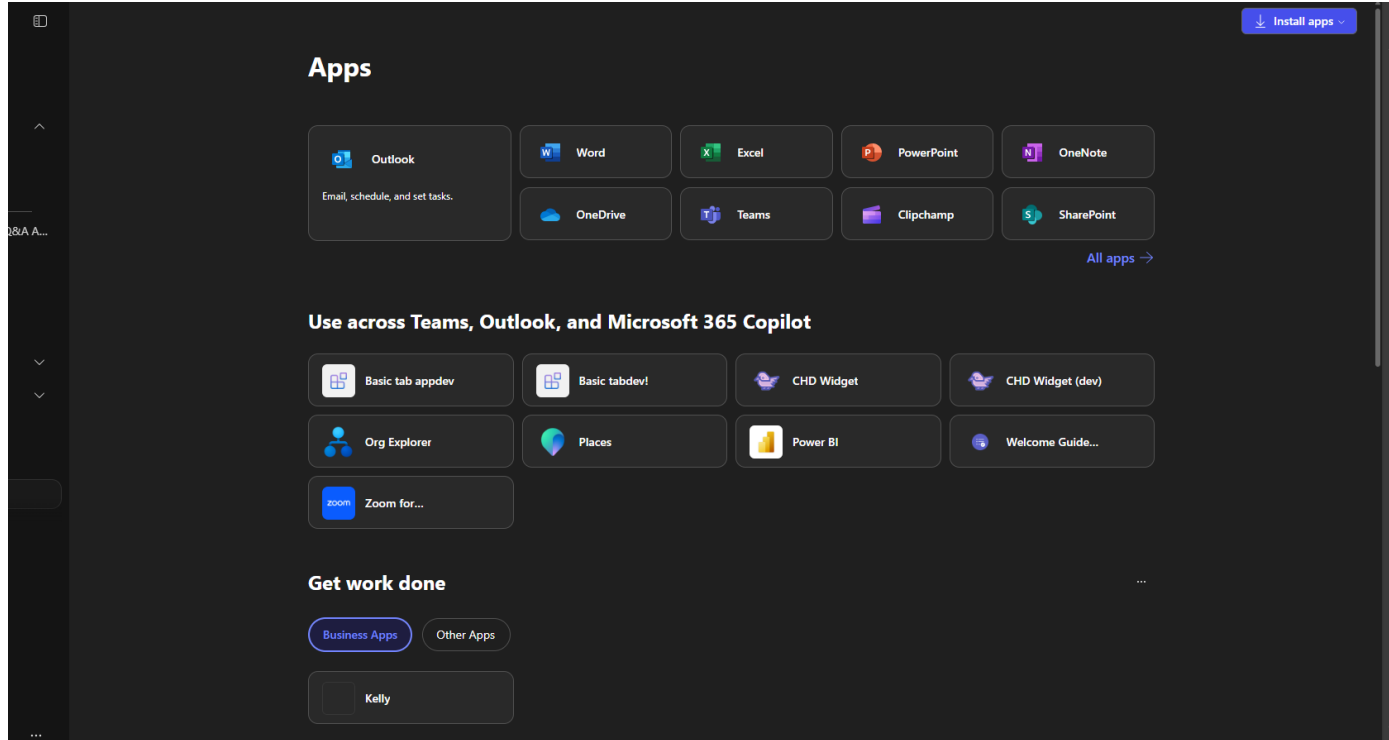
Tips for Accessing Zoom

- You will need to set up and **use your UVic Zoom account** to access UVic-specific features
- If you are placed in a **waiting room**, you must **exit the meeting** and sign in with your NetLink ID & password
- In your call, check the **participants tab**: If it says “**guest**” beside your name you have not logged in with your UVic Zoom account
- You can access your **lecture link on your course page** in Brightspace

Microsoft 365



Microsoft 365



Microsoft 365

- Sign into office.com with your NetLinkID@uvic.ca and passphrase
- Download Office desktop apps on up to 5 of your devices
- Familiar Office apps (Word, Excel, PowerPoint) as well as OneDrive, OneNote, Teams, Lists, and Outlook
- Collaboratively edit documents
- Great for group work!

Microsoft Teams

- [Teams.microsoft.com](https://teams.microsoft.com)
- Collaboration tool!
- Used for courses, clubs
- Use chat to communicate with classmates
- Video and voice calling
- Personal chat (make to-do notes for yourself, chat with yourself, etc.)

OneDrive

- Cloud storage service
- Access it from any device!
- 100 GB of storage
- Sync your OneDrive to your device to work offline



Microsoft 365 email

- Modern and mobile-friendly
- Import your course schedule
- Import your Brightspace assignment due dates
- Manage your to-do's; set reminders, share files, assign tasks to other students
- Access a list of key UVic contacts all in one place
- More info at [M365 email for students tips](#)
- Login with your netlinkid@uvic.ca AT [outlook.office.com](#)



Phishing and Scam Emails



Phishing and scam emails

- Phishing and scam emails try to trick you into providing personal information
- University students are targets
- If it seems too good to be true, it probably is
- Once your information is out there, there's no way to get it back
- Check oac.uvic.ca/phishbowl for examples

Phishing email example

University of Victoria_Update



Today, 12:25 PM

[Redacted]@h[Redacted].se>

🔄 Reply all | ▼

Notice: This message was sent from outside the University of Victoria email system. Please be cautious with links and sensitive information.

Hello user,

This is the last and final notice or our administrator will disable your access to your email.

Please click here to upgrade your [University of Victoria_Update](#) your account security by completing the required details to avoid the deactivation of your University of Victoria edu account.

A cordial greeting wu,
IT Service Desk (c)2024

Job scam emails

- Scammers may try to impersonate UVic professors
- Usually offer high salary and remote work
- May try to get you to give them a non-UVic email or your phone number
- If you reply to one of these messages, contact helpdesk@uvic.ca for help

Job scam email example

Flexible Work Opportunity



A [REDACTED]@gmail.com>

...

Tue 2025-10-28 4:15 PM

You don't often get email from a [REDACTED]@gmail.com. [Learn why this is important](#)

The service of a student research assistant is urgently required to work part-time and get paid \$320 weekly. Tasks will be carried out remotely and the work hours are 8hrs/week.

To apply for this role, kindly submit a cover letter and your updated resume to the Department of Psychology via this email. Once we receive your application, we will send further details about the offer and next steps to proceed.

Sincerely

B [REDACTED]

[REDACTED]

Department of Psychology

Office: [REDACTED]

Job scam text



What can you do to protect yourself

Learn more:

- Check our Phish Bowl blog: oac.uvic.ca/phishbowl
- Take our phishing awareness training: uvic.ca/phishing
- Canada's cybersecurity website: getcybersafe.gc.ca/en

Take your time:

- Take a moment before you click anything

Ask us:

- Contact helpdesk@uvic.ca if you are unsure

Report:

- By using the [Report Phishing button in Outlook](#), you can help protect other students!

UVic Multi-factor Authentication (MFA)

- Additional security measure
- Uses a mobile app
- Hardware tokens are available
- Learn more [on our being secure page](#)



Where can I get help?



Where can I get help? Computer Help Desk

- Co-op and part-time student staff
- In-person, email, phone support
- Open 7 days a week:
 - 8am–11pm M-F
 - 10am-10pm weekends



Computer Help Desk can help with...

- Your NetLink ID account and MFA
- Your UVic email and calendar
- Your Microsoft 365 account
- Brightspace, Echo360, Zoom
- UVic WiFi
- Printing to campus printers
- Getting access to a workstation
- Booking a collab room or special media room
- Hardware work
- Any tech related issues!



Further resources

- IT resources for students
- Contact the Computer Help Desk
 - helpdesk@uvic.ca | 250-721-7697
- UVicLearn
- Learning Central (e.g. GenAI Workshops, LTAT)

Questions for us?

