

# Introduction to your UVic Learning Technologies

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



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# Territorial Acknowledgement

We acknowledge and respect the lək<sup>w</sup>əŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W\_SÁNEĆ peoples whose historical relationships with the land continue to this day.



# Agenda

- Brightspace
- Echo360
- Zoom
- Microsoft 365 – OneDrive, Teams, and Email
- Account security and how to spot phishing and scam emails
- Where to get help
- Q&A



# Signing into Brightspace

To access, go to <https://bright.uvic.ca> and sign in with your **netlink ID** and **password**



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# Where can I find...?

The screenshot shows a course page for 'STUDENTS' WORKSHOP DEMO' on the UVic LMS. A red circle highlights the top navigation bar containing the UVic logo, course title, a grid icon, an envelope icon, a speech bubble icon, a bell icon, a search box with the text 'Name', and a gear icon. A second red circle highlights the main navigation menu below, which includes 'Course Home', 'Content', 'Classlist', 'Grades', 'Quick Eval', 'Class Progress', 'Course Tools', 'UVic Resources', and 'Help'. Below the navigation is a banner image of a sunset over a beach with the text 'STUDENTS' WORKSHOP DEMO' overlaid.

\*This Photo is licensed under Creative Commons



# Self-Register for the Technology Guide for Students

Self Registering Course Offerings			
<u>Course Offering Code</u> ▼	<u>Course Offering Name</u>	<u>Course Offering Cost</u>	<u>Enrollment Status</u>
Course-Kit	<a href="#">Course Kit</a>		Not Enrolled
LTSI-TIL Team Site	<a href="#">LTSI-TIL Team Site</a>		Not Enrolled
Math and Stats Assistance Centre	<a href="#">Math and Stats Assistance Centre</a>		Not Enrolled
Social Sciences Online Student Resources CO	<a href="#">Social Sciences Online Student Resources</a>		Not Enrolled
Speak Up Bystander Intervention Training	<a href="#">Step In Speak Up Bystander Intervention Training</a>		Not Enrolled
Tech-Guide-Students	<a href="#">UVic Technology Guide for Students</a>		Not Enrolled
Welcome-to-Brightspace	<a href="#">Get Started with Brightspace</a>		Not Enrolled



# Self-Register for the Technology Guide for Students

- Login with your UVic account to [bright.uvic.ca](http://bright.uvic.ca)
- Click Discover and search for ['Your UVic Learning Technologies' course](#)
- Click enroll
- Click Open Course



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# How to access echo content

*There are two main ways to access Echo from within Brightspace*

## Access Echo360 Library within Brightspace

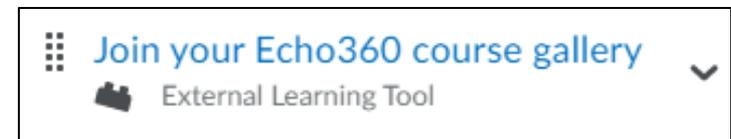
- From Course Tools, select **Echo360 Library** from within any Brightspace site



- **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 Echo courses
- Users need to click on the Echo link for their course to join the course



# Interactive media (video quiz)

- Transcripts and captions
- Polls
- Q&A

Why is it important to create an Echo360 External Learning Tool link?

✓ Correct **A** Creates an Echo360 course gallery and links the Brightspace course to the Echo360 course.

✗ Incorrect **B** Provides added wayfinding support for learners, but isn't actually necessary... if you forget to create the link, students can still find their Echo360 course.

Your answer has been submitted. [Continue](#)

1:22/3:25

[Description](#)

Discussion

[+ Comment](#)

## Transcript

Search

### Melissa

Welcome to our short demonstration video on getting started With Echo 3 60.

If you're ready to get going, this video will explain how to find Echo 360 in Brightspace and how to find your way around Within bright space.

There are two ways To Find Echo 3 60 Content.

You can add Echo 360 to your course site and you can also find your personal echo 360 library from the course tools drop down menu.

We recommend that instructors at Echo 360 to their course site as this will allow both instructors and learners to manage Materials and media from one location right within the course.

You can add Echo 360 to your coures site from within a module or you can create a new module.

We will choose the option, "existing activities" and from the dropdown option, we will choose external learning tools from this

### Melissa D.

list will select the top option, add echo three 60

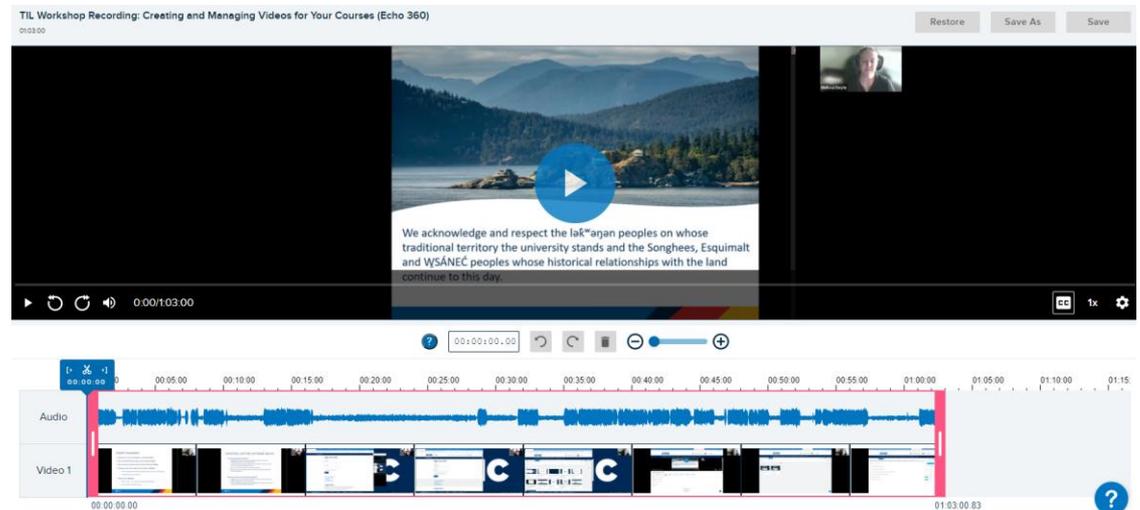


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# Edit Echo videos

## 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



# How do I set up my Zoom account?

To access UVic Zoom, go to [uvic.zoom.us](https://uvic.zoom.us) and sign in with your **Netlink ID** and **password**



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# 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





Zoom Cloud Meetings

### Sign In

NetLinkID@uvic.ca

Password: [REDACTED] [Forgot?](#)

Keep me signed in [Sign In](#)

© Back

### Sign In

Email: NetLinkID@uvic.ca

Password: [REDACTED] [Forgot?](#)

Incorrect email or password

Keep me signed in [Sign In](#)



[Forgot?](#)

[Sign In](#)

[Sign in with SSO](#)

[Sign Up Free](#)

### Sign In with SSO

Company Domain: uvic .zoom.us

[I do not know the company domain](#) [Continue](#)

### Online tools

### Sign in to UVic

NetLink ID: [REDACTED]

NetLinkID

Password: [REDACTED]

Keep me signed in for 8 hours

[Sign in](#)



# Microsoft 365

The screenshot shows the Microsoft 365 dashboard in a web browser. The browser's address bar displays `https://www.office.com/?auth=2`. The Microsoft 365 header includes a search bar and the user's name, Michael Scott. The left-hand navigation pane contains icons for Home, Create, My Content, Feed, Apps, Outlook, Teams, Word, Excel, and PowerPoint. The main content area features a 'Welcome to Microsoft 365' message, a search bar, and an 'Install apps' button highlighted with a red box. Below this is a 'Recommended' section with navigation arrows. The 'Quick access' section includes filters for 'All', 'Recently opened', 'Shared', and 'Favourites', along with an 'Upload' button. A list of documents is displayed with their names, dates, and a note that they were recently opened.

Document Name	Date	Status
Team task board	19 Jul	You recently opened this
project wishlist	19 Jul	You recently opened this
Computer refresh estimates	27 Jun	You recently opened this
project charter	27 Jun	
Construction budget	27 Jun	



# Microsoft 365

- Sign into [office.com](https://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!



Chat Michael Scott (You) Chat 2 more

Activity Chat Calendar Assignments Teams Files Apps Help

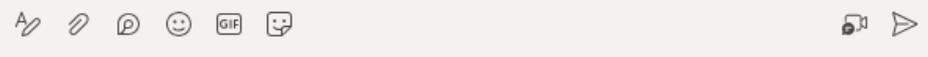
Pinned Michael Scott (You) You: Loop component 08:50

Loop list MS

**Michael's to do list**

- Buy textbook for MATH 101
- Get new [Vikes](#) t-shirt for soccer [game](#)
- Purchase notebooks and pens from the [Bookstore](#)
- Join a club!

Type a new message



# OneDrive

- Cloud storage service
- Access it from any device!
- [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](mailto:netlinkid@uvic.ca) to [outlook.office.com](https://outlook.office.com)



# Phishing and scam emails

- Phishing and scam emails try to trick you into providing personal information (your passphrase, address, or even a copy of your passport)
- Universities and 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](https://oac.uvic.ca/phishbowl) for examples of real scam and phishing emails that were sent to UVic email accounts



# 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
  - This is so that UVic's information security team won't be able to track and intercept scammer messages
- If you reply to one of these messages, contact [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca) for help



# What can you do to protect yourself

## Learn more:

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

## Take your time:

- Take a moment before you click anything

## Ask us:

- Contact [helpdesk@uvic.ca](mailto: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 capability
- Uses a mobile app
- Sign up at [uvic.ca/mfa](https://uvic.ca/mfa)
- Learn more about cybersecurity at [uvic.ca/cyberaware](https://uvic.ca/cyberaware)



# 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–10pm M-F
  - 10am-10pm weekends



# Computer Help Desk can help with...

- Your NetLink ID account
- 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!



# Resources for you

- [Student FAQ page](#)
- [LearnAnywhere](#)
- [Centre for Academic Communication](#)
- Contact the [Computer Help Desk](#)
  - [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca) | 250-721-7697
- [Student computing facilities](#)

