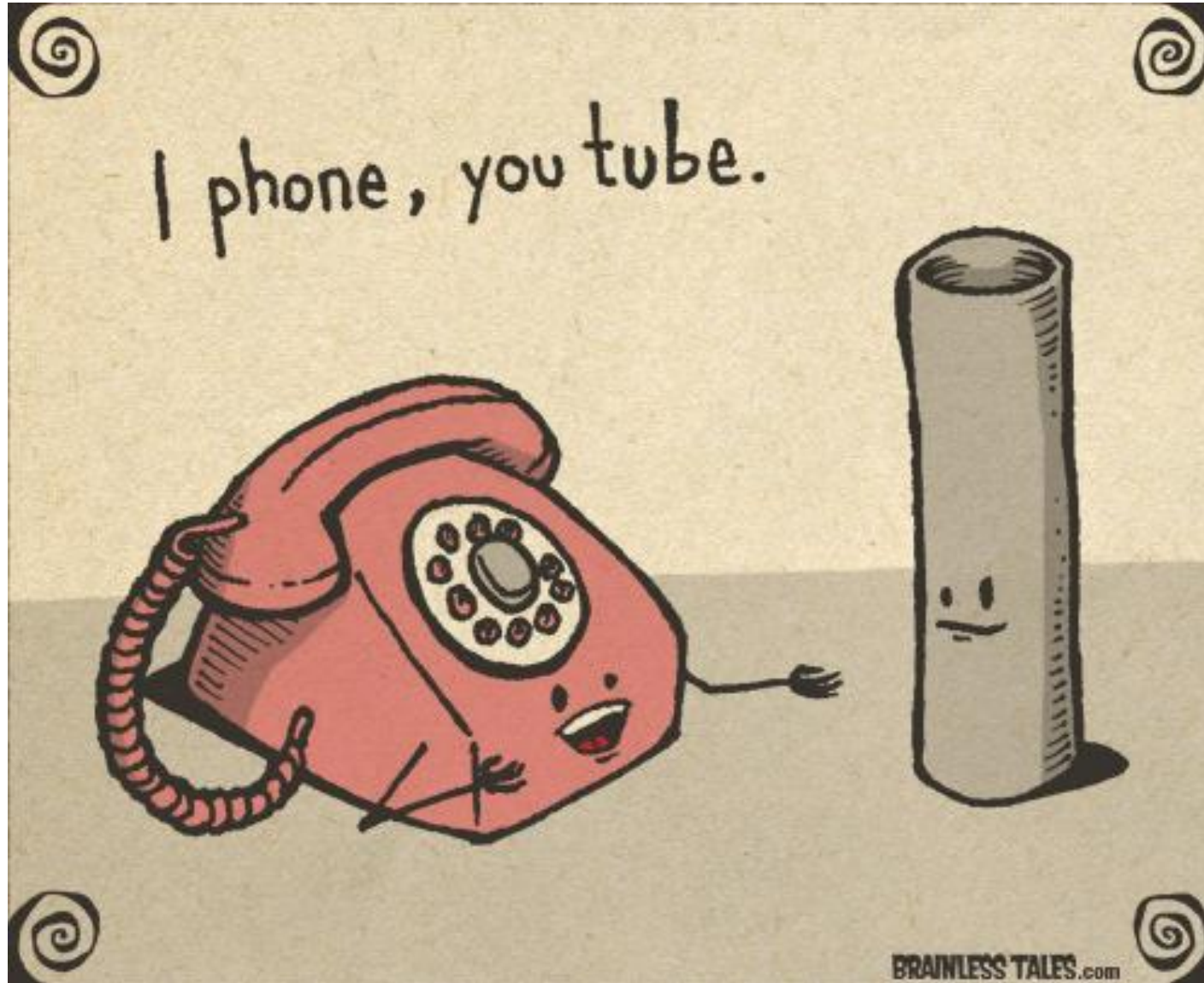


Intro to some BU computer apps and resources



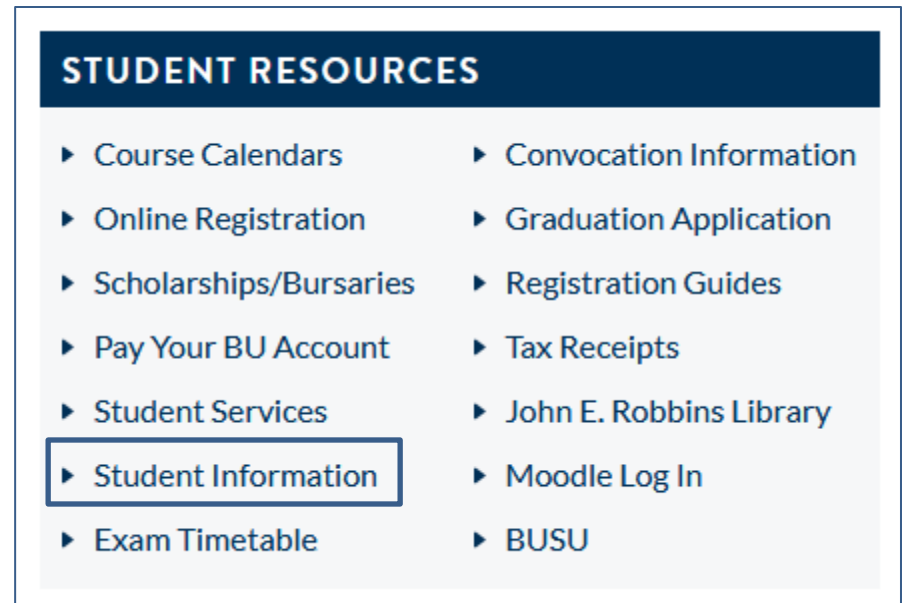
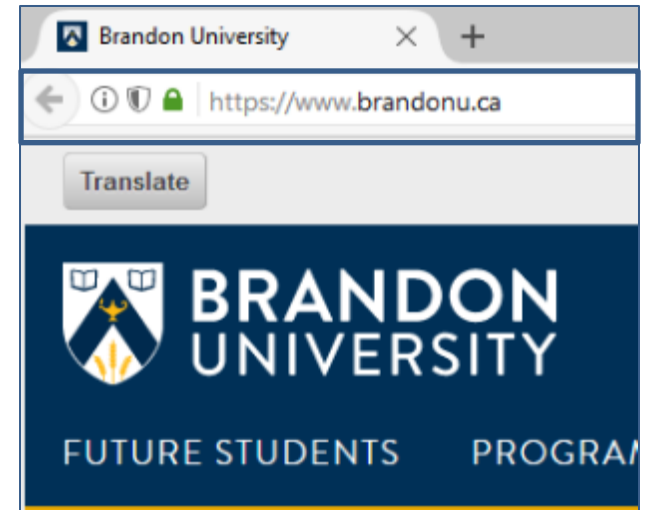
ClaimID (claim your username and password)

- You need your Brandon University (BU) username and password in order to use the following BU applications:
 - a. Online Student Registration System
 - b. Student Information screens
 - c. BU email
 - d. Microsoft Teams
 - e. Moodle
 - f. Student Course Files website
- The words Username/UserID/Student ID refer to your login id/name
- Your student number will always be the 6 digit number you received when you applied to BU



ClaimID continued - Off Campus

- To claim your User ID **off** campus
 - a. Login to a computer, or mobile device
 - b. Open a web browser
 - c. Go to the Brandon University website (www.brandonu.ca)
 - d. Toward the centre of the screen, under the section **Student Resources**, click “Student Information”



ClaimID continued - Off Campus

- Under the **Help** section, click the link “Claim your ID”

Help

Enter your Brandon University UserID and Password.

First time using Brandon University's systems?


[Claim your ID.](#)

Forgot your password or having problems logging in?

Contact the [Helpdesk](#) (204) 571-8500 (8:30am to 4:30pm Monday through Friday). Include your student number in all communications with them.

ClaimID continued

- Read the **Computer Acceptable Use Policy**
- Place a checkmark beside **I Agree** and click **Next**

 **BRANDON
UNIVERSITY**

Brandon University Computer Acceptable Use Policy

Before claiming your ID, you must agree to the terms of this Acceptable Use Policy

- keep the password to your ID private
- you are responsible for whatever is done using your ID
- do not use another person's ID
- do not try to read, list, delete, or change another person's files or any other items associated with that person's account
- the computer systems are monitored and anyone abusing his/her privileges will be caught

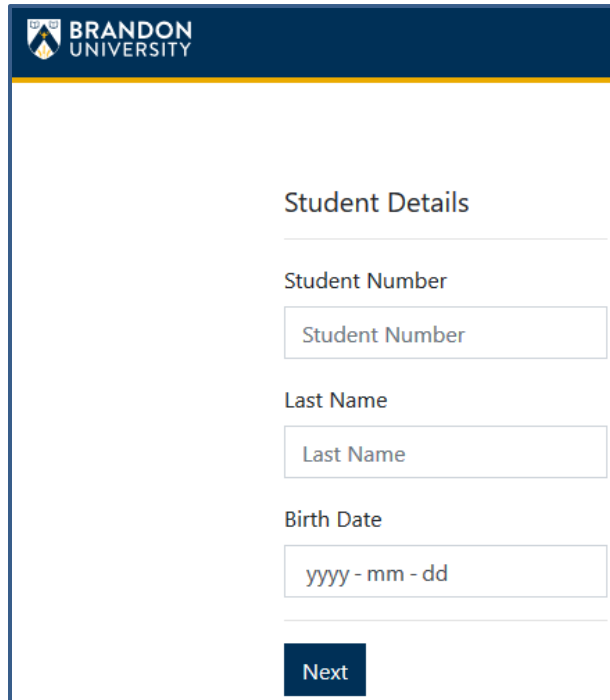
People caught abusing the system will have their ID suspended and may be expelled, depending upon the severity of the abuse.

☐ I agree.

Next

ClaimID continued

- Type in your **Student Number, Last Name and Birthday**
- Click **Next** to set your password and retrieve your username
- If you have already claimed your ID, your ID will be shown on the screen with a note that you have already performed this action
- If you do not remember your password, you will need to contact the HelpDesk to get it reset or use the Microsoft Password recovery option, if you walked through the password recovery setup



The screenshot shows a web form for Brandon University. At the top is a dark blue header with the university's logo and name. Below the header, the form is titled "Student Details". It contains three input fields: "Student Number", "Last Name", and "Birth Date". The "Birth Date" field has a placeholder "yyyy - mm - dd". At the bottom of the form is a dark blue button labeled "Next".

BRANDON UNIVERSITY

Student Details

Student Number

Student Number

Last Name

Last Name

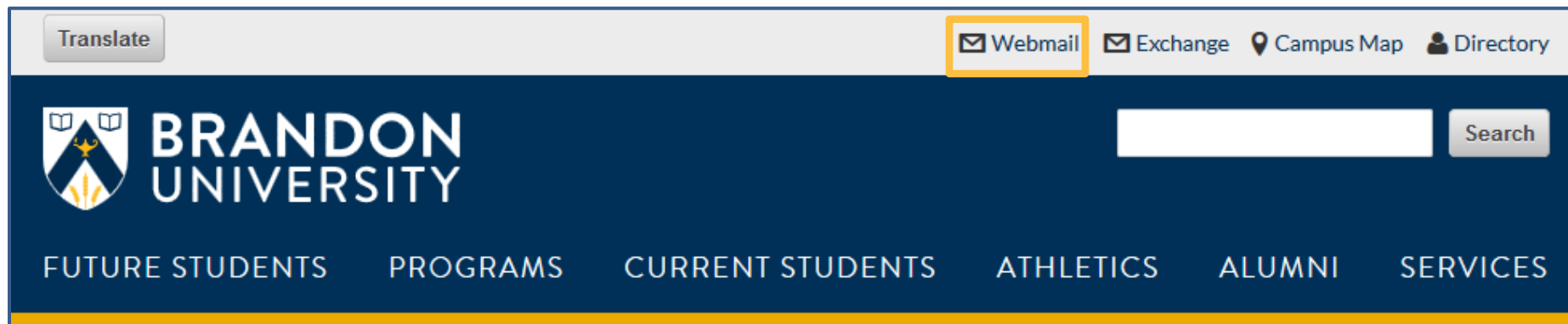
Birth Date

yyyy - mm - dd

Next


Student BU Email account (webmail)

- Go to the website: www.brandonu.ca and select **Webmail** in the upper right area of the screen
- You can access your email on campus, from home, or on your mobile device
- This is how the university will communicate with you



Student BU Email account (webmail) - continued

- Your e-mail address is your ***username@brandonu.ca***
- Example: if your login name is **helpdesk123**, then your e-mail address is **helpdesk123@brandonu.ca**
- To login to your email, type your ***username@brandonu.ca***
- Type in your e-mail password, which is the same password that you created during the ClaimID process

**BRANDON
UNIVERSITY**

Sign in with your organizational account

[Sign in](#)

Sign in with your BU email address (eg, studentid@brandonu.ca).

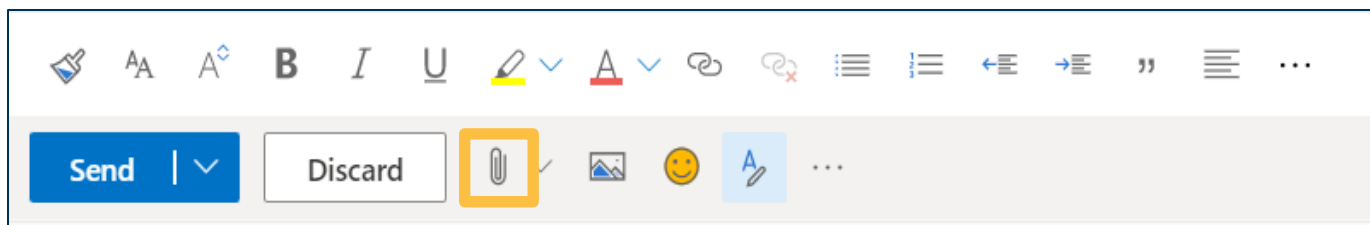
Student BU Email account (webmail) – continued

Create a New Message and Attach Files

- Click **New Message** towards the top left of the screen



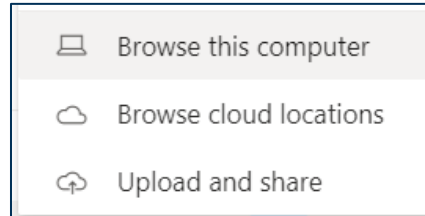
- In the **To** field add the email address you are sending to
- In the **Add a subject** field type in a brief topic for the message you are sending, eg **62:306 Assignment Number 3**
- In the large blank section of the screen (body of the message) type your email message
- Add an attachment (like a word document or PDF file), click the **paperclip icon** below the message body



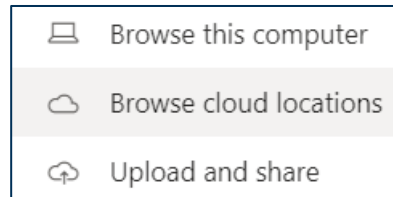
Student BU Email account (webmail) – continued

Create a New Message and Attach Files

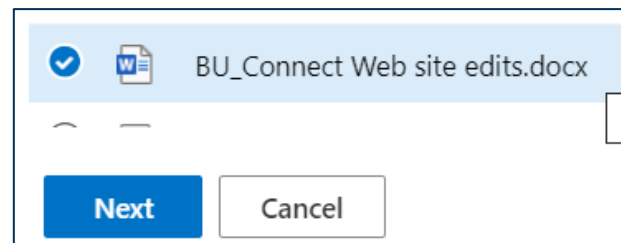
- Select **Browse this computer** if the file was saved to your computer



- Select **Browse cloud locations** if the file was saved to a cloud based location like OneDrive or Google Drive



- Find and select the file(s) you wish to attach, click **Next**





Student BU Email account (webmail) – continued

Create a New Message and Attach Files

- The next screen to pop up asks **How do you want to share these files?** Select **Attach as a copy**. This is very important, as some professors are not able to access a shared link

How do you want to share these files?


 Share as OneDrive links
Recipients can see the latest changes and work together in real time.

 **Attach as a copy**
Recipients get a copy to review.

☐ Remember my choice for files from OneDrive and attach files the same way in the future ⓘ

- Your attached files will show above the message you typed, example →

Add a subject

 BU_Connect Web site edi...
29 KB

- Click **Send** to send the message

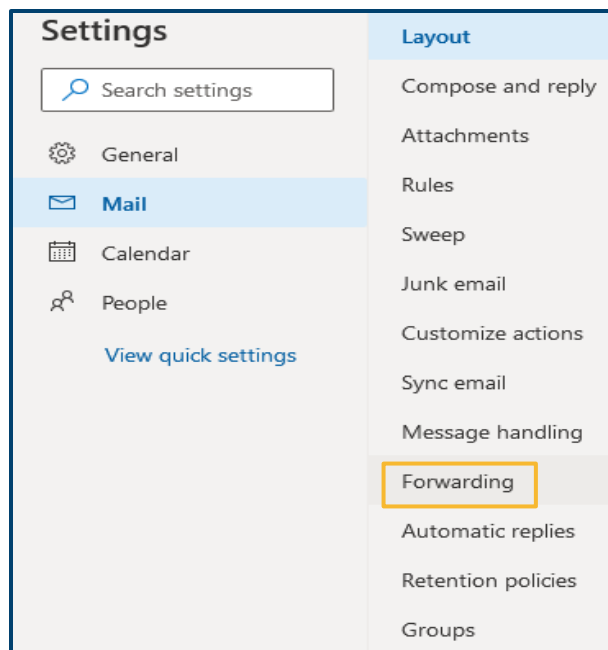
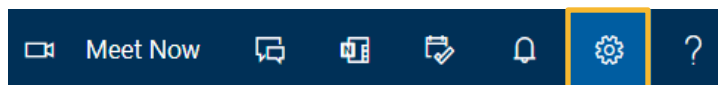
Send | ▼

Student BU Email account (webmail) – continued

Forwarding BU email to another account

Forward

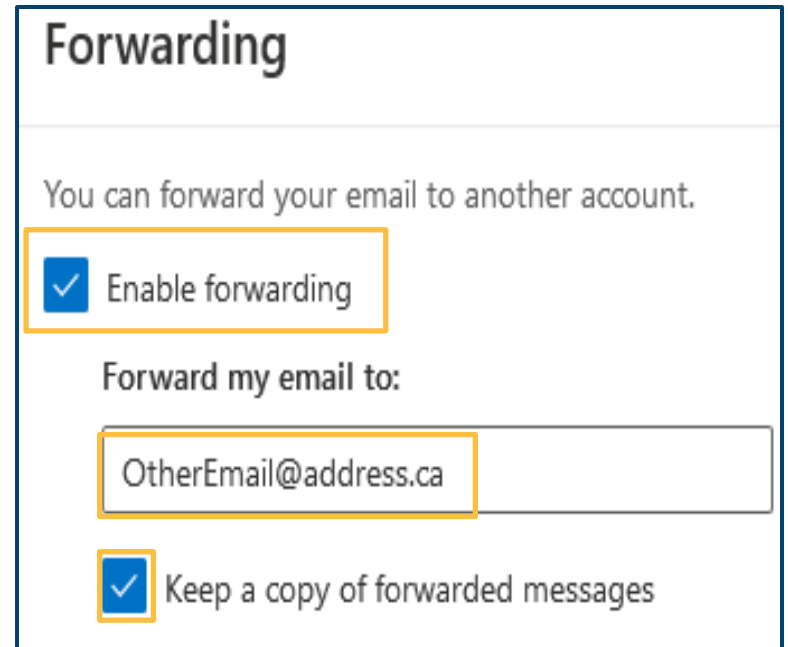
- To forward your BU email to a personal account, click the **Settings** (gear) icon
- Toward the bottom of the right-hand panel, click **View all Outlook settings**
- Under **Mail**, select **Forwarding**



Student BU Email account (webmail) – continued

Forwarding BU email to another account

- Place a checkmark beside **Enable Forwarding**
- Type in the address you want to forward to
- Put a checkbox beside **Keep a copy of forwarded messages** (not required, but recommended)
- **Save** the settings (save button towards the bottom right of the window)
- If you want to forward to multiple addresses, you first create a **Group** under **People**, then put the group address in the forwarding address (standard group and set permissions to Private)



Forwarding

You can forward your email to another account.

☒ Enable forwarding

Forward my email to:

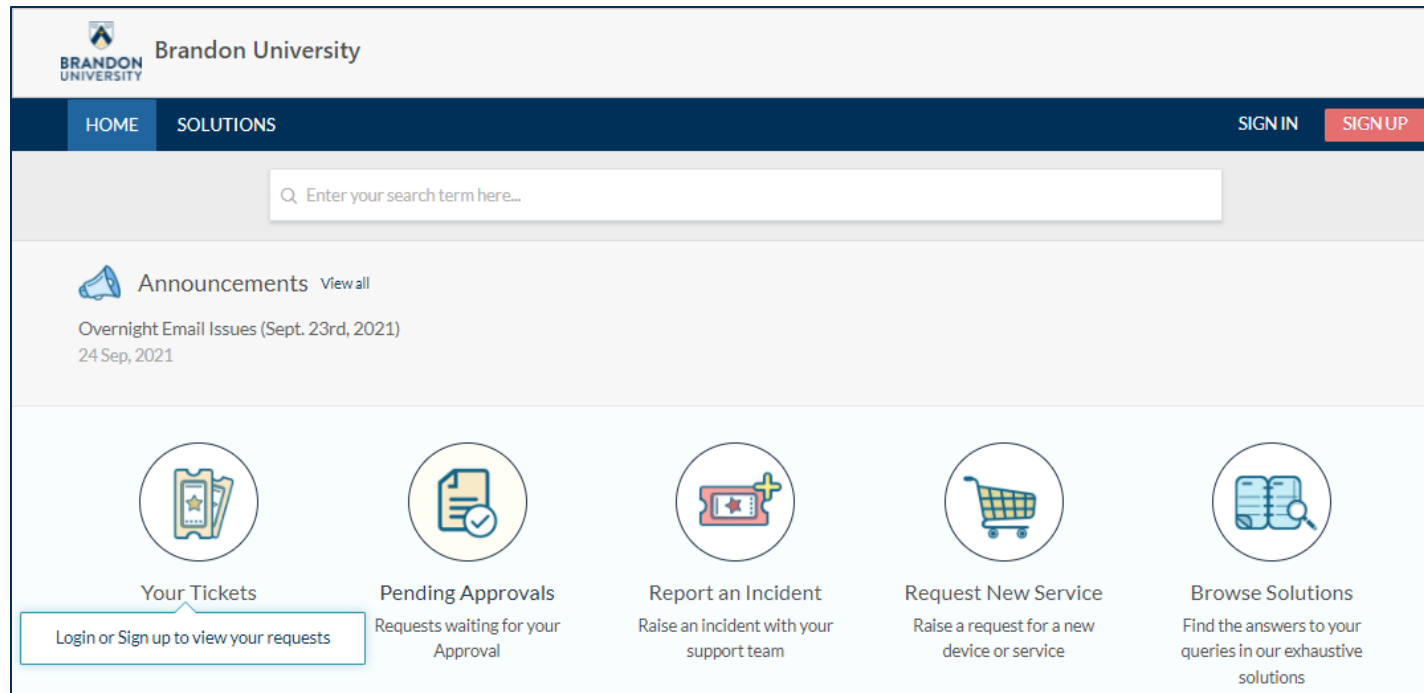
OtherEmail@address.ca

☒ Keep a copy of forwarded messages

Student BU Email account (webmail) – continued

Email setup on Phone or Computer

- If you would like your BU email to come to your phone you can either download the Outlook app or add another mail account to your phone and enter in some account details – directions can be found on the HelpDesk portal – <https://helpdesk.brandonu.ca>



Passwords

- Password change directions and Guides are available on the HelpDesk website (<https://www.brandonu.ca/helpdesk>) and the HelpDesk web portal (<https://helpdesk.brandonu.ca>):
 - How to Setup Password Reset for the first time
 - How to Reset your Password if you forgot it
 - How to Change your Password if you know your existing password

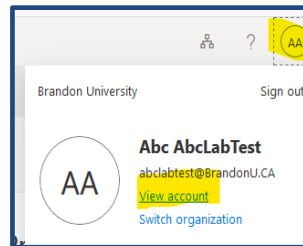


Passwords - continued

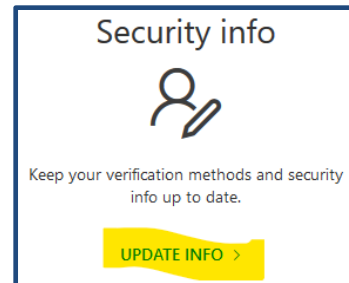
Step 1 – Setup Password Recovery Information

- Login to your email (<https://webmail.brandonu.ca>)

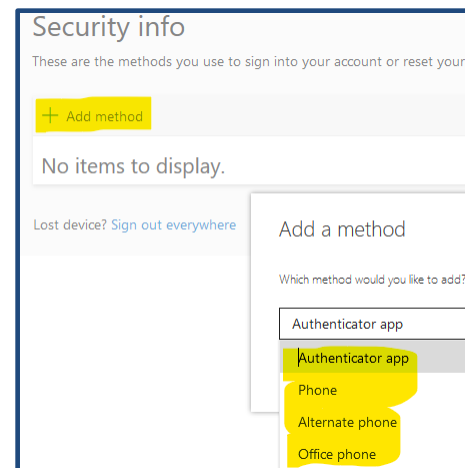
- Click your Initials
- Select **View Account**



- Under **Security info** click **Update info**



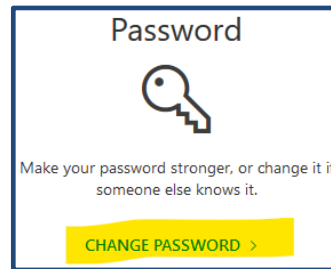
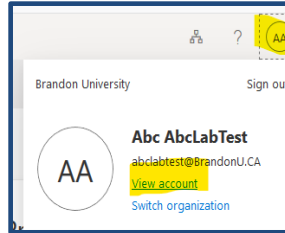
- Choose an authentication method, click Add and follow the prompts



Passwords - continued

Step 2 – Change your Password

- Login to your email (<https://webmail.brandonu.ca>)
- Click your Initials
- Click View Account
- Under **Password** click **Change Password**
- Type in your old password followed by your new password, click submit

A screenshot of the "change password" form in the webmail interface. The form has a title "change password" and a "User ID" field with the value "abcclabtest@BrandonU.CA". Below this are three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom, there are two buttons: "submit" (green) and "cancel" (blue).

Passwords must include all of these requirements:

- a minimum of 8 characters long
- be a password you haven't used with your BU id before (Unique)
- at least 1 uppercase letter
- at least 1 lowercase letter
- at least 1 numeric character
- at least 1 symbol
- it cannot contain any part of your full name or username

Acceptable letters (alpha characters):
Aa, Bb, Cc, Dd, Ee, Ff, Gg, Hh, Ii, Jj, Kk, Ll, Mm, Nn, Oo, Pp, Qq, Rr, Ss, Tt, Uu, Vv, Ww, Xx, Yy, Zz


Acceptable numeric characters:

1, 2, 3, 4, 5, 6, 7, 8, 9, 0

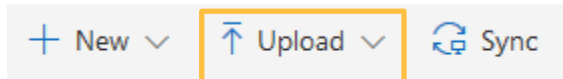
Acceptable Symbols:

` ~ ! @ # \$ % ^ & * () _ -
+ = { } [] \ | : ; " ' < > , . ? /

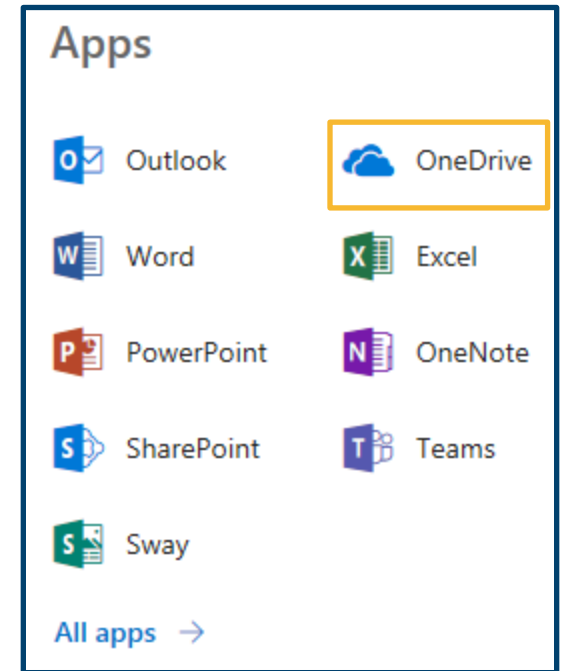
OneDrive Storage

- Access OneDrive through [Webmail](#)
- Click the **Tile** (waffle) icon in the top left corner of the screen 
- Select **OneDrive** from the icons listed
- You can drag and drop files into your OneDrive account or you can upload files. To use the upload feature, click **Upload** from the top ribbon and select **Files** or


Folders

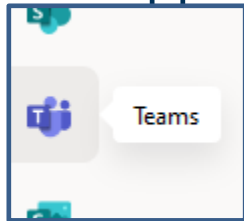




- A window will open
- Browse to your computer/network account/USB drive for the file you want to upload
- Click the file you would like to load and click **Open**



Microsoft Teams

- From the BU Home Page - Login to [Webmail](#)
- Click the **Tile** (waffle) icon in the top left corner of the screen 
- Select **Teams** from the app menu – prompted to continue with web app or download desktop app



- **Desktop App** – download from Microsoft: [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)
- **Chat**  - is great for communicating one on one, or as a group with classmates by text or video
- **Teams**  - a Team can be created for group work or for classes. If an instructor is using Teams, they will provide you with a join code or add you manually to their class Team

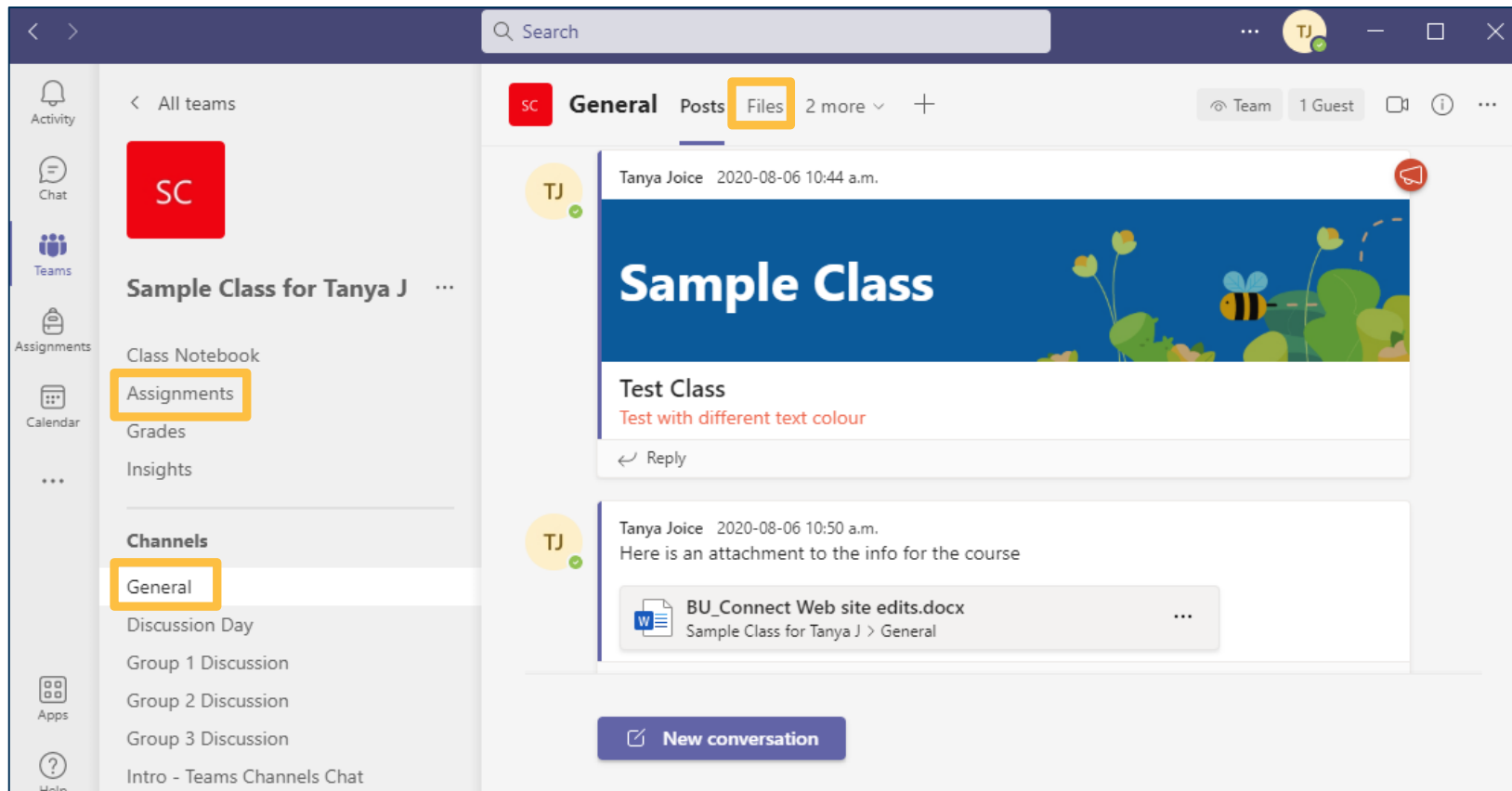
Microsoft Teams - continued

- Professors will post a variety of items in a Team like:
 - Course outline
 - Important dates and information
 - Assignments and supplementary materials
 - Practice quizzes or tests
 - Slides from the lectures (the slides are only an abbreviated version of the lecture, so attending class is still important)



Microsoft Teams - continued

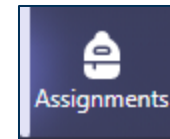
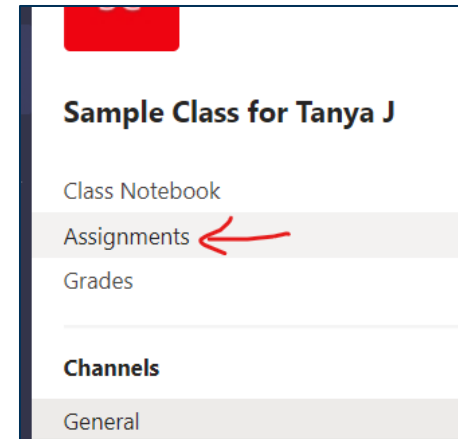
- These posts are typically found in the General channel, under the **Files** tab or under **Assignments**
- Some profs add more channels to organize sections of a class or for discussion groups or topics



Microsoft Teams - continued

Assignments

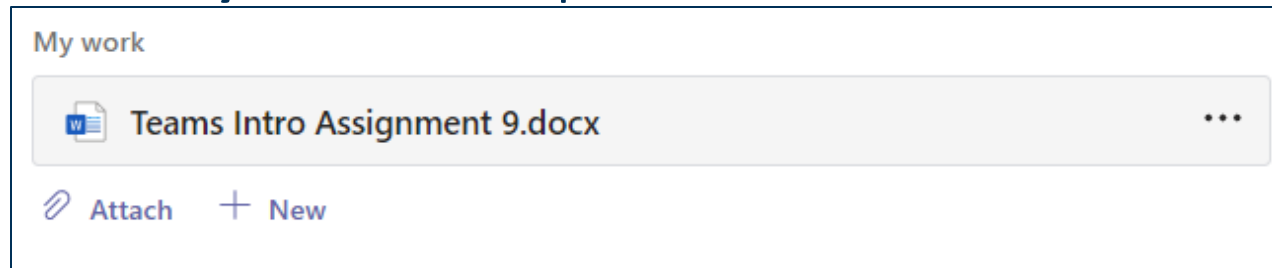
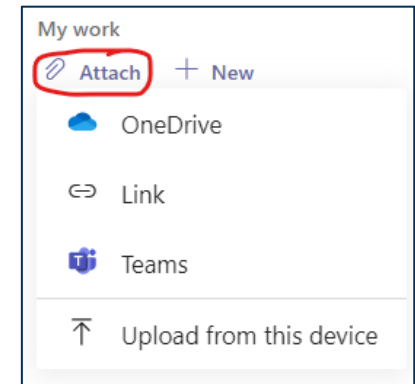
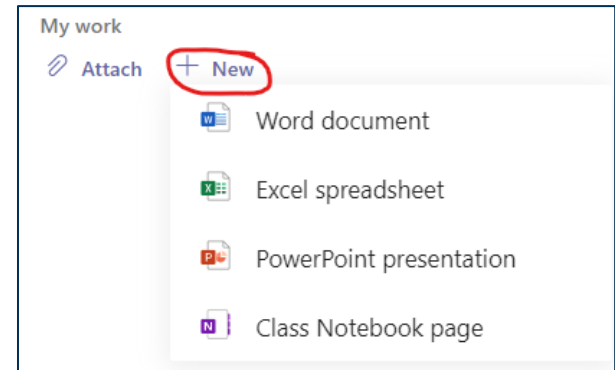
- Go to the Class Team you are part of, click **Assignments** in the left column under the Team name
- (or click the **Assignments**) icon on the left charm bar
- Select the Assignment to view or work on and read the instructions carefully



Microsoft Teams - continued

Assignments – adding work

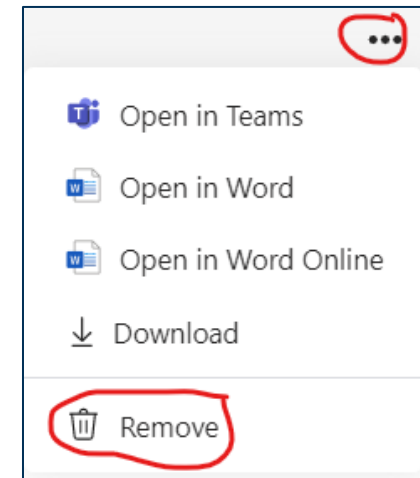
- You can start a new Word, Excel, PowerPoint or Notebook page within Teams
- You can attach a file you have worked on outside of Teams
- You can go back and edit an attached file before submitting it, by clicking the file name under **My Work**. Example:



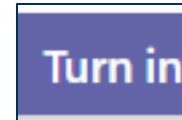
Microsoft Teams - continued

Assignments

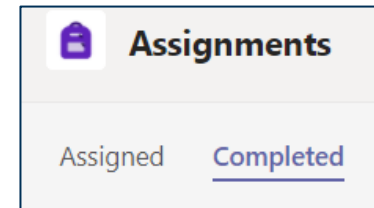
- You can remove your file if you would like to replace it by clicking the (...) icon to the right of the file and selecting **Remove**



- When you are ready to turn in the assignment click **Turn In**



- To check completed assignments, go back to **Assignments** and select the **Completed** tab
- Click the completed assignment you wish to view



Free Microsoft Office

- Click the **Tile** (waffle) icon in the top left corner of the screen



- Click **Office 365** from the top of the menu that opens

Office 365 →

- Select **Install Office** from the upper right screen

Install Office ✓

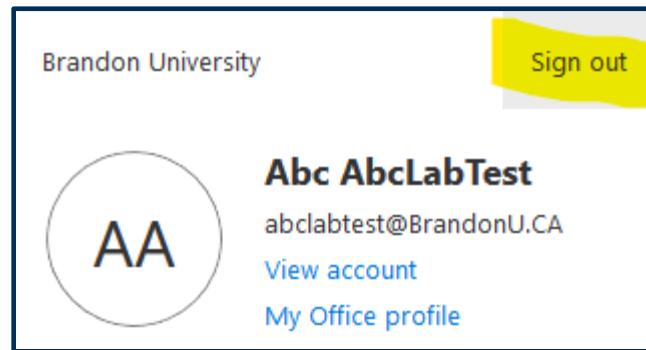
Note: The software can be installed on 5 devices

Sign Out of Microsoft 365 (webmail)

- Click your name/initials in the top right corner



- Click **Sign out**

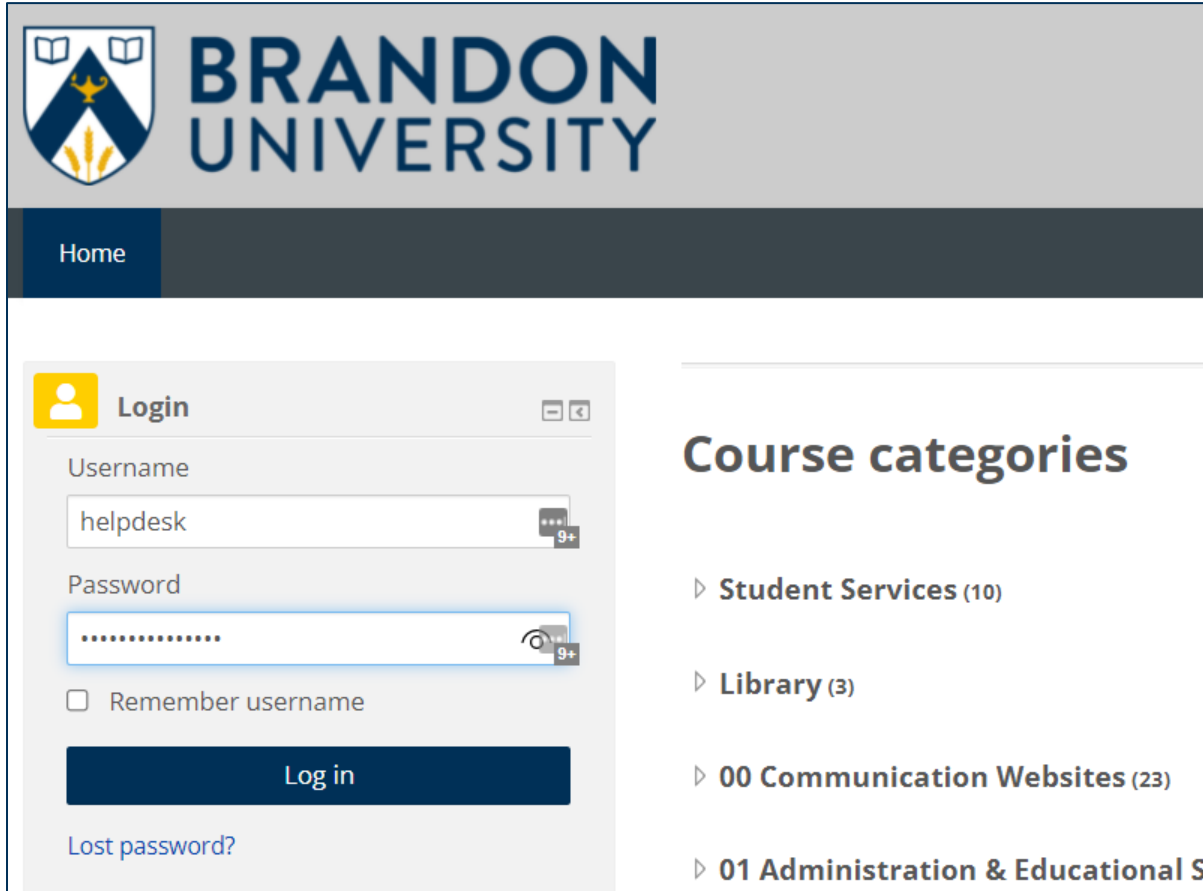


Moodle (online learning system)

- Moodle is another platform profs use for posting course information
- Professors will post a variety of items like:
 - Course outline
 - Important dates and information
 - Assignments and supplementary materials
 - Practice quizzes or tests
 - Slides from the lectures (the slides are only an abbreviated version of the lecture, so attending class is still important)
- Moodle can be accessed directly by the website <https://moodle.brandonu.ca/> or by clicking the link “Moodle Log in” from the BU home page under the **Student Resources** section

STUDENT RESOURCES		
▶ Course Calendars	▶ Student Information	▶ Tax Receipts
▶ Online Registration	▶ Exam Timetable	▶ John E. Robbins Library
▶ Scholarships/Bursaries	▶ Convocation Information	▶ Moodle Log In
▶ Pay Your BU Account	▶ Graduation Application	▶ BUSU
▶ Student Services	▶ Registration Guides	

- Login using your BU username and password
- Do NOT add “@brandonu.ca” to your username



The screenshot shows the Brandon University login interface. At the top is the university's logo and name. Below this is a navigation bar with a 'Home' link. The main content area is divided into two sections. On the left is a 'Login' form with fields for 'Username' (containing 'helpdesk') and 'Password' (masked with dots). There is a 'Remember username' checkbox and a 'Log in' button. A 'Lost password?' link is located below the button. On the right is a 'Course categories' section with a list of categories and their counts: 'Student Services (10)', 'Library (3)', '00 Communication Websites (23)', and '01 Administration & Educational S'.

BRANDON UNIVERSITY

Home

Login

Username
helpdesk

Password
.....

☐ Remember username

Log in

[Lost password?](#)

Course categories

- ▶ **Student Services** (10)
- ▶ **Library** (3)
- ▶ **00 Communication Websites** (23)
- ▶ **01 Administration & Educational S**

- Once you are logged in, look for the department your course is under, then look for your course (make sure you select the right professor if the course is offered by more than one professor)
- An **Enrollment key** is required by most professors to access course materials. This key is given out in class by the professor. The HelpDesk is not able to provide you with Enrollment Keys, so if you forget the key, just ask your professor again

Departments

- 62 Mathematics & Computer Science (67)
- 63 Music (2)
- 64 Music (26)
- 65 School of Music (25)
- 68 Native Studies (79)
- 69 Psychiatric Nursing (171)

Courses

- 62:160 Computer Science I [Abdelbar]
- 62:160 Computer Science I [Richards]
- 62:161 Computer Science II [Abdelbar]
- 62:171 Introduction to Statistics [Di Muro]
- 62:171 Introduction to Statistics [Khakbazan]
- 62:171 Introduction to Statistics [Plosker]
- 62:171 Introduction to Statistics [Williams]

BU Online | My courses | This course

Home > Courses > 62 Mathematics & Computer Science > 62:171 [PDI] > Enrol me in this course > Enrollment options

ADMINISTRATION

- Course administration
- Enrol me in this course

62:171 Introduction to Statistics [Di Muro]

Enrolment options

62:171 Introduction to Statistics [Di Muro]

Instructor: John Chen
Instructor: Paola Di Muro
Instructor: Shafiq Nassar
Instructor: Jeff Williams

Prerequisites: Pre-Calculus 405 (or equivalent) or 62:090 or 62:091 or permission of Department.

Description: Descriptive statistics, frequency distributions, mean, variance, the normal distribution, probability theory, populations and samples, sampling distributions. Introduction to estimation and tests of hypotheses and simple linear regression.

3 lecture hours per term, 2 laboratory hours per term, one term

Successors: 18:278, 18:386, 22:455, 31:351, 38:165, 62:172, 62:355, 62:383, 69:457, 71:457, 94:351, 94:392, 94:393.

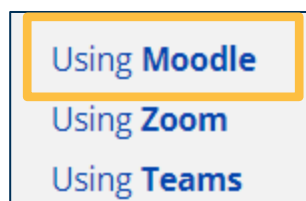
Transfer Equivalents: Look up 62:171 in the BU Course Transfer Database.

Self enrolment (Student)

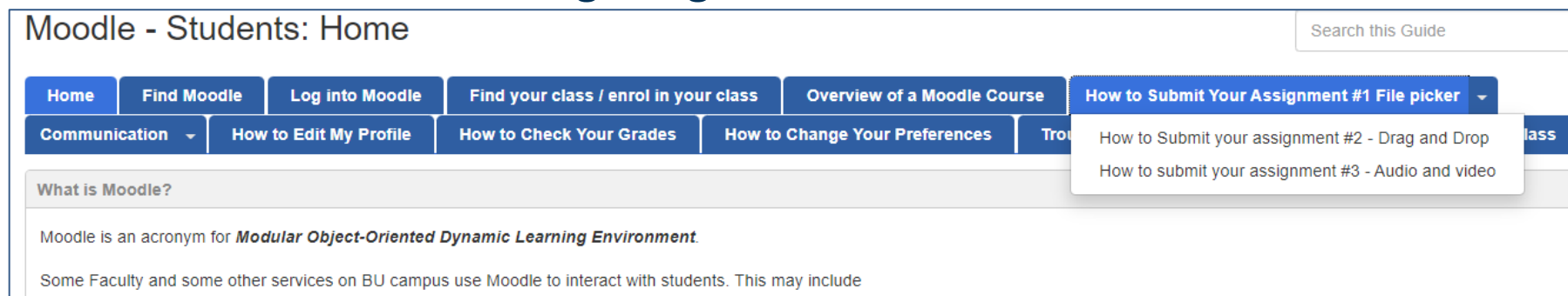
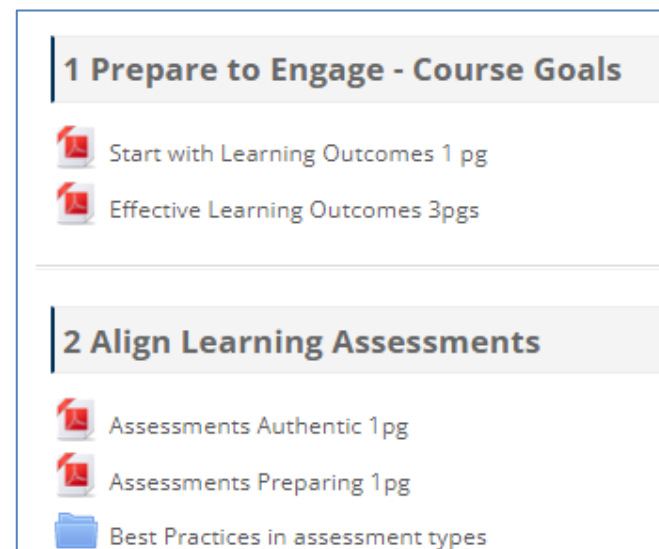
Enrollment key Unmask

Enrol me

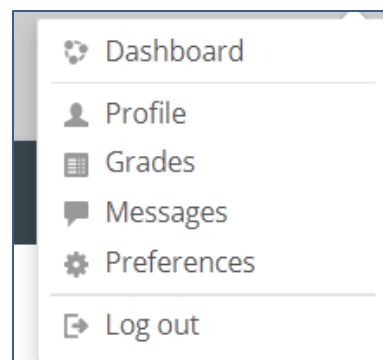
- Sample course under “00 Communication Websites” CTLT Teaching at BU
 - Instructor can post pdfs, documents, videos, etc



- Need Help Using Moodle, click “Using **Moodle**” on the left-hand side of the screen. Example – guides for submitting assignments



- If you click your username in the top right-hand corner of the screen, there are other features you can view

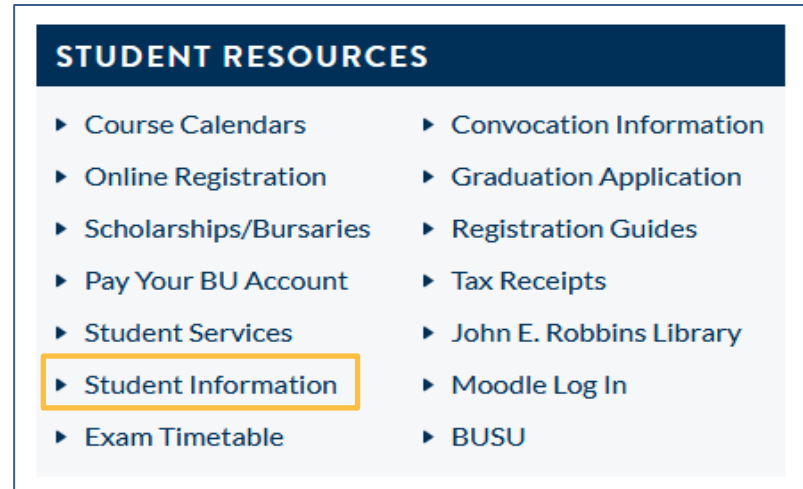


Zoom

- If your instructor is using Zoom, they will send an email with a link to their class and/or provide you with a 9-digit Meeting ID and a Passcode
- Example of Meeting Link and Meeting ID & Passcode:
Tanya Joice is inviting you to a scheduled Zoom meeting.
Topic: BU Tech Support
Time: This is a recurring meeting Meet anytime
Join Zoom Meeting
<https://us02web.zoom.us/j/508452846?pwd=Y0o5V2YzN0k4aUVPRGxLOHJ4WWdhdz09>
Meeting ID: 508 452 846
Passcode: 025857
- You can access Zoom by clicking the Meeting Link, going to the Zoom website (zoom.us) and selecting “JOIN A MEETING” from the top of the page, or selecting “Join a Meeting” from the Zoom app, entering the Meeting ID and Passcode
- You can download and install the Zoom app from zoom.us/download and then sign up for your own free zoom account (this is not necessary, but could be helpful if the web version is not working well)

Student Information

- Login to the “Student Information” screens from the BU Home page (www.brandonu.ca) under the **Student Resources** section
- Top section of the screen
 - In the UserID field, type in your BU username (do NOT add @brandonu.ca)
 - In the Password field, type in your BU password
 - Click **Login**

A screenshot of a login form titled "WARNING" in red text. Below the warning is a red text message: "If you are operating in an open area site, where someone will be using the computer when you are done - please shut down the browser to ensure your information can't be viewed by someone using the 'back' button." The form has two input fields: "UserID" with the text "helpdesk123" and "Password" with masked characters "*****". Below the fields is a "Login" button.

- The “Student Information” screens contain the following information:
 - Basic
 - Degree
 - Marks / Course Information
 - Waiting List
 - Financial Information
 - Time Table
 - Meal Plan
 - Tax receipts
 - Apply for Scholarships & Bursaries
 - Course Evaluations
 - Graduation Application
 - Verification of Enrolment – prove you are a currently registered student (sometimes financial institutions will ask for this)
 - Music Concerts

Saving Files

- Students have a Microsoft OneDrive account associated with their BU email account, and may save files there for easy access from on and off campus as long as you have internet access
- You may save files to a USB flash drives
- You may save files to other cloud accounts

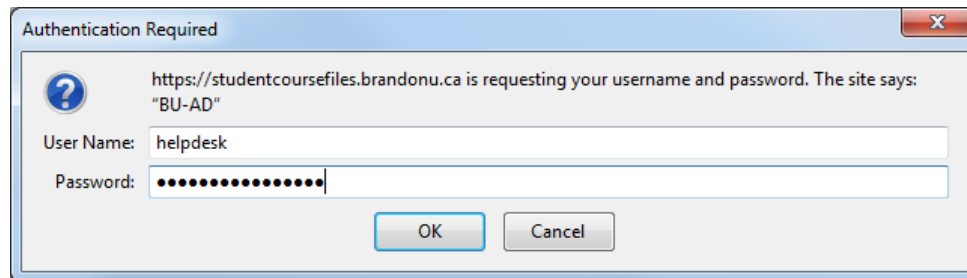


S drive location (Student Course Files—old method not used as much anymore)

- Some professors choose to use the legacy S drive to share files with their students instead of Teams or Moodle
- To access it, open up a web browser and go to the website:

<https://studentcoursefiles.brandonu.ca>

- An authentication window will appear
- For the User Name field, type in your BU Username
- For the Password field, type in your BU password
- Click **OK**



studentcoursefiles.brandonu.ca - /

6/25/2019 9:24 AM	<dir>	ADES
3/10/2018 2:28 PM	<dir>	Biology
7/23/2021 7:55 AM	<dir>	Botany
9/8/2017 1:12 PM	<dir>	BusAdmin
8/22/2014 11:58 AM	<dir>	Chemistry
7/23/2021 7:54 AM	<dir>	CompSci
3/19/2014 12:34 PM	<dir>	Disability Services
10/30/2018 7:47 AM	<dir>	Economics
8/22/2014 11:59 AM	<dir>	Education
9/18/2017 7:56 AM	<dir>	English
7/23/2021 7:58 AM	<dir>	Geography
7/23/2021 7:59 AM	<dir>	Geology
7/23/2021 8:01 AM	<dir>	HealthStudies
7/15/2014 1:46 PM	<dir>	History
11/1/2019 11:35 AM	<dir>	Library
4/29/2014 1:12 PM	<dir>	Library Resources
8/9/2018 2:19 PM	<dir>	Math
7/23/2021 8:03 AM	<dir>	Music
7/23/2021 8:03 AM	<dir>	Native Studies
4/3/2017 2:09 PM	<dir>	PENT
10/8/2014 11:03 AM	<dir>	Philosophy
8/22/2014 12:01 PM	<dir>	Physical Education
8/11/2015 1:03 PM	<dir>	Psychology
9/7/2016 10:40 AM	<dir>	Religion
8/11/2017 12:43 PM	<dir>	Rural Development
8/22/2014 12:02 PM	<dir>	Sociology
4/29/2014 12:52 PM	<dir>	Student Services
4/29/2014 12:52 PM	<dir>	Visual Arts
7/30/2014 1:24 PM	393	web.config
7/23/2021 8:06 AM	<dir>	Zoology

Printing on Campus

- Printing costs 10¢ per page per side
- Duplexing is available (printing on two sides of the paper to save paper = 20¢ (10¢ + 10¢))
- Add money (print quota) to your printing account
 - Done in the library at the money stations by the photocopiers and printers, across from the HelpDesk with cash; by debit at the library circulation desk
- We have Black and White printers in all the labs and a colour printer (50¢/page) in the library
- You may also print at BUSU. They have different rates, so check them out



Printing on Campus - continued

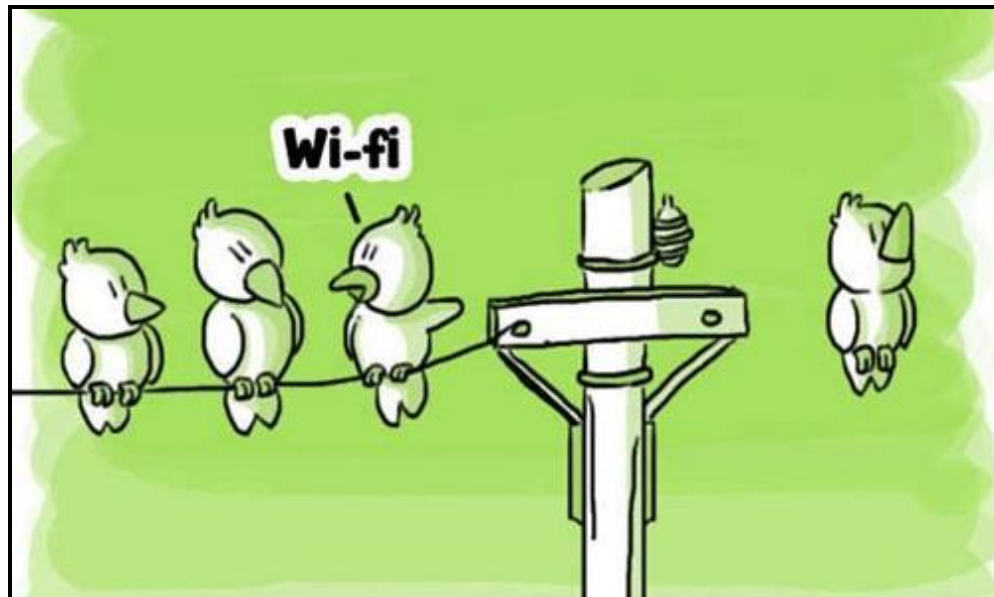
- Printing from a lab computer
 - Regular printing (Black & White): select the printer “BU_Student_BW on SRV-17”
 - Color printing: select the printer “BU_Student Color on SRV-17”
- You can print to the Student print queues from your personal device, directions on the HelpDesk website (<https://www.brandonu.ca/helpdesk/student-printing/>) or the HelpDesk Portal (<https://helpdesk.brandonu.ca>)

Tip:

- PDF's do not always print nicely. If you have trouble printing a PDF from a web browser, download the pdf and then open it in Adobe Reader. PDF's generally print properly from Adobe Reader

Wi-Fi On Campus

- BU_Guest – gives you 90 minutes of access before you have to authenticate again
- BU_Wireless – secure wireless network, which gives you one year of access before you have to authenticate again
- Connect to BU_Wireless by **first connecting to BU_Guest**, then onboard through the BU Connect Portal (buconnect.brandonu.ca)



BU HelpDesk

- Located in the BU Library – West end of the Library Circulation Desk
- Phone: 1-204-571-8500
- Email: helpdesk@brandonu.ca
- Website: <https://www.brandonu.ca/helpdesk/>
- Portal: <https://helpdesk.brandonu.ca>
- Hours:
 - Monday – Thursday: 8:30am – 8:00pm
 - Friday: 8:30am - 5:00pm

Questions?