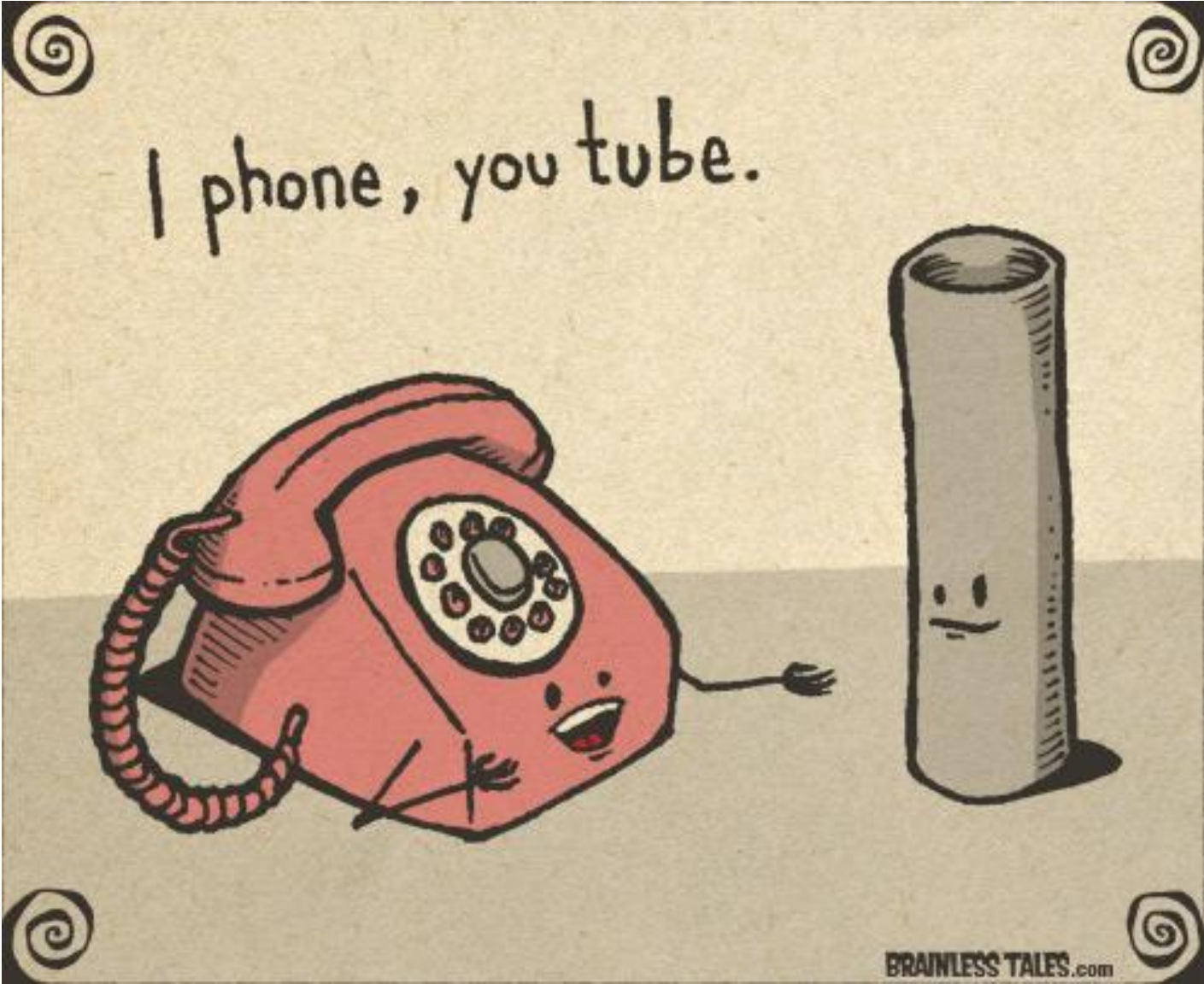


Intro to some BU computer apps and resources

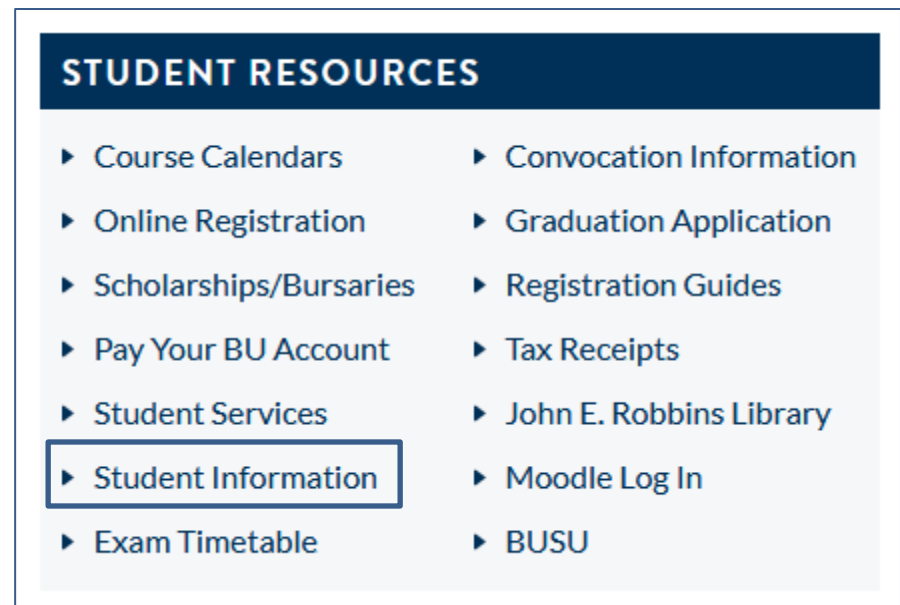
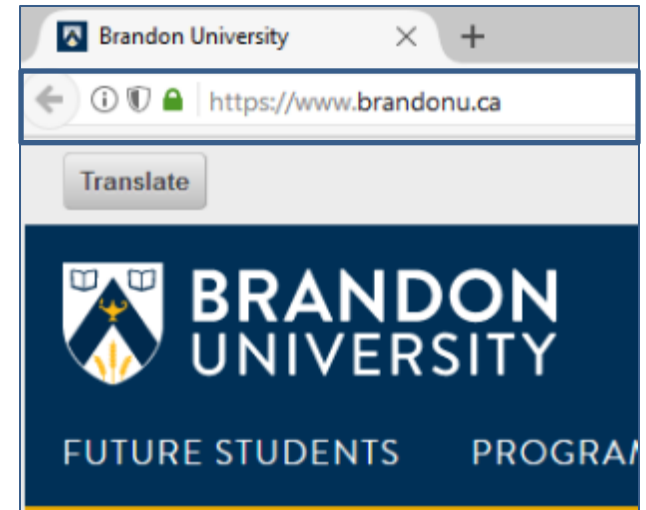


ClaimID (claim your username and password)

- 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

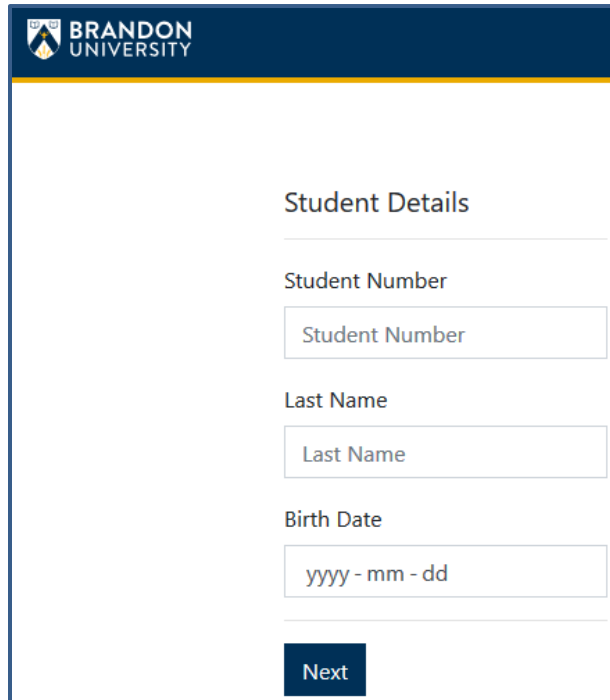
People caught abusing the system will have their ID suspended and may be expelled, depending upon the severity of the abuse.

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 left is the university's logo and name. The form is titled "Student Details" and contains three input fields: "Student Number", "Last Name", and "Birth Date". The "Birth Date" field has a placeholder "yyyy - mm - dd". A dark blue "Next" button is located at the bottom of the form.

BRANDON UNIVERSITY

Student Details

Student Number

Student Number

Last Name

Last Name

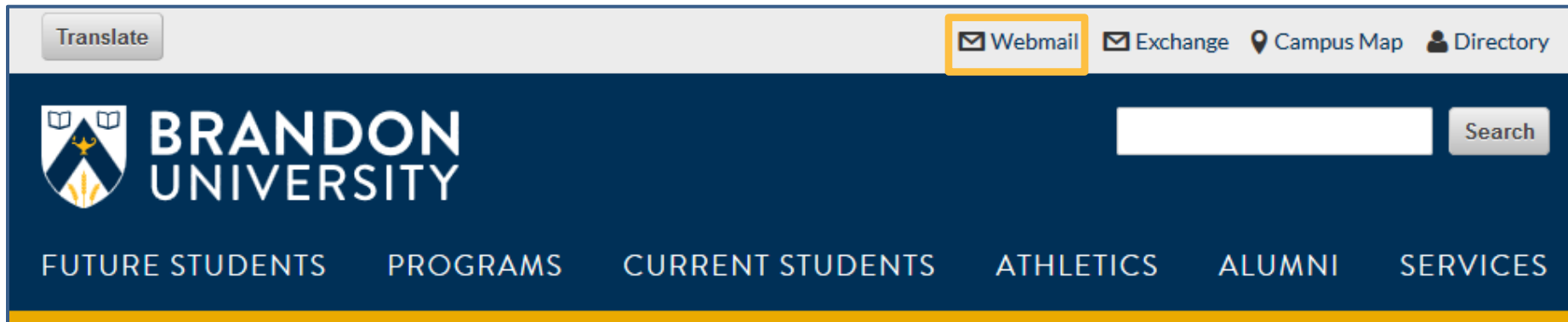
Birth Date

yyyy - mm - dd

Next

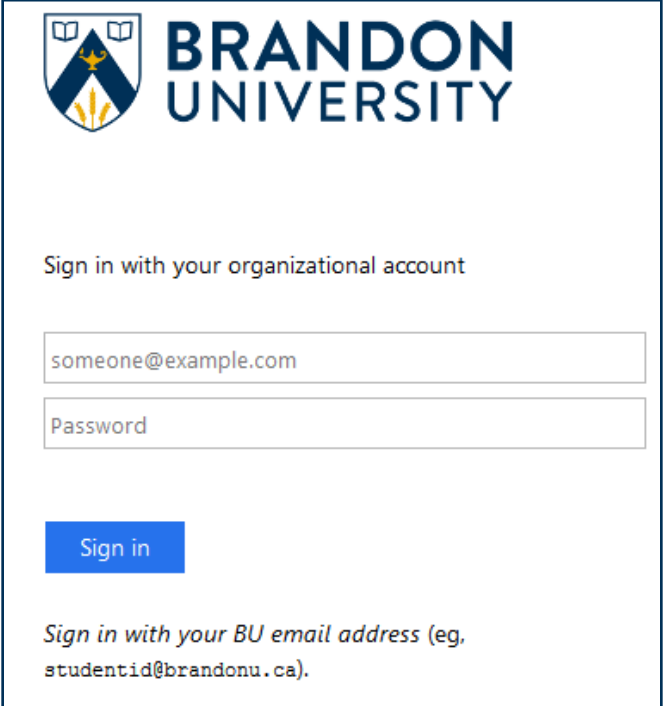
Student BU Email account (webmail)

- 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

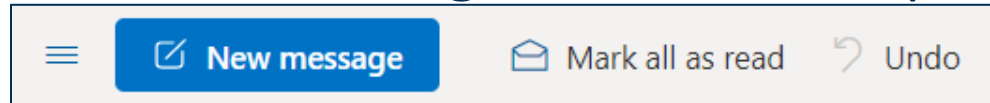


The screenshot shows the login interface for Brandon University's webmail. At the top left is the Brandon University crest, and to its right is the text "BRANDON UNIVERSITY". Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: the first is for the email address, containing the placeholder "someone@example.com", and the second is for the password, labeled "Password". A blue "Sign in" button is positioned below the input fields. At the bottom of the form, there is a link that says "Sign in with your BU email address (eg, studentid@brandonu.ca)."

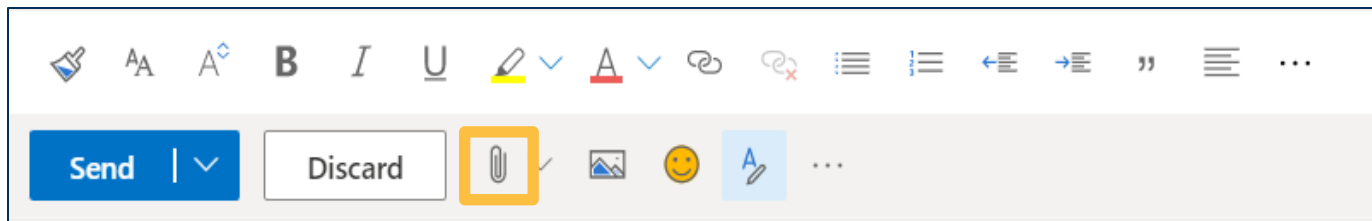
Student BU Email account (webmail) – continued

Create a New Message and Attach Files

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



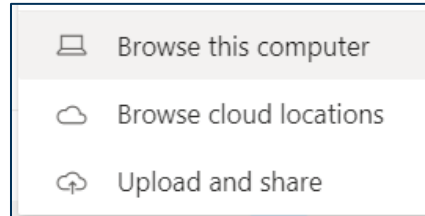
- In the **To** field add the email address you are sending to
- In the **Add a subject** field type in a brief topic for the message you are sending, eg **62:306 Assignment Number 3**
- In the large blank section of the screen (body of the message) type your email message
- Add an attachment (like a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



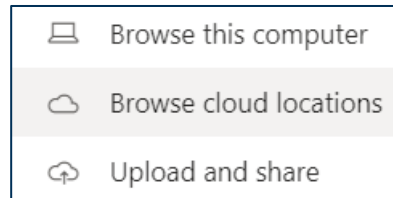
Student BU Email account (webmail) – continued

Create a New Message and Attach Files

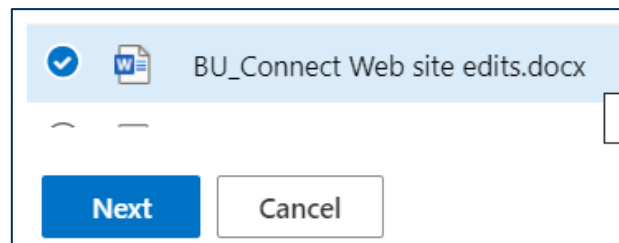
- Select **Browse this computer** if the file was saved to your computer



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



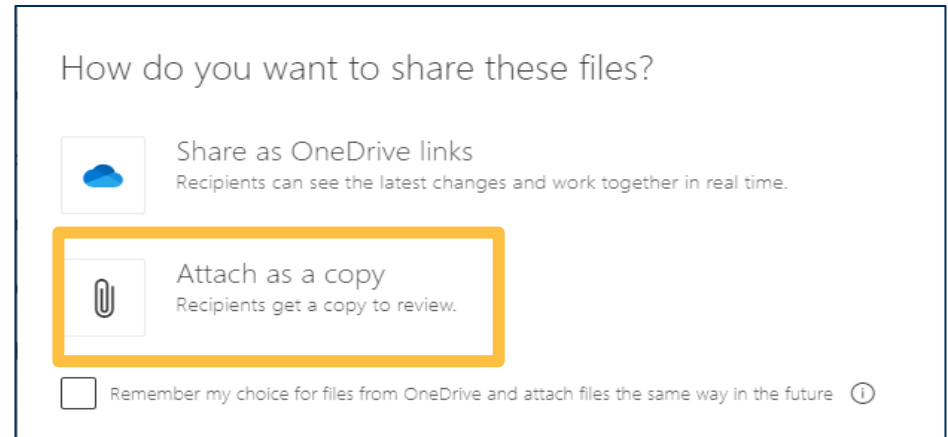
- Find and select the file(s) you wish to attach, click **Next**



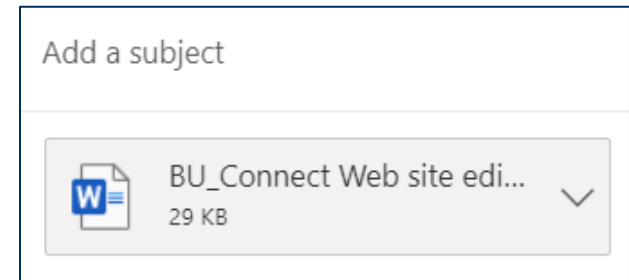
Student BU Email account (webmail) – continued

Create a New Message and Attach Files

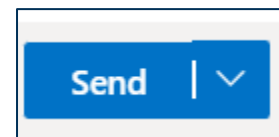
- The next screen to pop up asks **How do you want to share these files?** Select **Attach as a copy**. This is very important, as some professors are not able to access a shared link



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



- Click **Send** to send the message

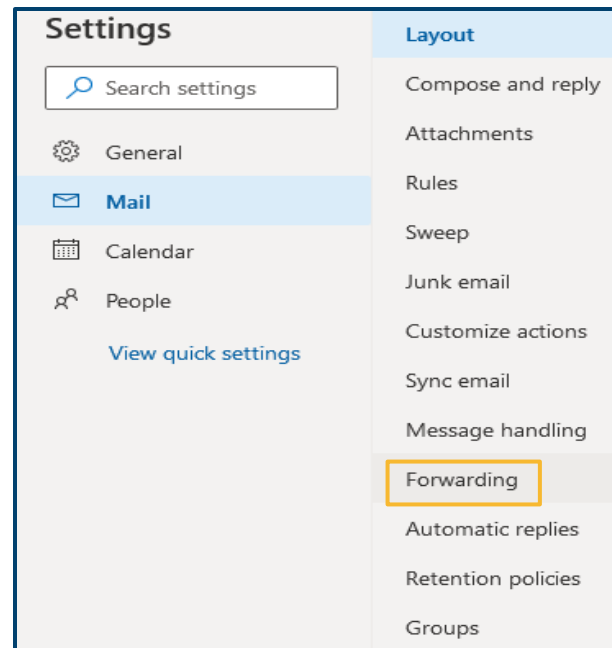


Student BU Email account (webmail) – continued

Forwarding BU email to another account

Forward

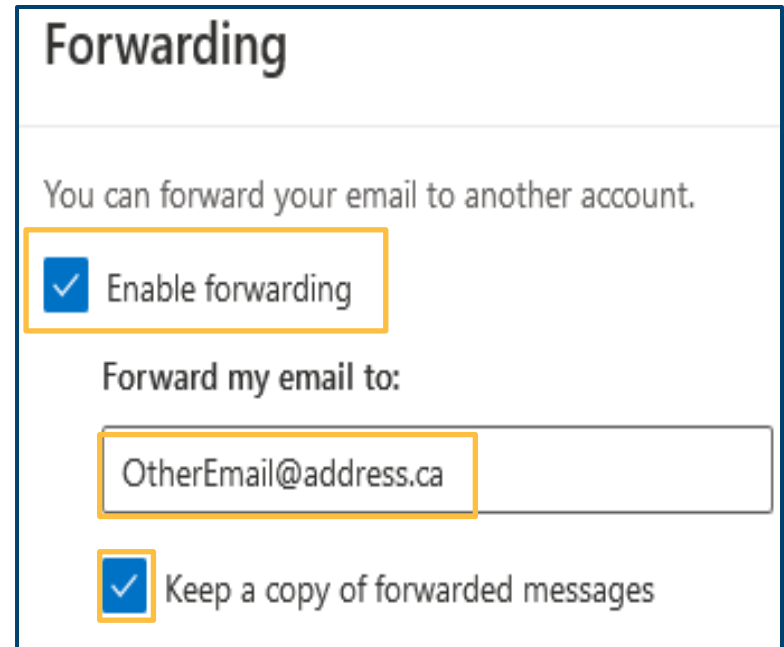
- To forward your BU email to a personal account, click the **Settings** (gear) icon
- Toward the bottom of the right-hand panel, click **View all Outlook settings**
- Under **Mail**, select **Forwarding**



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:

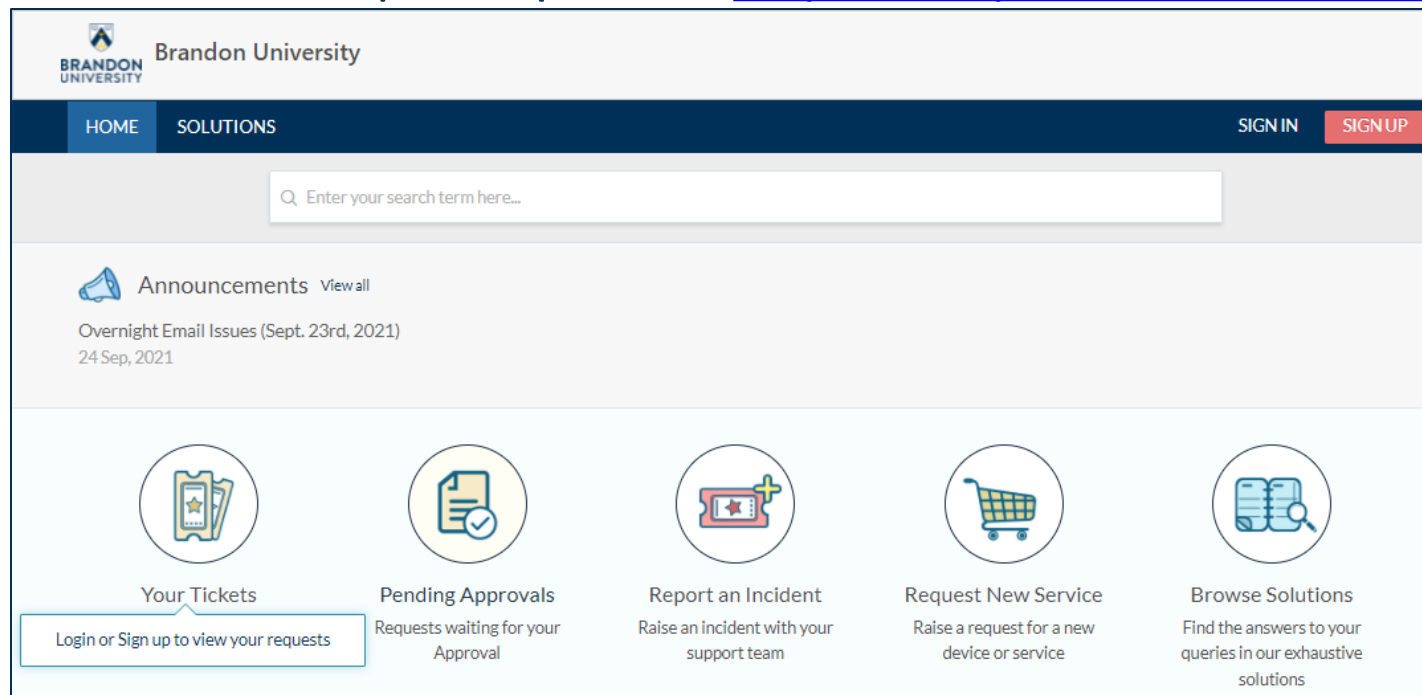
OtherEmail@address.ca

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>



The screenshot shows the Brandon University HelpDesk portal. At the top left is the Brandon University logo and name. Below it is a navigation bar with 'HOME' and 'SOLUTIONS' tabs, and 'SIGN IN' and 'SIGN UP' buttons. A search bar is located below the navigation bar. The main content area features an 'Announcements' section with a megaphone icon and a 'View all' link. Below this is a grid of five service tiles, each with an icon and a title: 'Your Tickets' (ticket icon), 'Pending Approvals' (document with checkmark icon), 'Report an Incident' (incident report icon), 'Request New Service' (shopping cart icon), and 'Browse Solutions' (book with magnifying glass icon). Each tile has a brief description of the service. A callout box is positioned over the 'Your Tickets' tile, containing the text 'Login or Sign up to view your requests'.

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

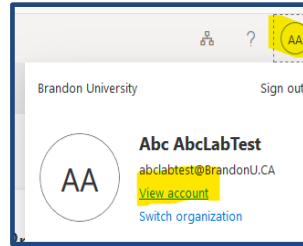


Passwords - continued

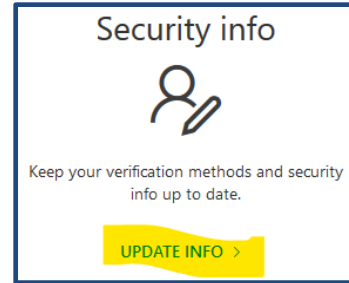
Step 1 – Setup Password Recovery Information

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

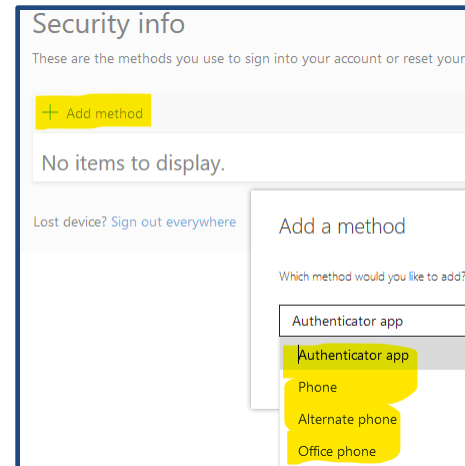
- Click your Initials
- Select **View Account**



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



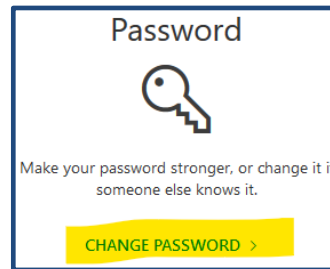
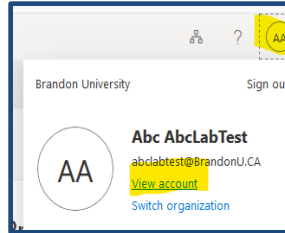
- Choose an authentication method, click Add and follow the prompts



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. The title is "change password". Below the title, it shows the "User ID" as "abcclabtest@BrandonU.CA". There are three input fields: "Old password", "Create new password", and "Confirm new password". At the bottom of the form, there are two buttons: a green "submit" button and a "cancel" button.

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

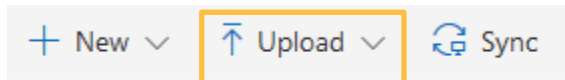
Acceptable Symbols:

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

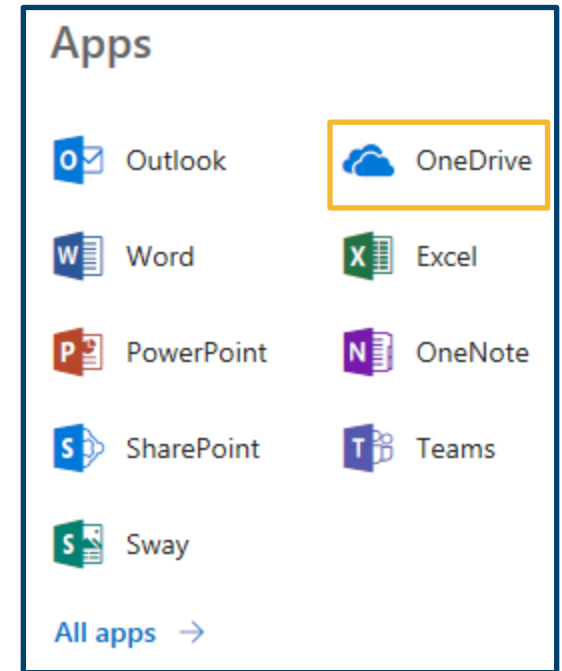
OneDrive Storage

- 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

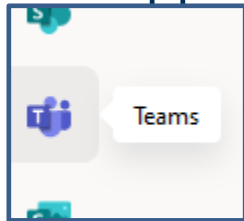




- A window will open
- Browse to your computer/network account/USB drive for the file you want to upload
- Click the file you would like to load and click **Open**



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



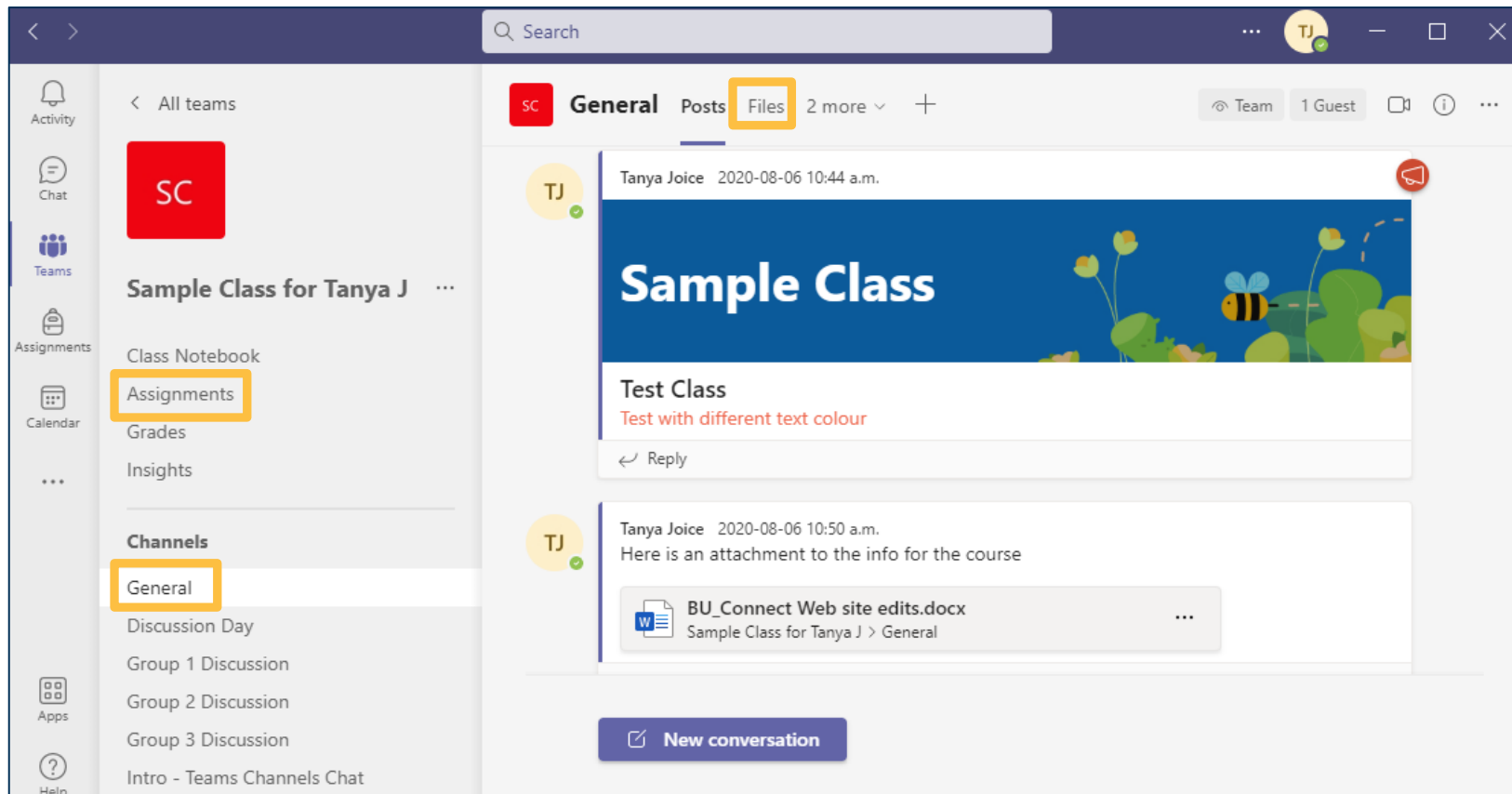
- **Desktop App** – download from Microsoft: [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)
- **Chat**  - is great for communicating one on one, or as a group with classmates by text or video
- **Teams**  - a Team can be created for group work or for classes. If an instructor 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

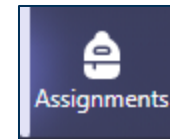
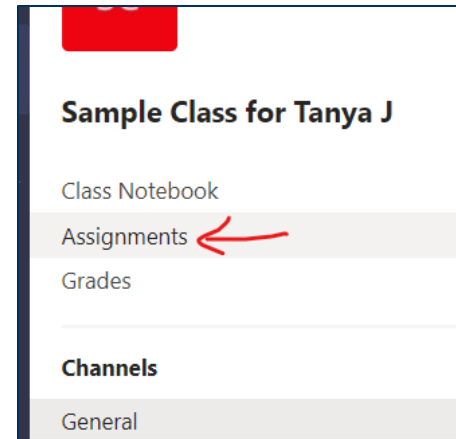


The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Assignments' icon is highlighted with a yellow box, and the 'General' channel is selected. The main chat area shows a post from Tanya Joice dated 2020-08-06 at 10:44 a.m. The post features a blue header with the text 'Sample Class' and a decorative image of a bee and flowers. Below the header, the text reads 'Test Class' followed by 'Test with different text colour' in red. A 'Reply' button is visible below the post. A second post from Tanya Joice dated 2020-08-06 at 10:50 a.m. contains an attachment of a Word document titled 'BU_Connect Web site edits.docx' with a file icon and a three-dot menu. The top navigation bar includes a search bar, a search icon, and a user profile icon labeled 'TJ'. The bottom of the chat area has a 'New conversation' button.

Microsoft Teams - continued

Assignments

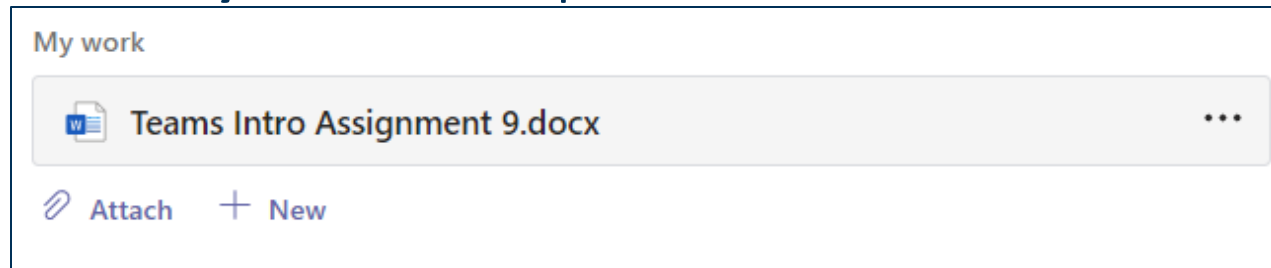
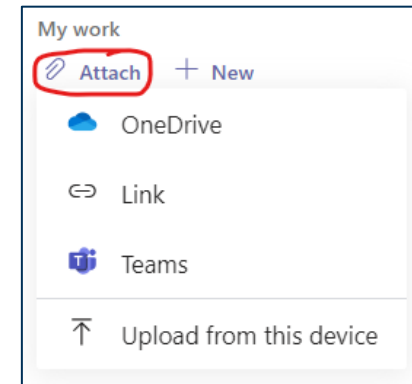
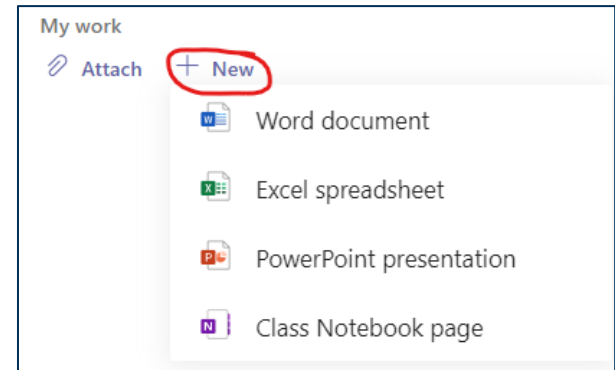
- Go to the Class Team you are part of, click **Assignments** in the left column under the Team name
- (or click the **Assignments**) icon on the left charm bar
- Select the Assignment to view or work on and read the instructions carefully



Microsoft Teams - continued

Assignments – adding work

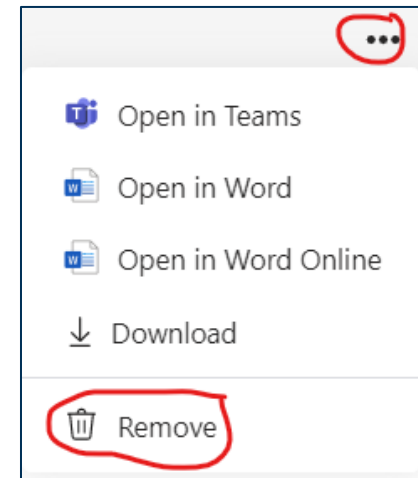
- You can start a new Word, Excel, PowerPoint or Notebook page within Teams
- You can attach a file you have worked on outside of Teams
- You can go back and edit an attached file before submitting it, by clicking the file name under **My Work**. Example:



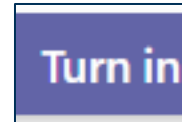
Microsoft Teams - continued

Assignments

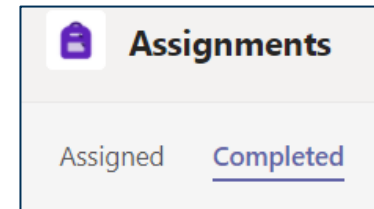
- You can remove your file if you would like to replace it by clicking the (...) icon to the right of the file and selecting **Remove**



- 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

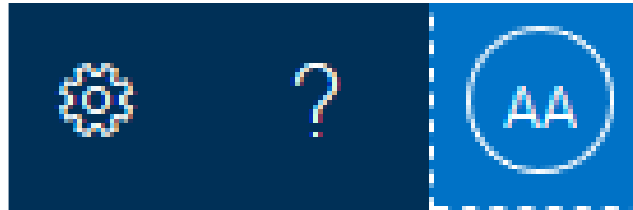
Free Microsoft Office

- Click the **Tile** (waffle) icon in the top left corner of the screen 
- Click **Office 365** from the top of the menu that opens 
- Select **Install Office** from the upper right screen 

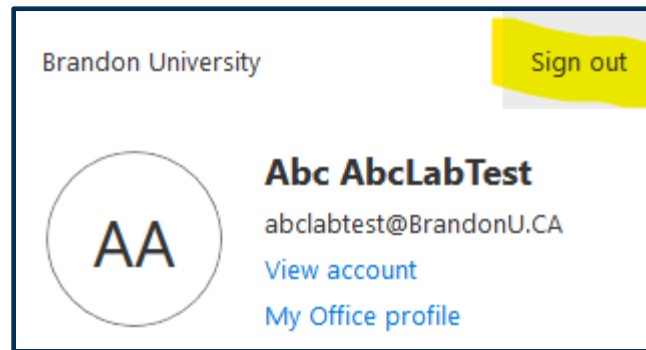
Note: The software can be installed on 5 devices

Sign Out of Microsoft 365 (webmail)

- Click your name/initials in the top right corner

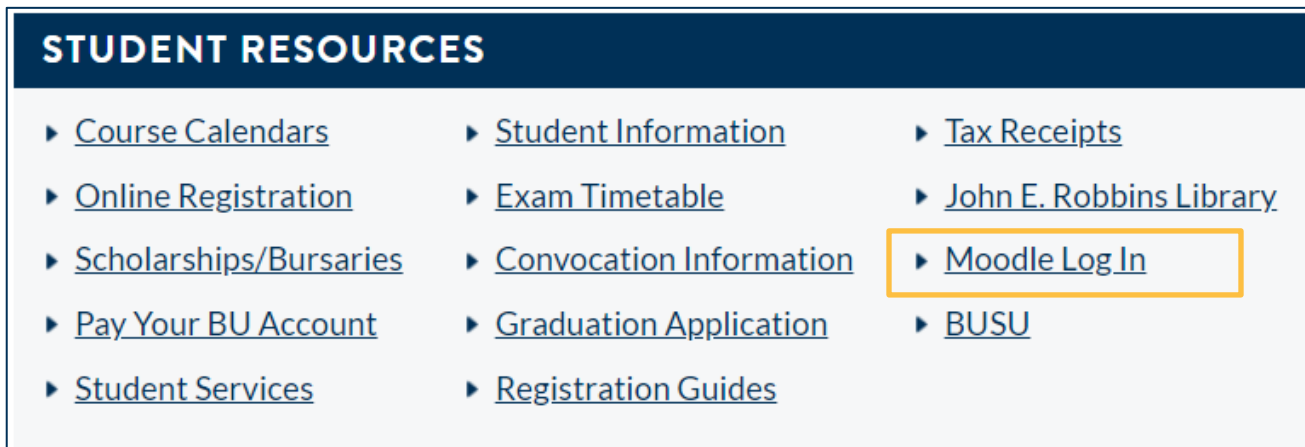


- Click **Sign out**



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

 **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 [Di Muro] > 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 Nasseraer
 Instructor: Jeff Williams

Prerequisites: Pre-Calculus 405 (or equivalent) or 62:099 or 62:091 or permission of Department.

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: 16:276, 16:386, 22:455, 31:351, 38:365, 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

1 Prepare to Engage - Course Goals

-  Start with Learning Outcomes 1 pg
-  Effective Learning Outcomes 3pgs

2 Align Learning Assessments

-  Assessments Authentic 1pg
-  Assessments Preparing 1pg
-  Best Practices in assessment types

Using Moodle

Using Zoom

Using Teams

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

Moodle - Students: Home Search this Guide

Home
Find Moodle
Log into Moodle
Find your class / enrol in your class
Overview of a Moodle Course
How to Submit Your Assignment #1 File picker ▾


Communication ▾
How to Edit My Profile
How to Check Your Grades
How to Change Your Preferences
How to Submit your assignment #2 - Drag and Drop
How to submit your assignment #3 - Audio and video





What is Moodle?


Moodle is an acronym for *Modular Object-Oriented Dynamic Learning Environment*.

Some Faculty and some other services on BU campus use Moodle to interact with students. This may include

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

-  Dashboard

-  Profile
-  Grades
-  Messages
-  Preferences


-  Log out

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

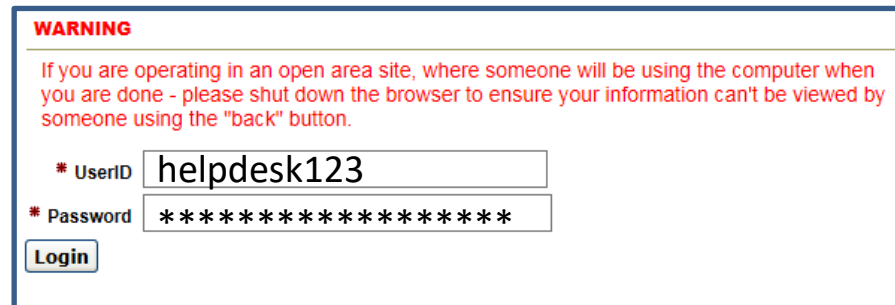
- Login to the “Student Information” screens from the BU Home page (www.brandonu.ca) under the **Student Resources** section



STUDENT RESOURCES

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

- 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**



WARNING

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.

* UserID

* Password

- 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

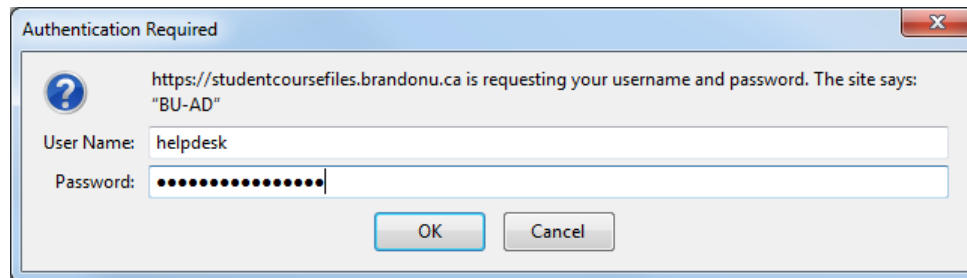


S drive location (Student Course Files—old method not used as much anymore)

- 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**



Authentication Required

https://studentcoursefiles.brandonu.ca is requesting your username and password. The site says: "BU-AD"

User Name: helpdesk

Password:

OK Cancel

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

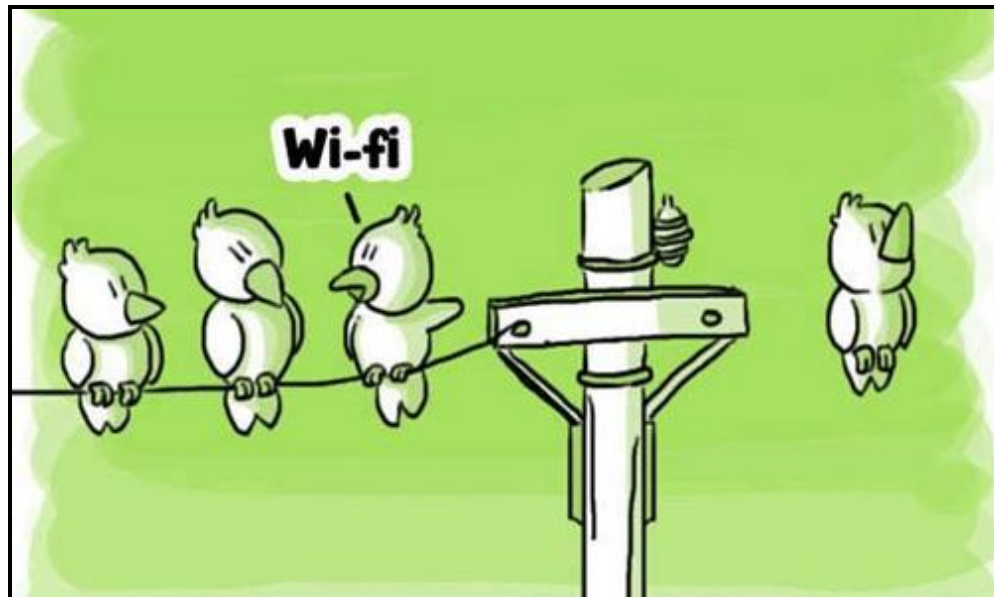
- Printing from a lab computer
 - Regular printing (Black & White): select the printer “BU_Student_BW on SRV-17”
 - Color printing: select the printer “BU_Student Color on SRV-17”
- You can print to the Student print queues from your personal device, directions on the HelpDesk website (<https://www.brandonu.ca/helpdesk/student-printing/>)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