

Mansfield University

School Library and Information Technologies Program

New Student Orientation

What Do I Do First?

Account Information

Before you do anything, first retrieve your various MU service accounts and activate your MU email. There are several essential services that you will use regularly. The most important include:

1. Blackboard (course software)
2. Mounties email (Windows Live Hotmail)
3. WebAdvisor
4. My Mansfield (portal from which to download tuition bills)
5. Library (e-reserves and databases)

To retrieve logins and passwords for MU services visit the university's **My Accounts** page, at:

<https://info.mansfield.edu/myaccount/>

To login, enter your 7-digit student ID number, the last four digits of your social security number, and the year of your birth.

Windows Live Hotmail (Email)

Before you can access your MU email account (known as **Mounties**) you first need to retrieve your login and password from **My Accounts**. Once there select either the link that reads, **Windows Live@edu account and Email Address** or the link a little further below, as shown here:

My Accounts@ Mansfield

What are my usernames and passwords?

Your primary Mansfield University accounts all share a common base username, but the passwords and suffix for these accounts are different. Below is the information you need for your primary accounts, and what each of those accounts control. Your primary accounts include:

- [Windows Live@edu account and Email Address](#)
- [Campus Services ID](#)
- [Webadvisor account](#)

Click here to activate Mounties email account

What is my ID Card barcode number?

Your ID card barcode number is : 23098 [REDACTED]

To activate your Mounties Windows Live Mail account, follow the instructions at this location

Service(s)	Account to use	Login	Initial Password	Password Reset
Mounties Windows Live Hotmail	Windows Live@edu	[REDACTED]@mounties.mansfield.edu <i>(This is your campus email address)</i>	m [REDACTED]	If you have already set up your Mounties Mail Windows Live@edu account, and have forgotten your password, click here. If you have not setup your Windows Live@edu or are unsure if you have, click here for further instructions!
Microsoft Passport	Windows Live@edu	[REDACTED]@mounties.mansfield.edu	m [REDACTED]	
Windows Live Messenger	Windows Live@edu	[REDACTED]@mounties.mansfield.edu	m [REDACTED]	
Windows Live Spaces	Windows Live@edu	[REDACTED]@mounties.mansfield.edu	m [REDACTED]	

The activation page will display your initial password and instructions for initializing your email account. As part of the process you will need to create a new password, which you should write down. Note that the **My Accounts** page does not keep track of the new password. If you forget it you can reset the password immediately from My Accounts. See our [Help](#) page for details.

 **Note:**

There is one important trick to accessing your MU email. To login successfully you must use your full MU email address, to include the word **mounties** (e.g. smithz99@mounties.mansfield.edu), else you will be unable to login.

The student email system is a custom version of Microsoft's **Windows Live Hotmail** (formerly Hotmail). Mounties Mail allows you to keep your account for life, provides 5Gb of personal storage, and a calendar tool. In case you wondered, Windows Live does not require the Windows operating system, "Windows" is just a name Microsoft likes. Mac and Linux users should have no problems accessing the MU student email system.

To retrieve your email go to either <http://www.hotmail.com/> or <http://home.live.com/> (or follow the link under the Resources tab of any of the SL&IT web pages). If you already have an MSN or Hotmail account be careful not to let your web browser's auto complete feature enter your personal (i.e. non-MU) login and password.

For further help with Windows Live you might wish to view the official Video Tour, at:

<http://discoverhotmail.com/Hotmail/Tour/en/>

We also have our own unofficial video demo, which is possibly obsolete by now. If you'd like to give it a try, access the video at:

<http://libweb.mansfield.edu/media/WindowsLive.html>

When you activate your account be sure to specify the MU domain (organizational address), **mansfield.edu** as a **Safe sender**. In Windows Live Hotmail anyone who sends an email NOT on your safe senders list may be treated as a potential spammer. Safe senders can be either individuals (e.g. mom@aol.com) or entire organizations (e.g. mansfield.edu). Messages in the junk folder remain for only a few days before the system deletes them, so be sure to follow the procedure below to safeguard important course-related emails:

1. Click **Options** from within Hotmail (top right corner of screen)
2. Click **More Options** at bottom of Options menu
3. Under Junk Email click **Safe and blocked senders**
4. Click **Safe Senders**
5. Enter "**mansfield.edu**" in the box for *Sender or domain to mark as safe*
6. Click the **Add to List** button
7. You may now leave the page or return to the Inbox

Activities

For your first orientation assignment please perform the following tasks:

1. Activate your Mounties email account and send a message to me acknowledging that you have reviewed the SL&IT [Responsibility Statement](#). After I reply we will both know that you can send and receive email from your MU account.
2. Complete our Blackboard [Tutorial](#) (preferably after I announce that you may login).
3. Review Paloff and Pratt's [Student Tools](#) from their book, *The Virtual Student*.
Note: the link above opens the chapter in our library's *E-Reserves* collection. Electronic reserves are password-protected items that you access online, using your 18-digit library barcode for a login. If you don't know your barcode number review our [Help](#) page entry on identifying IDs and barcodes. You need not buy this book.
4. Submit the [New Student Survey](#) (you'll need your seven-digit student ID to login).
5. Consult with your instructor if you have any concerns or questions regarding your preparedness for online course work. The sooner you ask for help the sooner you'll be prepared to complete your first week without the added stress of deadlines.

How Do I Begin a Course?

Students often feel overwhelmed when first entering a course. So many buttons and links! The usual question newbies ask is, "Where do I begin" (or something like that). Before you enter the Intro course please review the [Blackboard Tutorial](#). I will announce when you can access Blackboard.

Though there is no correct way to best navigate a course, the following is one approach, both in the first week and each week when you begin a new module (weekly or bi-weekly unit). If you are a visual learner you might find our narrated [Video Tour](#) helpful. Just click the big triangular play button to start the video, and be sure to have your speakers turned on.

A. Suggested First Steps for Starting a Course

1. Print and read carefully the **Syllabus** (click the link marked, **Printable Version**, if available)
2. Mark due dates on your own **calendar** (and keep a copy near your computer)
3. Read initial **Announcements**
4. Print the Course **Readings** list
5. Check for MU email at least 2-3 times a week and verify that your email program does not filter senders from MU (see the section, *Activate Email Account*, above). If you have problems accessing MU email from a school, see our web page on [Alternative Access](#).

B. Suggested Steps for Entering a "Module" (individual 1-2 week units)

1. Check for new **Announcements** (click the tab for **All Dates** so you don't miss any)
2. Read **Course Content** (print if needed). Be sure to click the link identifying each module (e.g. Mod 1). For an illustration see the Course Content section of the [Blackboard Tutorial](#).
3. Review the weekly **Readings** required for the current module

4. Review the **General Question and Answer Forum** for new messages (if your instructor uses a Q&A Forum)
5. Carefully review and/or print the current module's **Assignment** instructions and/or rubric
6. Before submitting an assignment examine the rubric or instructions carefully to make sure you have completely satisfied all requirements. Use the rubric as a Checklist for successful completion.

Note Well:

As educators, SL&IT students should appreciate the vital importance of classroom communication. That means informing instructors of problems, reading announcements, and reviewing Help pages before asking questions. About 75% of all questions can be self-answered by carefully reading announcements, rubrics, and our various Help pages. Though you should always feel free to ask for clarification (or make suggestions for improving the clarity of instructions), please model good educational dispositions by carefully reading all instructions.

Security Considerations

Besides email issues, popup blockers and web security software cause many students (and their instructors) considerable frustration. In an age when evil lurks all over the Internet, computer users turn increasingly to a host of programs that keep their computing environment as safe as possible. Unfortunately, the solutions often result in overly aggressive measures to keep you from the Internet. This is especially true in the K-12 world where Internet filters and firewalls prevent you from accessing many web sites and resources (especially library databases, or any resource that requires a password). If your school blocks Hotmail, try some of the alternative [Hotmail Access](#) solutions posted on our web site.

Explaining all of the possible problems and their fixes is not possible here, but as a general rule you can avoid many Web problems by registering commonly used sites (e.g. *mansfield.edu* or *ebSCO.com*) in your browser's privacy and security settings, to indicate it is a safe site. This is especially important for Blackboard. To learn more about preventing problems for various web browsers see the SL&IT Help Page entries on [Browser Security](#) and [Unusual Browser Problems](#).

If you have a personal **firewall** or **pop-up blocker** software (often included with browser search tools, such as the Google or Yahoo search bars) you should similarly list commonly accessed sites as safe from their security. Popup blockers and firewalls work in the background, often without you knowing it, to protect against millions of spy and adware programs (those annoying advertisements that popup all over your web browser) that try to install themselves whenever a web page launches another window (popup). However, many legitimate web sites, to include Blackboard and the SL&IT web pages, rely on popup windows to handle login and form submissions chores. If you try to submit a form online and see only a blank window (or nothing happens), chances are your browser is blocking the confirmation or submission process from continuing.

Final Words of Advice

As you proceed with your first week orientation and the program in general please be fearless, yet quick to ask for help. If you experience technical trouble in this preliminary week **NOW** is the time to nip the problem in the bud.

 **Technical Note:**

All of the videos above require the **Flash** media plugin for your web browser. If you cannot view the videos be sure that you have installed the [Flash](#) plugin for the browser you are using and don't have security software blocking video content. If you still can't get the video to run contact me to help troubleshoot.

Computer Skills Self-Assessment

Readings & Guides

1. Computer Requirements, <http://library.mansfield.edu/hardware.asp>
2. SL&IT Computer Skills Rubric, <http://library.mansfield.edu/pdf/compskills.pdf> (examine carefully)
3. Browse through the video tutorial on **PC Maintenance and Security** at [Atomic Learning](#) (Mac users too). You need not view every video, just a few. Login with your MU Student ID. From the main menu select **Home > 21st Century Skills > Workshops > PC Maintenance and Security**.

Introduction to Week 2

For the second week of your orientation you will assess your technical skills and build upon them. We assume that all **learners** can improve themselves, and even if you are already comfortable with computer applications and technology, the SL&IT program encourages you to constantly learn and expand your skills. Everyone can learn something new or improve existing skills (or perhaps learn to work faster or more efficiently). As an important disposition that only you can assess, you should continuously challenge yourself to become more and more proficient in whatever you do.

In the SL&IT program your growth as a technically proficient library media specialist is a shared journey. In a transformative learning environment it is an essential responsibility of learners to grow both intellectually and professionally. Instructors are equally responsible for supporting and nurturing that effort. Learning new skills, strategies, techniques or adopting a new attitude, all require honest and critical self-reflection of your current abilities and assumptions of what makes you an effective educator/leader.

As you know, learning usually involves asking questions and/or knowing whom to ask. One starting point is our own [Help Page](#), which includes the related [Whom do I ask about...](#) page. As much as possible, we encourage students to try troubleshooting problems themselves. Even if you are not proficient you should always observe and probe. For example, if you cannot connect to a web site and you need to call Tech Support, you should not report "it doesn't work" but rather provide details that will likely help solve the problem, to include specific error messages, URLs of effected pages, conditions at the time of the problem (e.g. blank pages, popup messages, flickering screen, electrical storms, etc.), and anything else that can help identify the cause of the problem.

Atomic Learning

To help strengthen a wide variety of technology skills our program subscribes to [Atomic Learning](#), a rich treasure trove of tutorials on dozens of software products and technical skills (both for PC and Mac). This fee-based site includes curriculum materials to help teachers create lessons and activities integrating technology in the classroom.

To access the site go to any of the SL&IT web pages and select the link from either the **Help** or **Resources** menus (tabs). Unless instructed otherwise, login to our shared account with your 7-digit MU student ID (including leading zeros).

Check out especially their 21st Century Skills Projects and Workshops, tutorials that show you how to create classroom technology projects that align with state or NETS-S standards. You can even browse tutorials that align with specified state standards. Outside of this course, you can access Atomic Learning from any of our web pages, either from the *Resources* or *Help* menus.

Activities

Note: If you are taking the Introductory course (LSC 5500) for credit be sure to check the assignment rubric in Blackboard for the detailed written requirements for this assignment.

The most important task for this activity is to learn **SOMETHING** new. I want you to honestly assess your skill level then challenge yourself to constantly improve your skills over the next 2-4 years, regardless of your current level of comfort and ability. For tips on improving your Word skills, view either the [Atomic Learning](#) video tutorials or our own tutorial on Word Formatting, at:

<http://libweb.mansfield.edu/media/wordTricks.html>

Ok, here are your assignments for week two of the orientation:

1. Review the SL&IT [Computer Skills Rubric](#) and identify your general computer proficiency level as minimal, intermediate or advanced for each broad category in the rubric.
2. Take the online learning [self-assessment](#) in the Mod 1 reading from Palloff & Pratt (available via the MU library as an e-reserve). Review their checklist on pages 161-164 and reflect on your own strategy for successfully completing online SL&IT courses.
3. Review the SL&IT Help pages (including the section labeled, Whom do I ask about...).
4. Review at least one Atomic Learning tutorial and one of the following How To resources:
 - a. [Jan's Illustrated Computer Literacy 101](#)
 - b. [Old Dominion University Tutorials](#) (also see their [pre-enrollment checklist](#))
 - c. [Malek Tips](#) (collection of helpful tips, forums and guides on many computer topics, including [Computer Basics](#))
 - d. [Tutorial Sites](#) (huge list from Maureen Greenbaum, Union County College)

Note about Atomic Learning:

For each topic or skill, Atomic Learning provides dozens of short 2-5 minute narrated video clips highlighting a specific sub-skill or task. You need not view an entire tutorial, which could take hours. The goal is simply for you to become familiar with this resource, which I encourage you to use as needed for targeted, “just-in-time” learning.

5. Based on the skills you have observed or seen performed by others, reflect on your personal experiences with technology, to include strengths and weaknesses. What technique or skill

would you most like to learn, improve or use more effectively? Perhaps you can work on that during your time in the SL&IT program.


 **Tip:**

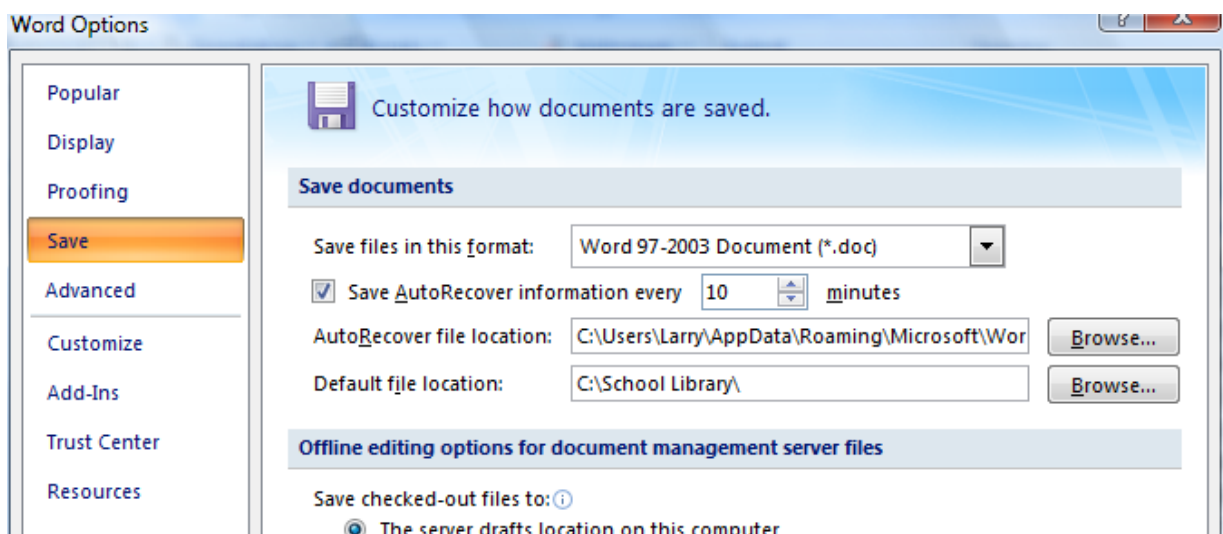
All students, novices and experts alike, should know the life saving **Ctrl-Z** key combination (Apple-Z for Mac users). This is the universal *undo* command that can bring text back from the dead in the event you accidentally push the wrong button and lose your work in a window that has no Undo icon or menu option (e.g. a Blackboard text window). But the trick only works for the last mouse or key stroke, not 3-4 steps before the boo boo. Also note that many office-type programs (e.g. Word) allow for multiple undo's (at least 20, depending on settings and memory).

Note to Office 2007 Users:

If you use Office 2007 it is important to save documents in the previous format (1997-2003) since the majority of students still do not have this version and will not be able to read your files. After creating your document click the **Office Button** in the top left corner of your screen and select **Save As**, then the 97-2003 version of your application (e.g. Word 97-2003, Excel 97-2003, etc.).

If you submit a document and instructors or team members can't open it, most likely you are either using software not supported in our program (i.e. NOT Office) or you sent a native Office 2007 file that others can't open (the extension will end with an x, like .docx or .pptx). Keep in mind that you cannot be graded for work others can't read. For convenience, you can set the default save format globally. Simply follow these steps to always save in 97-2003 format:

- a. Click the **Office Button** 
- b. Select **Options** (Word Options, Excel Options, etc.) at the bottom of the window
- c. Select **Save** then use the drop down menu at the top to select 97-2003 as the default save format (see the image below)



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