

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES 2021-22 STUDENT IT ORIENTATION

By
William McKinney
Instructional Technology Specialist
Blackboard/ExamSoft System Admin

OVERVIEW

- ➤ Online Student Learning Guide
- ➤ Introduction to the ASC Where to go for help
- ➤ Single Sign-On
- ➤ Blackboard
- ➤ vBrick
- ➤ VPN
- ➤ Wi-Fi
- ➤ Mobile Devices
- ➤ Free Software
- ➤ Free Storage
- ➤ IT Rules



Learning Online - A LEARNING ent Guid

ONLINE STUDENT

GUIDE

DETAILS V

Learning
Online +
Technology

Exam Soft Tutorials

A COLLABORATION
BETWEEN EDUCATION
INNOVATION CORE AND
ACADEMIC TECHNOLOGIES

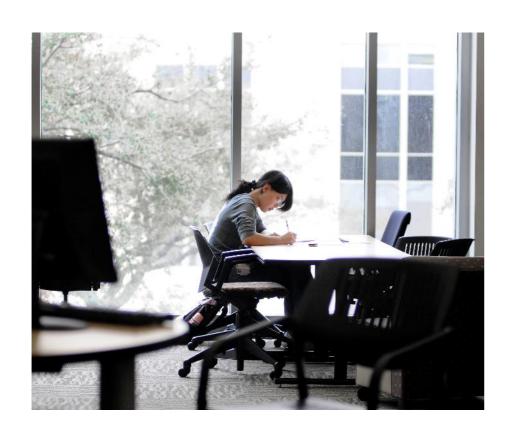
Blackboard Learn Tutorials

Zoom Tutorial

with campuses closing https://bicing.box.icom/s/xale77k0x
can be an overwhelming experience. Online classes can present add 1 wph 7.55pk66flebzuiis

Academic Success Center

Located on the 2nd, 3rd, and 4th Floors of the DeBakey Building - Available 24/7







Welcome to the

ACADEMIC SUCCESS CENTER!

Support Services Schedule

	Student Assistant Support	Librarian Support	Technology Support
Monday	8a – 9p	-	3p – 4p
Tuesday	8a – 9p	1p - 3p	3p – 4p
Wednesday	8a – 9p	1p - 3p	3p – 4p
Thursday	8a – 9p		3p - 4p
Friday	9a – 9p	_	3p – 4p
Sat & Sun	7a – 9p		

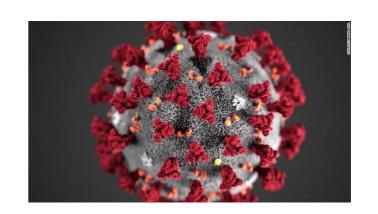
Please call 713.799.7153 if a librarian is needed but not at the desk. Please call 713.798.3061 if a technician is needed but not at the desk.

The **Student Assistant** on duty can typically be found at the circulation desk and is there to answer any general questions you may have about printing, borrowing materials, or other ASC accommodations.

The **Librarian** on duty can assist with:

PICO question development, SCOPUS & search assistance, bibliography/citation management, access to e-books & full articles, inter-library loans, and publication tracking & Pub Med.

The **Technician** on duty can help with: network access, VPN setup, laptop issues, NBME exam readiness, Office 365, cybersecurity, and username & password questions.

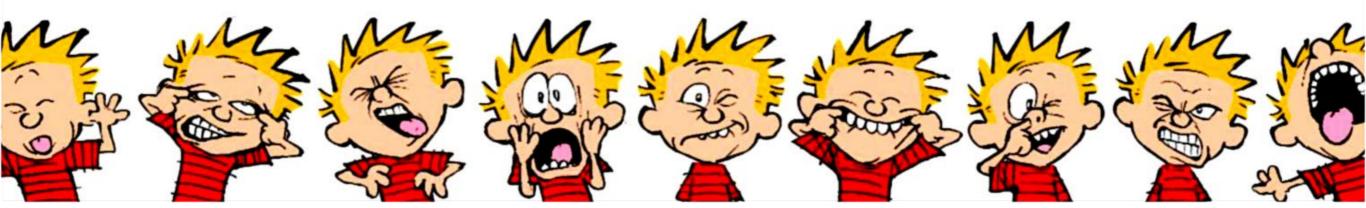


Due to **COVID-19**, information regarding hours and availability included in this presentation are subject to change. Please contact the appropriate department for the most up-to-date information.

Questions? E-mail academicsuccess@bcm.edu

Visit us at https://www.bcm.edu/asc

WHERE TO GO FOR HELP



WHO TO SEE FOR WHAT?

➤ Education Information Technology

- ➤ Blackboard
- ➤ VPN
- ➤ Wi-Fi
- ➤ ExamSoft
- ➤ Technology & Librarian Support

▶ BCM Information Technology

- ➤ Password Issues
- ➤ Email Issues
- ➤ Email Service
- ➤ Email service for your phone
- ➤ Please ID yourself as a "new student" if you call

2nd floor of the DeBakey Building

ed-tech@bcm.edu

http://it.bcm.edu

BCM Popular Services Brochure

<u>it-support@bcm.edu</u>

1 713-798-USER (8-8737)

HTTPS://IT.BCM.EDU



Report a Problem

Request A Service

Browse Knowledge

View Status

Keyword Search

Report A Problem

Is something not working right? Tell us what it is and we'll look into it.

REPORT A PROBLEM

Request A Service

See and request the IT services you need to get through your workday, such as e-mail or clinical desktop support.

VIEW SERVICES

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Take a look at how your incident or service request is coming along.

VIEW STATUS UPDATES

Top Requests

Mobile Device Management Request Request to Receive Access to the BCM Mobile Device Management Solution

REQUEST

Top Knowledge Base Articles

BCM Multi-factor Authentication (MFA)
MFA explained in detail; What is it, how do I use it, FAQs,

and more

Symantec Endpoint Protection

Symantec Endpoint Protections is the standard Anti-Virus software used for all BCM Devices

READ

EPIC Provider Template Request Patient Billing Systems Provider Template Requests



SINGLE SIGN-ON

BCM FEDERATED LOGIN

- ➤ Must use your BCM username and password for access
- ➤ VPN not required
- ➤ If you get locked out by trying 3 or more times to login, you must contact the BCM Helpdesk at 713-798-8737 or you can log onto the Password Self-Service and change your password: https://password.bcm.edu
- ➤ If you get an error message when logging in:

Symptoms

Users experience a 404 error when trying to access an internal BCM web site that requires authentication.

Cause

The cause for this error is cached logon credentials. The web browser has cached, or saved, previously used user name and password.

Resolution

The user needs to delete the browser's cached, or saved, logon credentials. (clear the browser cookies)

➤ (Keyword search in the IT Service Portal on "Clear" will pull this up.)

BCM PASSWORD MANGER

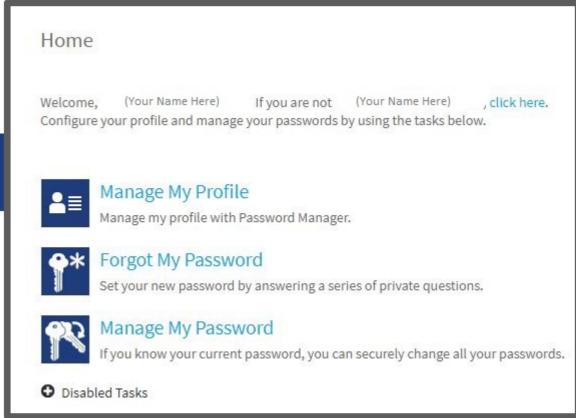
- ➤ The BCM Password Manager, available at https://password.bcm.edu, provides you with the ability to independently reset/change your BCM account password at any time and unlock your account.
 - Register using your BCM username and password
 - ➤ Set up security questions and answers
 - Complete the registration

Baylor College of Medicine* Password Manager

Enter Your User Name

Enter your user name:

Enter user name





All BCM faculty and students are to understand and adhere to BCM IT security and compliance policies with the bottom line, any computing devices connecting to the BCM network, to include Wi-Fi, must have up-to-date operating system/associated applications security patches and anti-virus/anti-malware running, and use a strong password/PIN that is not to be shared.

-BCM IT

BLACKBOARD



William McKinney - Admin

ABOUT BLACKBOARD

- ➤ Blackboard Learn is our current LMS
- ➤ You can access it, using your browser, from anywhere!
- ➤ URL is http://bcm.blackboard.com
- ➤ Use your BCM Username and Password (Single Sign-On)for access
- ➤ What information can be found in Blackboard?
 - ➤ Courses & Faculty Information
 - ➤ Accreditation & Attestations
 - ➤ Textbook Information, Goals & Objectives
 - ➤ Faculty Contact Information
 - ➤ Lecture Schedules
 - ➤ PowerPoints for Lectures
 - ➤ Quizzes, Assignments, Problem Sets



BCM's Current Blackboard Home Page http://bcm.blackboard.com

Blackboard Learn Login

BCM users

Non-BCM users



Need Help Logging In?

Login Assistance: 713-798-8737 Click here if you need help logging in (PDF)

Blackboard Helpdesk

Office: 271A

Mon-Thur: 8 a.m.-4 p.m. Fri: 11 a.m.-4 p.m.

Email: ed-tech@bcm.edu Blackboard policies

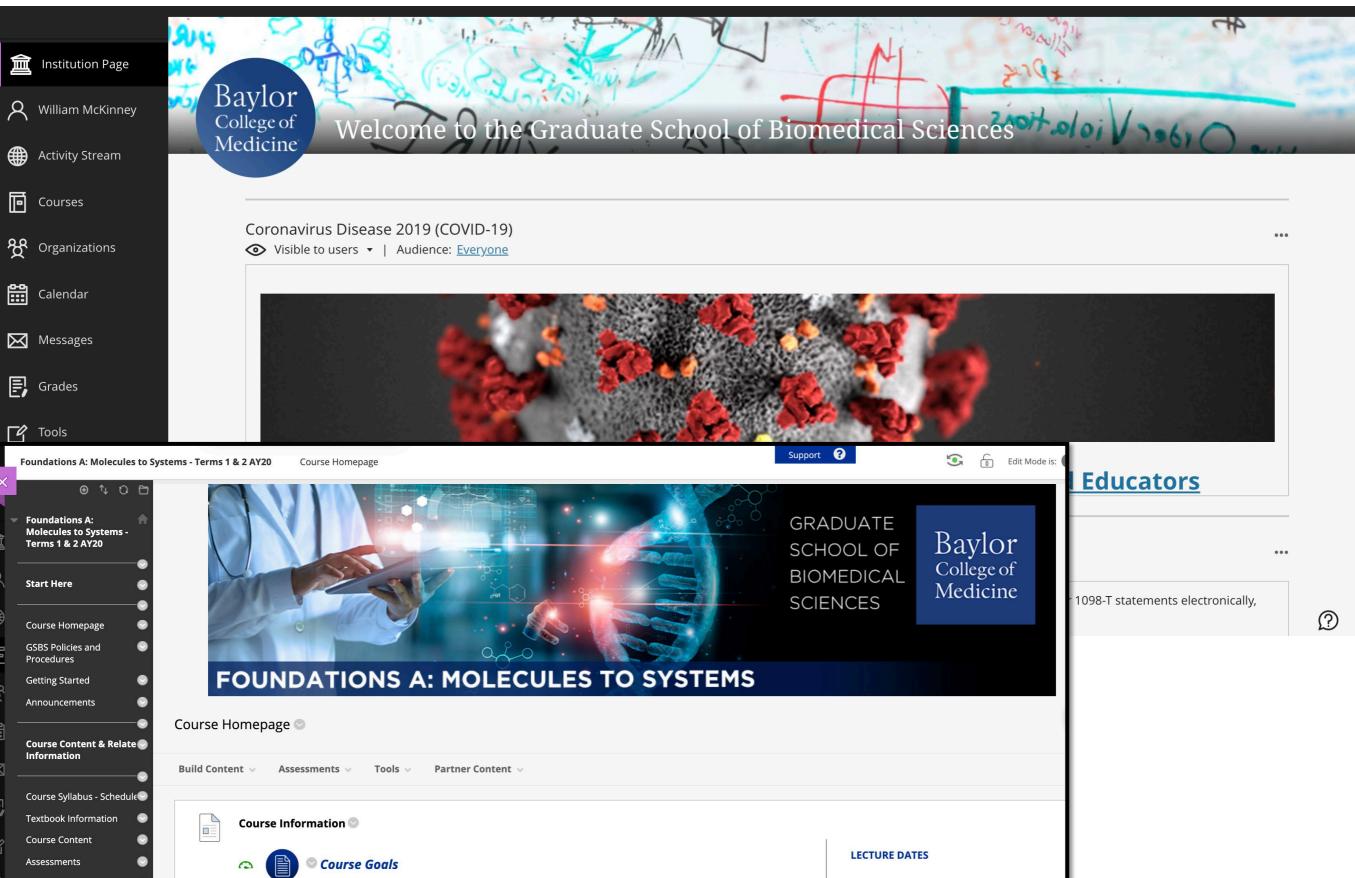
Student Resources

Bb Learn help for students
Student technology sheet (PDF)
Is my browser supported by Blackboard?
Submitting assignments
How to get your grades
About Bb Student App

Faculty Resources

How to use Bb Learn for faculty
Faculty technology sheet (PDF)
Is my browser supported by Blackboard?
Design content for Mobile Learn
How to use Collaborate
Join the Blackboard Community

BLACKBOARD - ONCE YOU LOG IN



Notification Settings Filter Show All Stream Notifications Create Notifications for due dates, grades and feedback, ng E and new gradable items always appear in your stream. Also notify me in the stream about these activities ng E New course calendar items dule New messages ng E tem New content added New gradable items ng E odu New courses available (?) New discussion messages ms 2019 Spring E Discussions for all of my courses odule 6 Competer Only discussions I'm participating in Student performance alerts

Stream

System Notifications

Nov 28, 2018

Show more upcoming activity

Upcoming

Due Date: 2/11/19, 11:59 PM

Due Date: 7/1/19, 11:59 PM

Due Date: 7/8/19, 11:59 PM

Due Date: 7/15/19, 11:59 PM

Due Date: 7/22/19, 11:59 PM

IOday Friday, December 14, 2018

Baylor College of Medicine Announcement

Leading & Managing Healthcare Systems 2019 Spring Edited

Due: Module 6 - Leadership & Power: Module 6 Competency Check

Due: Module 3 - U.S. & World Healthcare Systems: Module 3 - Healthcare S...

Due: Module 4 - Patient Safety and the Healthcare System: Module 4 Com...

Due: Module 5 - Organizational Theory & Function: Module 5 Competency ...

Due: Anesthesia Reimbursement Assignment

BLACKBOARD ALLY

Blackboard Ally is a tool to help make your course content more accessible. Download alternative accessible formats of your course files - choose from semantic HTML, audio, electronic braille and more.

Accessible files include readable text for screen readers, pictures with captions, and easy-to-navigate content. Ally creates multiple accessible alternatives from the original documents in your course. You can download accessible formats anywhere that files are used.

Accessible Formats

Ally generates alternative formats for these file types:

- PDF
- Word
- Powerpoint
- OpenOffice/LibreOffice
- HTML

Ally creates these alternative accessible formats:

- OCR version for scanned documents
- Tagged PDF version of Word, Powerpoint, and OpenOffice/LibreOffice files
- Semantic HTML
- ePub
- Electronic braille

Find Accessible Files

In your Blackboard course, locate a file's menu and select "Accessible versions".

Attached Files: Dalton's Theory of Atoms.docx (2.348 MB)
Elements, Compounds & Mixtures htm (3.763 KB)
Elements Compounds Mixtures
The postulates of Dalton's atomic theory: which po

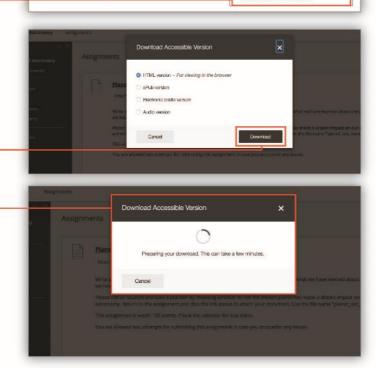
Download Accessible Files

Once you found your course file, select the file dropdown and select Accessible versions.

A pop-up window lists accessible file options. Accessible versions may vary depending on the file type. Choose a version and select "**Download**".

If this is your first download of a specific file type, a Preparing download notification appears. The download may take multiple minutes to complete.

Once your file downloads, you can open or save the accessible version. You can also return to the original file to get different versions. The instructor's original file will always remain in your course, regardless of which alternatives you select.



ERC Resources

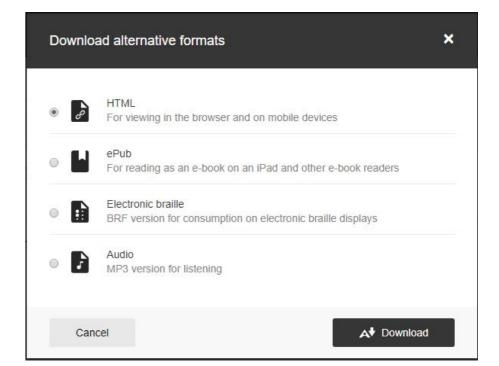


Student Technology Page 2017-2018



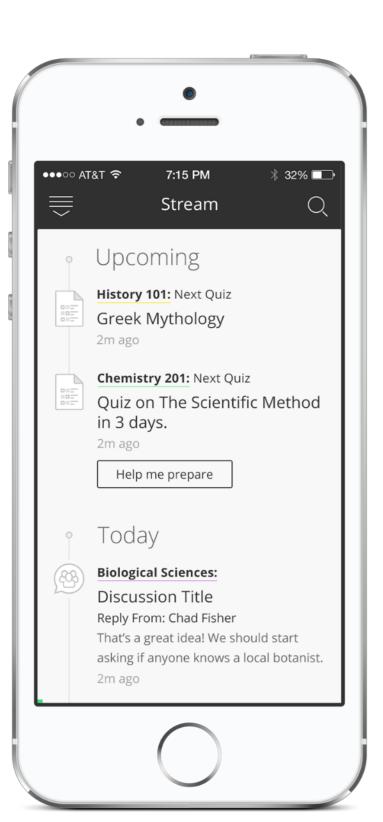
Faculty Technology Page 2017-2018

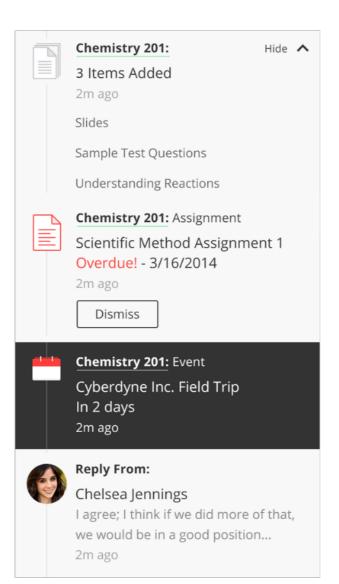




BLACKBOARD MOBILE







➤ Access grades, course content, and more - right from he Blackboard app on your phone. Available on the Apple App Store or Google Play

VBRICK

VBRICK

- ➤ BCM's video system
- ➤ Similar in look and feel of YouTube
- ▶ Use your BCM username and password (Single Sign-On) for access
- ➤ URL: https://bcm.rev.vbrick.com





Media ▼

Events



CATEGORIES

ARCHIVE

COMMUNITY

EDUCATION









RECENTLY ADDED VIDEOS













Browse All

Browse All

Browse All



(>)

Live Event Broadcasting

. Ethics, Professionalism, and Policy Program

RESEARCH

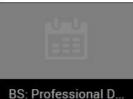
Uncategorized

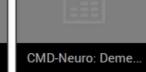
Browse All

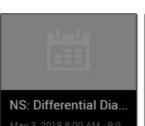
UPCOMING EVENTS

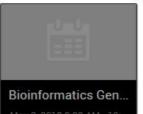


ID: Protozoans: Lei..

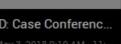






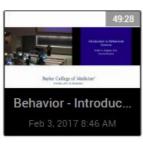


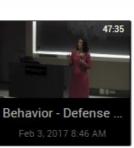




CATEGORY: ARCHIVE





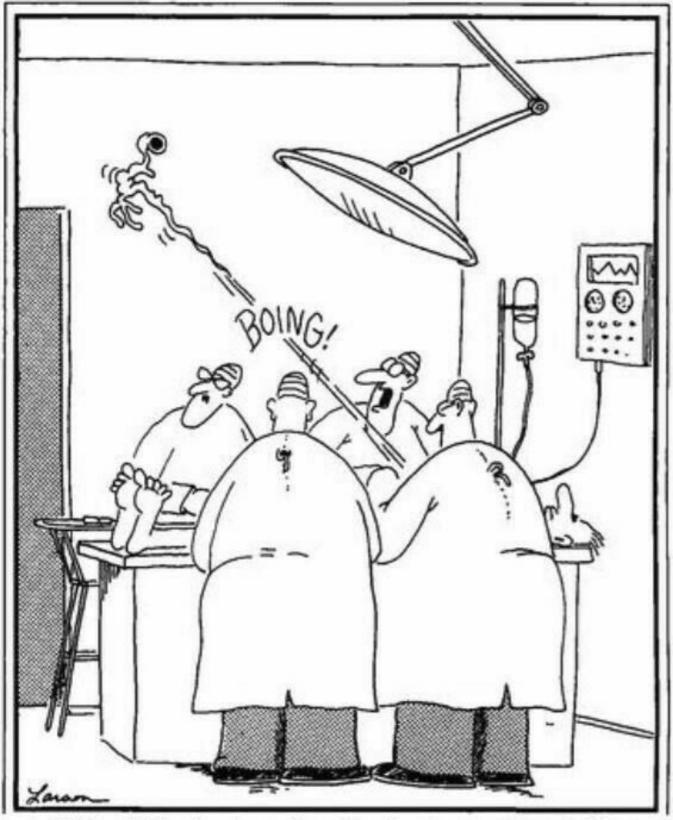












"Whoa! Watch where that thing lands — we'll probably need it."

VPN

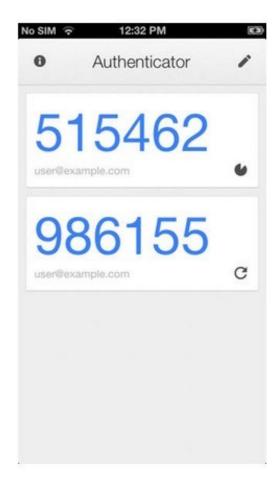
VPN

- ➤ Only needed to access BCM resources from off campus
 - Used to access Up-to-Date
- Must be on the BCM network to set this up.
- Only the ERC Option works for BCM resources like Up-to-Date (VPN not needed for Blackboard or ExamSoft)
- ➤ Note: Any computer connecting remotely to the BCM network must be up-to-date with all operating system security updates and anti-virus definitions.

HOW TO INSTALL VPN

- ➤ Open your browser
- ➤ Go to vpn.bcm.edu and follow the directions
- Must install the Google Authenticator app on your mobile device to provide the secure token to enter into the VPN app.
 - ➤ For detailed instructions on how to install the Google Authenticator: https://it.bcm.edu (Use MFA in the keyword search)
 - ➤ Once the Google Authenticator app is installed, the token refreshes every 15 seconds, so you have to be quick in entering it into VPN.
 - ➤ Must be on the BCM network to set this up.







Warning: Since this involves a software installation, your laptop/desktop computer may request "permission" several times during this installation.

-BCM IT



BEFORE YOU CONFIGURE YOUR LAPTOP FOR WI-FI

➤ Change your BCM password.

➤ Why?

➤ Your 1st BCM Password is TEMPORARY and only last for 10 working days - making it necessary to setup Wi-Fi again!

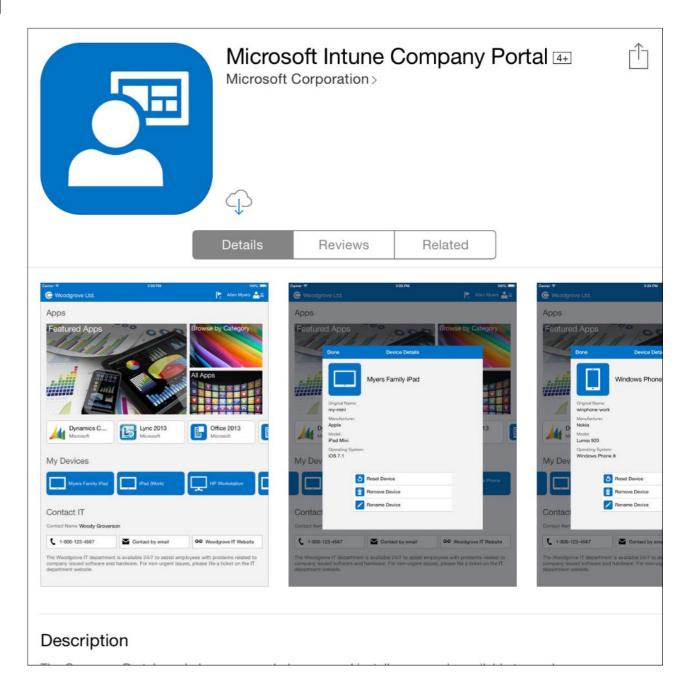
BCM-WIFI NETWORK

- ➤ Wireless connectivity is available in all BCM buildings throughout campus. If prompted, use your BCM username and password.
- ➤ You will need the BCM Wireless Network to:
 - ➤ Access the BCM Intranet
 - ➤ Access applications that BCM licenses
 - Change your BCM password
- ➤ Do not configure the Guest Network
- ➤ If you change your password. Log out of any mobile devices before making the change. Make the change, then log back into your devices. If not, you may get locked out.

MOBILE DEVICES

WHAT PHONES DOES BCM SUPPORT FOR EMAIL

- BCM supports the iPhone and Android
- ➤ To set up your email, you must download the Mobile Device Management (MDM) app called Microsoft Intune and follow the instructions for configuration.
- ➤ To access instructions, go to: https://it.bcm.edu (use keyword "mobile" for more information)



MFA & MDM

MFA is Baylor's 2 Step Verification for various sites

2 Step is triggered when outside of the BCM network

There are 2 Ways of Authenticating

- Google Authenticator
- SMS Authentication

MDM is the ability to add BCM email to your mobile device

It is separate from MFA

Manages mobile devices passively to ensure security of potential sensitive information

It is required for all Office applications on mobile devices such as teams and power apps.

More information on both services can be found at

IT.BCM.EDU



FREE SOFTWARE/STORAGE

FREE SOFTWARE THROUGH IT SERVICE PORTAL

➤ Office 365 ProPlus - Students may install on up to five (5) personal computers for home use using your BCM username and password. Go to Settings through www.mail.bcm.edu.

> For Personal Devices:

Anti-Virus for personal devices is highly recommended; however, Baylor College of Medicine does not currently provide a no-cost option. There are many excellent options available for Mac and Windows computers, including free programs such as Microsoft Security Essentials for Windows 7, Microsoft Defender for Windows 8 & 10, Sophos Anti-Virus for Mac Home Edition, or Malwarebytes for Mac.

FREE STORAGE

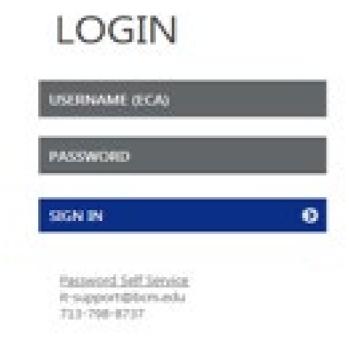
➤ OneDrive is Baylor's online file sharing service. Use OneDrive to store, share, and collectively edit files. OneDrive can be accessed from any browser at https://mail.bcm.edu (1TB limit) by logging in with your BCM username and password, click on the app launcher and chose One Drive.



HTTPS://MAIL.BCM.EDU

Learn more about Mobile Device Management







HTTPS://IT.BCM.EDU



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View Status

Keyword Search

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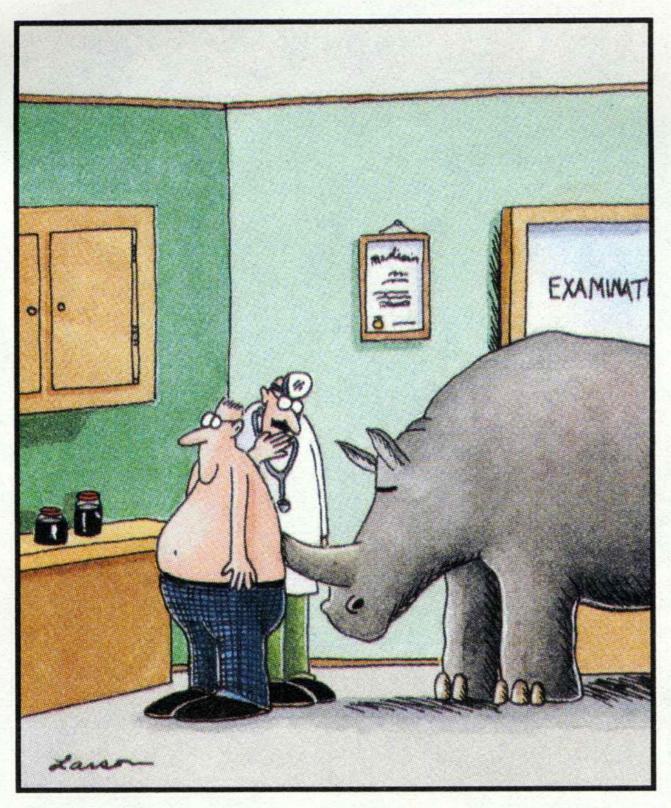
Symantec Endpoint Protection

Symantec Endpoint Protections is the standard Anti-Virus software used for all BCM Devices

READ

EPIC Provider Template Request Patient Billing Systems Provider Template Requests





"Wait a minute here, Mr. Crumbley. ... Maybe it isn't kidney stones after all."

A FEW IT RULES

IT RULES





- ➤ Do not give your Username or Password to anyone else
- ➤ Be certain that your computer is clean, i.e., has Antivirus Software and that it's virus definitions are current
- ➤ Be certain your computer's operating system and software have the most recent patches
- ➤ If you discover URL's to College materials, do not provided them to non-Baylor students or personnel.
- ➤ Do not post College Materials or Patient Data on public Web sites, Social Media platforms, e.g., Google Groups, Google Docs, SlideShare, Facebook, etc

IT RULES





- ➤ BCM provides unlimited email storage. It is not necessary to forward, copy, or move BCM email out of Baylor's email system.
- ➤ Your @bcm.edu student email address is used for ALL college email communication. You MUST check this email account daily.

WWW.BCM.EDU/STUDENT-ED-TECH

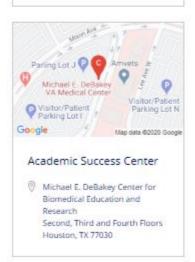


Student/Trainee Tech Resources

Academic Success Workshops

Contact Education Technology Staff

ed-tech@bcm.edu



School Technology Presentations

Presented at the beginning of each school year to the incoming students, these presentations cover current technology at BCM.

- School of Health Professions
- School of Medicine
- Graduate School of Biomedical Sciences



Student Technology

This pdf flyer provides an overview of technology at Baylor College of Medicine.

View PDF



Minimum Computer Requirements

Ed-Tech Minimum Computer Requirements 2020-2021

View Requirements

Student/Trainee Ed-Tech Resources

About Education Technology

Education technology support is provided by the Academic Technologies team within the Office of Information Technology. We offer a wide range of services to enhance the instructional/learning experience for Baylor College of Medicine faculty and learners.

Educational Resources

Software Link	Description	Comments
Aquifer ->	Aquifer provides case-based virtual courses for clinical learning. Aquifer's courses are evidence-based, peer-reviewed, and continuously updated by the Educators Consortium, to support best practices in clinical teaching and learning. Created by educators, for educators—in close collaboration with their national organizations—Aquifer's courses build essential knowledge and clinical reasoning skills for health professions students, grounded in Aquifer's pedagogy.	Access only for SOM. Request access by sending an email to <u>ed</u> <u>tech@bcm.edu</u> →
Blackboard Resources	BCM Learning Management System.	You will be prompted to login using SSO
<u>Box</u> →	BCM Cloud Storage	Getting Started with Box Contact the BCM Help Desk at 713-798-8737 for issues or concerns. You will be prompted to login using your SSO
Comprehensive Academic Management System (CAMS)	Unofficial transcripts, Letter Grades, Financial Aid Info, Student Account Info, Student Directory, Elective Registration (MS1)	You will be prompted to login using SSO
E*Value	Web-based Evaluation Software	School of Medicine - contact <u>Lori</u> <u>Ezzell</u> School of Health Professions PA Program - contact <u>Yvonnne Baier</u>
ExamSoft Resources	Assessment software for Educational Programs	You will be prompted to login using SSO
<u>MedHub</u> →	MedHub is a web-based Residency Management. System designed to track and document a variety of program and resident activities for scheduling, curricula delivery and evaluations, which are required for program and institutional accreditation.	Graduate Medical Education Contact: <u>Dennis Jeorie</u> → You will be prompted to login using SSO



Baylor College of Medicine

Student Technology

First-Time Student Technology User Checklis

www.bcm.edu/student-ed-tech

FIRST-TIME USER TIPS

- Your @bcm.edu student email address is used for ALL College email communication. You <u>must</u> check this email account.
- For the best experience, use Google Chrome or Mozilla Firefox to access Blackboard and ExamSoft.
- BCM provides free Wifi on campus. Wifi users must use your BCM ECA and password for access.
- BCM users will have their computing devices inspected by Cisco ISE technology before connecting to the BCM network (Wired LAN, Wifi, and VPN) to enhance security. (Coming Soon)
- For assistance with a User ID/Username or password: contact the Help Desk, <u>It-support@bcm.edu</u>, 713-798-8737.

Poll Everywhere

ONLINE POLLING SOFTWARE

- As a poll is displayed to an audience, students submit responses by visiting a specific Web site or by sending text messages to our short code number (22333).
- Blackboard

LOG INTO BLACKBOARD

- >> Go to https://bcm.blackboard.com (Chrome or Mozilla work best) enter your BCM Username and Password.
- >> Download the Bb Student Ap for your Android, Apple or Windows devices to study on the go!

ExamSoft

LOG INTO EXAMSOFT

- >>> Exam Software for: School of Medicine, School of Allied Health & National School of Tropical Medicine
- So to http://www.examsoft.com/bcm and log in with your BCM username and password. Inst Code:Baylor College of Medicine
 - Download Examplify to your laptop by going to the web address above be mindful of the computer specifications set by ExamSoft
 - >> If you try to log in more than 3 times, your BCM account will get locked. Call the BCM Helpdesk at 713-798-8737 and a support person will unlock your account.

vBrick

ACCESS TO BCM VIDEO LECTURE STREAMING

- So to http://bcm.rev.vbrick.com/ and log in with your BCM username and password.
- Students will only have video access to the classes and years they are enrolled.
 - >> Students do NOT have the ability to download videos. Has the look and feel of YouTube.

E*Value

EVALUATIONS SOFTWARE

- >>> Go to https://www.e-value.net
 - >> Changing your login and password can be done by going through My Profile.
 - >>> Course percentage scores are on My Folio (Med School Pre-Clinical Courses)

6 Comprehensive Academic Management System (CAMS)

- So to https://www.bcm.edu/education/registrar/student-portal log in with your BCM username and password
 - >>> Unofficial transcripts, Letter Grades, Financial Aid Info, Student Account Info, Student Directory, Elective Registration (MS1)

Software/Hardware

- >> Microsoft Office 365 ProPlus (5 free Installs)
- So to http://mail.bcm.edu => click on the cog wheel, then go to Office 365 settings => click on Software link => click on install
- >> Apple Computer Discount with .edu email address: https://www.apple.com/us-hed/shop
- >> Microsoft Computer Discount with .edu email address: https://www.microsoft.com/en-us/education/students/deals/default.aspx
- >> Cloud Storage Go to http://box.bcm.edu use your BCM username and password to access
- >> BCM Cybersecurity Technology Deployment Go to https://it.bcm.edu
- >>> InTune app will be required for BCM users who wish to use their mobile device for BCM email

STUDENT TECHNOLOGY PAGE

- ➤ Where can I find this page?
 - ➤ You can always find an updated copy on the Blackboard login page or through the Student Ed-Tech Page at

www.bcm.edu/student-ed-tech

➤ In your student packet.

