



NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION OCEAN CONTRACTORS LIMITED LILY W. P. WONG GRAY  
SCOTIABANK POWER CORPORATION OF CANADA RBC FOUNDATION ROS CONSTRUCTION DIANE & HAROLD SCHWARTZ  
THE SHAW GROUP SISTERS OF CHARITY OF THE IMMACULATE CONCEPTION SISTERS OF ST. MARTHA OF ANTIGONISH  
JANIS SODEY-HARRIS DENNIS COURTES JUDY CHITEL & BRUCE TOWLER THE ESTATE OF MARY M. & WILFRED F. YOUNG  
THE FAMILY OF JESSIE WICKHAM CAMPBELL GAIL ASPER THE LEE & TONY COMPER FOUNDATION DELORAT  
SUSAN PATTEN THE SODEY FOUNDATION UNITED FOOD AND COMMERCIAL WORKERS - CANADA ANNETTE VERSCHUREN  
UNITED FOOD AND COMMERCIAL WORKERS - EASTERN PROVINCES COUNCIL OSLER, ROSS & HARGREAVES LLP  
DEBORAH CUNTER

ATLANTICA MECHANICAL CONTRACTORS INC. LARA & DREW IVAN BRASON SECURITIES LIMITED JALYN BENNETT  
GERARD BOOKLEY & MARY MACDONALD CANADIAN UNION OF PUBLIC EMPLOYEES SAS ELEVATOR KIM & PETER CORIO  
COMMUNICATIONS, ENTERPRISE AND PAPERWORKERS UNION OF CANADA KIM CORLEA SHEILA FRASER ANNE MELANSON  
ELIZABETH CHURCH IMP GROUP LIMITED SUSAN APOSTOLE CLARK CAN-CANADIAN MANITOBA JOINT COUNCIL  
MARIE MULLALLY & WAYNE SHAWLEY THE DELANEY FAMILY FOUNDATION ELLIAN & JACK DIAMOND GERTRUDE CORIO  
SANDRA FINDLAY-THOMPSON & BRUCE THOMPSON S. DANN COLEBUCK JEREMY FREEDMAN LAWRENCE FREEMAN  
KELLY DALYNT DAVID GOLDBLOOM RICHARD GOLDBLOOM NANCY GOLDMAN PATRICK O'BRIEN GREG GRICE  
BRIAN JESSUP BRADEN & PAUL BENT JUDITH BRAD KATHRYN LAURIN DENISE & STEPHEN LEAHY VICKI HARNISH  
MALLIKA DAS AMI MASSILLARY ROBIN & ROD MACLENNAN LOIS DYER MANN & DAVID MANN KARIN MCCASKILL  
SHIRL SELLERS SUZANNE REYNOLDS JEAN ROBERTSON SHARLEY SASTAGAR SHARON AVERY JANICE KEEFE  
PUBLIC SERVICE ALLIANCE OF CANADA - ATLANTIC REGION KATHLEEN BAKSAI ROYALE FLOORS AND SURFACES  
AMANDA WHITEWOOD SHARL PEARSON JUSTIN & TRAVIS MCCOONCH MARILYN MCCOWELL NANCY MCCOLLAR  
SISTERS OF MERCY GENERALATE THE MCLEAN FOUNDATION THE S. SCHULICA FOUNDATION SARAH & CORDIE VEINOT



**MOUNT**  
SAINT VINCENT  
UNIVERSITY

# Studying Online & IT Technology at MSVU

August 25, 2025

FALL 2025 ONLINE ORIENTATION



## REMINDER

Today's PPT slides and transcripts  
will be posted to:  
<https://www.msvu.ca/orientation>



# Presenter



**Nicolle Bowes Cashen**

Transition and Retention Program Manager

Office of Student Experience

[nicolle.bowes@msvu.ca](mailto:nicolle.bowes@msvu.ca)

# Today's Presentation

## Part I:

1. Logging Into Your Online Class
2. Participating in Your Online Class
3. Online Class Tech Support

## Part II:

1. MSVU Website
2. MSVU Email, Username, and Password
3. Multifactor Authentication
4. MyMount
5. Microsoft 365
6. MSVU Safe App



# Part I

1. Logging Into Your Online Class
  1. Moodle
  2. Blackboard Collaborate
2. Participating in Your Online Class
  1. Preparing for your Online Class
  2. Online Class Etiquette
  3. Accessing Class Recordings
3. Online Class Tech Support
  1. Troubleshooting Tips
  2. Support Services for Students

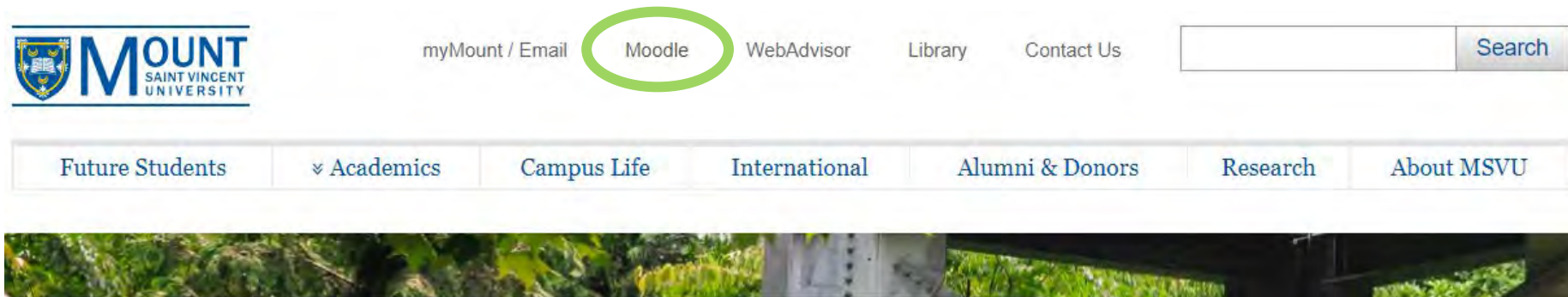


# Moodle Overview

- Moodle: the web platform for online classes and most in-person ones too!
- A place to submit assignments, take quizzes/tests, access Blackboard Collaborate (your online classroom), and review course materials such as slide shows and lecture notes
- Where you'll find Mount101! ;)

# Moodle – Log in

- Visit [learn.msvu.ca](https://learn.msvu.ca) and log-in using your MyMount credentials
  - Or [msvu.ca](https://msvu.ca) and click "Moodle"
- Sign-in in advance to be sure your password is correct
  - If you have any trouble, contact [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca)

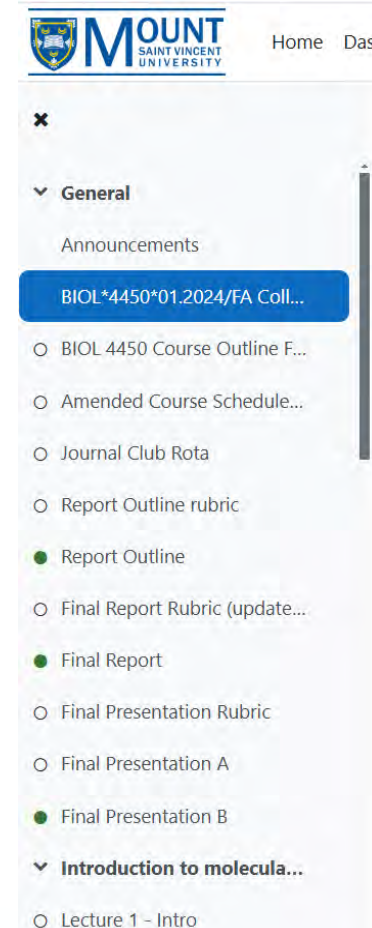


# Classes on Moodle

- Go to "My Courses" to find your course
- Use this panel to find course materials
- You can also submit assignments using drop boxes which allow you to upload files
- Click on the puzzle piece (as shown below) to enter your virtual classroom!



BIOL\*4450\*01.2024/FA Collaborate Course Room



The screenshot shows the Moodle interface for the course BIOL\*4450\*01.2024/FA Collaborate Course Room. The top navigation bar includes Home, Dashboard, My courses (highlighted with a green circle), and Online Learning. Below the navigation bar, the course name is displayed. A sidebar menu on the right lists various course materials and activities, including Announcements, BIOL\*4450\*01.2024/FA Coll..., BIOL 4450 Course Outline F..., Amended Course Schedule..., Journal Club Rota, Report Outline rubric, Report Outline, Final Report Rubric (update..., Final Report, Final Presentation Rubric, Final Presentation A, Final Presentation B, and Introduction to molecula... The sidebar also includes a search bar and a list of course materials.

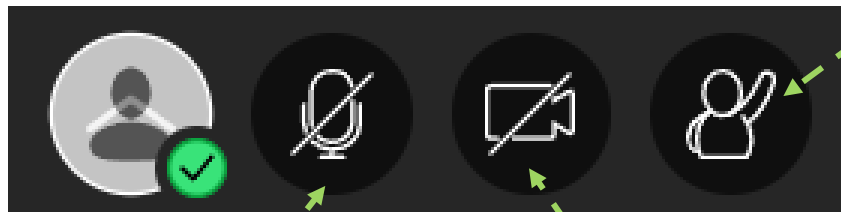


# Preparing for your online class

- Be sure to have a good internet connection!
- Be prepared to take notes – on paper or otherwise
- You'll need a quiet study space with minimal distractions
- A device with a working speaker and microphone is a must

# Class etiquette

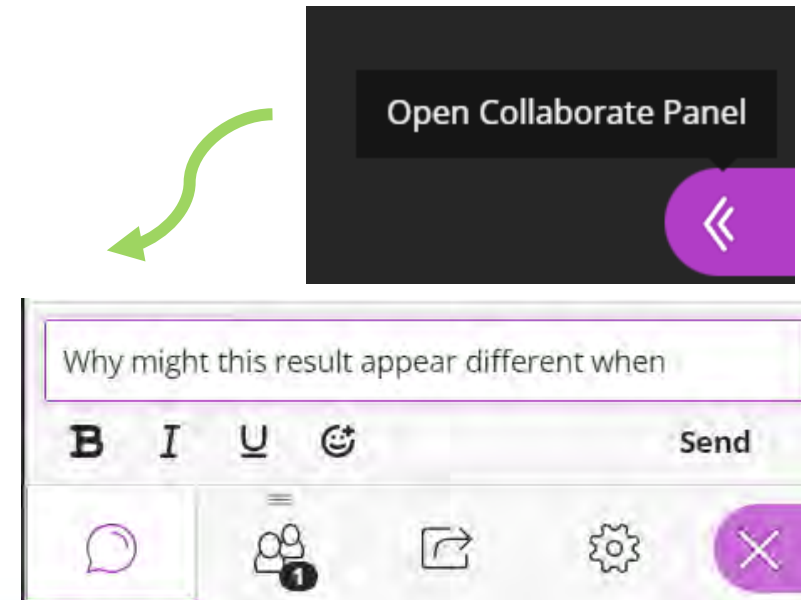
- Keep your camera on or off (depending on expectations)
- Microphone muted
- Raise your virtual hand before asking a question
  - Or type in the chat box
- Watch the Blackboard tutorial!



Microphone

Camera

Hand-raise



# Accessing recorded lectures

1. Click on the puzzle piece as if you're joining your class.



2. Click on the 3 lines to the left of the “Sessions” tab.

3. Click on “Recordings”

BIOL\*4450\*01.2024/FA / General / BIOL\*4450\*01.2024/FA Collaborate Course Room

 **BIOL\*4450\*01.2024/FA Collaborate Course Room**

 **collaborate**

 Lily Brigham-Gale

 Sessions

 Recordings



Sessions

 2024 Fall ST: Cell and Molecular Med (BIOL-4450-01) - Course Room  
Unlocked (available)

No scheduled sessions.

# Troubleshooting Tips

- Log-on early in case there are problems
  - Classes generally start on time, and often with announcements
- Try logging out and logging back in
- Check audio settings in Collaborate if you can't hear
- Let your professor know if you're having trouble joining
- Move locations, turn off your camera, and close tabs
- If all else fails, get help!

# Online tech support

- Email [online@msvu.ca](mailto:online@msvu.ca) for Moodle/Collaborate problems
- Email [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca) for tech trouble
- Where to find out more? Let's check it out!





# ANY QUESTIONS SO FAR?

Today's PPT slides and transcripts will be posted to:  
<https://www.msvu.ca/orientation>



# Part II

1. MSVU Website
  - MSVU Homepage
  - Campus Services
2. MSVU Email, Username, and Password
3. Multifactor Authentication
  - Authenticator Apps
  - Set Up
4. MyMount
  - Exploring MyMount
  - Student Services and Supports
5. Microsoft 365
  - Download
  - Apps
6. MSVU Safe App



# MSVU Homepage

www.msvu.ca

[myMount / Email](#)[Moodle](#)[WebAdvisor](#)[Library](#)[Contact Us](#)[Search](#)

[Future Students](#)[Academics](#)[Campus Life](#)[International](#)[Alumni & Donors](#)[Research](#)[About MSVU](#)



## Challenging the status quo

[Apply online now](#)

### Check out our campus tour videos

Explore our academic buildings and centres, as well as our residence buildings!

[Campus Tour Videos](#)



# MSVU Campus Services

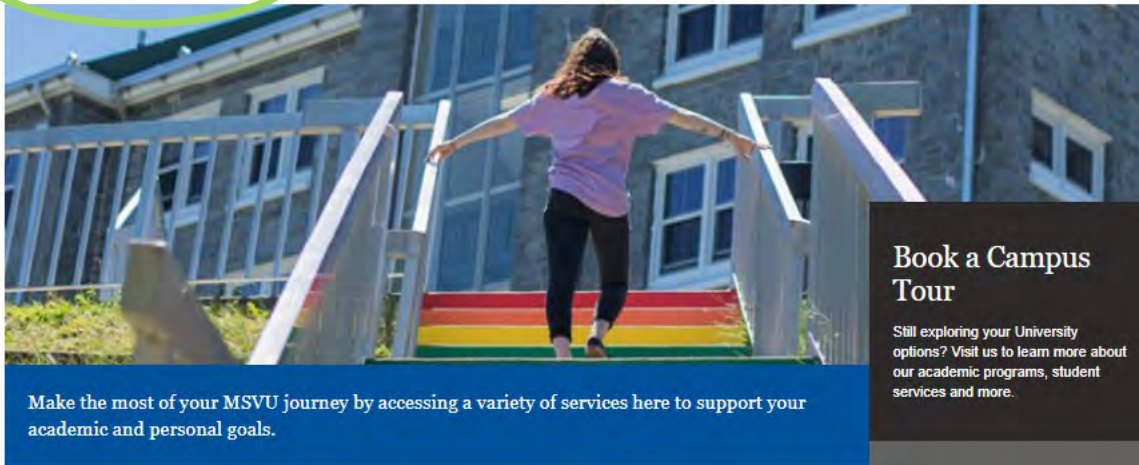
[www.msvu.ca](http://www.msvu.ca)



The screenshot displays the MSVU website header and a main banner. The header includes the MSVU logo, navigation links (myMount / Email, Moodle, WebAdvisor, Library, Contact Us), a search bar, and a secondary menu with links: Future Students, Academics, Campus Life (circled in green), International, Alumni & Donors, Research, and About MSVU. The main banner features a photograph of three students walking outdoors. Overlaid on the left side of the banner is the text 'Challenging the status quo' and a yellow button labeled 'Apply online now'. At the bottom of the banner, there is a blue section with the text 'Check out our campus tour videos' and a subtext 'Explore our academic buildings and centres, as well as our residence buildings!'. A white button labeled 'Campus Tour Videos' is positioned on the right side of this blue section.

# MSVU Campus Services

## Campus Life



### Book a Campus Tour

Still exploring your University options? Visit us to learn more about our academic programs, student services and more.

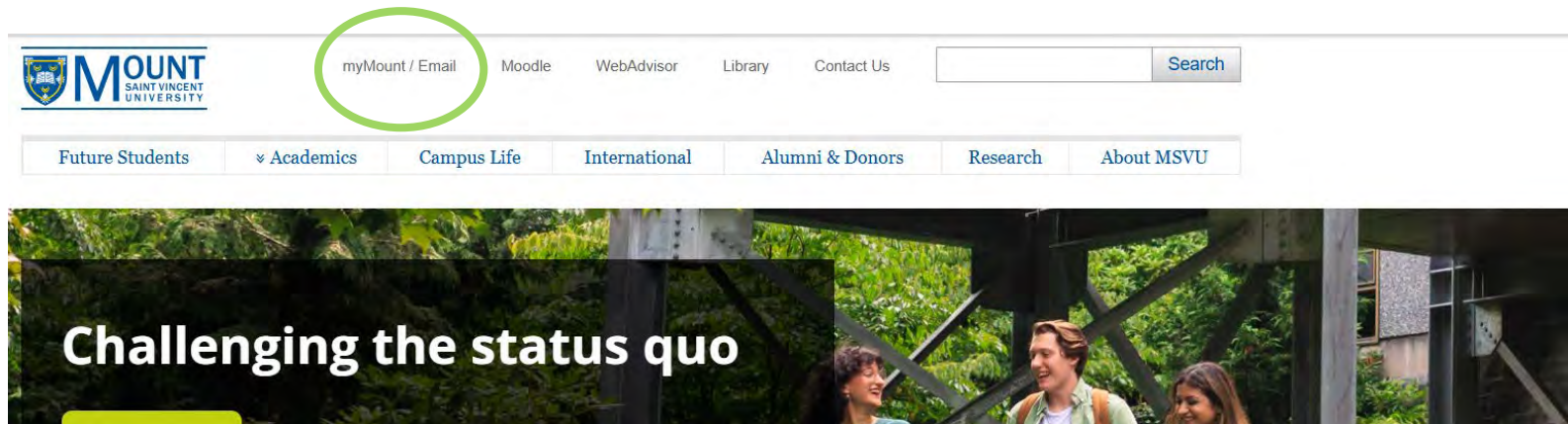
Make the most of your MSVU journey by accessing a variety of services here to support your academic and personal goals.

Registrar's Office	▼
Financial Aid	▼
Academic Advising & Student Success	▼
Residence Life at the Mount	▼
International Services	▼
Health & Wellness Services	▼
Accessibility Services	▼
IT Services	▼
Career Services	▼
Campus Services	▼



# MSVU Username, Email, and Password

- You should have received an email from [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca)
- It included your MSVU Username, Email, and Password
- You can change your Password at [www.msvu.ca/mymount](http://www.msvu.ca/mymount)



# MSVU Multifactor Authentication (MFA)

- An extra layer of security against cyber attacks
- Will keep your account secure even if your password is compromised
- MFA is required to all Microsoft 365 services



[https://youtu.be/hrg\\_ntMUzKs](https://youtu.be/hrg_ntMUzKs)

# MSVU Multifactor Authentication (MFA)

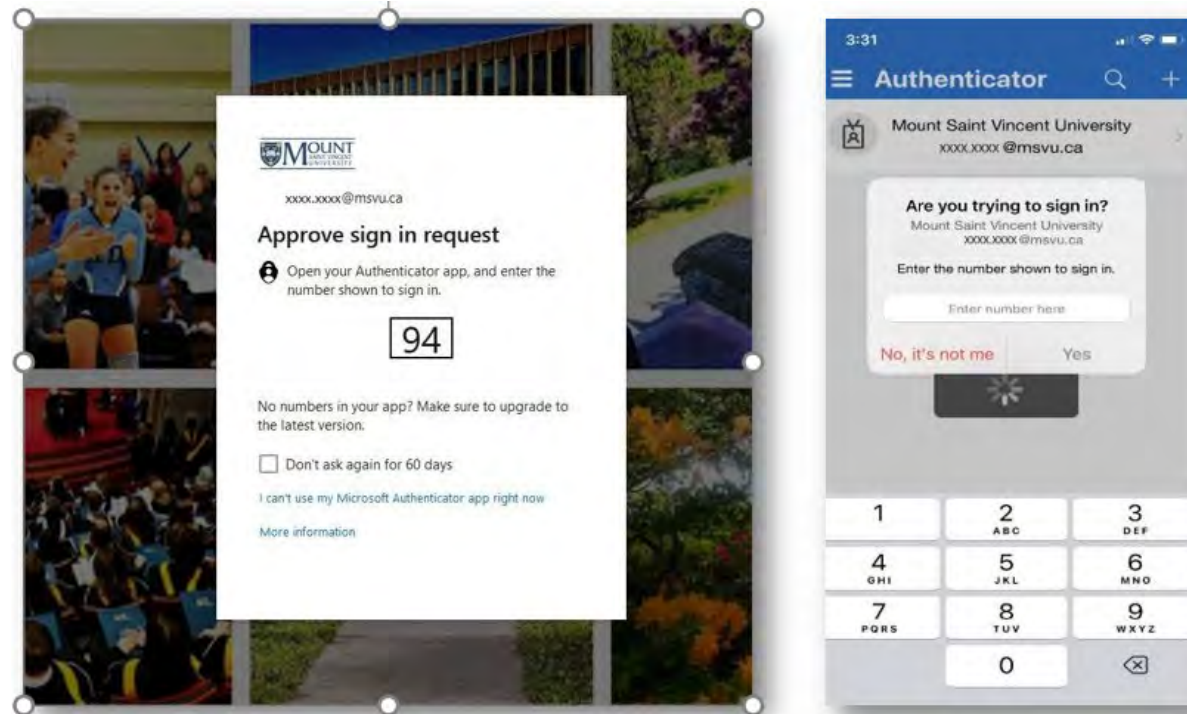
## Instructions

- Initial setup of MyMount will prompt you to set up your MFA
- Download the Authenticator app to your phone



Microsoft Authenticator

# MSVU Multifactor Authentication (MFA)





# MyMount





# MyMount



[myMount](#) [Microsoft 365 Apps](#) [Email](#) [Registration Centre](#) [Moodle](#) [Library](#)

Search this site



myMount

Welcome to myMount



## Notice: the Mount App

In June 2024 the Mount App was retired and replaced with [myMount Self-Service](#) where you can register for classes, view final grades and financial records, and much more. [Video: learn to register for classes and manage your schedule in self-service.](#)

## Faculty and Staff Quick Links

- [Colleague](#)
- [Intranet](#)
- [Mount Alert](#)
- [\\*NEW\\* Faculty Class Roster](#)
- [WebAdvisor](#)
- [Course Catalog](#) (no login required)

## Taxes, Earnings and Leaves

- [Leave Form](#)
- [myMount Self-Service](#)
- [Earnings Statements](#)
- [Tax Information](#)

## Announcements

### Title

Learning from an Elder: Mi'kmaq Language and Culture Class open to all in the MSVU community

Meet MSVU's new Governance Secretary and General Counsel

Evaristus Lab 101 Demolition

Customer Appreciation week is back at The Mount Bookstore!

5th Cyber Eats Winner

1 - 5 ▶

## BEd and Graduate Application Information

Instructions related to reviewing your application document status and uploading files can be found on the website:

[Bachelor of Education](#)

[Graduate Programs](#)



**MOUNT**  
SAINT VINCENT  
UNIVERSITY

# Microsoft 365



**Microsoft 365**



# Microsoft 365



[myMount](#) [Microsoft 365 Apps](#) [Email](#) [Registration Centre](#) [Moodle](#) [Library](#)

Search this site



myMount

Welcome to myMount



## Notice: the Mount App

In June 2024 the Mount App was retired and replaced with [myMount Self-Service](#) where you can register for classes, view final grades and financial records, and much more. [Video: learn to register for classes and manage your schedule in self-service.](#)

## Faculty and Staff Quick Links

- [Colleague](#)
- [Intranet](#)
- [Mount Alert](#)
- [\\*NEW\\* Faculty Class Roster](#)
- [WebAdvisor](#)
- [Course Catalog](#) (no login required)

## Taxes, Earnings and Leaves

- [Leave Form](#)
- [myMount Self-Service](#)
- [Earnings Statements](#)
- [Tax Information](#)

## Announcements

### Title

Learning from an Elder: Mi'kmaq Language and Culture Class open to all in the MSVU community

Meet MSVU's new Governance Secretary and General Counsel

Evaristus Lab 101 Demolition

Customer Appreciation week is back at The Mount Bookstore!

5th Cyber Eats Winner

1 - 5

## BEd and Graduate Application Information

Instructions related to reviewing your application document status and uploading files can be found on the website:

[Bachelor of Education](#)

[Graduate Programs](#)



**MOUNT**  
SAINT VINCENT  
UNIVERSITY

# Microsoft 365

- Click the “Home” icon on the left (Picture 1)
- Click “Install and More” (Picture 2)
- Click “Install Microsoft Apps” (Picture 2)



Picture 1



Picture 2

# MSVU SAFE App

- A free campus security app
- Includes:
  - Mobile Blue Light
  - Friend Walk
  - Report a Tip
  - Virtual Walk Home
  - Support Resources
  - Travel Safe
  - Campus Maps
  - Emergency Procedures
  - Class Cancellations
  - Safety Toolbox



Apple and Android



# Thank you!

