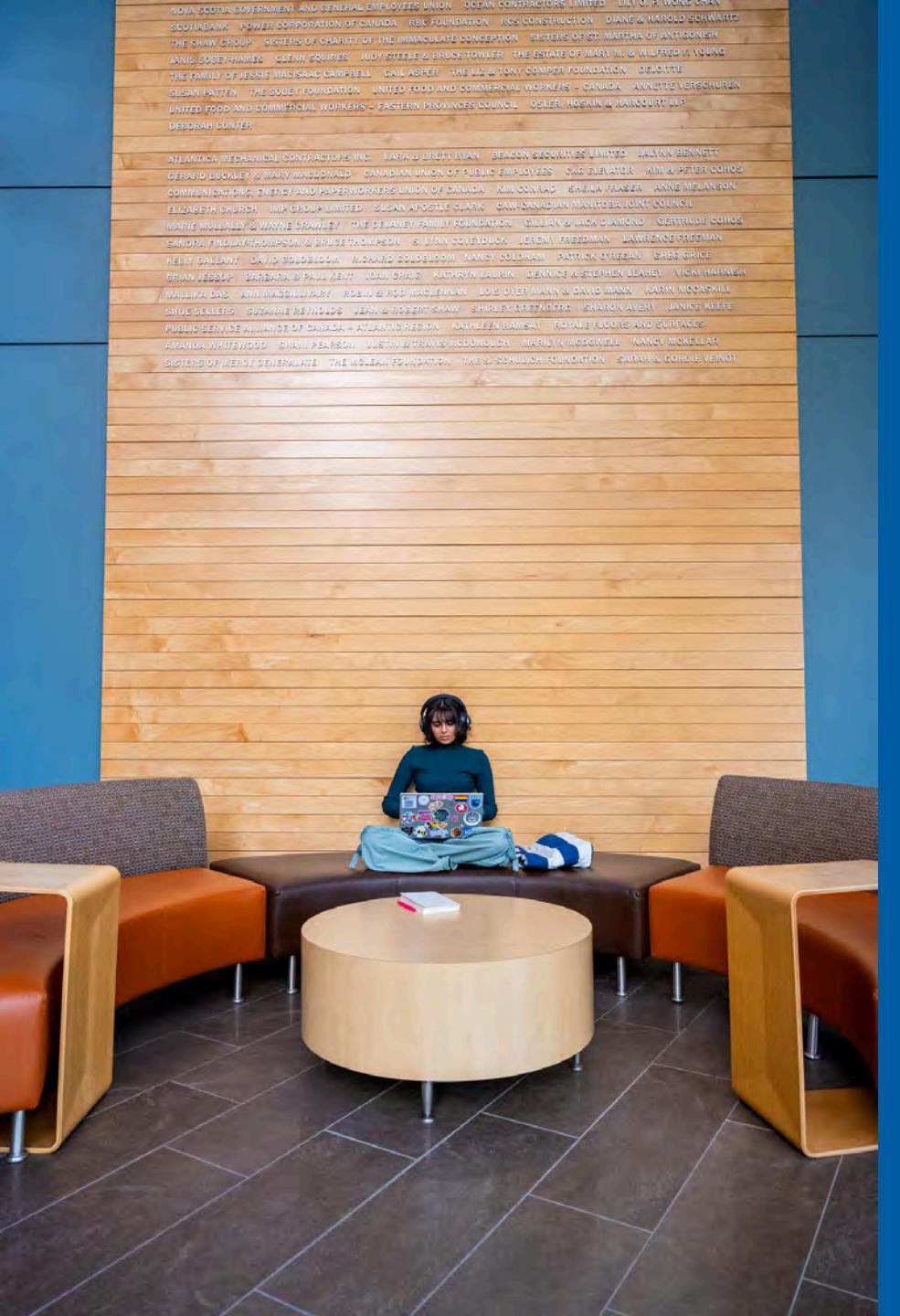


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UNITED FOOD AND COMMERCIAL WORKERS - EASTERN PROVINCES COUNCIL OSLER, HOSKIN & HARcourt LLP
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GERARD BUCKLEY & MARY MACDONALD CANADIAN UNION OF PUBLIC EMPLOYEES GAS ELEVATOR KIM & PETER COHOB
COMMUNICATIONS, ENTRCY AND PAPERWORKERS UNION OF CANADA KIM CONRAD SHEILA FRASER ANNE MELANSON
ELIZABETH CHURCH IMP GROUP LIMITED SUSAN ARDOSTIE CLARK CANADIAN MANITOBA JOINT COUNCIL
MARIE MULALLY & WAYNE CRAWLER THE DELANEY FAMILY FOUNDATION GILLIAN & JASA DIAMOND GERTRUDE COHOB
SANDRA FINDLAY THOMPSON & BRUCE THOMPSON S. LYNN COVEY DUKE JEREMY FREEDMAN LAWRENCE FREEMAN
KELLY GALLANT DAVID GOLDSTEIN NORBERT GOLDSTEIN NANCY GOLDHORN PATRICK O'KEEFE GREG GRICE
BRIAN JESSOP BARBARA & PAUL KENT JOAN SRAIS KATHRYN LAURIN DENNICE & STEPHEN LEAHY VICKI HARNISH
MALLIKA DAS ANN MAGILL JILLIAN ROBIN & ROD WATKINSON LOIS DIER MANN & DAVID MANN KARIN NOGASKI
SHOE SELLERS SUZANNE WINFIELD JEAN & ROBERT SHAW SHIRLEY GREENBERG SHARON AVERY JANICE KEEFE
PUBLIC SERVICE ALLIANCE OF CANADA - ATLANTIC REGION KATHLEEN HAMSAT ROYALE FLOORS AND SURFACES
AMANDA WHITEWOOD SHANI PEARSON LESTIN & TRAVIS MCDONOUGH MARILYN MCDOWELL NANCY MCKELLAR
SISTERS OF MERCY GENERALATE THE MOLAN FOUNDATION TATI & SASSALISH FOUNDATION SARAH & CORDIE VEINTO



Studying Online & IT Technology at MSVU

January 5, 2026

Winter 2026 ONLINE ORIENTATION



REMINDER

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



Presenter



Nicolle Bowes Cashen
Transition and Retention Program
Manager
Office of Student Experience
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
 - Moodle
 - Blackboard Collaborate
2. Participating in your online class
 - preparing for your online class
 - online class etiquette
 - accessing class recordings
3. Online class tech support
 - troubleshooting tips
 - support services for students



Moodle Overview

Moodle:

- The web platform for online classes
- The place to:
 - submit assignments
 - take quizzes/tests
 - access Blackboard Collaborate (your online classroom)
 - find your course outline
 - review course materials such as slide shows and lecture notes
- Where you'll find Mount101

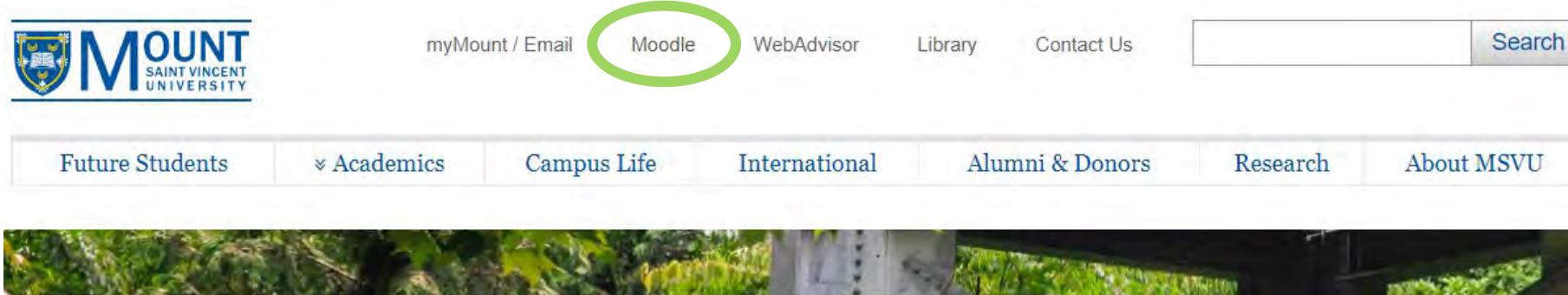
Moodle – Log in

Visit learn.msvu.ca and log-in using your MyMount credentials

- or 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



Classes on Moodle

Go to "My Courses" and "In Progress" to find this term's courses

- See left side of screen for Quick Links
- Scroll down to see weekly expectations, materials and assignments
- Click on the puzzle piece (as shown below) to enter your virtual classroom!



[BIOL*4450*01.2024/FA Collaborate Course Room](#)

[How to Access GPP BbCollabor...](#)

[Announcements](#)

Resources

[GPP Online Fall 2023 Course C...](#)

[GPP Online Fall 2023 Course O...](#)

[GPP Online Policy 2023-2024](#)

[Academic Integrity and Tutor C...](#)

[Microsoft Stream-GPP Class Vi...](#)

[Top 5 Tips for Online Learning-...](#)

[6 Ways to Make Online Conten...](#)

[Your Virtual MSVU \(online lear...](#)

Preparing for your online class

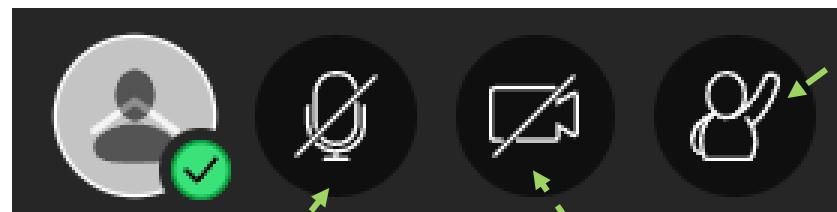
When getting ready to attend your online classes:

- be sure to have a good internet connection
- be prepared to take notes – on paper or otherwise
- find a quiet study space with minimal distractions
- have a device with a working speaker and microphone – this is a must

Class etiquette

Things to remember:

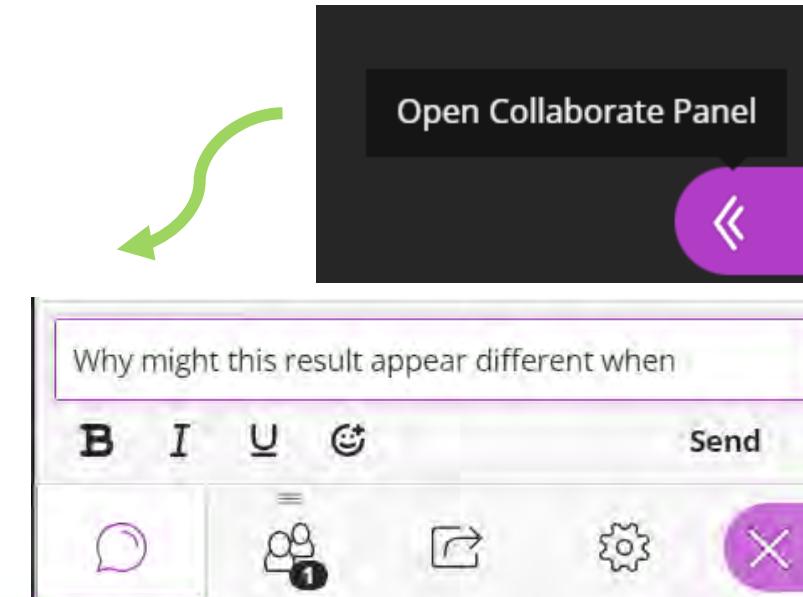
- Keep your camera on or off (depending on expectations)
- Make sure your microphone is muted
- Raise your virtual hand before asking a question
 - or type in the chat box
- Watch the Blackboard tutorial!



Microphone

Camera

Hand-raise



Accessing recorded lectures

To watch a recorded class:

- click on the puzzle piece as if you're joining your class.
- click on the 3 lines to the left
- click on “Recordings”



The screenshot shows the Class Collaborate interface. At the top, there is a blue puzzle piece icon and the text "BIOL*4450*01.2024/FA / General / BIOL*4450*01.2024/FA Collaborate Course Room". Below this, the title "BIOL*4450*01.2024/FA Collaborate Course Room" is displayed in a large, bold, black font. To the left, a sidebar menu has a green arrow pointing to the "Recordings" option, which is highlighted with a pink background. The sidebar also includes "Sessions" and a user profile for "Lily Brigham-Gale". The main content area shows a list titled "2024 Fall ST: Cell and Molecular Med (BIOL-4450-01) - Course Room Unlocked (available)". Below this, it says "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 for Moodle/Collaborate problems
- email helpdesk@msvu.ca for tech trouble
- www.msvu.ca/moodle
 - scroll down and read more about tech support



ANY QUESTIONS SO FAR?

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



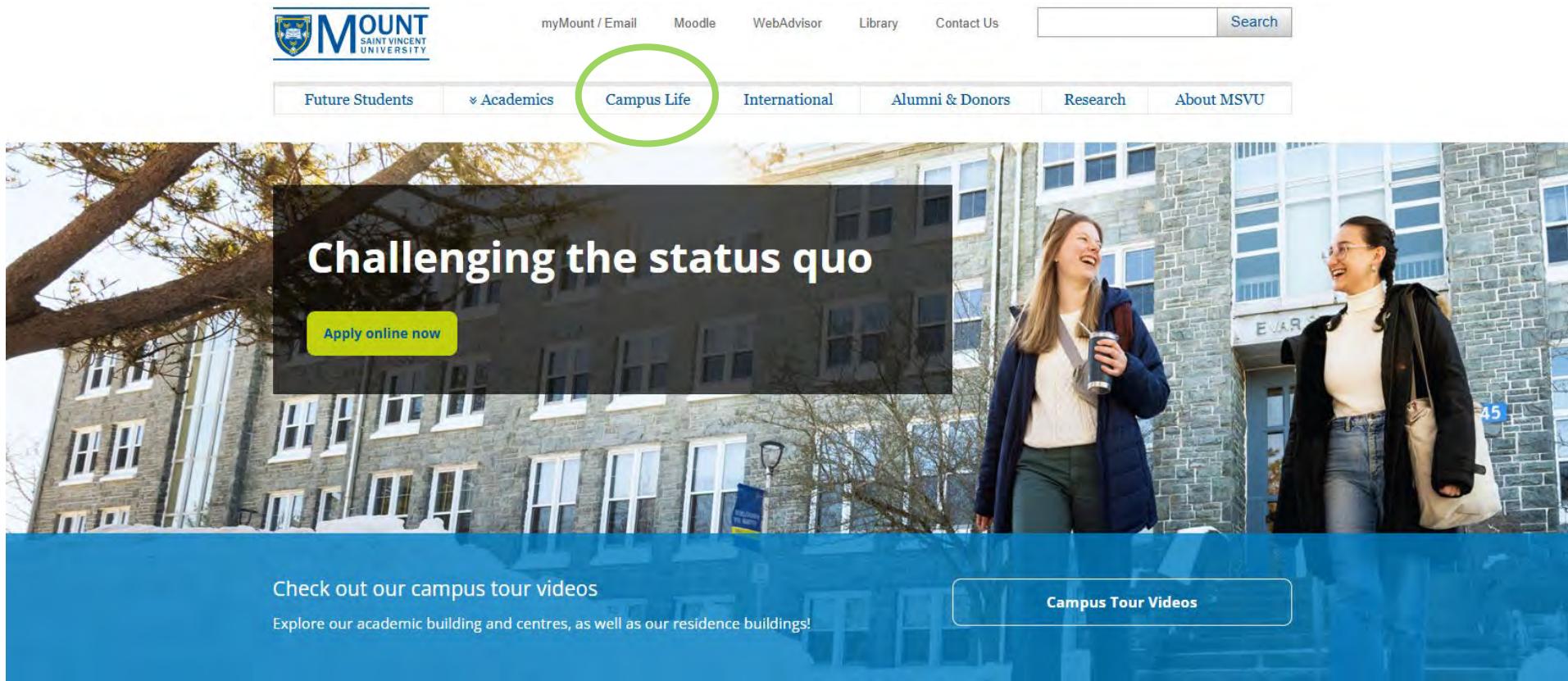
Part II

1. MSVU website
2. MSVU email, username, passwords
3. Multifactor Authentication
4. MyMount
5. Microsoft 365
6. MSVU Safe App



MSVU Campus Services

www.msvu.ca



The image shows the homepage of the MSVU Campus Services website. At the top, the university's name is displayed in large blue letters, with the website address below it in green. The header includes a search bar and links for myMount / Email, Moodle, WebAdvisor, Library, and Contact Us. Below the header, a navigation bar features links for Future Students, Academics (with a dropdown arrow), Campus Life (which is circled in green), International, Alumni & Donors, Research, and About MSVU. The main content area features a large photograph of two students walking on campus. Overlaid on the photo is a dark rectangular box containing the text "Challenging the status quo" in white, with a green "Apply online now" button below it. At the bottom of the page, a blue banner encourages users to check out campus tour videos, with a link to "Campus Tour Videos".

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 building and centres, as well as our residence buildings!

Campus Tour Videos

MSVU Campus Services

Campus Life



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

Book a Campus Tour

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

Registrar's Office

Financial Aid

Academic Advising & Student Success

Residence Life at the Mount

International Services

Health & Wellness Services

Accessibility Services

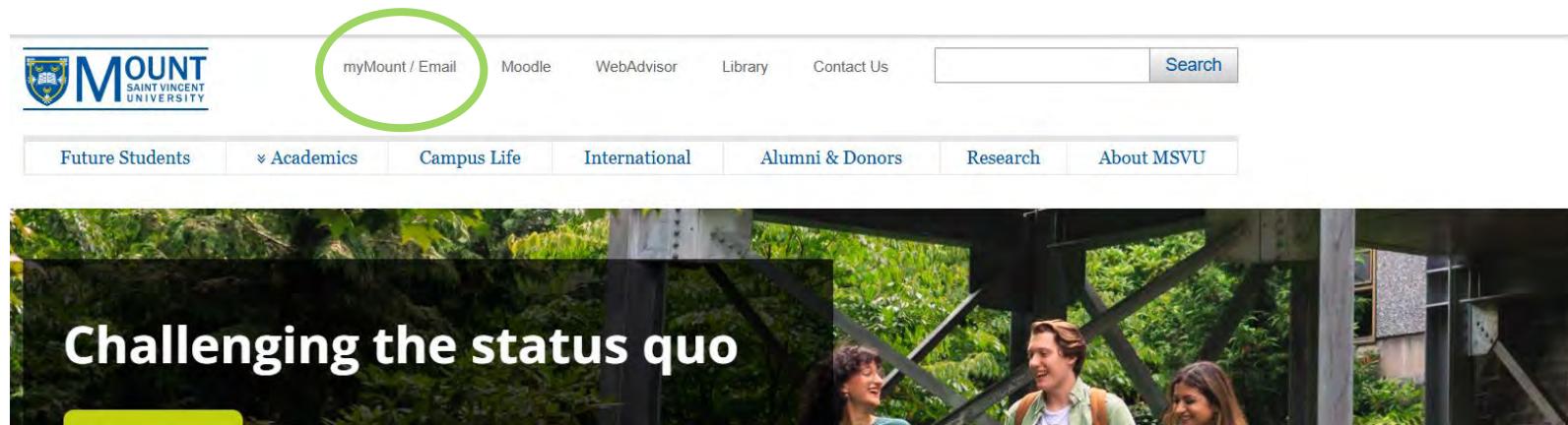
IT Services

Career Services

Campus Services

MSVU Username, Email, and Password

- you should have received an email from helpdesk@msvu.ca
- it included your MSVU Username, Email, and Password
- you can change your Password at 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

MSVU Multifactor Authentication (MFA)

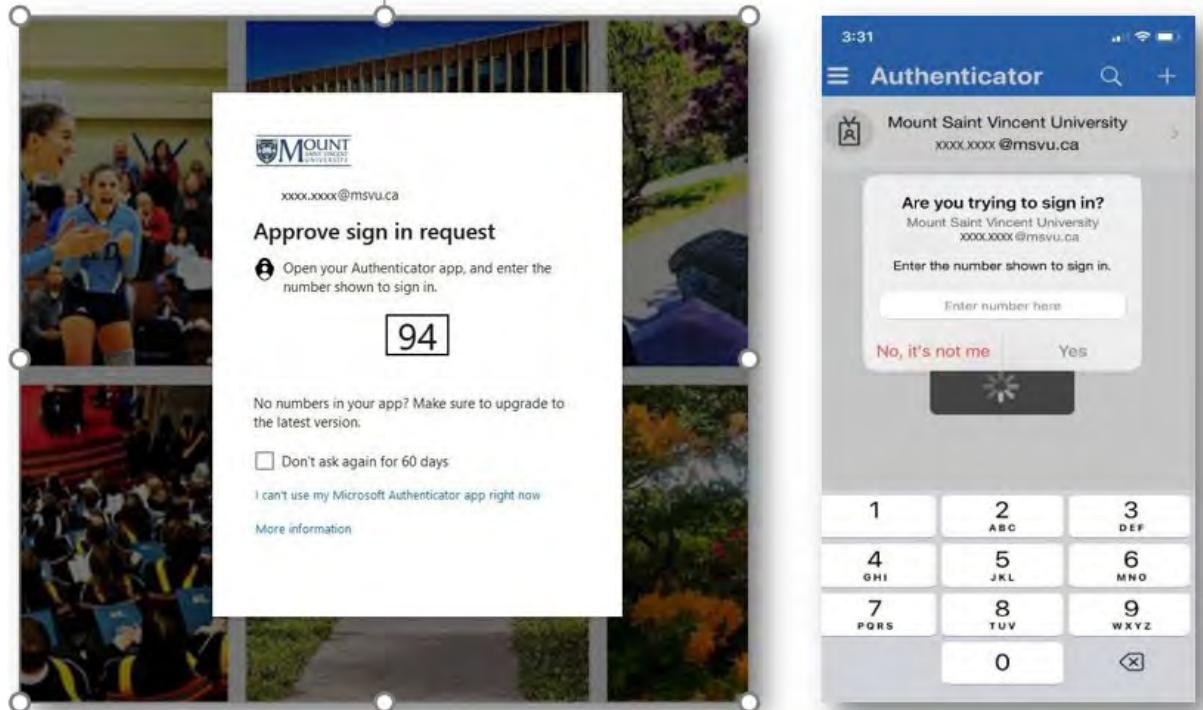
Instructions:

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

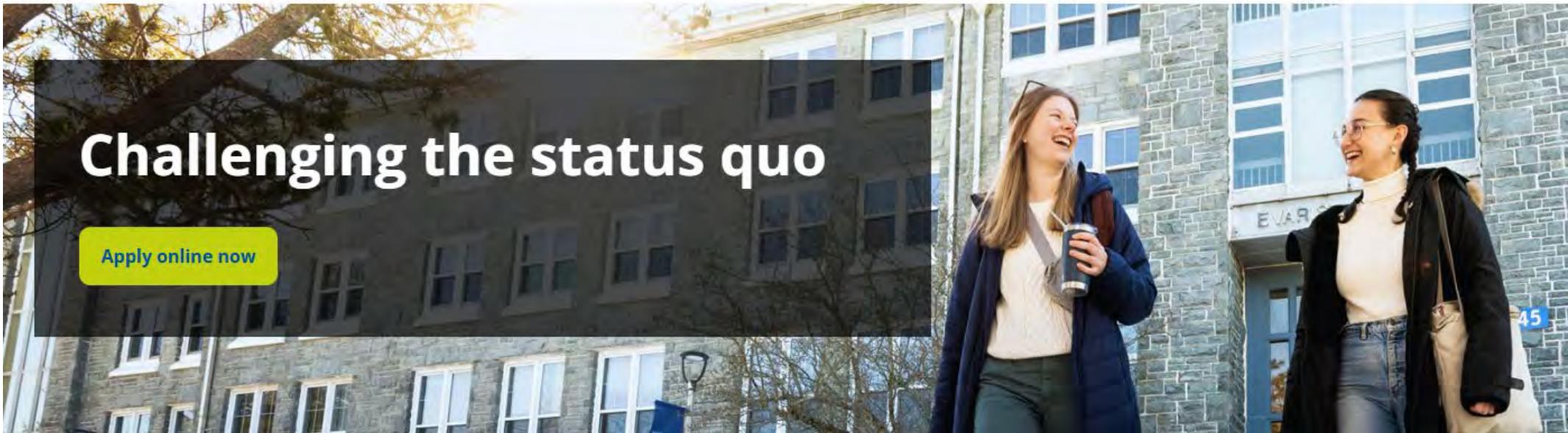


Microsoft Authenticator

MSVU Multifactor Authentication (MFA)



MyMount

[Moodle](#)[WebAdvisor](#)[Library](#)[Contact Us](#) [Future Students](#)[▼ Academics](#)[Campus Life](#)[International](#)[Alumni & Donors](#)[Research](#)[About MSVU](#)

MyMount

MSVU

SharePoint

Microsoft 365 Apps Email Registration Centre Moodle Library



myMount

Search this site



Nicole Bowes Cas...



Not following

Share



[myMount Self-Service](#) is your go-to platform for registering for classes, viewing final grades, checking financial records, and much more. Need help getting registered for classes? Watch our [quick video tutorial](#) to learn how to schedule and register for your classes with ease.

Announcements

[See all](#)

... [Recent Announcements](#)

Title

Wishing you a restful break – A message from President Dickinson

Visual Update coming to myMount

Colleague

Intranet

Mount Alert

Faculty Class Roster

WebAdvisor (available through VPN)

Course Catalog (no login required)

Leave Form

myMount Self-Service

Earnings Statements

Tax Information



MOUNT
SAINT VINCENT
UNIVERSITY

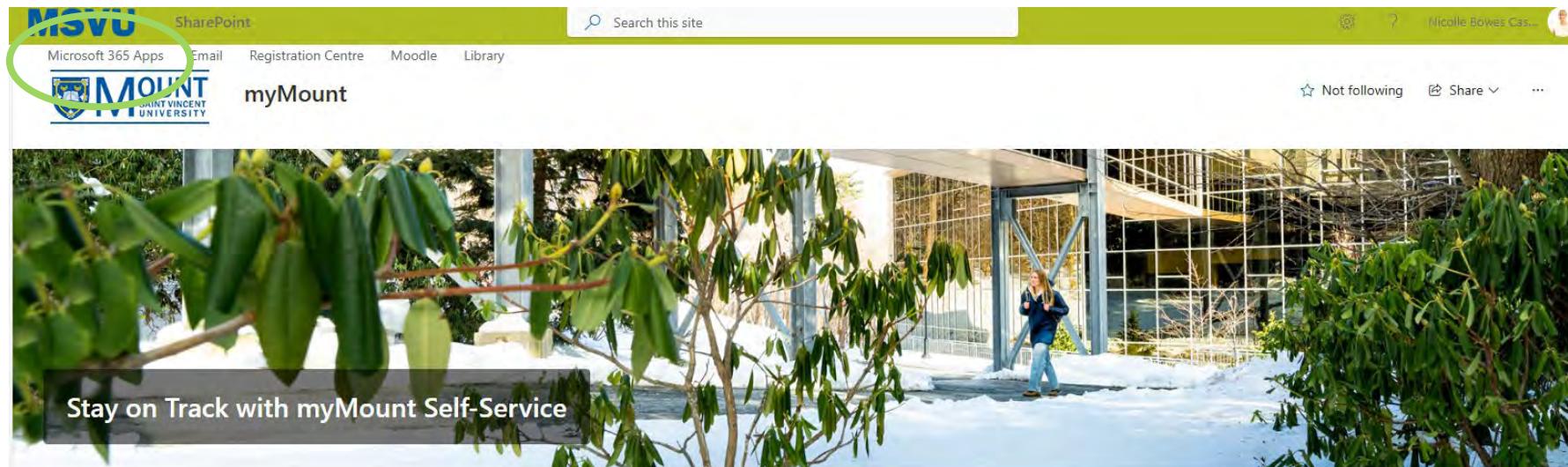
Microsoft 365



Microsoft 365



Microsoft 365



The screenshot shows the homepage of the myMount SharePoint site. At the top, there is a navigation bar with the MSVU logo, a search bar, and a user profile for Nicolle Bowes Cas... Below the navigation bar is the myMount logo. The main content area features a large banner image of a person walking in a snowy, modern building. A dark overlay on the left side of the banner contains the text "Stay on Track with myMount Self-Service". Below the banner is a section of cards for various services. To the right, there is an "Announcements" section with a "Recent Announcements" list.

MSVU SharePoint

Search this site

Microsoft 365 Apps Email Registration Centre Moodle Library

myMount

Not following Share ...

Stay on Track with myMount Self-Service

myMount Self-Service is your go-to platform for registering for classes, viewing final grades, checking financial records, and much more. Need help getting registered for classes? Watch our [quick video tutorial](#) to learn how to schedule and register for your classes with ease.

Announcements See all

Colleague Intranet Mount Alert Faculty Class Roster

WebAdvisor (available through VPN) Course Catalog (no login required)

Leave Form myMount Self-Service

Earnings Statements Tax Information

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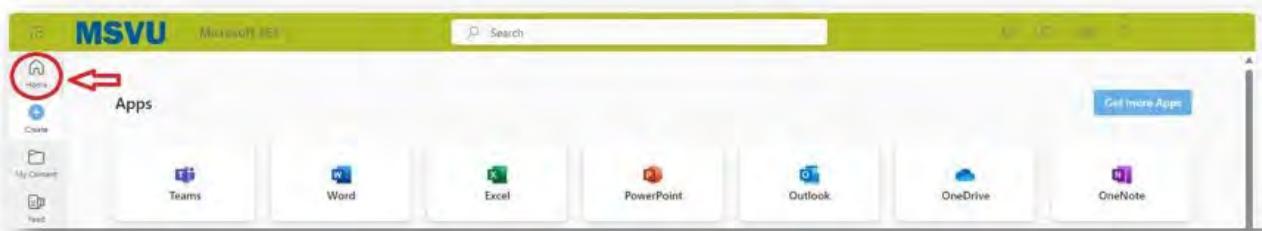
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MSVU

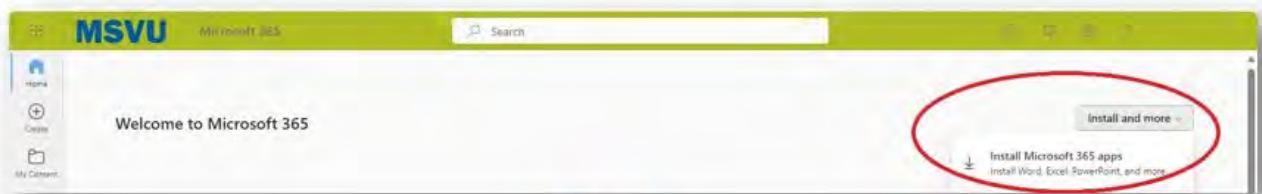
MOUNT
SAINT VINCENT
UNIVERSITY

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!

