Introduction to Mount Online Learning Platform

ACCESSING THE SYSTEM

Locate your Mount email address and Moodle login information (email from IT&S). If you cannot login to Moodle or your email because your username or password isn't working, contact helpdesk@msvu.ca
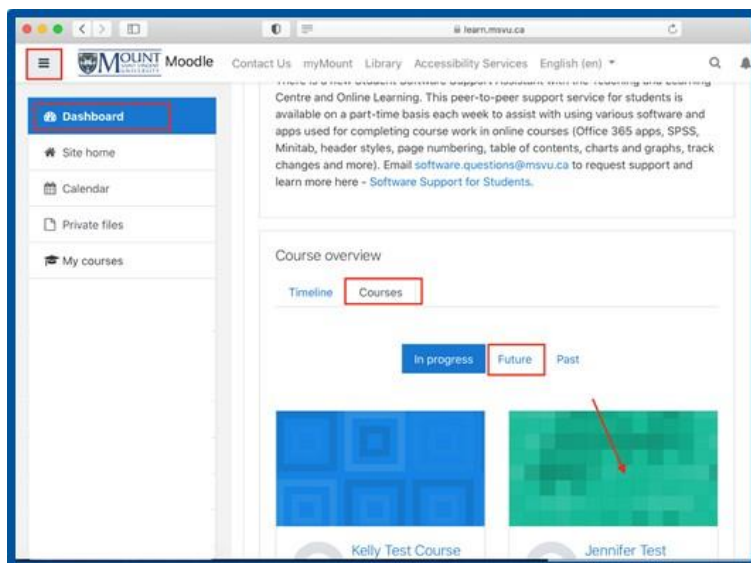
MOODLE

Moodle allows faculty to create and manage course content, host online discussions, administer quizzes and meet in real time with students. Moodle provides a place where students can access course content, submit assignments, complete activities, and communicate with their peers and their instructor.

From the MSVU website, go to the Moodle Login located at the top of the homepage.

Login to Moodle. Our Moodle server is https://learn.msvu.ca/. All Moodle courses from Spring 2020 forward are located on this server. Bookmark your Moodle course page on your home screen for easy access.

If it is before the first day of term, you will see your course listed under the "**Future**" tab on the Moodle dashboard. If it is the first day of term or after, it will appear in the "In **Progress**" tab.

If your students won't see the course site until the first day of term. Their class will appear in the "**in progress**" tab on their class start date. The Moodle course will move to the "**Past**" tab after the last day of the term. Students will not have access to the course after they move to the "Past" tab but faculty will. Contact online@msvu.ca if you have been registered for a course but can't see it when you login.

When you login to Moodle, you may also see the course Preparing Your Course to be Accessible and Inclusive. Theis a resource site to support faculty. If you don't see It and would like access, send an email to kelly.cantelo@msvu.ca to request to be enrolled in this course site.

WEB ADVISOR

Login to WebAdvisor to see your class list, check meeting time/place information, email students, and submit grades. The meeting time details will also specify its course delivery mode (e.g. if your course is asynchronous or synchronous, in person or online). Check the MSVU website for more information on Course Delivery Modes.

MYMOUNT OFFICE 365

Login to myMount to access your email, Outlook calendar, and other Office 365 apps such as Word, PowerPoint, Stream, Teams, and Yammer. These apps can be used to collaborate online.

Bookmark your myMount login for easy access. Please note that your Mount email should be used for all communication with students and the Mount community. To learn more about this refer to the course outline template.
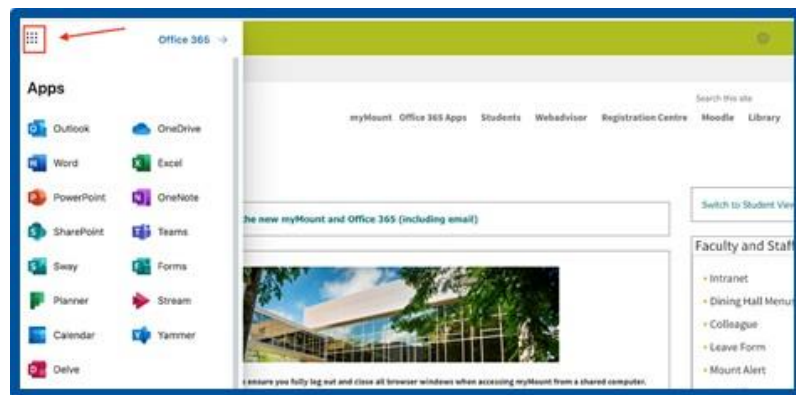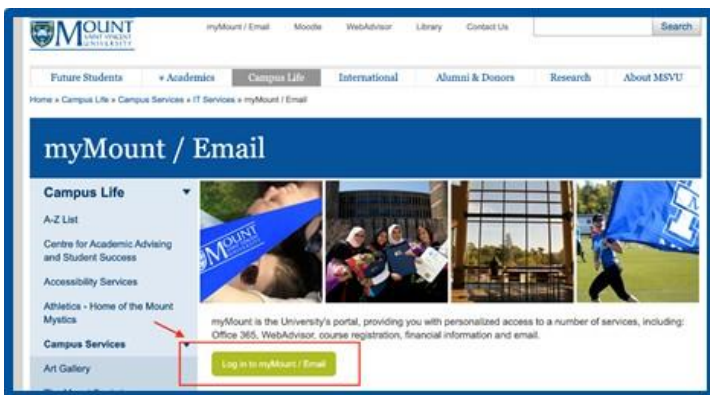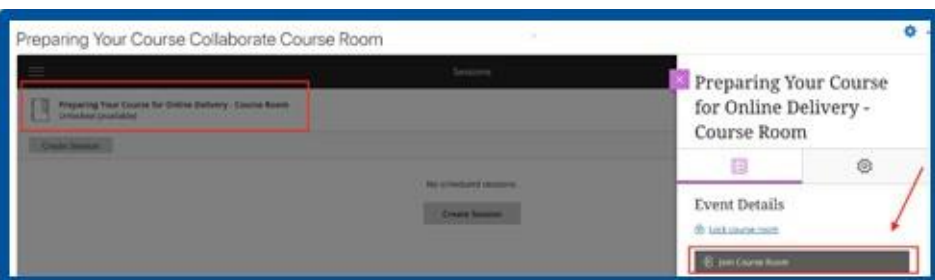

BLACKBOARD COLLABORATE

Blackboard Collaborate is the Mount's supported platform for online class meetings, online group work, online office hours, and any other synchronous online meetings between students and faculty in a course. Collaborate is fully integrated into your Moodle course site.

- Test your microphone and speakers. It is easier for students to hear you if you use a headset.
- Close all applications and tabs on your computer that are not being used.

Join Collaborate *Course Room*

Sign into your Moodle course site using Google Chrome. You will see a green puzzle piece labelled "Collaborate Course Room". It is where you and your students can meet. (The Online Leaerning team creates these links. Ifyou don't see one by the first day of term, please send an email to online@msvu.ca and request one be added). Click the puzzle piece and then the Collaborate Course Room door to see the option to "Join Course Room". Click there to get started. If prompted, choose allow browser to access microphone and camera. Need help? Contact online@msvu.ca.

- Get started with Collaborate
- Blackboard Collaborate Troubleshooting
- Collaborate Orientation for Students