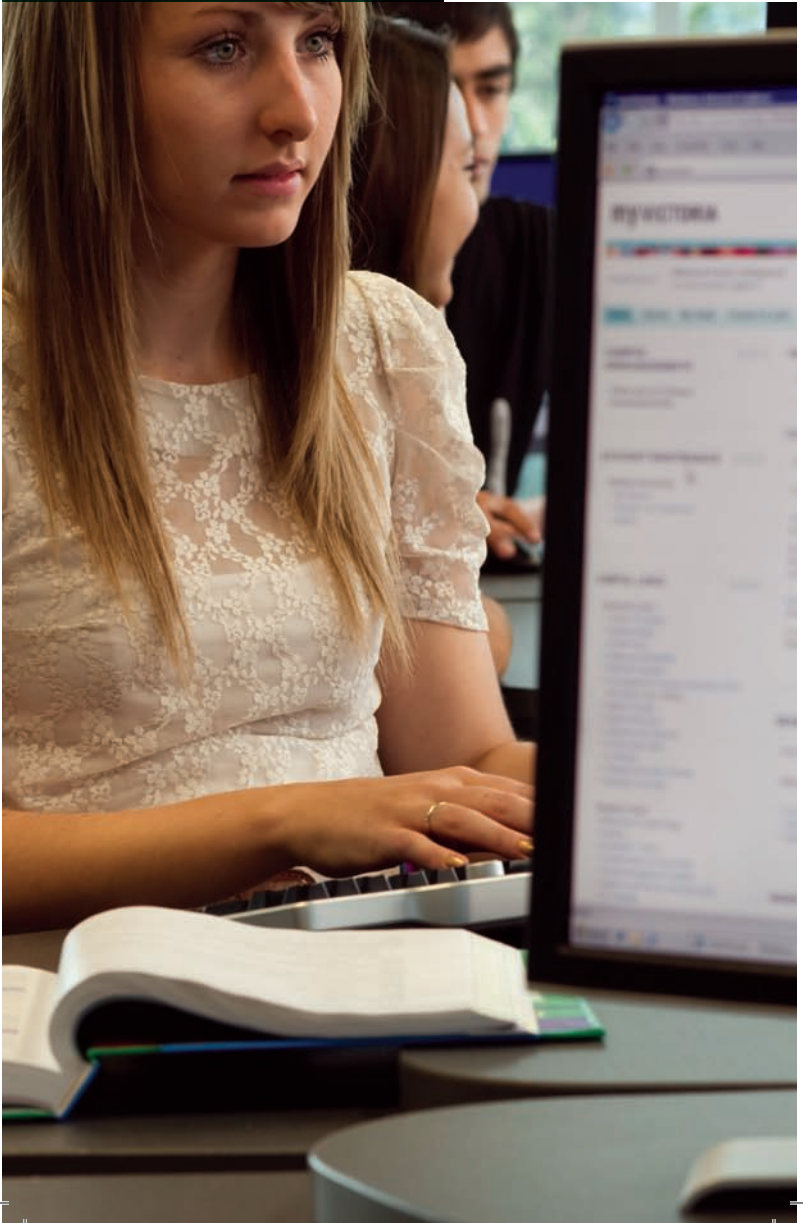


# ITS, myVictoria and Blackboard

**VICTORIA STUDENTS'  
ONLINE ENVIRONMENT**



# HOW TO LOG ON

To log on to myVictoria, Blackboard and other online University systems, you need a username and password. **Both are in your Confirmation of Study form or email.**

## USERNAME

Your username is constructed from the first six characters of your last name and the first four characters of your first name. If the username already exists a number is added—eg. John Smith: smithjohn, or smithjohn1.

## PASSWORD

The initial password (your student ID number) needs to be reset to your own personal password before you can access any of the university systems. If your initial login is on campus, you will be prompted to change your password automatically. If you log in for the first time off campus, you will need to visit <https://password.student.vuw.ac.nz> and follow the instructions to set your password.

## ITS HELP / CONTACTS

ITS Service Desk can answer queries relating to:

- ITS accounts—Service Desk staff will assist students who have not used ITS before, or who have forgotten usernames or passwords
- Printing charges—You can use the DocuPOS Kiosks to credit ITS cashier accounts or check balances. If necessary, you can get assistance by using one of the ITS Video Kiosks.

# myVictoria—YOUR ONLINE GATEWAY TO VICTORIA

myVictoria is a secure web portal that lets you access and manage a number of the University's web services, including student email and Blackboard. You can log on to the myVictoria portal from **www.myvictoria.ac.nz**

## EMAIL

- All students enrolled at Victoria are provided with free web-based email through an individual account, which provides email storage of up to 10GB.
- Email features a spell checker, mail redirection, email filtering for incoming mail, access to a personal diary, and is viewable in 19 different languages.
- To access your email account, click on the email link in myVictoria.
- You will need to sign into the mail system with your username and password.

## VIEW AND MANAGE FEATURES OF YOUR ONLINE STUDENT RECORD, INCLUDING:

- contact information
- fees balance
- lecture and exam timetables
- grades
- courses
- graduation application.

## COMMUNICATION CHANNELS

Important events and information are communication on myVictoria. To find out all you need to know about weekly goings-on at the University, check out the following channels on myVictoria's hometab:

- Personal Announcements
- Campus Announcements
- Victoria News
- From the Vice-Chancellor.

## **WORKSPACE**

Students are also allocated their own Workspace—a secure disc space on which to store personal files on the University network. All of Victoria’s computers offer standard software such as Microsoft Office and other specialised software such as SPSS and Endnote. Access to the internet is free, but a small fee is charged for printing.

## **ORIENTATION SESSIONS AND ONLINE TUTORIALS**

myVictoria orientation sessions are held at the beginning of the academic year, the week before lectures start.

Alternatively, you can take an online animated tutorial by clicking the link on the myVictoria login page. The tutorials have both written and spoken instructions to help guide you through the different aspects of myVictoria, from logging in and finding your way round to customising your layout.

## **BLACKBOARD**

### **WHAT IS BLACKBOARD?**

Blackboard is a web-based environment that makes course information, materials and activities available online and provides web-based access to assessment, communication and collaboration tools.

### **HOW TO LOG ON TO BLACKBOARD**

- 1) Open a web browser and go to <http://blackboard.vuw.ac.nz>
- 2) Enter your account username
- 3) Enter your password
- 4) Click on the Login button.

Alternatively, you can log in through myVictoria.

### **CAN'T LOG IN?**

Check your keyboard to see if you have Caps Lock on.

Check that you are using your correct username and password. If you are not sure of your username or password, call 04-463 5050 or contact ITS Video Kiosk.

# HOW TO LOG OUT

Click the Logout button at the top of the screen.

# YOUR BLACKBOARD PAGE

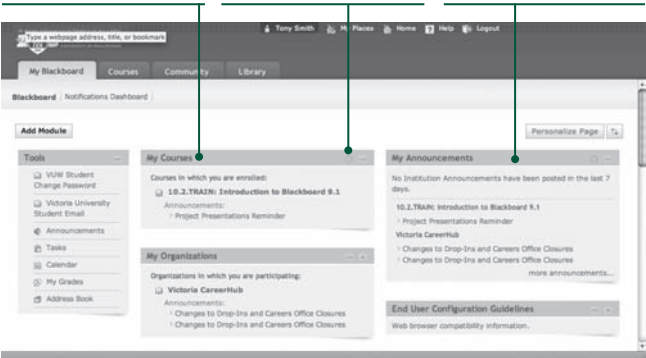
## My Courses

This is a list of courses you are enrolled in that use Blackboard. Click on the name of the course you want to view to go to the course website. **Not all courses use Blackboard.**

Click on the wheel icon to change My Course module settings.

## My Announcements

This is an overview of recent announcements published in your courses and organisations. Click on the links to read the full text of the announcements.



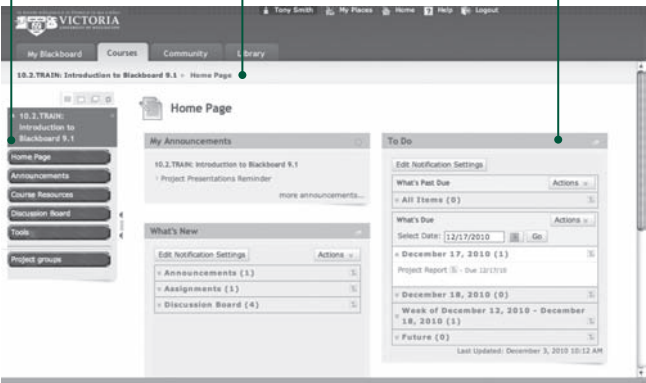
# YOUR COURSE PAGE

(This page may vary for different courses as it is customised by the instructors.)

## Course Menu

## Navigation Path

## Content Frame



## **COURSE MENU:**

**Home Page** provides a dynamic overview of the course website. It may include links to new announcements, materials, discussion boards, assignments, tasks, calendar events, notifications and alerts related to the course.

**Announcements** is used for publishing course announcements. It is regularly updated by course instructors and administrators.

**Course Information** usually contains a course outline and other key information about the course.

**Course Resources** contains resources and activities and may include lecture notes, course readings, links to online resources, individual and group journals (blogs) and wikis, assignments, online tests and surveys.

**Groups** provides collaboration and communication tools for group work.

**Discussion Board** contains online forums for course members to post messages and engage in online discussions.

**Tools** includes links to the course specific tools (such as communication and collaboration tools) as well as productivity tools and a link to the online Blackboard User Guide.

## **HOW TO ACCESS YOUR COURSES IN BLACKBOARD**

When you are in Blackboard you will see all courses that are currently available to you under the heading My Courses. Click on the course link to go to the course website. You can also click on the Course Tab to go to the Courses Page and view the names of course instructors, as well as the course title. Click on the course title to access the course website.

Not all courses are in Blackboard. If you cannot see one or more of your courses in Blackboard, first check whether your classmates can see the course. If they can't, ask your lecturer if the course is using Blackboard. If the course should be there but you can't see it, contact ITS Service Desk.

**Note:** There may be up to a 36-hour delay between the time your enrolment is processed and the time when your account is created in Blackboard or courses become available to you.

## **TECHNICAL INFORMATION AND REQUIREMENTS**

To use Blackboard you will need to have access to a computer that can link to the internet and to have a current internet account. You also need to enable Java, Javascript and Cookies in your web browser.

You can check your computer setup meets the minimum requirements by connecting to **http://blackboard.vuw.ac.nz** and using the 'Browser Requirements Check' panel on the front page.

## **HOW TO GET HELP WHEN USING BLACKBOARD**

In the Course Menu, click on the Tools menu and then the User Guide link. Enter a search term for the information you require or click on the Table of Contents to browse all help topics.

## **HELP**

If you are experiencing problems with Blackboard, myVictoria or other online University systems, contact ITS.

**Phone** 04-463 5050

**Email** [its-service@vuw.ac.nz](mailto:its-service@vuw.ac.nz)

Or use one of the ITS Video Kiosks.

