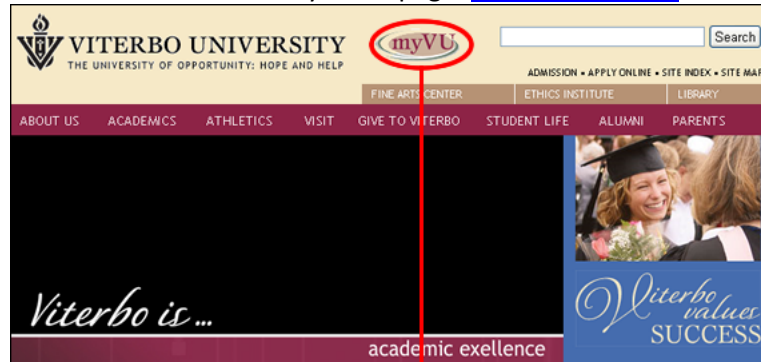
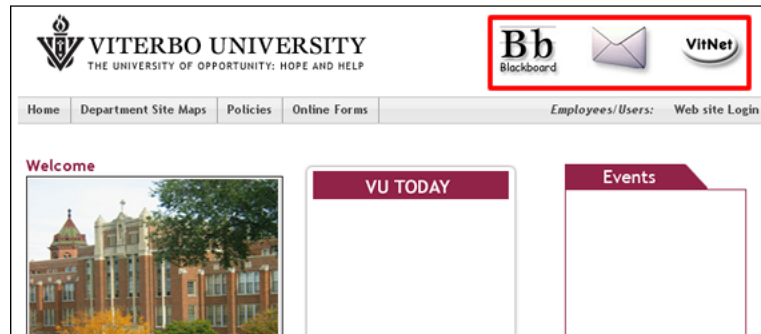


Technology Guide for Instructors, 2009-2010

The Viterbo University Homepage: www.viterbo.edu



Online Services



From the Viterbo homepage, click on the “my VU” link and then use the icons highlighted above to access Viterbo’s online Blackboard, Email and Vitnet systems.

Your Viterbo University Username and Password

As an instructor at Viterbo University, you are provided with a unique username and password that provides you with access to the online technology services described in this guide.

Your Viterbo Username:

Your Viterbo username is a combination of your first initial + your middle initial + your full last name. For example, if your name is *Chris W. Richert*, then your username will be: *cwrichert*.

Your Viterbo Password:

Your default Viterbo password is a combination of the last 4 digits of your Social Security Number with the 2-digit month and 2-digit day of your date of birth. For example, if your Social Security Number is 123-45-**6789** and your date of birth is **08/03**/1975, then your default password will be: **67890803**.

You will use this username and password to access each of the services described in this guide including Email, Blackboard and VitNet.

Your Viterbo University Email Account

All undergraduate instructors and all on-campus graduate instructors at Viterbo are provided with their own Viterbo University email accounts. These email accounts should be the primary accounts used when sending email messages to students, instructors and other members of the Viterbo community. Likewise, your students should always be encouraged to use their own Viterbo email accounts when communicating with you. Messages from Gmail, Hotmail and Yahoo accounts will often be mistaken for spam and should not be used by instructors or students to whom a Viterbo account is available. Viterbo email should always be checked daily.

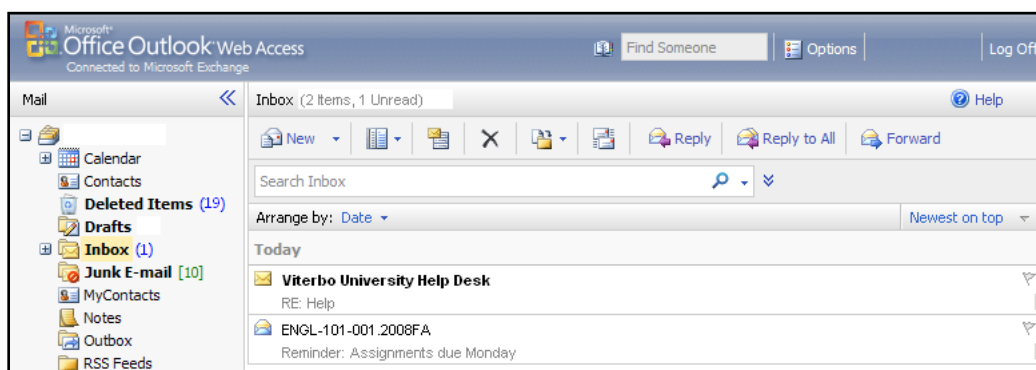
Your Viterbo University Email Address

Your Viterbo University email address is determined by your username. For example, if your username is *cwrichert*, then your email address will be: cwrichert@vitebo.edu.

Logging into Your Email Account

To access your email account, navigate to the Viterbo homepage and click on the “my VU” button. On the page that follows, click on the email envelope as highlighted on the first page of this document. From here, follow the instructions to log into your account.

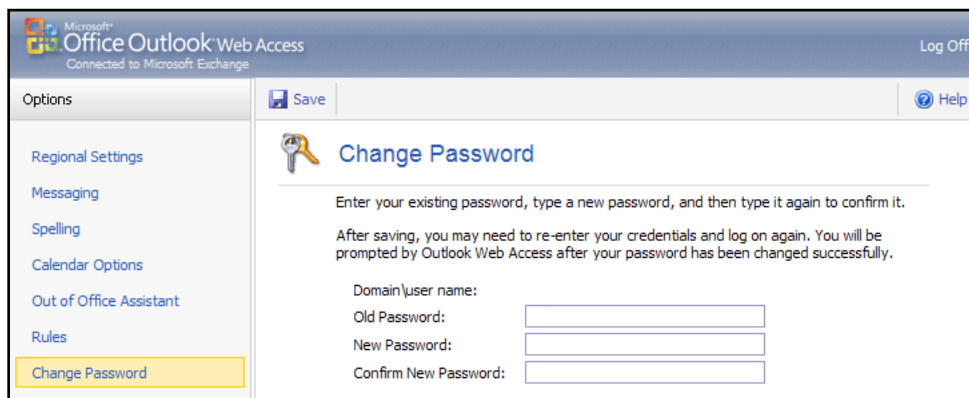
If you log into our email system using Microsoft Internet Explorer, you will encounter a website similar to the one shown below:



You may use this website to check for new email messages, to reply to or forward existing messages, or to start new messages. Near the upper right corner of the screen you will see a button labeled, “Options”. You may use this button to change your email signature, to enable junkmail filtering, or to change your Viterbo password.

Changing your Viterbo Password

To change your Viterbo password, click on the “Options” button as explained in the previous paragraph. On the page that follows, click on the “Change Password” button. Once you have done this, you should see a page similar to the one shown below.



After you have filled in the boxes asking for your old and new passwords, you must press the “Save” button, located near the top of the page, to save your new password. This new password will be used to access all of the services described in this guide.

Email Support

If you have any questions concerning Viterbo University’s email system, please contact Chad Gilbeck at:

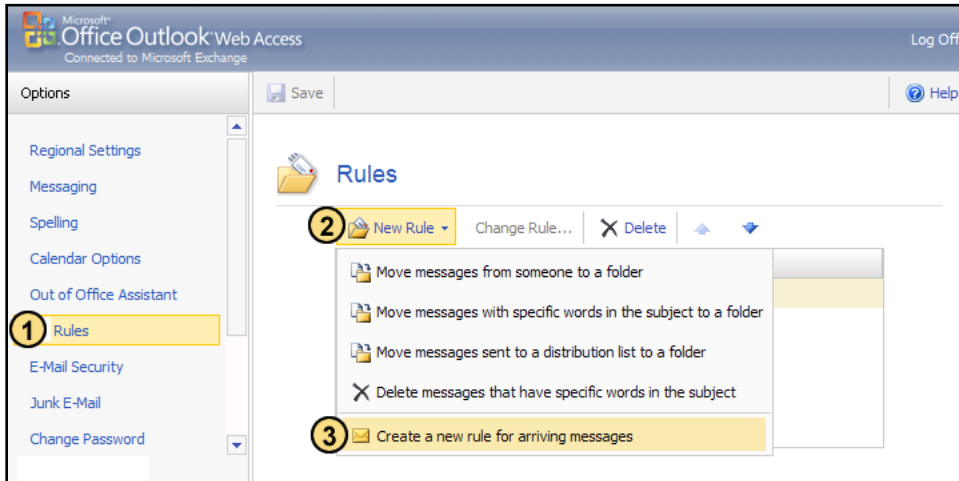
helpdesk@viterbo.edu or 608-796-3870

Forwarding Viterbo Email Messages to a Separate Email Account (optional)

It is very important that you read the messages sent to your Viterbo email address on a regular basis. If you prefer not to check your Viterbo email account directly, then you may forward your Viterbo email messages to a separate, non-Viterbo-related email account, such as a Gmail or Yahoo account. Follow the steps below to do this. If you prefer accessing your Viterbo email messages directly through Viterbo's email system (recommended), then please **do not** follow the steps below.

To set a up a new rule that forwards Viterbo email messages to an external email account, try opening the "Options" page of your Viterbo email account. With the Email Options pages open, try following the steps highlighted below.

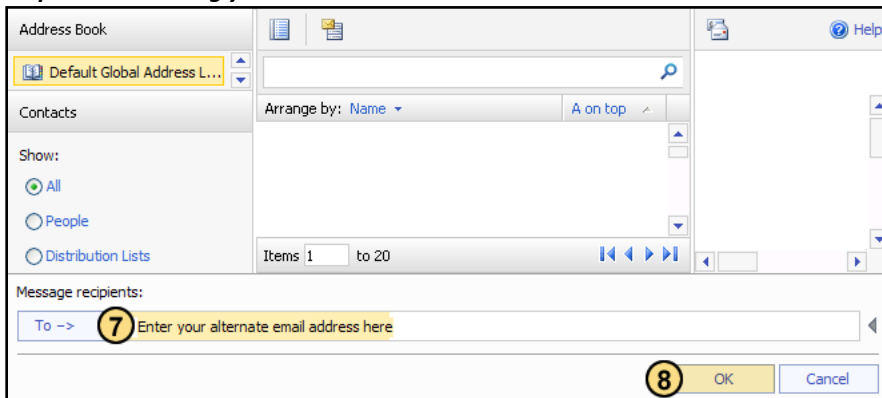
Steps 1-3: Starting a new Email Rule



Steps 4-6: Defining the Functionality of your Rule



Steps 7-8: Providing your Alternate Email Address



After you have pressed the "OK" button as highlighted above, you will be returned to the previous page where you will need to enter a name for your rule and press "Save".

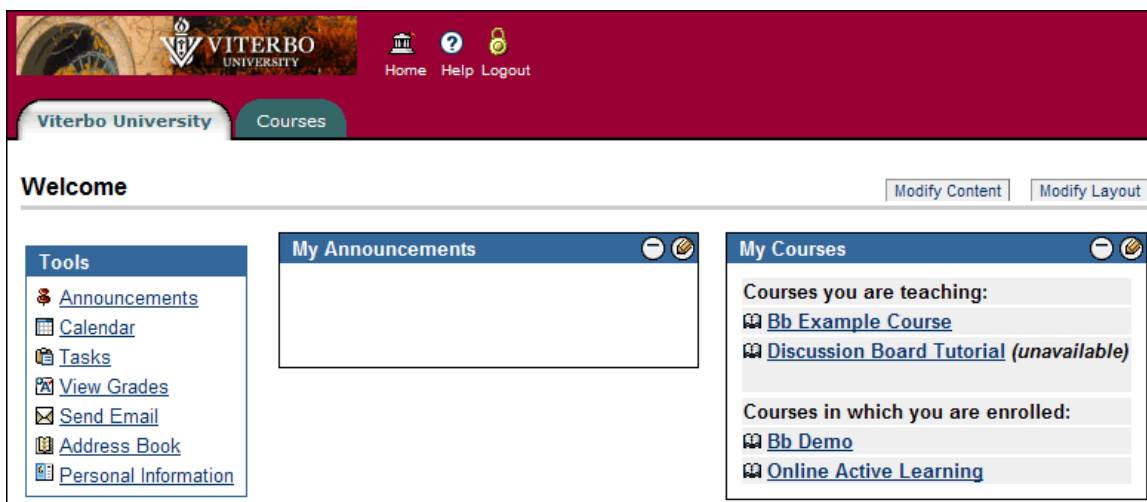
Your Viterbo University Blackboard Account

All undergraduate courses and all on-campus graduate courses offered at Viterbo are automatically provided with their own online Blackboard courses. Instructors for these courses are required to make their course syllabi, assignments and contact information available to their students on each of the Blackboard sites provided for their courses. Instructors are also encouraged to utilize advanced Blackboard tools, such as the Discussion Board and the Grade Center to further enhance our students' online experiences at Viterbo.

Logging into your Blackboard Account

To access Viterbo University's Blackboard system, you should click on the *Blackboard* icon found within the Viterbo website, as highlighted on the first page of this document. You will need to enter your Viterbo username and password to log into your Blackboard account.

Once you have logged into Blackboard, you will encounter a window similar to the one shown below. Use the links located under "My Courses" to access your current Blackboard courses.



The Viterbo University Blackboard Course Creation/Removal Schedule

Blackboard courses at Viterbo University are automatically added to and removed from our Blackboard system each semester according to the following schedule:

- Each March, courses for the upcoming Summer semester are added, and courses from the previous Fall are removed.
- Each August, courses for the upcoming Fall semester are added, and courses from the previous Spring are removed.
- Each November, courses for the upcoming Spring semester are added, and courses from the previous Summer are removed.

No Blackboard course should ever be reused once its semester has come to an end. If such a Blackboard course is ever reused, then that course will be removed from the Blackboard system the next time courses are removed, in mid-semester. Instead of reusing Blackboard courses, instructors are encouraged to create and download archives of their courses each semester. Course archives can safely be reused from one semester to the next without the danger of lost work.

For a complete set of training tutorials designed to prepare instructors for Blackboard use, please visit this website:

http://www.viterbo.edu/bb_tutorial

Blackboard Support

If you have any questions concerning our Blackboard system, please contact Isaac Kulka at:

igkulka@viterbo.edu or 608-796-3867.

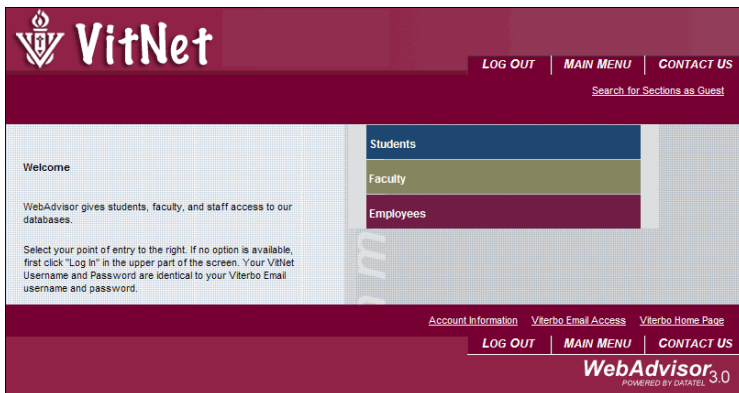
Your Viterbo University VitNet Account

You will use Viterbo University's VitNet system to submit your students' final grades to our Registrar's Office. You will also use this system to obtain a class roster of the students currently enrolled in your course(s).

Logging into your VitNet Account

To access Viterbo University's Blackboard system, you should click on the *VitNet* icon found within the Viterbo website, as highlighted on the first page of this document. You will need to enter your Viterbo username and password to log into your VitNet account.

Once you have successfully logged into VitNet, you will encounter a window similar to the one shown below:



To enter grades for your students at the end of a semester, try clicking on the "Faculty" button, as shown above. Then, on the page that follows, click on the "Grading" link located near the lower left corner of the screen under the *Faculty Information* heading.

VitNet Support

If you have any questions concerning Viterbo University's VitNet system, please contact Chad Gilbeck at: helpdesk@viterbo.edu or 608-796-3870.