

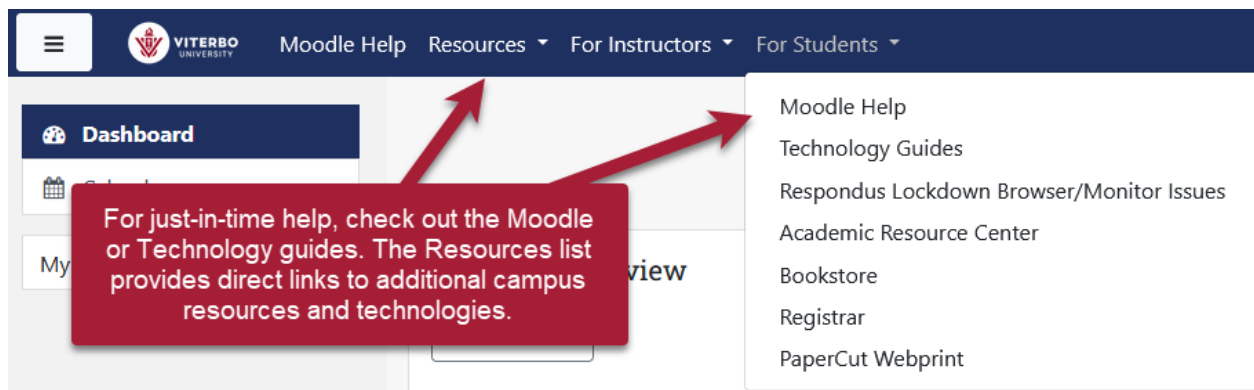
# Viterbo's Tech Tools

For Students

## Quick-Reference

Platform	What it is	How to access
<i>Echo360</i>	Video creation	Via MyVU or <a href="http://www.echo360.org">www.echo360.org</a>
<i>eTrieve Forms</i>	Online Forms	Via MyVU or <a href="http://etcentral.viterbo.edu/">etcentral.viterbo.edu/</a>
<i>Watermark Course Evaluations</i>	Course Evaluations	Via Email or Moodle
<i>Handshake</i>	Jobs and internships	<a href="http://viterbo.joinhandshake.com">viterbo.joinhandshake.com</a>
<i>Moodle</i>	Online access to course information and activities	Via MyVU or <a href="http://moodle.viterbo.edu">moodle.viterbo.edu</a>
<i>Office 365</i>	Email and Microsoft tools	Via MyVU or <a href="http://www.viterbo.edu/o365">www.viterbo.edu/o365</a> <a href="http://www.viterbo.edu/email">www.viterbo.edu/email</a>
<i>PaperCut Webprint</i>	Printing on campus	<a href="http://www.viterbo.edu/webprint">www.viterbo.edu/webprint</a>
<i>Respondus Lockdown Browser</i>	Taking a quiz via Moodle (only when required)	Via a quiz in Moodle
<i>Starfish Connect</i>	Student success network	Via MyVU or Moodle
<i>VitNet Self-Service</i>	Planner, Grades, Financial Info	Via MyVU or <a href="http://www.viterbo.edu/vss">www.viterbo.edu/vss</a>
<i>Teams</i>	Virtual meetings	Access via Office 365, then use Desktop or Mobile App
<i>UGetConnected</i>	Finding places to volunteer	<a href="http://viterbo.galaxydigital.com/sso/ldap/">viterbo.galaxydigital.com/sso/ldap/</a>
<i>Viterbo app</i>	All things Viterbo	App Store (Apple or Google)
<i>Zoom</i>	Virtual meetings	Via MyVU or <a href="http://viterbo.zoom.us">viterbo.zoom.us</a>

*Quick Help via Moodle for many of these tools!*



For just-in-time help, check out the Moodle or Technology guides. The Resources list provides direct links to additional campus resources and technologies.

- Moodle Help
- Technology Guides
- Respondus Lockdown Browser/Monitor Issues
- Academic Resource Center
- Bookstore
- Registrar
- PaperCut Webprint

## Viterbo Tech Tools for Students

You can access the following tools directly or many of them via Moodle or Viterbo's "MyVU" site:  
<https://www.viterbo.edu/myvu>

### Echo360: Video and Audio Recording and Management

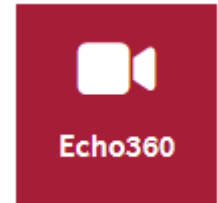
**Main points/tips:** Echo360 is a toolbox of video tools, including the ability to record yourself and share with others (such as your instructor).

**How to access:** [Via Moodle](#) or [www.echo360.org](http://www.echo360.org)

**Online assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/studenttech/echo360](http://libguides.viterbo.edu/studenttech/echo360)

**On-campus assistance:** **Talk to your instructor first regarding any issues.**

Can use the [Moodle Help Form](#) or email [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)



### eRetrieve

**Main points/tips:** This is where you will find forms related to course overrides, travel, and health services.

**How to access:** Via MyVU [etcentral.viterbo.edu](http://etcentral.viterbo.edu)

**On-campus assistance:** [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)



### Watermark Course Evaluations and Surveys:

#### Student Course Evaluations

**Main points/tips:** At the end of a course, you'll be asked to evaluate your instructor. Be sure not to share the link you receive via email with others.

**How to access:** Via email link or Moodle (link on right side of Dashboard)

**On-campus assistance:** [courseeval@viterbo.edu](mailto:courseeval@viterbo.edu)

### Handshake

**Main points/tips:** Use this tool to find an internship or on-campus job.

**How to access:** [viterbo.joinhandshake.com](http://viterbo.joinhandshake.com)

**On-campus assistance:** [www.viterbo.edu/advising-and-career-development/handshake](http://www.viterbo.edu/advising-and-career-development/handshake) or email [acd@viterbo.edu](mailto:acd@viterbo.edu)

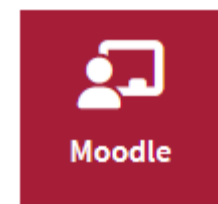
### Moodle: Learning Management System

**Main points/tips:** For viewing course materials, course activities, submitting assignments, taking quizzes/exams, participating in online discussions, and grades.

**How to access:** [moodle.viterbo.edu](http://moodle.viterbo.edu)

**Online assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/Moodle](http://libguides.viterbo.edu/Moodle)

**On-campus assistance:** **Contact your instructor first with any issues.** Can use the [Moodle Help Form](#) or email [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)



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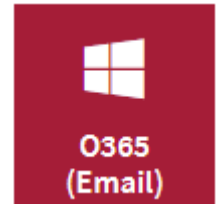
### Office 365: Email, Collaboration, and Document Management (OneDrive)

**Main points/tips:** Viterbo email is the \*official\* communication method for Viterbo University. Office 365 has a plethora of tools, including Teams, SharePoint, and OneDrive for collaboration.

**How to access:** Via MyVU or [www.viterbo.edu/o365](http://www.viterbo.edu/o365) or [www.viterbo.edu/email](http://www.viterbo.edu/email)

**Online assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/studenttech/O365](http://libguides.viterbo.edu/studenttech/O365)

**On-campus assistance:** [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)



### PaperCut WebPrint

**Main points/tips:** Use this to print on campus from a mobile device or non-university-owned computer.

**How to access:** [www.viterbo.edu/webprint](http://www.viterbo.edu/webprint) or via Moodle > Student Resources

**On-campus assistance:** [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)

### Respondus Lockdown Browser (or Monitor)

**Main points/tips:** Used only within Moodle or via the Academic Resource Center

**How to access:** Via a Moodle quiz

**Online assistance:** Via Moodle > Student Resources  
[web.respondus.com/student-help/](http://web.respondus.com/student-help/)

**On-campus assistance:** **Talk to your instructor first regarding any issues.**

Can use [Moodle Help Form](#) or email [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)

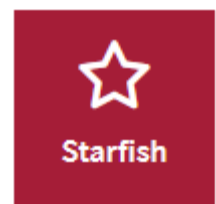
### Starfish Connect: Student Success Network

**Main points/tips:** Your instructors use this system to indicate concern or provide kudos. Any "flags" will go to your advisor and coach (if an athlete).

**How to access:** Via MyVU or Moodle (block on right side)

**Online Assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/studenttech/starfish](http://libguides.viterbo.edu/studenttech/starfish)

**On-campus assistance:** [starfish@viterbo.edu](mailto:starfish@viterbo.edu)



### VitNet Self-Service: Grades, Planner

**Main points/tips:** Make sure your profile information is correct.

**How to access:** [www.viterbo.edu/vss](http://www.viterbo.edu/vss)

**Online assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/studenttech/studentplanning](http://libguides.viterbo.edu/studenttech/studentplanning)

**On-campus assistance:** [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)



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### Teams

**Main points/tips:** Teams is part of Office365 but is a toolbox unto itself. Teams can be used for course group work or virtual meetings.

**How to access:** [www.office.com](http://www.office.com) (download app)

**Online assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/studenttech/webconferencing](http://libguides.viterbo.edu/studenttech/webconferencing)

**On-campus assistance:** [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)

### UGetConnected

**Main points/tips:** Viterbo's platform for finding places to volunteer.

**How to access:** Via [Student Life's website](#) or [viterbo.galaxydigital.com/sso/ldap/](http://viterbo.galaxydigital.com/sso/ldap/)

**On-campus assistance:** Contact Colin Burns-Gilbert, Director of Orientation and Engagement at 608-796-3846 or [cgburnsgilbert@viterbo.edu](mailto:cgburnsgilbert@viterbo.edu)

### Viterbo App

**Main points/tips:** It's an app for all things Viterbo, even checking on your courses in Moodle!

**How to access:** Via the [App Store](#) (Apple) or [Google Play](#)

**On-campus assistance:** [www.viterbo.edu/about/viterbo-university-app](http://www.viterbo.edu/about/viterbo-university-app) or email [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)

### Zoom

**Main points/tips:** Viterbo has a *campus-wide* license for Zoom, though students have a 40 minute limit (basic account).

**How to access:** [viterbo.zoom.us](http://viterbo.zoom.us)

**Online assistance:** Via Moodle > Technology Guides or [libguides.viterbo.edu/studenttech/zoom](http://libguides.viterbo.edu/studenttech/zoom)

**On-campus assistance:** [helpdesk@viterbo.edu](mailto:helpdesk@viterbo.edu)

