

STUDENT TECH TOOLKIT FOR ONLINE LEARNING



GETTING STARTED

SPARTANNET

SpartanNet is your one stop shop for M State student resources including D2L Brightspace, email, eServices and tech help. You can access SpartanNet from a link found at the top of the [minnesota.edu](http://www.minnesota.edu) or click here:

www.minnesota.edu/spartannet Login to SpartanNet with your StarID and password.

This article walks you through the basics and links to help if you can't login: mstate.custhelp.com/app/answers/detail/a_id/37/kw/spartannet%20student%20portal

OFFICE 365 EMAIL

Email is the official means of communication at M State. You need to check it daily. All registered students are given an Outlook email address. To access your email, sign into SpartanNet with your StarID and password. Choose the green "Email and Office 365" button.

To log into your email, use StarID@go.minnstate.edu and your StarID password. *Please note, your login format is StarID@go.minnstate.edu; however, your actual student email address is firstname.lastname@go.minnesota.edu*

OFFICE 365 APP

Beyond email, M State students have free access to Microsoft Office 365, including Word, PowerPoint, Excel, and so much more. After logging into email using the instructions above, click on the nine dots in the upper left corner to access all of the Office 365 apps.

This help page includes instructions for downloading Office apps to your personal computer: mstate.custhelp.com/app/answers/detail/a_id/248/kw/microsoft%20office%20365

Learn all that Office 365 can do here: support.office.com/office-training-center

ONLINE CLASSROOM ESSENTIALS

D2L BRIGHTSPACE

D2L Brightspace is a system used to deliver online classes. Your instructor may post discussion boards, collect assignments, give quizzes or tests, and upload lectures. Your D2L classes might look different from one another because they can be organized for specific needs. If you have trouble finding something, ask!

New to D2L Brightspace? Gain confidence, ask questions, and practice skills by reviewing the tutorial:

- Visit www.minnesota.edu
- Click on "SpartanNet" at the top of the page
- Log in using your Star ID and password
- Then, click on the blue D2L Brightspace button
- Find the "Academic Resources" drop-down menu, and click on "How to Use D2L Brightspace Tutorial"

That's it! You just logged in to D2L **and** accessed a support class designed just for you. You've got this!

Just need a quick reminder of how to D2L? Check out this quick start D2L Brightspace student guide: asanewsletter.org/wp-content/uploads/2020/03/Getting-Started-D2L-Student-quick-guide.pdf





NEXT LEVEL RESOURCES

ZOOM

Zoom is a meeting tool used to hold virtual classes. It's like Facetime or video chat for groups, and you can access it using a phone or computer.

Here is a quick start guide: mstate.custhelp.com/app/answers/detail/a_id/434/kw/zoom

Learn best by seeing? Here is a quick start video: mediaspace.minnstate.edu/media/Intro+to+Zoom/1_nenemjw5

KALTURA MEDIASPACE

Kaltura MediaSpace is a tool used to upload and share videos in online classes. Think YouTube without the ads. The video below is posted to Kaltura. Click on the link to learn more *and* test your browser and internet speed with Kaltura. It's like BOGO learning.

When using Kaltura, you can adjust playback speed, skip forward or backward to hear something repeated, and you may be able to select captions. Test it out by exploring the overview linked here: mediaspace.minnstate.edu/playlist/dedicated/0_d2mg8yhh/

Having trouble viewing a video? Select a lower playback resolution from the gear on the right side of the playback bar (lower numbers are best if the internet is slow). You can also try changing browsers.

MICROSOFT TEAMS

Microsoft Teams is a tool used to connect with faculty and classmates remotely. Within Microsoft Teams, you can chat, video conference, make phone calls, or even edit projects as a group. To learn how to access Microsoft Teams, visit mediaspace.minnstate.edu/media/Microsoft+Teams-+Intro%2C+Navigation%2C+and+Terminology/1_9eznfmpr

RESPONDUS LOCKDOWN BROWSER

Some instructors require the use of Respondus LockDown Browser for online quizzes and exams. While using the browser, you will be unable to navigate outside of your quiz or exam. For information on how to install, use or troubleshoot the Respondus LockDown Browser, please visit the D2L Brightspace homepage or download this quick start guide web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-D2L-Student.pdf

NEED HELP?

COMPUTER HELP CENTER (CHC)

The Computer Help Center is your first point of contact for all your technology needs. You can request help by clicking on "Tech Support" button within SpartanNet. Visit minnesota.edu/student-support/computer-help-center for more information.

TOP TIPS FOR A SUCCESSFUL SPRING 2020

1. Find your instructor's plan for your course. Faculty have different plans designed to fit the learning needs of your course. The instructor may have sent an email to your M State account or posted it in in D2L. Can't find the plan? Email your instructor to ask for help.
2. Check your M State email daily. Seriously. There will be things you NEED to know in email. Don't miss it!
3. Access D2L daily. Things are changing quickly in our country right now. Checking your class regularly will make sure you get updates right away and gives you more time to plan.
4. Ask your instructor when you have questions. Online, your instructor can't see your face if you look confused. Let your instructor know what has you scratching your head so they have a chance to help. Email is a good way to do this.
5. Be present in your class and help each other out. Many of us are isolated right now, so your encouragement, thoughtful response, or challenging question could make a huge difference for your peers and instructor. This is a chance for you to be an everyday leader who makes an impact. Let's do this!